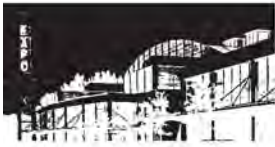

MERC Commission Meeting

September 7, 2011
12:30 pm

Oregon Convention Center
Room A107-08



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

www.oregonmetro.gov



Metro | *Exposition Recreation Commission*

Agenda

Meeting: Metro Exposition Recreation Commission Regular Meeting
Date: Wednesday September 7, 2011
Time: 12:30 – 2:30 pm
Place: Oregon Convention Center, Room A107-08

CALL TO ORDER

12:30 1. QUORUM CONFIRMED

12:35 2. COMMISSIONER/EX OFFICIO COMMUNICATIONS

12:45 3. GENERAL MANAGER COMMUNICATIONS

3.1 2nd Close FY11 Financial Report

3.2 July 2011 Financial Report

3.3 FY11 Year End Capital Report

Teri Dresler

Cynthia Hill

Cynthia Hill

Cynthia Hill

1:00 4. MERC VENUES' BUSINESS REPORTS

Blosser/Kramer/Rotchford

1:05 5. OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS

1:10 6. CONSENT AGENDA

6.1 July 6, 2011 MERC Commission Record of Actions

6.2 August 3, 2011 MERC Commission Record of Actions

1:15 7. OVERVIEW OF METRO GREEN BUILDING POLICY-ADMINISTRATIVE PROCEDURE

Molly Chidsey

1:35 8.0 ARAMARK/GIACOMETTI PARTNERS –FISCAL YEAR END FINANCIAL AND PROJECT REPORT

Brendan Coffey

ADJOURN

MERC Commission Meeting

September 7, 2011
12:30 pm

3.0 General Manager
Communications



Metro | *People places. Open spaces.*

Proposal Evaluation Guidelines
Diversity in Contracting

Each proposer is required to address Diversity in Contracting within their proposal. The following will be used as a guideline in assigning points for each proposal.

Total points available are twenty (20)*.

- **Diversity in Contracting (7 points possible)**
 - ✓ Firm should show measurable steps taken to promote FOTA firm / MWESB participation on past projects. (i.e. percentage of projects awarded to FOTA firm / MWESB's, workforce utilization, or contract dollars awarded).
 - ✓ Firms should give a detailed description of opportunities that will be available to FOTA firms / MWESB's on this project. (i.e. joint ventures, breaking down projects).
 - ✓ Firms should include their policies and goals in the area of contracting with FOTA firms, small businesses and diversifying their contract spend.
- **Diversity of Firm (7 points possible)**
 - ✓ Proposing firm is a FOTA firm, or certified as an MBE, WBE or ESB by the State of Oregon, and/or sub-consultants they are utilizing are FOTA or certified.
 - ✓ Firm is a FOTA firm, or owned by minorities or women, or employee owned by a diverse or FOTA workforce.
 - ✓ Firm resides in the first opportunity target area (FOTA).
- **Diversity in Employment (6 points possible)**
 - ✓ Firm should display its company policies and practices with regard to workforce diversity. This should be demonstrated by workforce numbers reported of FOTA hires, ethnic minorities and women.
 - ✓ Also evaluate the firm's written policies on recruitment and retention of a diverse workforce. (This should be more than simply a company's mission statement or policy to not discriminate).
 - ✓ Firm demonstrates concentrated efforts to reach out to FOTA residents, women and minority groups, associations, and schools in an effort to diversify their workforce.
 - ✓ Firm has a documented history of promoting and retaining FOTA hires, minorities and women.

A proposal that included thorough information that addressed all areas could possibly receive the maximum points. A firm that did not include documentation in this area would receive zero points. Most firms will likely be somewhere in the middle of this range, depending on the strength of their proposal and their efforts to diversify their employment ranks as well as their contract spend. Proposal contents addressing diversity should be well documented and demonstrate a willingness to go above and beyond what is minimally required.

* The General Manager of Visitor Venues has the authority to adjust the total points available for diversity in contracting as may be necessary.

If you have any questions please contact Julie Hoffman at 797-1648 or Darin Matthews at 797-1626.

August 31, 2011

Diversity Outreach sample event outline.

MAKING CONNECTIONS -- Metro / MERC Contracting and Jobs Open House

November 1, 2011

3 pm – 7 pm

Portland Expo Center – Hall D

- Meet project managers and hiring managers
- Find out about jobs and contracting opportunities at Metro / MERC
- Attend a how-to seminar for businesses and job applicants

Light refreshments +++ Take the Yellow Line train

Oregon Zoo * Oregon Convention Center * Portland Expo Center * Portland Center for the Performing Arts * Metro Parks and Environmental Services

Metro is an Equal Opportunity/Affirmative Action Employer

JUNE 2011 (2ND CLOSE) & JULY 2011

FINANCIAL INFORMATION

For Management Purposes only



Date: 08/17/11

To:

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

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

Re: MERC Financial Information for 12 months ending June 2011 (2nd Close) & FY 2011-12, 1 month ending July 2011

Enclosed please find the monthly financial report for the Metropolitan Exposition Recreation Commission, with detail by venue and department. This report provides current month and year-to-date financial information. It is intended to be used as a management tool for directors, the General Manager, Metro COO, and the MERC Commission. This report omits substantially all disclosures required by generally accepted accounting principles.

Fiscal Year: 2010-11 – June 2nd Close

The Financial statements reflect revenue and expenditures as of June 2nd close, which does not include the final Transient Lodging Tax receipts and the Aramark Qualitative Goals calculation both of these will be received during 3rd close in September. Year-end audit field work is scheduled for October and the Comprehensive Annual Financial Report (CAFR) is scheduled for completion in November. Included in the financial packet is the 4th Qtr overview.

Fiscal Year: 2011-12 - July

Over all event revenue for the fiscal year is starting out slow, it is down compared to prior by approximately \$171 thousand. Expo revenue is slightly better than prior year with America's Largest Antique & Collectible Show showing a slight increase of \$5 thousand; OCC was down by approximately \$49 thousand; however OSCON (OSCON 2011 & OSCON Data/Java combined) was better than prior year by approximately \$107 thousand; PCPA is down by approximately \$146 thousand, Broadway event comparison between Lion King (July 2010) and Mary Poppins (July 2011) shows a decrease of approximately \$192 thousand.

Major projects incomplete by June 30th continue to move forward during the summer months. The Plaza Bock 26 (Sizzler Lot) .and Digital Signage at the Oregon Convention Center; Expo Center rebranding & web site design; Arlene Schnitzer Concert Hall façade restoration; Hatfield Hall Chiller and the Keller Boiler

The attached sheets provide the financial narrative and highlights at each Venue and a prior year and budgetary overview.

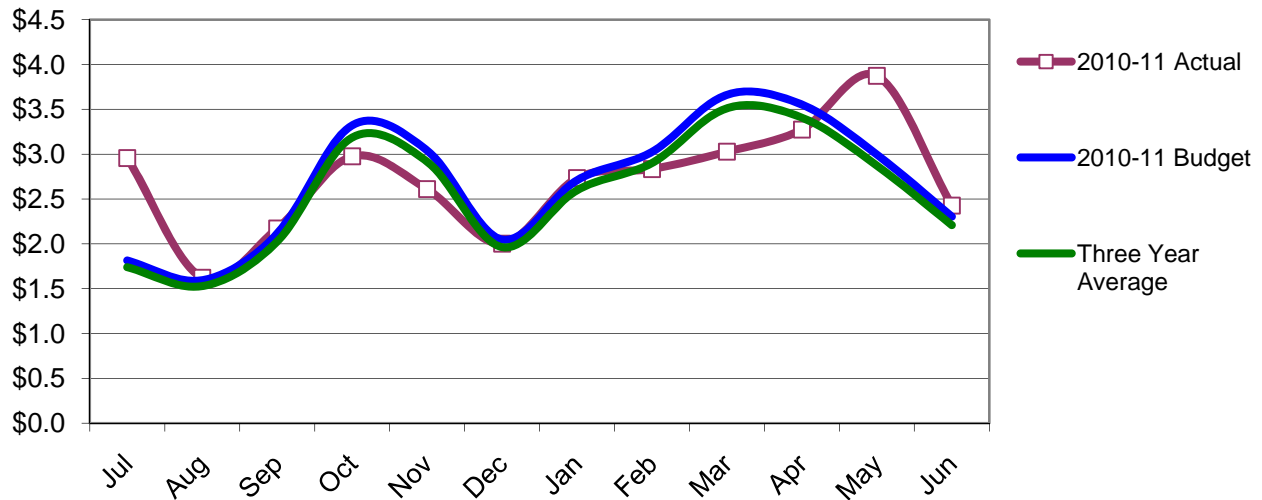
FINANCIAL HIGHLIGHTS
&
FINANCIAL STATEMENT

FYE 11

JUNE 2011 2ND CLOSE

4th Quarter Overview

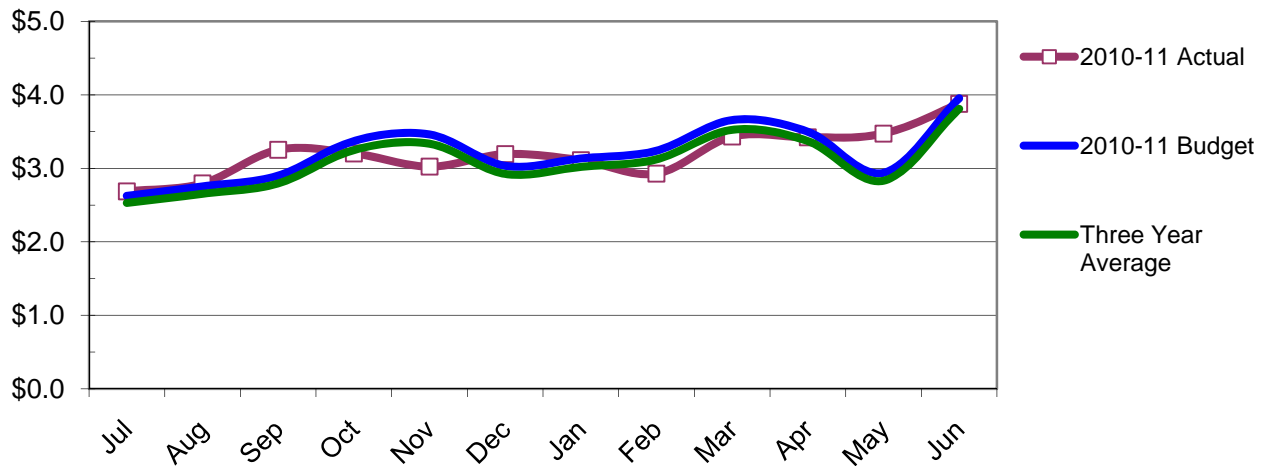
MERC- Program Revenues by Month
shown in millions



MERC operating revenues ended the year slightly over budget and 7 percent greater than prior year (up \$2 million). The Oregon Convention Center (OCC) operating revenue is 8 percent (up \$1.5 million) greater than budget and 14 percent greater than prior year (up \$2.4 million). OCC experienced stronger than expected convention attendance and spending all year, and booked two unanticipated corporate events, Intel, a five day event in May and a Nike Event in June. Expo Center operating revenues are greater than prior year, and 11 percent less than original budget projections. Expo attendance was slightly less than prior year attributable to the discontinuance of the Catlin Gabel Rummage Sale and a rescheduling of an addidas inventory sale to a future year. Portland Center for Performing Arts (PCPA) operating revenues are 5 percent less than prior year and 8 percent less than budget. This is largely due to facility rental revenue falling below original budget projections. Several events included in the PCPA adopted budget did not occur. The opera and the ballet each cut one show, a local musical production of *Beauty & the Beast* was cancelled and the Broadway series reduced one week of the *Billy Elliot* production.

Transient Lodging Tax represents the tax receipts as of 3rd quarter. Fourth quarter is expected in the next few weeks. Actual receipts through the 3rd quarter are up 12.69 percent or \$912 thousand. The fourth quarter transfer of tax receipts from Multnomah County is anticipated to be approximately \$1.4 million.

MERC - Operating Expenditures by Month
shown in millions



Venue operating expenditures ended the year 4% less than budget. MERC expenditures directly relate to venue event activity. The Oregon Convention Center and the Portland Center for Performing Arts experienced strong food & beverage sales which is off-set by additional food & beverage costs. As noted in the revenue discussion, PCPA and the Expo Center sales were less than original budget forecasts, which in turn equal less overall expenditures. Several onetime priorities were approved in the FY 10-11 budget. The PSU Study recommendations for the Expo Center which included rebranding, website update and outside way finding (\$56 thousand); the Expo Center Master Plan Update was completed and approved (\$123,346); the Oregon Convention Center 20th anniversary celebration (\$53 thousand); multiyear Retro Commissioning Project (\$125 thousand); multiyear project to restore the exterior façade of the Arlene Schnitzer Concert Hall is under way (\$45 thousand). Some of these projects will carry forward into FY 11-12.

FINANCIAL HIGHLIGHTS – FYE 11 JUNE 2ND CLOSE

REVENUE

OPERATING

- **MERC** overall revenue is better than prior year by 7% or \$1.9 million and better than budget by 1% or \$201 thousand. Food and Beverage (F&B) is better than budget by 4% or \$472 thousand and 8% better than prior year by \$953 thousand.
- **Expo** revenue is slightly higher than prior year by 0.48% or \$24 thousand. The largest event of the period was the Collectors West Gun and Knife Show generating approximately \$50 thousand, of which Parking Fees generated approximately \$18 thousand.
- **OCC** is better than prior year by 14% or \$2.4 million and better than budget by 8% or \$1.5 million. The highest revenue generating event was the Intel Design and Test Technology Conference 2011 for approximately \$493 thousand, of which F&B generated approximately \$390 thousand. F&B revenue is better than prior year by 13% or \$1.2 million and better than budget by 6% or \$601 thousand.
- **PCPA** is less than prior year by 5% or \$394 thousand and less than budget by 8% or \$643 thousand. F&B is better than budget by 15% or \$213 thousand. The highest event revenue generator for the period was Mary Poppins for approximately \$301 thousand. However, for the complete run of the Broadway event Mary Poppins generated approximately \$564 thousand of which Admission & User Fees generated approximately \$148 thousand.

Non – OPERATING

- Year-to-date Transient Lodging Tax (TLT) is approximately \$10 million, which reflects 3rd quarter tax receipts of \$136 thousand, Enhanced Marketing of \$419 thousand, and the Visitor Development Fund annual transfer of \$1.6 million.
- The PCPA yearly appropriation from the City of Portland is approximately \$767 thousand.

EXPENDITURES

OPERATING

- **MERC** overall expenditures are higher than prior year by 2% or \$805 thousand and less than budget by 4% or \$1.4 million.
- **Expo** is greater than prior year by 6% or \$231 thousand and less than budget by 11% or \$466 thousand. F&B is higher than prior year by 11% or \$139 thousand and less than budget by 3% or \$51 thousand.
- **OCC** is greater than prior year by 7% or \$1.5 million and higher than budget by 1% or \$209 thousand. F&B is higher than prior year by 11% which is approximately \$843 thousand.
- **PCPA** is less than prior year by 8% or \$700 thousand and budget by 8% or \$703 thousand. F&B is less than prior year by 10% or \$164 thousand.

Non – OPERATING

- Expo has paid 100% or \$1.189 million of the budgeted Debt Service.
- MERC has paid 100% or \$2.5 million of the budgeted Metro Support Service & Risk Management.

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

June 2011

2nd CLOSE

	Current Month Actual June-11	Current Year to Date Actual June-11	Prior Year to Date Actual June-10	% of Prior Year	2010-11 Adopted Budget June-11	% of Annual Budget 100%
Operating						
Revenue	622	18,211,685	17,197,828	106%	18,481,869	99%
Revenue - Food and Beverage	-	13,502,313	12,549,695	108%	13,030,716	104%
Total Operating Revenue	622	31,713,998	29,747,523	107%	31,512,585	101%
Costs - Food and Beverage	227,014	11,247,335	10,429,755	108%	10,672,641	105%
Personal Services	-	17,034,985	16,796,287	101%	17,989,676	95%
Goods & Services	168,534	7,076,235	7,307,863	97%	8,180,829	86%
Marketing	419,276	3,038,636	3,058,257	99%	3,037,090	100%
Total Operating Expenses	814,824	38,397,191	37,592,162	102%	39,880,236	96%
Net Operating Results Inc (Dec)	(814,202)	(6,683,193)	(7,844,638)	85%	(8,367,651)	80%
Non Operating	-	-	-	-	-	-
Transient, Lodging Tax	2,114,546	10,078,163	8,853,156	114%	10,558,553	95%
Government Support City of Portland	-	767,019	766,100	100%	756,907	101%
Non-Operating Revenue	(897)	142,593	229,603	62%	294,773	48%
Non-Operating Expense	-	2,500	2,780	90%	2,500	100%
	2,113,649	10,985,275	9,846,080	112%	11,607,733	95%
Support and Risk Management						
MERC Administration	-	-	-	-	-	-
Metro Support Services	-	1,993,186	2,027,654	98%	1,993,186	100%
Metro Risk Management	-	499,312	488,571	102%	499,311	100%
	-	2,492,498	2,516,225	99%	2,492,497	100%
Net Increase (Decrease)	1,299,447	1,809,584	(514,784)	-352%	747,585	242%
Transfers						
Transfers to (Expense)	-	-	-	-	-	-
Transfers from (Revenue)	-	-	-	-	-	-
Debt Service (Expense)	-	1,189,132	1,316,252	90%	1,189,132	100%
Net Transfers	-	(1,189,132)	(1,316,252)	90%	(1,189,132)	100%
Net Operations	1,299,447	620,452	(1,831,036)	-34%	(441,547)	-141%
	-	0	-	-	-	-
Capital						
Capital Outlay	339,596	3,723,929	1,493,865	249%	5,116,371	73%
Goods & Services	-	-	-	-	-	-
Non-Operating Revenue	710,903	947,170	2,413,721	39%	1,094,592	87%
Transfers to (Expense)	105,931	105,931	-	-	120,000	88%
Transfers from (Revenue)	-	475,000	187,252	254%	475,000	100%
Net Capital	265,376	(2,407,690)	1,107,107	-217%	(3,666,779)	66%
Fund Balance Inc (Dec)	1,564,822	(1,787,238)	(723,929)	247%	(4,108,326)	44%
	-	0	-	-	-	-
Food and Beverage Gross Margin	(227,014)	2,254,978	2,119,940		2,358,075	96%
Food and Beverage Gross Margin	#DIV/0!	16.7%	16.9%		18.1%	
Full Time Employees					190.0	
Excise Tax	1	(1,606,172)	(1,612,718)			
Taxes as percent of revenue	100%	24%	23%		25%	
Fund Balance						
Beginning Fund Balance		27,089,539	26,619,236		27,089,539	
Fund Balance Inc (Dec)		(1,787,238)	(723,929)		(4,108,326)	
Ending Fund Balance		25,302,301	25,895,307		22,981,213	
Unrestricted Fund Balance					1,521,624	
Contingency					933,463	
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					22,981,213	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
Portland Exposition Center
June 2011
2nd CLOSE

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	2010-11 Adopted Budget	% of Annual Budget
	June-11	June-11	June-10		June-11	100%
Operating						
Revenue	(6)	3,471,328	3,454,746	100%	3,766,945	92%
Revenue - Food and Beverage	-	1,618,546	1,610,851	100%	1,934,927	84%
Total Operating Revenue	(6)	5,089,874	5,065,596	100%	5,701,872	89%
Costs - Food and Beverage	49	1,422,119	1,283,385	111%	1,473,430	97%
Personal Services	-	1,374,720	1,373,294	100%	1,501,164	92%
Goods & Services	12,257	1,138,375	1,047,281	109%	1,426,639	80%
Total Operating Expenses	12,305	3,935,215	3,703,960	106%	4,401,233	89%
Net Operating Results Inc (Dec)	(12,311)	1,154,660	1,361,636	85%	1,300,639	89%
Non Operating						
Non-Operating Revenue	2,164	24,106	30,754	78%	53,932	45%
Non-Operating Expense	-	-	-	-	-	-
	2,164	24,106	30,754	78%	53,932	45%
Support and Risk Management						
MERC Administration	(43,580)	200,195	304,707	66%	243,775	82%
Metro Support Services	-	179,387	202,766	88%	179,387	100%
Metro Risk Management	-	75,038	70,743	106%	75,038	100%
	(43,580)	454,620	578,216	79%	498,200	91%
Net Increase (Decrease)	33,433	724,145	814,175	89%	856,371	85%
Transfers						
Transfers from	-	-	-	-	-	-
Debt Service	-	1,189,132	1,176,632	101%	1,189,132	100%
Net Transfers	-	(1,189,132)	(1,176,632)	101%	(1,189,132)	100%
Net Operations	33,433	(464,987)	(362,457)	128%	(332,761)	140%
Capital						
Capital Outlay Expense	3,726	424,222	145,933	291%	495,996	86%
Non-Operating Revenue	-	3,450	325,000	1%	-	-
Net Capital	(3,726)	(420,772)	179,067	-235%	(495,996)	85%
Fund Balance Inc (Dec)	29,706	(885,759)	(183,391)	483%	(828,757)	107%
Food and Beverage Gross Margin	(49)	196,427	327,466		461,497	43%
Food and Beverage Gross Margin %	#DIV/0!	12.1%	20.3%		23.9%	
Full Time Employees					13.3	
Excise Tax	-	(330,265)	(393,566)		-	
Fund Balance						
Beginning Fund Balance		5,644,984	5,745,316		5,644,984	
Fund Balance Inc (Dec)		(885,759)	(183,391)		(828,757)	
Ending Fund Balance		4,759,225	5,561,925		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					-	
Contingency for HQH (PERS Rsvr - Prior)					-	
Designated for PERS Reserve - Current					30,056	
Designated for PERS Reserve - Prior					148,219	
Restricted by Contract - Aramark					-	
Restricted by Agreement - TLT					-	
Ending Fund Balance					4,816,227	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
Oregon Convention Center
June 2011

2nd CLOSE

	Current Month Actual June-11	Excluding HQH Current Year to Date Actual June-11	Prior Year to Date Actual June-10	% of Prior Year 115%	2010-11 Adopted Budget June-11	% of Annual Budget 100%
Operating						
Revenue	(2)	8,803,510	7,636,567	115%	7,900,301	111%
Revenue - Food and Beverage	-	10,203,890	9,008,757	113%	9,629,150	106%
Total Operating Revenue	(2)	19,007,400	16,645,324	114%	17,529,451	108%
Costs - Food and Beverage	224,268	8,339,118	7,496,207	111%	7,929,602	105%
Personal Services	-	8,664,959	8,423,649	103%	8,923,956	97%
Goods & Services	80,366	3,781,524	3,391,920	111%	3,724,901	102%
Marketing POVA	419,276	3,038,636	3,058,257	99%	3,037,090	100%
Total Operating Expenses	723,910	23,824,237	22,370,033	107%	23,615,549	101%
Net Operating Results Inc (Dec)	(723,912)	(4,816,837)	(5,724,709)	84%	(6,086,098)	79%
Non Operating						
Transient, Lodging Tax	1,501,048	8,615,618	7,224,866	119%	8,700,202	99%
Non-Operating Revenue	(20,845)	31,217	85,742	36%	99,351	31%
Non-Operating Expense	-	-	3	0%	-	-
	1,480,203	8,646,835	7,310,605	118%	8,799,553	98%
Support and Risk Management						
MERC Administration	(271,166)	1,245,656	1,645,421	76%	1,516,822	82%
Metro Support Services	-	1,116,184	1,094,933	102%	1,116,184	100%
Metro Risk Management	-	283,622	275,033	103%	283,621	100%
	(271,166)	2,645,462	3,015,387	88%	2,916,627	91%
Net Increase (Decrease)	1,027,457	1,184,536	(1,429,492)	-83%	(203,172)	-583%
Transfers						
Transfers to (Expense)	-	-	-	-	-	-
Transfers from (Revenue)	-	-	-	-	-	-
Debt Service (Expense)	-	-	139,620	0%	-	-
Net Transfers	-	-	(139,620)	0%	-	-
Net Operations	1,027,457	1,184,536	(1,569,112)	-175%	(203,172)	-583%
Capital						
Capital Outlay Expense	71,930	2,381,852	994,583	239%	3,529,547	67%
Non-Operating Revenue	-	526,316	1,351,500	39%	626,291	84%
Transfers to (Expense)	105,931	105,931	-	-	120,000	88%
Transfers from (Revenue)	-	475,000	187,252	254%	475,000	100%
Net Capital	140,638	(1,486,467)	544,169	-273%	(2,548,256)	58%
Fund Balance Inc (Dec)	1,168,095	(301,931)	(1,024,943)	29%	(2,751,428)	11%
Food and Beverage Gross Margin	(224,268)	1,864,772	1,512,550		1,699,548	110%
Food and Beverage Gross Margin %	#DIV/0!	18.3%	16.8%		17.7%	
Full Time Employees					110.3	
Excise Tax	-	(1,275,473)	(1,218,090)		-	
Taxes as percent of revenue	100%	31%	30%		33%	
Fund Balance						
Beginning Fund Balance		11,426,052	10,870,137		11,426,052	
Fund Balance Inc (Dec)		(301,931)	(1,024,943)		(2,751,428)	
Fund Balance Inc (Dec) for HQH		-	(4,750)		-	
Ending Fund Balance		11,124,121	9,840,444		8,674,624	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
Portland Center for the Performing Arts
June 2011

	Current Month Actual June-11	2nd CLOSE Current Year to Date Actual June-11	Prior Year to Date Actual June-10	% of Prior Year	2010-11 Adopted Budget June-11	% of Annual Budget 100%
Operating						
Revenue	629	5,925,298	6,068,817	98%	6,781,123	87%
Revenue - Food and Beverage	-	1,679,877	1,930,087	87%	1,466,639	115%
Total Operating Revenue	629	7,605,176	7,998,904	95%	8,247,762	92%
Costs - Food and Beverage	2,697	1,486,098	1,650,163	90%	1,269,609	117%
Personal Services	-	5,142,393	5,091,330	101%	5,606,405	92%
Goods & Services	73,040	1,867,774	2,454,401	76%	2,323,690	80%
Total Operating Expenses	75,737	8,496,264	9,195,894	92%	9,199,704	92%
Net Operating Results Inc (Dec)	(75,108)	(891,089)	(1,196,990)	74%	(951,942)	94%
Non Operating						
Transient, Lodging Tax	613,498	1,462,545	1,628,290	90%	1,858,351	79%
Government Support City of Portland	-	767,019	766,100	100%	756,907	101%
Non-Operating Revenue	17,401	80,239	69,858	115%	117,851	68%
Non-Operating Expense	-	2,500	2,777	90%	2,500	100%
	630,899	2,307,303	2,461,471	94%	2,730,609	84%
Support and Risk Management						
MERC Administration	(169,479)	778,535	1,096,947	71%	948,014	82%
Metro Support Services	-	697,615	729,955	96%	697,615	100%
Metro Risk Management	-	140,652	142,795	98%	140,652	100%
	(169,479)	1,616,802	1,969,697	82%	1,786,281	91%
Net Increase (Decrease)	725,270	(200,588)	(705,216)	28%	(7,614)	2634%
Transfers						
Transfers to (Expense)	-	-	-	-	-	-
Transfers from (Revenue)	-	-	-	-	-	-
Net Transfers	-	-	-	-	-	-
Net Operations	725,270	(200,588)	(705,216)	28%	(7,614)	2634%
Capital						
Capital Outlay Expense	263,940	917,855	251,556	365%	988,828	93%
Goods & Services Expense	-	-	-	-	-	-
Non-Operating Revenue	392,404	417,404	737,221	57%	468,301	89%
Net Capital	128,464	(500,451)	485,665	-103%	(520,527)	96%
Fund Balance Inc (Dec)	853,734	(701,039)	(219,551)	319%	(528,141)	133%
Food and Beverage Gross Margin	(2,697)	193,780	279,924		197,030	98%
Food and Beverage Gross Margin %	#DIV/0!	11.5%	14.5%		13.4%	
Full Time Employees					46.4	
Taxes as percent of revenue	100%	16%	17%		18%	
Fund Balance						
Beginning Fund Balance		9,016,013	9,045,395		9,016,013	
Fund Balance Inc (Dec)		(701,039)	(219,551)		(528,141)	
Ending Fund Balance		8,314,974	8,825,844		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	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
MERC Administration
June 2011
2nd CLOSE

	Current Month Actual June-11	Current Year to Date Actual June-11	Prior Year to Date Actual June-10	% of Prior Year	2010-11 Adopted Budget June-11	% of Annual Budget 100%
Operating						
Revenue	-	11,549	37,699	31%	33,500	34%
Personal Services	-	1,852,913	1,908,014	97%	1,958,151	95%
Goods & Services	2,871	288,562	409,511	70%	705,599	41%
Net Operating Results Inc (Dec)	(2,871)	(2,129,927)	(2,279,825)	93%	(2,630,250)	81%
Non Operating						
Non-Operating Revenue	383	7,031	43,249	16%	23,639	30%
Non-Operating Expense	-	-	-	-	-	-
	383	7,031	43,249	16%	23,639	30%
Support and Risk Management						
MERC Administration	(484,225)	2,224,386	3,047,075	73%	2,708,611	82%
	(484,225)	2,224,386	3,047,075	73%	2,708,611	82%
Net Increase (Decrease)	(486,713)	101,490	810,499	13%	102,000	100%
Transfers						
Transfers to (Expense)	-	-	-	-	-	-
Transfers from (Revenue)	-	-	-	-	-	-
Net Transfers	-	-	-	-	-	-
Net Operations	(486,713)	101,490	810,499	13%	102,000	100%
Capital						
Capital Outlay Expense	-	-	101,794	0%	102,000	0%
Non-Operating Revenue	-	-	-	-	-	-
Net Capital	-	-	(101,794)	0%	(102,000)	0%
Fund Balance Inc (Dec)	(486,713)	101,490	708,705	14%	-	-
Full Time Employees					20.0	
Excise Tax	-	(434)	(1,062)		-	
Fund Balance						
Beginning Fund Balance		1,002,490	958,388		1,002,490	
Fund Balance Inc (Dec)		101,490	708,705		-	
Ending Fund Balance		1,103,980	1,667,093		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	
Restricted by Contract - Aramark						
Restricted by Agreement - TLT						
Ending Fund Balance					1,002,490	

Metropolitan Exposition Recreation Commission
Fiscal Year FY 2010-11 Capital Plan as of 6/30/2011 (2nd Close)

<i>Description</i>	<i>Funding Source</i>	<i>Adopted Budget</i>	<i>Revised Budget</i>	<i>Year to dated Actuals</i>	<i>Project Status</i>
OCC FY 2010-11					
Kitchen Equipment & Trade Work	F & B Capital Investment	525,000	375,620	279,697	Complete
Kitchen Remodel - T-Bar Replacement	F & B Capital Investment		22,140	22,140	Complete
Kitchen Remodel Walk In Cooler	5% Reserve Account-Capital		121,765	113,936	in process
Small wares Purchase	5% Reserve Account/Capital Investment	300,000	187,107	86,721	Complete
Leg Up Program Store Project - Metro Café	F & B Capital Investment	150,000	175,000	169,645	Complete
F & B Capital Investment Contingency	F & B Capital Investment		137,593		Complete
Hand Dryers Installation(carried over from last year)	MTOCA Funds	150,000	150,000	157,009	Complete
Phase Air-wall Retrofit Project	MTOCA Funds	560,000	383,700	383,522	Complete
VAV Controllers and CO2 Sensors on AHUs LEED phase 2	MTOCA Funds	105,000	69,246	69,246	Complete
VAV Controllers and CO2 Sensors on AHUs LEED phase 1	TLT Capital Funds		17,562	17,562	Complete
Digital Signage Upgrade	TLT Capital Funds	150,000	152,900	99,471	Fall 2011
Replace Stage Unit Steps	TLT Capital Funds	15,000	17,810	17,810	Complete
Forklift Replacement	TLT Capital Funds	60,000	67,732	67,732	Complete
Security Console Replacement	TLT Capital Funds	20,000	-		Cancelled
Garage Door Dry Waste Area Replacement	TLT Capital Funds	15,000	405		Moved to Operations
Riding Scrubber/Sweeper Replacement	TLT Capital Funds	35,000	44,905	44,904	Complete
Parking Management System and Equipment Replacement	TLT Capital Funds	130,000	130,000	116,712	October 2011
48" Tables & Carts	TLT Capital Funds	11,000	11,323	11,323	Complete
Elevators 1 & 2 Cab Retrofit	TLT Capital Funds	-	41,000	41,000	Complete
Sizzler Block Plaza Construction Project (1)	OCC Fund Balance	660,000	660,000	214,896	Complete
Lighting Fixture Replacement and Upgrade	MTOCA proposal	751,645	751,645	761,982	Complete
Big Foot/Smart Maintenance Software Upgrade	Operating Funds		11,442	12,855	Complete
Project Contingency			120,652		n/a
Kitchen Remodel Construction Phase	5% Reserve Account-Capital	100,000	18,412		Complete
Aramark - ABI Timekeeping System Software & Hardware	5% Reserve Account-Capital	-	26,807	26,807	Complete
Renovation of Starbucks Store # 1	5% Reserve Account/F & B Capital Investment	-	75,000	9,630	In Process
Total OCC Capital Projects		3,737,645	3,769,766	2,724,600	

(1) The Sizzler Block 26 Project was increase in FY11-12 to \$798,000

PCPA FY 2010-11

Arlene Schnitzer Concert Hall Boiler Upgrade & Complete Inspection	PCPA Foundation (Friends of PCPA)	10,000	979		Moved to Operations
Winningstad Dimmer System	PCPA Foundation (Friends of PCPA)	80,000	-	-	Cancelled
Arlene Schnitzer Concert Hall - Main Roof & Mechanical	PCPA Foundation (Friends of PCPA)	100,000	97,884	97,884	Complete
Arlene Schnitzer Concert Hall - Grand Lobby Roof	PCPA Foundation (Friends of PCPA)	-	76,520	76,520	Complete
Keller Auditorium Boiler Replacement	PCPA Foundation (Friends of PCPA)	100,000	191,726	102,371	October 2011
Keller Lighting Console	PCPA Foundation (Friends of PCPA)	40,000	-		Cancelled

Metropolitan Exposition Recreation Commission
Fiscal Year FY 2010-11 Capital Plan as of 6/30/2011 (2nd Close)

<i>Description</i>	<i>Funding Source</i>	<i>Adopted Budget</i>	<i>Revised Budget</i>	<i>Year to dated Actuals</i>	<i>Project Status</i>
Newmark Sound Console	PCPA Foundation (Friends of PCPA)	23,000	-		Cancelled
Keller Concession Remodel	F & B Capital Investment - Fund Balance	325,000	325,000	319,837	Complete
Hatfield Hall - PCPA Chiller Replacement	PCPA Fund Balance	289,000	289,000	312,571	October 2011
Keller Auditorium Heat Recovery System (\$25,000)	Metro Sustainability Grant				FY 2011-12
Big Foot/Smart Maintenance Software Upgrade	Operating Funds		7,719	8,672	Complete
Aramark - ABI Timekeeping System Software & Hardware	5% Reserve Account-Capital		12,648	12,648	Complete
Total PCPA Capital Projects		967,000	1,001,476	930,503	

EXPO FY 2010-11

Seismic Gas Valves	EXPO Fund Balance	10,000	12,807	12,807	Complete
Alerton DCC Global Controller	EXPO Fund Balance	22,000	24,533	24,533	Complete
Electronic signage at parking lot entrance	EXPO Fund Balance	30,000	-		Cancelled
Halls DE Wi-Fi	EXPO Fund Balance	25,000	25,000		Planning
Halls D relamp	EXPO Fund Balance/ Metro Sustainability Grant	30,000	15,108	15,108	Complete
Unknown impact of Hall E boring/ Structural Issues	EXPO Fund Balance	50,000	8,923	8,923	In Process
Five Control Alarm Panel	EXPO Fund Balance	-	9,152	9,152	Complete
Hall C Heating System	EXPO Fund Balance	-	12,273	12,273	Complete
West Delta Bar & Grill	F & B Capital Investment/5% Reserve/Fund Balance	325,000	349,143	349,143	Complete
Big Foot/Smart Maintenance Software Upgrade	Operating Funds		3,996	4,489	Complete
Project Contingency			47,268		n/a
Aramark - ABI Timekeeping System Software & Hardware	5% Reserve Account-Capital		8,175	8,175	Complete
Total Expo Capital Projects		492,000	516,378	444,603	

Administration FY 2010-11

Add Disk Storage space to Virtual server environment	MERC Support Costs	25,000			FY11-12
Add two additional application servers to Virtual environment	MERC Support Costs	30,000			FY11-12
Citrix XEN Essentials Software - administrator	MERC Support Costs	5,000			FY11-12
Server operating system upgrades - software, license, setup	MERC Support Costs	10,000			FY11-12
Citrix "test" environment - new server, license, setup	MERC Support Costs	20,000			FY11-12
Project Contingency	MERC Support Costs	12,000			FY11-12
Total Administration Capital Projects		102,000	-	-	

FINANCIAL HIGHLIGHTS
&
FINANCIAL STATEMENT

FYE 12

JULY 2011

FINANCIAL HIGHLIGHTS – FYE12 – JULY 2011

REVENUE

OPERATING

- **MERC** overall revenue is less than prior year by 6% or \$171 thousand and better than budget by 1% or \$275 thousand. Food and Beverage (F&B) is better than budget by 4% or \$484 thousand and 18% less than prior year by \$331 thousand.
- **Expo** overall revenue is better than prior year by 3% or \$9 thousand. The largest event of the period was America's Largest Antique & Collectible Show generating approximately \$154 thousand, of which F&B generated approximately \$62 thousand.
- **OCC** is less than prior year by 2% or \$31 thousand and better than budget by 4% or \$626 thousand. The highest accrued revenue generating event was OSCON 2011 for approximately \$662 thousand, of which F&B generated approximately \$411 thousand. F&B revenue is less than prior year by 18% or \$277 thousand and better than budget by 7% or \$554 thousand.
- **PCPA** is less than prior year by 23% or \$150 thousand and less than budget by 2% or \$203 thousand. F&B is less than budget by 1% or \$9 thousand. The highest event revenue generator for the period was Mary Poppins for approximately \$232 thousand of which Admission & User Fee generated approximately \$90 thousand.

Non – OPERATING

- Transient Lodging Tax (TLT) the first payment for this fiscal year will be received in September.
- The PCPA yearly appropriation from the City of Portland is budgeted at approximately \$784 thousand and will be received at the end of the fiscal year.

EXPENDITURES

OPERATING

- **MERC** overall expenditures are less than prior year by 9% or \$240 thousand and less than budget by 2% or \$705 thousand.
- **Expo** overall expenditures are higher than prior year by 13% or \$31 thousand and less than budget by 2% or \$77 thousand. F&B expenditures are higher than prior year by 21% or \$17 thousand and less than budget by 1% or \$20 thousand.
- **OCC** is less than prior year by 11% or \$188 thousand and less than budget by 1% or \$366 thousand. F&B is higher than prior year by 25% which is approximately \$156 thousand.
- **PCPA** is less than prior year by 1% or \$3 thousand and budget by 2% or \$192 thousand. F&B is less than prior year by 15% or \$19 thousand.

Non – OPERATING

- Expo is scheduled to pay the budgeted \$1.189 million twice yearly; the first payment is due in the 2nd quarter.
- MERC has paid Metro Support Service & Risk Management \$489 thousand of the budgeted amount of \$2.9 million or 17%.

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
All Departments
July 2011

	Current Month Actual July-11	Current Year to Date Actual July-11	Prior Year to Date Actual July-10	% of Prior Year	2011-12 Adopted Budget July-11	% of Annual Budget 8%
Operating						
Revenue	1,321,575	1,321,575	1,161,908	114%	18,626,251	7%
Revenue - Food and Beverage	1,463,327	1,463,327	1,793,878	82%	11,912,662	12%
Total Operating Revenue	2,784,903	2,784,903	2,955,786	94%	30,538,913	9%
Costs - Food and Beverage	997,149	997,149	842,571	118%	9,576,203	10%
Personal Services	1,389,197	1,389,197	1,351,565	103%	17,788,181	8%
Goods & Services	259,487	259,487	274,721	94%	7,913,710	3%
Marketing	(199,066)	(199,066)	218,280	-91%	3,067,917	-6%
Total Operating Expenses	2,446,766	2,446,766	2,687,138	91%	38,346,011	6%
Net Operating Results Inc (Dec)	338,136	338,136	268,648	126%	(7,807,098)	-4%
Non Operating	-	-	-	-	-	-
Transient, Lodging Tax	-	-	-	-	11,155,335	0%
Government Support City of Portland	-	-	-	-	784,320	0%
Non-Operating Revenue	66,452	66,452	24,698	269%	179,407	37%
Non-Operating Expense	-	-	-	-	2,500	0%
	66,452	66,452	24,698	269%	12,116,562	1%
Support and Risk Management						
MERC Administration	-	-	0	0%	-	-
Metro Support Services	180,404	180,404	166,099	109%	2,164,856	8%
Metro Risk Management	309,069	309,069	208,048	149%	741,765	42%
	489,473	489,473	374,147	131%	2,906,621	17%
Net Increase (Decrease)	(84,885)	(84,885)	(80,801)	105%	1,402,843	-6%
Transfers						
Transfers to (Expense)	6,490	6,490	-	-	2,047,513	0%
Transfers from (Revenue)	-	-	-	-	111,510	0%
Debt Service (Expense)	-	-	-	-	1,188,632	0%
Net Transfers	(6,490)	(6,490)	-	-	(3,124,635)	0%
Net Operations	(91,375)	(91,375)	(80,801)	113%	(1,721,792)	5%
	(0)	(0)	-	-	-	-
Capital						
Capital Outlay	(11,889)	(11,889)	34,852	-34%	2,991,366	0%
Goods & Services	-	-	-	-	-	-
Non-Operating Revenue	1,146	1,146	29,324	4%	450,000	0%
Transfers to (Expense)	-	-	-	-	-	-
Transfers from (Revenue)	-	-	-	-	480,000	0%
Net Capital	13,034	13,034	(5,528)	-236%	(2,061,366)	-1%
Fund Balance Inc (Dec)	(78,341)	(78,341)	(86,329)	91%	(3,783,158)	2%
	(0)	(0)	-	-	-	-
Food and Beverage Gross Margin	466,179	466,179	951,306		2,336,459	20%
Food and Beverage Gross Margin	31.9%	31.9%	53.0%		19.6%	
Full Time Employees					190.0	
Excise Tax	(168,047)	(168,047)	11,579			
Taxes as percent of revenue	0%	0%	0%		27%	
Fund Balance						
Beginning Fund Balance		24,615,569	27,089,539		24,615,569	
Fund Balance Inc (Dec)		(78,341)	(86,329)		(3,783,158)	
Ending Fund Balance		24,537,228	27,003,210		20,832,411	
Unrestricted Fund Balance					-	
Contingency					2,299,335	
Stabilization Reserve					620,500	
Designated for Renewal & Replacement					12,578,195	
New Capital/Business Strategy Reserve					5,334,381	
Ending Fund Balance					20,832,411	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
Portland Exposition Center
July 2011

	Current Month Actual July-11	Current Year to Date Actual July-11	Prior Year to Date Actual July-10	% of Prior Year	2011-12 Adopted Budget July-11	% of Annual Budget 8%
Operating						
Revenue	231,553	231,553	229,674	101%	3,876,866	6%
Revenue - Food and Beverage	106,512	106,512	99,278	107%	2,039,798	5%
Total Operating Revenue	338,065	338,065	328,952	103%	5,916,664	6%
Costs - Food and Beverage	101,804	101,804	84,484	121%	1,486,495	7%
Personal Services	113,999	113,999	109,632	104%	1,535,806	7%
Goods & Services	59,615	59,615	50,633	118%	1,266,746	5%
Total Operating Expenses	275,418	275,418	244,750	113%	4,289,047	6%
Net Operating Results Inc (Dec)	62,647	62,647	84,202	74%	1,627,617	4%
Non Operating						
Non-Operating Revenue	7,889	7,889	4,278	184%	22,731	35%
Non-Operating Expense	-	-	-	-	-	-
	7,889	7,889	4,278	184%	22,731	35%
Support and Risk Management						
MERC Administration	-	-	20,315	0%	187,337	0%
Metro Support Services	16,236	16,236	14,949	109%	194,837	8%
Metro Risk Management	35,811	35,811	31,266	115%	85,947	42%
	52,047	52,047	66,530	78%	468,121	11%
Net Increase (Decrease)	18,489	18,489	21,950	84%	1,182,227	2%
Transfers						
Transfers to	-	-	-	-	176,464	-100%
Transfers from	-	-	-	-	7,980	0%
Debt Service	-	-	-	-	1,188,632	0%
Net Transfers	-	-	-	-	(1,357,116)	0%
Net Operations	18,489	18,489	21,950	84%	(174,889)	-11%
Capital						
Capital Outlay Expense	-	-	774	0%	300,000	0%
Non-Operating Revenue	-	-	-	-	-	-
Net Capital	-	-	(774)	0%	(300,000)	0%
Fund Balance Inc (Dec)	18,489	18,489	21,176	87%	(474,889)	-4%
Food and Beverage Gross Margin	4,709	4,709	14,794		553,303	1%
Food and Beverage Gross Margin %	4.4%	4.4%	14.9%		27.1%	
Full Time Employees					13.3	
Excise Tax	(25,044)	(25,044)	(5,280)		-	
Fund Balance						
Beginning Fund Balance		4,902,217	5,644,984		4,902,217	
Fund Balance Inc (Dec)		18,489	21,176		(474,889)	
Ending Fund Balance		4,920,706	5,666,160		4,427,328	
Unrestricted Fund Balance					-	
Contingency					364,000	
Stabilization Reserve					186,000	
Designated for Renewal & Replacement					925,000	
New Capital/Business Strategy Reserve					2,952,328	
Ending Fund Balance					4,427,328	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
Oregon Convention Center
July 2011

	Current Month Actual	Excluding HOH Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	2011-12 Adopted Budget	% of Annual Budget
	July-11	July-11	July-10		July-11	8%
Operating						
Revenue	705,174	705,174	458,448	154%	7,708,519	9%
Revenue - Food and Beverage	1,226,290	1,226,290	1,503,717	82%	8,176,999	15%
Total Operating Revenue	1,931,465	1,931,465	1,962,165	98%	15,885,518	12%
Costs - Food and Beverage	784,444	784,444	627,923	125%	6,642,900	12%
Personal Services	767,985	767,985	700,284	110%	9,184,586	8%
Goods & Services	132,166	132,166	126,685	104%	3,627,246	4%
Marketing POVA	(199,066)	(199,066)	218,280	-91%	3,067,917	-6%
Total Operating Expenses	1,485,529	1,485,529	1,673,172	89%	22,522,649	7%
Net Operating Results Inc (Dec)	445,936	445,936	288,992	154%	(6,637,131)	-7%
Non Operating						
Transient, Lodging Tax	-	-	-	-	9,622,667	0%
Non-Operating Revenue	41,242	41,242	8,006	515%	45,608	90%
Non-Operating Expense	-	-	-	-	-	-
	41,242	41,242	8,006	515%	9,668,275	0%
Support and Risk Management						
MERC Administration	-	-	126,402	0%	1,165,651	0%
Metro Support Services	101,027	101,027	93,015	109%	1,212,319	8%
Metro Risk Management	165,570	165,570	118,176	140%	397,366	42%
	266,597	266,597	337,593	79%	2,775,336	10%
Net Increase (Decrease)	220,581	220,581	(40,595)	-543%	255,808	86%
Transfers						
Transfers to (Expense)	-	-	-	-	1,004,018	0%
Transfers from (Revenue)	-	-	-	-	66,180	0%
Debt Service (Expense)	-	-	-	-	-	-
Net Transfers	-	-	-	-	(937,838)	0%
Net Operations	220,581	220,581	(40,595)	-643%	(682,030)	-32%
Capital						
Capital Outlay Expense	(12,211)	(12,211)	33,337	-37%	2,014,366	-1%
Non-Operating Revenue	-	1,146	-	-	-	-
Transfers to (Expense)	-	-	-	-	-	-
Transfers from (Revenue)	-	-	-	-	480,000	0%
Net Capital	13,357	13,357	(33,337)	-40%	(1,534,366)	-1%
Fund Balance Inc (Dec)	233,938	233,938	(73,931)	-316%	(2,216,396)	-11%
Food and Beverage Gross Margin	441,847	441,847	875,793		1,534,099	29%
Food and Beverage Gross Margin %	36.0%	36.0%	58.2%		18.8%	
Full Time Employees					110.3	
Excise Tax	(142,979)	(142,979)	16,859		-	
Taxes as percent of revenue	0%	0%	0%		38%	
Fund Balance						
Beginning Fund Balance		9,995,990	11,426,052		9,995,990	
Fund Balance Inc (Dec)		233,938	(73,931)		(2,216,396)	
Fund Balance Inc (Dec) for HOH		-	-		-	
Ending Fund Balance		10,229,928	11,352,121		7,779,594	
Unrestricted Fund Balance					-	
Contingency					1,540,000	
Stabilization Reserve					260,000	
Designated for Renewal & Replacement					5,325,779	
New Capital/Business Strategy Reserve					653,815	
Ending Fund Balance					7,779,594	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
Portland Center for the Performing Arts
July 2011

	Current Month Actual July-11	Current Year to Date Actual July-11	Prior Year to Date Actual July-10	% of Prior Year	2011-12 Adopted Budget July-11	% of Annual Budget 8%
Operating						
Revenue	384,539	384,539	473,786	81%	7,040,866	5%
Revenue - Food and Beverage	130,525	130,525	190,883	68%	1,695,865	8%
Total Operating Revenue	515,064	515,064	664,669	77%	8,736,731	6%
Costs - Food and Beverage	110,901	110,901	130,164	85%	1,446,808	8%
Personal Services	386,251	386,251	385,721	100%	5,634,176	7%
Goods & Services	92,869	92,869	77,217	120%	2,436,398	4%
Total Operating Expenses	590,022	590,022	593,102	99%	9,517,382	6%
Net Operating Results Inc (Dec)	(74,957)	(74,957)	71,567	-105%	(780,651)	10%
Non Operating						
Transient, Lodging Tax	-	-	-	-	1,532,668	0%
Government Support City of Portland	-	-	-	-	784,320	0%
Non-Operating Revenue	15,924	15,924	10,871	146%	106,681	15%
Non-Operating Expense	-	-	-	-	2,500	0%
	15,924	15,924	10,871	146%	2,421,169	1%
Support and Risk Management						
MERC Administration	-	-	79,001	0%	728,532	0%
Metro Support Services	63,141	63,141	58,135	109%	757,700	8%
Metro Risk Management	107,688	107,688	58,606	184%	258,452	42%
	170,829	170,829	195,742	87%	1,744,684	10%
Net Increase (Decrease)	(229,863)	(229,863)	(113,304)	203%	(104,166)	221%
Transfers						
Transfers to (Expense)	-	-	-	-	614,408	0%
Transfers from (Revenue)	-	-	-	-	28,440	0%
Net Transfers	-	-	-	-	(585,968)	0%
Net Operations	(229,863)	(229,863)	(113,304)	203%	(690,134)	33%
Capital						
Capital Outlay Expense	322	322	741	43%	575,000	0%
Goods & Services Expense	-	-	-	-	-	-
Non-Operating Revenue	-	-	29,324	0%	450,000	0%
Net Capital	(322)	(322)	28,583	-1%	(125,000)	0%
Fund Balance Inc (Dec)	(230,185)	(230,185)	(84,722)	272%	(815,134)	28%
Food and Beverage Gross Margin	19,624	19,624	60,719		249,057	8%
Food and Beverage Gross Margin %	15.0%	15.0%	31.8%		14.7%	
Full Time Employees					46.4	
Taxes as percent of revenue	0%	0%	0%		15%	
Fund Balance						
Beginning Fund Balance		8,612,872	9,016,013		8,612,872	
Fund Balance Inc (Dec)		(230,185)	(84,722)		(815,134)	
Ending Fund Balance		8,382,687	8,931,291		7,797,738	
Unrestricted Fund Balance					-	
Contingency					300,000	
Stabilization Reserve					174,500	
Designated for Renewal & Replacement					5,595,000	
New Capital/Business Strategy Reserve					1,728,238	
Ending Fund Balance					7,797,738	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
MERC Administration
July 2011

	Current Month Actual July-11	Current Year to Date Actual July-11	Prior Year to Date Actual July-10	% of Prior Year	2011-12 Adopted Budget July-11	% of Annual Budget 8%
Operating						
Revenue	309	309	-	-	-	-
Personal Services	120,961	120,961	155,928	78%	1,433,613	8%
Goods & Services	(25,163)	(25,163)	20,185	-125%	583,320	-4%
Net Operating Results Inc (Dec)	(95,489)	(95,489)	(176,114)	54%	(2,016,933)	5%
Non Operating						
Non-Operating Revenue	1,397	1,397	1,543	91%	4,387	32%
Non-Operating Expense	-	-	-	-	-	-
	1,397	1,397	1,543	91%	4,387	32%
Support and Risk Management						
MERC Administration	-	-	225,718	0%	2,081,520	0%
	-	-	225,718	0%	2,081,520	0%
Net Increase (Decrease)	(94,092)	(94,092)	51,147	-184%	68,974	-136%
Transfers						
Transfers to (Expense)	6,490	6,490	-	-	252,623	3%
Transfers from (Revenue)	-	-	-	-	8,910	0%
Net Transfers	(6,490)	(6,490)	-	-	(243,713)	3%
Net Operations	(100,582)	(100,582)	51,147	-197%	(174,739)	58%
Capital						
Capital Outlay Expense	-	-	-	-	102,000	0%
Non-Operating Revenue	-	-	-	-	-	-
Net Capital	-	-	-	-	(102,000)	0%
Fund Balance Inc (Dec)	(100,582)	(100,582)	51,147	-197%	(276,739)	36%
Full Time Employees					20.0	
Excise Tax	(23)	(23)	-		-	
Fund Balance						
Beginning Fund Balance		1,104,490	1,002,490		1,104,490	
Fund Balance Inc (Dec)		(100,582)	51,147		(276,739)	
Ending Fund Balance		1,003,908	1,053,637		827,751	
Unrestricted Fund Balance					-	
Contingency					95,335	
Designated for Renewal & Replacement					732,416	
Ending Fund Balance					827,751	

MERC Commission Meeting

September 7, 2011
12:30 pm

4.0 - Venue Business
Reports

OCC Event Analysis Monthly Revenue Report July 2011

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OCC JUL 2011 MISC NON-EVENT ACTIVITIES/BILLINGS	07/01/11	1	Accounting/Non-Event	Accounting/Non-event	Accounting/Non-Event		0	31	0		\$0	\$178	\$35	\$17,938	\$0	\$0	\$0	\$0	\$0	\$0	\$1,408	\$0	\$0	\$19,559
OCC - Electrical Sub Metering	07/01/11	0	Project (Non-Event)	Capital Project (Non-Event)	Project (Non-Event)		0	366	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Metropolitan Exposition Recreation Commission	07/06/11	35	In-house	Meeting/Seminar	In-house	Local	2,967	1	0		\$0	\$377	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$0	\$428
2011 Bead Faire	07/08/11	3,130	Repeat	Trade Show	Consumer Public	Local	169,851	3	2		\$0	\$0	\$0	\$0	\$515	\$0	\$9,120	\$0	\$0	\$430	\$275	\$9,750	\$3,947	\$24,037
Kaiser Permanente - Leadership Development Institute	07/07/11	297	New	Meeting/Seminar	Meeting	Local	35,784	1	0		\$0	\$15,567	\$0	\$1,107	\$819	\$1,940	\$573	\$90	\$0	\$0	\$4,725	\$7,880	\$0	\$32,701
Tasting for Responder Life Event	07/07/11	15	In-house	Tasting	In-house	Local	0	1	0		\$0	\$75	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75
AMTC Workshop	07/09/11	45	Repeat	Miscellaneous	Miscellaneous/Other	Local	3,033	1	0		\$0	\$0	\$0	\$0	\$20	\$0	\$0	\$0	\$0	\$0	\$0	\$960	\$0	\$980
NACo Pre-Con -- In House	07/12/11	15	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$28	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36	\$0	\$0	\$64
National Association of Counties Annual Conference and Exposition	07/15/11	2,300	New	Annual Convention/Conference	Convention w/ Tradeshow	National	2,040,436	5	3	TRUE	\$0	\$328,955	\$0	\$0	\$0	\$15,514	\$23,469	\$21,789	\$5,695	\$0	\$14,507	\$105,300	\$23,612	\$538,841
Espinoza Paz, Banda Viento de Oro, Banda Nortena de Chihuahua	07/15/11	0	New	Dance	Consumer Public	Local	120,000	2	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Chef Tasting Interviews	07/15/11	12	In-house	Tasting	In-house	Local	0	5	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PT Event Manager Interviews -- In House	07/18/11	4	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$29	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$29
The Business Journal - BizGrowth Expo	07/21/11	650	New	Annual Convention/Conference	Meeting	Local	81,216	1	1		\$0	\$37,835	\$0	\$0	\$0	\$582	\$2,952	\$765	\$0	\$0	\$380	\$8,290	\$200	\$51,004
Oregon Convention Center Welcomes NCAI Planning Meeting	07/21/11	20	In-house	Meeting/Seminar	In-house	Local	1,458	1	0		\$0	\$64	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80	\$0	\$0	\$144
OSCON Data and OSCON Java	07/24/11	350	New	Annual Convention/Conference	Convention	National	538,070	4	3	TRUE	\$0	\$125,431	\$0	\$0	\$120	\$4,279	\$34,826	\$1,385	\$421	\$0	\$14,405	\$46,140	\$14,669	\$241,676

OCC Event Analysis Monthly Revenue Report July 2011

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
2011 Duncan Family Reunion	07/22/11	7,120	Repeat	Annual Convention/Conference	Food & Beverage/Catering	Regional	398,000	3	0	TRUE	\$0	\$200,039	\$0	\$0	\$0	\$280	\$0	\$0	\$0	\$0	\$825	\$0	\$228	\$201,372
OSCON Pre-Con -- In House	07/22/11	12	Accounting/Non-Event	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$34	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36	\$0	\$0	\$70
OSCON 2011	07/25/11	2,500	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	National	1,017,651	5	3	TRUE	\$0	\$368,147	\$524	\$0	\$105	\$23,865	\$48,355	\$109,626	\$4,577	\$0	\$58,260	\$43,650	\$32,610	\$689,718
Sock Summit Pre-Con -- In House	07/26/11	12	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$23	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45	\$0	\$0	\$68
Sock Summit 2011	07/28/11	1,200	New	Trade Show	Tradeshow	Regional	726,080	4	1		\$0	\$22,315	\$0	\$0	\$0	\$305	\$10,068	\$7,773	\$459	\$0	\$1,450	\$43,400	\$5,920	\$91,689
Society for the Study of Reproduction Pre-Con	07/29/11	10	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$22	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36	\$0	\$0	\$58
Colleges That Change Lives	07/30/11	500	Repeat	Job Fair	Tradeshow	Local	17,800	1	0		\$0	\$464	\$0	\$0	\$570	\$0	\$0	\$0	\$0	\$0	\$1,470	\$5,000	\$0	\$7,504
Society for the Study of Reproduction - 2011 Annual Meeting	08/02/11	0	New	Annual Convention/Conference	Convention w/ Tradeshow	National	503,099	3	3	TRUE	\$0	\$155,045	\$477	\$0	\$0	\$870	\$4,622	\$7,230	\$0	\$0	\$11,533	\$50,125	\$6,882	\$236,784
Inhouse: Set Up	07/31/11	0	In-house	Meeting/Seminar	In-house		21,800	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Portland Fire Bureau - Fire Fighter & Trainee Test	07/31/11	3,200	Repeat	Examination/Testing	Meeting	Local	120,000	2	0		\$0	\$0	\$0	\$0	\$0	\$0	\$228	\$0	\$0	\$0	\$550	\$6,500	\$228	\$7,506
Totals		21,428					5,797,245														\$326,995		\$2,144,306	

OCC Event Analysis Monthly Revenue Report July 2010 Historical Comparison

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OCC JULY 2010 MISC NON-EVENT ACTIVITIES/BILLINGS	07/01/10	0	Accounting/N on-Event	Accounting/N on-event	Accounting/N on-Event		0	31	0		\$0	\$267	\$4,366	\$36,145	\$0	\$0	\$0	\$0	\$0	\$0	\$1,708	\$0	\$0	\$42,486
CPR Training	07/07/10	5	In-house	Training	In-house	Local	783	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Controlled Release Society Pre-Con	07/08/10	15	In-house	Accounting/N on-event	In-house	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
37th Annual Meeting & Exposition of the Controlled Release Society	07/11/10	1,450	Repeat	Annual Convention/C onference	Convention	International	864,539	4	3	TRUE	\$0	\$85,555	\$26,679	\$0	\$350	\$24,166	\$11,271	\$5,708	\$3,587	\$0	\$9,328	\$45,800	\$12,928	\$225,372
Workforce Investment Board Meeting	07/09/10	65	Repeat	Meeting/Semi nar	Meeting	Local	3,204	1	0		\$0	\$421	\$0	\$0	\$0	\$280	\$0	\$0	\$0	\$0	\$315	\$925	\$0	\$1,941
Banda El Recodo, Sonora Santanera, Los Terricolas, Domador de la Sierra and Damas Gratis	07/09/10	3,273	Repeat	Dance	Consumer Public	Local	187,340	2	0		\$0	-\$30	\$11,579	\$0	\$1,230	\$0	\$2,405	\$0	\$0	\$128	\$1,780	\$4,000	\$1,177	\$22,269
Treat' em Right Seminar	07/09/10	520	Repeat	Meeting/Semi nar	Meeting	Local	17,800	2	0		\$0	\$1,491	\$0	\$0	\$42	\$5,249	\$0	\$100	\$0	\$0	\$165	\$2,450	\$1,595	\$11,092
Leistikio /Schriever Wedding	07/10/10	164	New	Miscellaneous	Food & Beverage/Cat ering	Local	14,112	1	0		\$0	\$10,284	\$165	\$0	\$165	\$225	\$323	\$0	\$0	\$0	\$180	\$1,100	\$200	\$12,642
Home Foreclosure Auction	07/10/10	150	New	Meeting/Semi nar	Meeting	Local	8,200	1	0		\$0	\$585	\$0	\$0	\$0	\$304	\$675	\$1,399	\$0	\$0	\$90	\$2,115	\$59	\$5,227
Union Negotiations	07/12/10	20	In-house	Meeting/Semi nar	In-house	Local	1,630	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Metro All Managers Meeting: Putting Values into Action	07/14/10	130	Repeat	Meeting/Semi nar	Meeting	Local	3,204	1	0		\$0	\$0	\$0	\$0	\$0	\$166	\$0	\$0	\$0	\$0	\$0	\$463	\$0	\$628
Tektronix Tasting and Pre-con	07/14/10	15	In-house	Meeting/Semi nar	In-house	Local	0	1	0		\$0	\$330	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$330
Oregon State Bar - Handling Domestic Relations Cases	07/16/10	100	Repeat	Meeting/Semi nar	Meeting	State	4,700	1	0		\$0	\$1,708	\$0	\$27	\$0	\$155	\$736	\$365	\$0	\$0	\$1,268	\$1,300	\$0	\$5,560
2010 Duncan Family Reunion	07/16/10	4,847	Repeat	Annual Convention/C onference	Food & Beverage/Cat ering	Regional	462,000	3	0	TRUE	\$0	\$169,399	\$889	\$0	\$0	\$260	\$0	\$0	\$0	\$0	\$825	\$0	\$914	\$172,286
OSCON 2010	07/19/10	2,500	Repeat	Annual Convention/C onference	Convention w/ Tradeshow	National	861,590	5	3	TRUE	\$0	\$286,418	\$9,501	\$125	\$45	\$6,930	\$24,342	\$53,714	\$1,871	\$0	\$50,789	\$46,000	\$20,790	\$500,525
25th Annual International Decorative Artisans League Convention & Exposition	07/22/10	351	New	Annual Convention/C onference	Convention w/ Tradeshow	National	204,074	5	3	TRUE	\$0	\$7,471	\$6,672	\$0	\$0	\$1,695	\$2,425	\$620	\$100	\$0	\$275	\$22,875	\$1,145	\$43,278
In-House: Guilds Meeting	07/19/10	12	New	Meeting/Semi nar	Meeting	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

OCC Event Analysis Monthly Revenue Report July 2010 Historical Comparison

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Inhouse: MPI-OC Leadership Training	07/20/10	16	In-house	Meeting/Seminar	In-house	Local	1,377	1	0		\$0	\$31	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34	\$0	\$0	\$65
2010 Bead Faire	07/23/10	3,227	Repeat	Trade Show	Consumer Public	Local	317,586	3	2		\$0	\$0	\$4,848	\$0	\$735	\$0	\$6,936	\$0	\$0	\$329	\$275	\$9,000	\$3,724	\$25,847
Intel Design and Test Technology Conference 2010	07/23/10	1,200	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	International	1,090,219	8	1	TRUE	\$0	\$227,264	\$3,706	\$0	\$420	\$1,880	\$15,181	\$35,363	\$0	\$0	\$12,829	\$24,175	\$3,030	\$323,847
OCC CPR Training	07/22/10	13	In-house	Training	In-house	Local	6,300	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Qi Revolution	07/24/10	400	New	Meeting/Seminar	Meeting	Local	63,000	4	1		\$0	\$0	\$0	\$0	\$180	\$215	\$1,261	\$0	\$0	\$0	\$165	\$8,925	\$171	\$10,917
Worldwide Planning meeting	07/28/10	10	In-house	Meeting/Seminar	Meeting	Local	0	1	0		\$0	\$95	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6	\$0	\$0	\$101
Microscopy and Microanalysis 2010	08/02/10	2,732	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	National	1,785,728	4	6	TRUE	\$0	\$48,506	\$27,255	\$0	\$678	\$8,448	\$67,652	\$30,101	\$11,028	\$0	\$16,878	\$66,950	\$11,284	\$288,780
Microscopy and Microanalysis 2010 Pre-Con -- In House	07/29/10	0	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Union Negotiations	07/30/10	20	In-house	Meeting/Seminar	In-house	Local	1,539	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OCC CPR Training	07/31/10	9	In-house	Training	In-house	Local	1,228	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Colleges That Change Lives	07/31/10	500	New	Job Fair	Tradeshow	Regional	12,600	1	0		\$0	\$438	\$0	\$0	\$270	\$0	\$0	\$0	\$0	\$0	\$1,383	\$3,200	\$0	\$5,291
Totals		21,744					5,912,753														\$239,278			\$1,698,482

PCPA MONTHLY ANALYSIS

JULY 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	6/13 to 7/12 7/29	Broadway Across America Outback Concerts	Mary Poppins George Lopez	11 0	24 1	44,978 1,575	29,876 1,603	60% 54%	\$2,156,398 \$93,119	\$100,175 \$7,103	\$106,179 \$9,711	\$148,474 \$5,327	\$10,428 \$670	\$90,810 \$8,594	\$456,066 \$31,405
ASCH	7/3 7/9 7/14 7/19	AEG Live University of Oregon AEG Live Monqui Presents	Steely Dan Beethoven's Ninth Symphony Eddie Vedder Sara Bareilles	0 0 0 0	1 1 1 1	2,701 1,491 2,684 2,304	2,669 1,224 2,694 2,249	96% 44% 97% 81%	\$228,568 \$48,312 \$202,050 \$68,856	\$7,000 \$2,620 \$8,500 \$2,056	\$16,799 \$5,349 \$14,354 \$14,811	\$12,937 \$3,428 \$11,436 \$5,060	\$2,387 \$0 \$5,518 \$2,130	\$15,568 \$1,750 \$21,822 \$10,957	\$54,691 \$13,147 \$61,630 \$35,014
NEWMARK	7/5 to 15 7/11 to 22 7/16	Tears of Joy Metro Arts Painted Sky, Inc.	Summer Arts Camps Kids Camp Ghostdance	0 0 0	1 2 1	147 318 170	0 0 170	 19%	\$0 \$0 \$4,659	\$0 \$0 \$1,170	\$0 \$35 \$2,947	\$0 \$0 \$383	\$0 \$0 \$185	\$0 \$0 \$560	\$0 \$35 \$5,245
WINNINGSTAD	7/17	Portland Trailblazers	Dancer Auditions	0	1	196	0		\$0	\$955	\$1,096	\$0	\$0	\$504	\$2,555
BRUNISH HALL	7/16	Church of Scientology	Fundraiser	0	1	149	0		\$0	\$560	\$519	\$0	\$0	\$0	\$1,079
A. HATFIELD HALL	7/6 7/6 7/13 7/13 7/20 7/20 7/27 7/27	PCPA Volunteers PCPA Music on Main PCPA Volunteers PCPA Music on Main PCPA Volunteers PCPA Music on Main PCPA Volunteers PCPA Music on Main	Bridgetown Morris Men The Stolen Sweets Youth Scottish Pipers The Buckles Geraldo Calderon Grupo Condor Mike Coykendall & Michael Jodell Mathew Jones/Brooklyn St. Jazz Watertower Bucket Boys	0 0 0 0 0 0 0 0	1 1 1 1 1 1 1 1	91 492 161 183 142 307 134 381	0 0 0 0 0 0 0 0		\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	\$0 \$3,351 \$0 \$1,553 \$0 \$2,527 \$0 \$2,575	\$0 \$3,351 \$0 \$1,553 \$0 \$2,527 \$0 \$2,575
KELLER CAFÉ	July													\$15,464	\$15,464
ARTBAR	July													\$1,638	\$1,638
MATT'S BAR	July													\$191	\$191
PCPA CATERING	July													\$448	\$448
		TOTALS		11	43	58,604	40,485	64%	\$2,801,962	\$130,139	\$171,800	\$187,045	\$21,318	\$178,312	\$688,614

PCPA MONTHLY ANALYSIS

JULY 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	6/7 to 7/11	Broadway Across America	The Lion King	10	32	82,513	86,929	92%	\$3,868,505	\$168,590	\$65,354	\$285,520	\$22,196	\$169,027	\$710,687
ASCH	7/9	University of Oregon	Mendelssohn Elijah	0	1	1,070	782	28%	\$27,831	\$2,545	\$5,690	\$1,894	\$0	\$988	\$11,117
	7/12	Comcast Cable	Employee Talent Show	1	1	1,383	0		\$0	\$8,040	\$5,106	\$0	\$0	\$21,894	\$35,040
	7/19	Live Nation	Neil Young	0	1	2,634	2,754	100%	\$267,135	\$11,000	\$15,474	\$15,120	\$2,209	\$16,888	\$60,691
	7/24	Mills Entertainment LLC	The Deadliest Catch	0	1	1,135	1,090	39%	\$43,947	\$3,302	\$3,844	\$2,666	\$1,010	\$3,109	\$13,931
	7/31	Equipe Spectra Inc.	Battle of the Bands	0	1	857	820	30%	\$59,436	\$4,755	\$5,261	\$3,568	\$180	\$2,954	\$16,718
NEWMARK	7/8	Legacy Marketing	K-Mart Meeting	0	1	450	0		\$0	\$1,750	\$5,475	\$0	\$0	\$0	\$7,225
	7/20	Am. Assoc. Physics Teachers	Picnic and Demo Show	0	1	520	0		\$0	\$1,895	\$1,803	\$0	\$0	\$6,531	\$10,229
WINNINGSTAD	7/10	Bahais of Portland	Spiritual Assembly	0	1	148	165	57%	\$2,810	\$650	\$1,850	\$371	\$213	\$9	\$3,093
	7/11	Univera	An Afternoon of Renewal	0	1	210	0		\$0	\$925	\$809	\$0	\$0	\$30	\$1,764
	7/18	Portland Trail Blazers	Dancer Auditions	0	1	189	0		\$0	\$925	\$1,184	\$0	\$0	\$0	\$2,109
A. HATFIELD HALL	7/7	PCPA Volunteers	Sunset Traffic Jam	0	1	86	0							\$0	\$0
	7/7	PCPA Music on Main	Tony Furtado	0	1	379	0							\$2,859	\$2,859
	7/14	PCPA Volunteers	Portland Metro Youth Pipe Band	0	1	166	0							\$0	\$0
	7/14	PCPA Music on Main	Songwriters in the Round	0	1	456	0							\$3,257	\$3,257
	7/21	PCPA Volunteers	Geraldo Calderon	0	1	153	0							\$0	\$0
	7/21	PCPA Music on Main	Jujuba	0	1	468	0							\$3,231	\$3,231
	7/28	PCPA Volunteers	Bronnie Griffin Band	0	1	192	0							\$0	\$0
	7/28	PCPA Music on Main	Young Fresh Fellows	0	1	374	0							\$3,065	\$3,065
KELLER CAFÉ														\$8,166	\$8,166
ARTBAR														\$787	\$787
PCPA CATERING														\$958	\$958
		TOTALS		11	50	93,383	92,540	58%	\$4,269,664	\$204,377	\$111,850	\$309,139	\$25,808	\$243,753	\$894,927

Expo Center Event Analysis

July 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
America's Largest Antique and Collectible Show	8-10	1				1	3	2		11,844	39,078	250	66,241	7,308		3,523	43,977	160,377
2011 Hyundai Accent Product Launch	12-13			1		1	2	1		76	14,340	242			5,778	582	272	21,214
Collectors West Gun and Knife Show	15-17	1				1	3	2		3,991	15,300	500	6,598	1,331		836	19,940	44,505
Starplex Corp Orientations	19			1		1	1	0		42	320							320
PPGI - Truck Ride and Drive	21			1		1	1	1		45	4,000				2,554		175	6,729
Portland Kennel Club Dog Show	22-24	1				1	3	3		1,876	44,342	500	13,683	3,040	4,778	3,344	24,644	94,331
Bernese Mountain Dog Club Dinner	23			1			1	0		63	355				3,049			3,404
		3	0	4	0	6	14	9	28%	17,937	117,735	1,492	86,522	11,679	16,159	8,285	89,008	330,880

FY 2011-12

July		3		4		6	14	9	28%	17,937	117,735	1,492	86,522	11,679	16,159	8,285	89,008	330,880
August																		
September																		
October																		
November																		
December																		
January																		
February																		
March																		
April																		
May																		
June																		
Total to Date		3	0	4	0	6	14	9	28%	17,937	117,735	1,492	86,522	11,679	16,159	8,285	89,008	330,880

Month to Month Comparison

		0	0	-1	0	-1	-3	1	0%	1,424	-299	-245	-5,197	11,679	6,812	812	3,919	17,481
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Year to Date Comparison

		0	0	-1	0	-1	-3	1	0%	1,424	-299	-245	-5,197	11,679	6,812	812	3,919	17,481
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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		6		1		7	15	16	32%	46,821	142,750	869	236,756	14,451	1,547	6,687	79,219	482,279
May		4	2	3		9	17	18	16%	11,062	60,319	1,075	33,155	1,242	59,417	10,792	52,137	218,137
June		1		3		4	11	7	13%	8,563	40,550	3,950	19,321	1,480	2,992	2,856	31,875	103,024
Total to Date		49	4	40		93	208	164	35%	390,333	1,462,522	32,257	1,419,858		224,372	196,558	1,523,525	4,955,176

MERC Commission Meeting

September 7, 2011
12:30 pm

6.0 - Consent Agenda

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



July 6, 2011
Oregon Convention Center, Meeting Room A107-108

Present:	Judie Hammerstad (Chair), Elisa Dozono, Cynthia Haruyama, Ray Leary , Karis Stoudamire-Phillips, Terry Goldman , and Ex-officio Rex Burkholder
Absent:	Chris Erickson (excused)
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Hammerstad at the Oregon Convention Center in Meeting Room A107-108 at 12:30 p.m.
1.0	QUORUM CONFIRMED A quorum of Commissioners was present.
2.0	COMMISSIONER EXOFFICIO COMMUNICATIONS <ul style="list-style-type: none"> Chair Hammerstad, on behalf of the Commission, expressed gratitude to Commissioner Dozono for her outstanding leadership during her tenure as Commission Chair for the past year. Ex-Officio Rex Burkholder asked Mary Rowe, Metro HR Director, to give an update on the COO search committee. M. Rowe commented that the recruitment process has been closed and now moving into the selection process. Fifty-eight applications were received and next steps will be to narrow the pool and conduct telephone interviews in mid-July. Five top candidates will be selected to move forward in the process. Councilor Burkholder commented that Metro has developed a draft diversity plan and will be offering diversity training to all employees. He suggested that the MERC Commission might be interested in a presentation. Chair Hammerstad noted the timeliness of the diversity subject as the Commission will be discussing diversity in contracting later in the meeting.
3.0	GENERAL MANAGER COMMUNICATIONS <ul style="list-style-type: none"> Teri Dresler provided brief updates to the Commission related to legislative bills; City of Portland's Audit on PCPA facilities; and First Opportunity Target Area (FOTA).
3.1	May 2011 Financial Report
4.0	MERC VENUES' BUSINESS REPORTS <ul style="list-style-type: none"> Chris Bailey, Jeff Blosser and Robyn Williams provided venue business reports. The Venue Directors recognized the General Manager's one year anniversary and expressed their appreciation for Teri Dressler's outstanding performance over the last year.
5.0	OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS <ul style="list-style-type: none"> None
6.0	CONSENT AGENDA
6.1	<ul style="list-style-type: none"> May 17, 2011 MERC Commission Record of Actions
6.2	<ul style="list-style-type: none"> June 1, 2011 MERC Commission Record of Actions A motion was made by Commissioner Goldman and seconded by Commissioner Dozono to approve the Consent Agenda.
	VOTING: Aye: 6 (Dozono, Goldman, Leary, Hammerstad, Stoudamire-Phillips, Haruyama) Nay: 0 Motion Passed

7.0**7.1****ACTION AGENDA****Resolution 11-16 for the purpose of approving a contract with Starplex Corporation for Peer Group Security for Portland Expo Center and Portland Center for the Performing Arts.**

- Joe Durr presented additional information which had been requested at the last Commission meeting. Durr reviewed the evaluation process and the rationale for using the request for proposal process. He further noted that crowd management and traffic /bus management are the two major aspects of the contract scope of work.
- Darin Matthews, Procurement Manager, explained the scoring process prepared by his department and noted the multiple sub-categories within the diversity section. There were multiple sub categories within the diversity scoring.
- Commissioner Dozono inquired if the commitment to FOTA was assumed as a part of the workforce diversity. D. Matthews responded that the FOTA category was evaluated separately from the workforce diversity, but very much related.
- Commissioner Leary noted a significant separation in scoring between Starplex and the other candidates and asked what characteristics Starplex expressed in their diversity outreach program response. D. Matthews responded that Starplex's response indicated a long term commitment to employment diversity, specifically, working with the African American community.
- Commissioner Leary further inquired if Starplex's practice was reflected in their employment body count or if it was a philosophical business approach. Matthews responded it was both.
- Based on a question from Commissioner Dozono, Darin Matthews noted that Metro procurement staff worked with the PCPA staff to determine the point allocation.
- Commissioner Dozono expressed concern that the scoring system was heavily weighted toward the incumbent – 45 points for special experience and training and 10 points for diversity.
- Robyn Williams noted that venue management's highest priority for attendees and clients is safety and security. R. Williams encouraged the Commission to support the approval of Resolution 11-16. Commissioner Leary acknowledged Robyn Williams' comment but noted that the challenge is to figure out how the Commission can create scoring criteria that encourages success for a diverse group of potential vendors.
- Commissioner Dozono commented that there is a need to assist potential vendors in responding to procurement processes. Dozono also inquired why a request for proposals process was used rather than a request for quotes where multiple vendors may have been successful. Joe Durr responded that their preference is that they don't have a shopping list of vendors in PCPA because they want the control of the relationship. Robyn Williams added that ultimately PCPA management wants the security company to work for PCPA and not for the client, in order ensure the highest safety and security in the building.
- Testimony from Randy Scott, Director of Operations, Starplex, is attached and made a part of this meeting record.
- A motion was made by Commissioner Goldman and seconded by Commissioner Leary to approve Resolution 11-16.

VOTING: Aye: 5 (Goldman, Leary, Hammerstad, Stoudamire-Phillips, Haruyama)
Nay: 1 (Dozono)
Motion passed

- Teri Dresler recommended that she work with the procurement manager to develop some proposed language changes to the current procurement policy; specifically expanding the criteria for diversity and other concerns noted in today's discussion. Dresler stated these proposals would be brought to the August Commission meeting for review and discussion.

7.2 Resolution 11-18 for the purpose of adopting changes to the MERC Personnel Policies

- Mary Rowe presented Resolution 11-18.

A motion was made by Commissioner Dozono and seconded by Commissioner Stoudamire-Phillips to approve Resolution 11-18 as presented.

VOTING: Aye: 6 (Dozono, Goldman, Leary, Hammerstad, Stoudamire-Phillips, Haruyama)
Nay: 0
Motion Passed

8.0 EXECUTIVE SESSION for the purpose of conduction deliberations with persons designated by the governing body to carry on labor negotiations pursuant to ORS 192.660(2)(d).

Chair Hammerstad called the Commission into Executive Session at 2:20 p.m., pursuant to ORS 192.660(2)(d).

The MERC Commission regular meeting was reconvened at 2:33 p.m. There was no further business to come before the Commission and the meeting was adjourned at 2:34 p.m.

7.0 ACTION AGENDA – RESOLUTION 11-16 For the purpose of approving a contract with Starplex Corporation for Peer Group Security for Portland Expo Center and Portland Center for the Performing Arts.

Randy Scott, Director of Operation, Starplex Corporation and Tracey Alexandra, COO, Starplex Corporation.

I think part of the reason when they asked us here, they want us to go over some of our history with you guys. Our training, hiring practices and stuff. I think what you will see is that we start back in 1979, the owner of the company started this business under crowd management services and back in that day, the concept of the crowd management was to hire big guys and put them in the crowd and if somebody misbehaves then pick them up and throw them out. That used to be the concept 30 years ago. What we found over time is that our managers, myself, and the owner of the company, Jimmy actually went to all of the Disney institute, he attended all of the courses there because what we saw was that we had to get away from what was crowd management and evolve ourselves into guest services. That's what we had to go to because it wasn't about going out and creating the bad experience. Your venues need return customer over and over again. All of your venues and events for you guys, you are selling your products and if we come in there and we start upsetting your crowd that they don't want to come back either because they don't feel safe or because if they misbehave and throw them out, then they don't come back which hurts everyone. So, over the past 20 some years, we really spent our time taught our managers and I have been with this particular company for 28 years and I'm here one because I love the business and two because I believe the philosophy of this particular company is right. We found that Tracey, she has been here for 25 years. Our representative for Oregon, Karen is with us for over 20 years and we have managers in other regions all worked for the company over 25 years. You don't find that kind of cohesive management team in crowd management industry today. We have been around and we have learned and attended conferences. Joe and anybody will be able to contact us because of what we do and variety of events we also manage, anywhere from one person to 600. We currently have with the University of Oregon, when we do a football game, we have to come up with 473 people. That's our crew call for a day. We managed the George amphitheatre in Washington which is out in the middle of nowhere. If anybody has heard about it, it's about 130 miles from Seattle. It's a beautiful venue and houses 25,000 people with a camp ground. We just did a Sesquatch weekend which was 4 stages, 124 acts over 4 days, all day festival, rocken' roll style with 25,000 people and crew call was over 600. We were able to use our resources and everything we could to make sure that the event goes smooth. We talk about a little bit of a diversity. We used to be back in the day, if you look at some of our numbers, it was probably 10-15 years ago, and we were really heavy male vs. female if we start with that. Female were talking like "I can't do that. I can't be security person. Look at me, I'm a female, I'm weak" and all that. And we were like "No, that's not true." Because as we were advancing to the guest services, we found it was a lot easier for female to deal with somebody than it is male. So, we pushed really hard to reach out our training practice, over the board. We currently have over about 240 people just in the Portland area that are on staff for us. And I believe it was about 140 some are male and 80 some are female. We've got almost to

the 50/50 ratio. Biggest thing for us is we go out and learn and we do what we do. We know what we do and how we do crowd management. That's our specialty. We are not a guard company. We are not a company that watches a bank or something like that has a uniform on. We come up with our crowd management polo shirt and we know how to manage crowd. That's our specialty. And we follow up year after year with the training through management and supervision and training programs to teach that to the folks that we hire. Currently we reach out, it's been a real struggle with unemployment issues. In a past year or so, it's been even rougher when they extended unemployment and made unemployment higher. We really had to dig deep to find out how we reach out to the different groups. We go to universities and opened up to athlete to make some amount of dollars under the scholarship so they are looking for extra money. Every place we can attend, we let them know the opportunities that we have. I believe in a year, we work with over 3000 part time employees out of our 6 offices we have in the Northwest. Probably, real close to 800 of them are here in the Oregon area. And we hire people who fit for the job. They come to our training and it doesn't matter who you are or what you look like or what your race, color, religion. Anything like that doesn't matter with us. We bring them in and go through the training and when Joe calls Karen and says "This is the type of show I have and this is the type of people I need" Karen can easily reach out because she knows what fits for PCPA. She understands your philosophy and that's the type of person she schedules to come down here. Because those are the people who had training and understand and know how to do the job right way. Safety is our number one concern overall. We are in the age right now where the law suites are very prevalent out there. We have to protect you guys and protect us. So, our whole philosophy is being proactive versus reactive. We can use demonstrations of basically a police unit that's out there working. He gets a radio call that said something is happening. They rush to the scene, they already involved in something so that they are reacting to the situation that's occurring. Our deal is to be proactive where we see through our experience something is developing, we can go in and deal with it a long before it becomes an issue and that's where Joe had said, 3 incidents your show went on anybody realizing we were going in there extracting people who potentially causing a scene later. And that's the whole thing about being proactive versus reactive.

Chair Hammerstad: Thank you very much. I think the question Ray would be asking .

Commissioner Leary I appreciate the efforts to diversity your staff between men and women. And knowing that diversity is a critical issue for us, can you tell us how many African American you have on staff, how many Latinos you have on staff and how many gays or lesbian you have on staff. Do you know those stats?

R. Scott: I currently didn't get them because we just found out last night from Joe being invited to this meeting. We would definitely be happy to go through and get those numbers for you. We have significant number of African Americans and we do have some gays and male/female, Hispanic. We have quite a few of them but we don't know the exact number now.

Commissioner Leary: That would be very valuable information for your marketing efforts. Because it will be consistent with your philosophy and outreach and we will see this is why you are given those results.

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 11-16

For the purpose of selecting Starplex Corporation to provide non-uniform and traffic security services for the Portland Center for the Performing Arts and Portland Metropolitan Exposition Center.

WHEREAS, the Portland Center for the Performing Arts and the Portland Metropolitan Exposition Center seek continued provision of services and professional expertise in supplementing crowd management and in safely managing traffic at and around their facilities, and;

WHEREAS, the current agreement for non-uniform and traffic security services will expire on June 30, 2011, and;

WHEREAS, staff completed an extensive Request for Proposal process, and;

WHEREAS, staff received 6 qualified proposals, and staff reviewed the proposals, selecting Starplex Corporation as exhibiting requisite experience, training, and certifications in their proposal response, and;

WHEREAS, the continued provision of services to the Portland Center for the Performing Arts and the Portland Metropolitan Exposition Center is in the best interests of the Commission and its' facilities.

BE IT THEREFORE RESOLVED that the Metropolitan Exposition Recreation Commission:

1. Selects Starplex Corporation to provide non-uniformed and traffic security services at the Portland Center for the Performing Arts and the Portland Metropolitan Exposition Center.
2. Approves the award of a contract in a form substantially similar to the attached Exhibit A to Starplex Corporation for a term of three years with the option to extend the contract for two additional one year terms and delegates authority to the General Manager to execute the contract on behalf of the Commission.

Passed by the Commission on July 6, 2011.

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

By: _____

Nathan A. Schwartz Sykes
Senior Attorney

Chair

Secretary-Treasurer

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 11-18

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

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

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

THEREFORE BE IT RESOLVED:

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

Passed by the Commission on July 6, 2011.

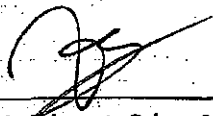

Chair


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**



August 3, 2011

Portland Expo Center, 2060 North Marine Drive, Hall D, Room D202-3

Present:	Judie Hammerstad (Chair), Elisa Dozono, Chris Erickson, Ray Leary, Karis Stoudamire-Phillips and Ex-officio Rex Burkholder
Absent:	Cynthia Haruyama (excused) Terry Goldman (excused)
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Hammerstad at Portland Expo Center, 2060 North Marine Drive, Hall D, Room D202-3 at 12:30pm.
1.0	QUORUM CONFIRMED A quorum of Commissioners was present.
2.0	COMMISSIONER /EXOFFICIO COMMUNICATIONS <ul style="list-style-type: none"> Commissioner Leary acknowledged Commissioner Erickson and the Heathman Hotel related to the recent hiring of students from Helen's View Alternative High School. Ex-officio Councilor Burkholder reported on the Greater Portland Vancouver Indicator Project. Burkholder also presented a brief report on the draft Diversity Action Plan. Nathan Sykes noted that he would appreciate any input from Commissioners related to the draft plan. Commissioner Dozono commented that the new Diversity Coordinator's role should not be restricted to the human resources area. She felt the scope should be broader to ensure overall impact. Commissioner Erickson mentioned that he would like to meet the Diversity Coordinator candidates at some point in the selection process.
3.0	GENERAL MANAGER COMMUNICATIONS <ul style="list-style-type: none"> Teri Dresler provided updates to the Commission related to the Large Contract Audit results and recent solicitations from Portland Development Commission related to renovation of properties near the Convention Center. T. Dresler also introduced Alicia Crawford, marketing coordinator for the PCPA, who is filling in for Stephanie Soden while Soden is on family leave. Commissioners are invited to a social on August 9th at the PCPA Art Bar to meet the four finalists for the COO position.
3.1	Discussion of Procurement Policy – Outreach and Diversity Recommendations <ul style="list-style-type: none"> Teri Dresler reviewed proposed procurement policy recommendations related to outreach and diversity which included: adjusting diversity scoring criteria to 20%; establishment of standard breakdown for the evaluation of diversity; increased outreach efforts; packaging contracts into a size and scope attractive to MWESB contractors; use of the Metro sheltered market program and not requiring bonds on contracts under \$100,000. Commissioner Leary asked that the scoring content meet the FOTA objectives and goals and also asked how each commitment would be measured. T. Dresler responded that staff is discussing measurement and tracking mechanisms and hope to bring proposed policy changes back to the Commission soon. Dresler also noted that the Venues will host an open house in late October, as part of the outreach efforts, to promote procurement and employment opportunities. There was lengthy discussion related to the recommendation of packaging contracts into a size and scope attractive to MWESB contractors. Chair Hammerstad commented that this item was still unclear and requested that staff work toward some clear recommendations in this area. Rex Burkholder suggested staff develop a matrix for comparison analysis between the current MERC contracting policies and Metro's current policies.
4.0	MERC VENUES' BUSINESS REPORTS <ul style="list-style-type: none"> Chris Bailey, Jeff Blosser and Robyn Williams provided venues' business reports.

5.0	OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS <ul style="list-style-type: none"> None
6.0	ACTION AGENDA
6.1	<p>Resolution 11-19 for the purpose of amending the contracts with Brown Contracting Inc. for the Block 26 Redevelopment project and requesting the Metro Council amend the FY 2011-12 through 2014-15 Capital Improvement Plan.</p> <ul style="list-style-type: none"> Jeff Blosser presented Resolution 11-19 noting the purpose of the amendments were related to additional work required due to poor soil conditions, utility confirmation and unknown permitting requirements after the initial award of the contracts. Commissioner Dozono asked the City of Portland would be assisting with the additional costs associated with the amendments. Jeff Blosser responded that the City did extensive testing in the entire area and did not come into contact with the oil tank. After the discovery of the tank, the City was very responsive. In response to Commissioner Leary's inquiry of the original contingency amount and the contingency use, Jeff Blosser responded the amount was five percent. Blosser also noted that there may be reimbursement from the Portland Development Commission related to permits and side-walk issues. <p>A motion was made by Commissioner Dozono and seconded by Commissioner Erickson to approve the Resolution 11-19 as presented.</p> <p>VOTING: Aye: 5 (Dozono, Leary, Hammerstad, Stoudamire-Phillips, Erickson) Nay: 0 Motion Passed</p>
6.2	<p>Resolution 11-20 for the purpose of approving the terms of the Fourth Amendment to the Broadway Series Agreement</p> <ul style="list-style-type: none"> Robyn Williams presented Resolution 11-20 noting the fourth amendment consisted of an increase to the user fee and the ability for the General Manager to negotiate a mechanism related to the contract security clause. Teri Dresler and Robyn Williams noted their plans to have further discussion with Margo Norton, Metro Finance director, to develop options which can be discussed at a future Commission meeting. <p>A motion was made by Commissioner Stoudamire-Phillips and seconded by Commissioner Erickson to approve Resolution 11-20.</p> <p>VOTING: Aye: 4 (Leary, Hammerstad, Stoudamire-Phillips, Erickson) Nay: 1 (Dozono) Motion Passed</p>
7.0	<p>EXPO CENTER MARKETING AND COMMUNICATIONS PLAN PRESENTATION</p> <ul style="list-style-type: none"> Matthew Rotchford from Expo Center and representatives from Gard Communications presented the Expo Center Marketing and Communication Plan which included the new Expo Center logo. Representatives from Oak Tree Digital presented the Expo Center website redesign.
7.1	<p>Expo Center Policy Challenges This discussion item was postponed.</p> <p>As there was no further business to come before the Commission, the meeting was adjourned at 2:57pm</p>

METROPOLITAN EXPOSITION RECREATION COMMISSION

RESOLUTION NO. 11-19

For the purpose of amending the contracts with Brown Contracting Inc. for the Block 26 Redevelopment project and requesting the Metro Council amend the FY 2011-12 through 2014-15 Capital Improvement Plan.

WHEREAS, the Oregon Convention Center is constructing full block improvements including landscaping, storm water planters, a concrete plaza, seatwalls and other amenities to Block 26 through a partnership with Metro's Parks and Environmental Services Department and a lease with the Portland Development Commission; and

WHEREAS, MERC entered into two separate contracts with Brown Contracting Inc. for concrete installation in the amount of \$219,400 and general site work for the amount of \$127,300; and

WHEREAS, additional work was required due to poor soil conditions, utility confirmation and unknown permitting requirements imposed by the City of Portland after the initial award of the above mentioned contracts; and

WHEREAS, MERC Staff request that the contract with Brown Contracting Inc. for concrete installation be amended to \$270,000 and the contract with Brown Contracting Inc. for general site work to be amended to \$183,098; and

WHEREAS, MERC Staff had to address unknown permitting requirements imposed by the City of Portland, design and engineering consultation, testing and survey for a total of \$12,500; and

WHEREAS, Section 3(B), and 8(A)(1)(d) of MERC's Contracting and Purchasing Rules allow the Commission to approve the requested contract amendments by resolution; and

WHEREAS, adequate appropriation exists to fund this increase to the Block 26 project upon approval by the MERC and MERC will request that the Metro Council amend the FY 2011-12 through FY 2014-15 Capital Improvement Plan to reflect this change plus an additional \$20,000 contingency in case of any other anticipated costs.

BE IT THEREFORE RESOLVED that the Metropolitan Exposition Recreation Commission:

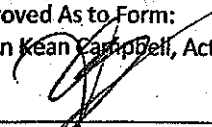
- 1. Approves the amendment of the contract with Brown Contracting Inc. for Block 26 concrete and steel from the original amount of \$219,400 to amount not to exceed \$270,000.**
- 2. Approves the amendment of the contract with Brown Construction Inc. for general site work from the amount of \$127,300 to an amount not to exceed \$183,098.**
- 3. Approves the increase in the general project budget for construction of Block 26 Plaza Redevelopment Project in an amount not to exceed \$12,500 for additional permit fees, design and engineering consultation and testing and survey requirements.**
- 4. Requests that the Metro Council amend the FY 2011-12 through FY 2014-15 Capital Improvement Plan to reflect a total budget of \$798,898 for this project.**

5. Authorizes the MERC General Manager to execute the contract amendments on behalf of the Commission in substantially the same forms as attached in Exhibit A.

Passed by the Commission on August 3, 2011.


Chair

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

By: 
Nathan A. Schwartz Sykes
Senior Attorney


Secretary/Treasurer

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 11-20

For the Purpose of Approving the Terms of the Fourth Amendment and Delegating Authority to the General Manager for the Broadway Series Agreement.

WHEREAS, the Portland Opera Association and Key Brand Theatrical Group Inc., an Oregon joint venture ("Presenter") have presented Broadway Theatre at the Portland Center for the Performing Arts ("PCPA") pursuant to the 1997 Broadway Series Agreement and various amendments to this agreement (collectively referred to as the "Broadway Series Agreement"); and

WHEREAS, on December 13, 2006, MERC authorized an extension of the Broadway Series Agreement through the 2015-2016 season but agreed that certain fees and charges would be negotiated at a later date; and

WHEREAS, the parties have agreed upon the User Fees, House Package and Family Show rates through the 2015-2016 season;


WHEREAS, PCPA staff recommends that the Metropolitan Exposition Recreation Commission approve the terms of the Fourth Amendment;

WHEREAS, Section 5(d)(1) of the Broadway Series Agreement requires a Letter of Credit as security from Presenter to protect MERC from certain situations that might arise but Presenter has requested that MERC consider other types of security under this provision.


BE IT THEREFORE RESOLVED AS FOLLOWS:


1. The Metropolitan Exposition Recreation Commission approves the terms and conditions of the Fourth Amendment to the Broadway Series Agreement in substantially the form attached hereto as Exhibit "A"; and
2. The Metropolitan Exposition Recreation Commission authorizes the General Manager to execute the Fourth Amendment to the Broadway Series Agreement on behalf of the Commission, in substantially the form attached hereto as Exhibit "A"; and
3. The Metropolitan Exposition Recreation Commission hereby delegates the authority under Section 5(d)(1) of the Broadway Series Agreement to the General Manager to determine the type of acceptable security under this section.

Passed by the Commission on August 3, 2011.


Chair

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

By: 
Nathan A. Schwartz Sykes
Senior Attorney


Secretary-Treasurer

MERC Commission Meeting

September 7, 2011
12:30 pm

7.0 - Overview of Metro
Green Buildings' Policy-
Administrative Procedure



GREEN BUILDING POLICY ADMINISTRATIVE PROCEDURE

Final Draft for review

August 30, 2011

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Section 1. Definitions and Terms

For the purposes of this policy, the following terms and definitions apply:

- 1.1. **Appurtenance:** as defined by the U.S. Green Building Council, "an appurtenance is any built-in, nonstructural portion of a roof system, such as skylights, ventilators, mechanical equipment, partitions, and solar energy panels."
- 1.2. **ASHRAE:** American Society of Heating, Refrigeration, Air-conditioning Engineers.
- 1.3. **Earth Advantage Commercial:** a green building certification standard and rating system for or the design, construction, and operation of high performance small commercial buildings developed and maintained by the Earth Advantage Institute.
- 1.4. **Energy Trust of Oregon (ETO):** an independent nonprofit organization dedicated to helping utility customers benefit from saving energy and generating renewable energy. cash incentives, information and services help customers of Portland General Electric, Pacific Power, NW Natural and Cascade Natural Gas manage energy costs, increase comfort at home, improve productivity in the workplace and protect the environment.
- 1.5. **Building:** an enclosed structure that is regularly occupied by people and contains conditioned space (heated or cooled).
- 1.6. **FSC certified:** Forest Stewardship Council certification is an independent standard for sustainable management of forests and forest products, developed and maintained by the Forest Stewardship Council.
- 1.7. **Green Building Certification Institute (GBCI):** is a third-party organization that provides independent oversight of professional credentialing and project certification programs related to green building. GBCI administers certifications and professional designations within the framework of the U.S. Green Building Council's LEED® Green Building Rating Systems™.
- 1.8. **LEED:** Leadership in Energy and Environmental Design, a green building certification standard and rating system developed and maintained by the U.S. Green Building Council.
 - **LEED-NC:** LEED for New Construction and Major Renovations, latest version available
 - **LEED -EB: O+M:** LEED for Existing Buildings Operations and Maintenance, latest version available
- 1.9. **Major renovation or retrofit:** "A major renovation of an existing commercial, non-residential structure is defined as the replacement of both lighting and HVAC that

serve more than 50% of the total building floor area.”¹ For the purposes of this policy, Metro uses the Energy Trust of Oregon’s most current definition of major renovation.

- 1.10. **RoHS:** The European Union Restriction on Hazardous Substances (RoHS) Directive restricts the use of six hazardous materials in the manufacture of various types of electronic and electrical equipment, including mercury levels in fluorescent lamps.
- 1.11. **Solar Reflectance Index:** a measure of a material’s ability to reject solar heat, as shown by a small temperature rise. It is defined so that a standard black (reflectance 0.05, emittance 0.90) is 0 and a standard white (reflectance 0.80, emittance 0.90) is 100. Materials with the highest SRI values are the coolest choices for roofing. **IAQ:** Indoor air quality – the nature of air inside the space that affects the health and well-being of building occupants.
- 1.12. **Sustainability:** Metro adopted the State of Oregon’s definition of sustainability in 2008, as defined in ORS 184.421 (4), as the working definition that shall be used at Metro: “‘Sustainability’ means using, developing and protecting resources in a manner that enables people to meet current needs and provides that future generations can also meet future needs, from the joint perspective of environmental, economic and community objectives.”
- 1.13. **Total Cost of Ownership (TCO):** The comprehensive accounting of the total cost of ownership, including the initial costs, energy and operational costs, longevity and efficacy of service, and disposal costs.

Section 2. Purpose and Goals

- 2.1. The purpose of the Metro Green Building Policy is to set standards for construction, operations and maintenance of Metro buildings and developed properties in a way that supports achievement of Metro’s five sustainability goals.
- 2.2. This policy applies to all buildings owned and/or operated by Metro, including visitor venues.
 - 2.2.1. Buildings are defined as “enclosed structures that are regularly occupied by people and contain conditioned space (heated or cooled)”.
 - 2.2.2. Solid waste transfer stations are included in the policy, though they do not contain conditioned space. Opportunities for applying green building methods

¹ This definition of “major renovation” is from the Energy Trust of Oregon (ETO). An updated definition is expected in September, 2011. This is the threshold used by ETO for major renovations under their “New Buildings Program”. <http://energytrust.org/business/new-building/>

or standards for solid waste transfer station construction or renovation projects should be evaluated on a project-by-project basis.

2.2.3. Residential buildings (houses) located on Metro natural area properties are specifically excluded from this policy.

2.2.4. Exceptions to this policy shall be considered by the Metro COO with written input from the Sustainability Steering Committee, Sustainability Program and Department Directors.

2.3. Metro Council adopted the Sustainability Plan for Internal and Business Operations with resolution #10-4198 in October 2010.² Sustainability Management Action 4.2 of the Sustainability Plan directs Metro to adopt an agency-wide green building policy to set standards for new construction and operations of existing buildings based on the LEED standard.

2.4. The plan also directs Metro to adopt sustainable site retrofit, development and management practices and standards for Metro's developed properties and parks, which will be addressed in a separate policy. Options for sustainable site include Salmon Safe certification or the Sustainable Sites Initiative.

2.5. The Metro Sustainability Plan outlines environmental goals for internal operations, originally adopted by Metro Council with resolution #03-3338 in May 2003³. This Green Building Policy supports implementation of building construction and maintenance practices that support achievement of the following five goals.

- Reduce direct and indirect greenhouse gas emissions (measured in carbon dioxide equivalent or CO₂e) 80 percent below 2008 levels by 2050.
- Eliminate the use or emissions of persistent bioaccumulative toxics (PBTs) and other priority toxic and hazardous substances by 2025.
- Recover all waste for recycling or composting, and reduce overall generation of waste by 2025.
- Reduce water use 50 percent below 2008 levels by 2025.

² Metro Council resolution 03-3338, "For the Purpose of Directing the Metro Chief Operating Officer to Establish a Sustainable Business Model for Metro Departments and Facilities and Undertake Related Duties," 2003. <http://rim.oregonmetro.gov/webdrawer/rec/20828/>.

- Metro's parks, trails and developed properties will positively contribute to healthy, functioning urban ecosystems and watershed health. Metro's natural areas are healthy, functioning ecosystems.⁴

Section 3. Approach

- 3.1. The buildings in the Metro portfolio are highly varied and unique from each other. Metro's buildings range from large-scale venues (PCPA theaters, Convention Center, Expo Center) to a campus of many buildings and exhibits (Oregon Zoo) to solid waste processing buildings (Metro Central and South transfer stations) to office buildings (Metro Regional Center) to park buildings (Blue Lake Park, Oxbow Park).
- 3.2. This policy includes different standards for different building sizes and types in order to support the various needs and unique operations of these buildings as well as Metro's environmental sustainability goals.

Section 4. Green Building Standards for New Construction and Major Renovations

- 4.1. The following green building standards shall apply to newly-constructed Metro buildings as well as all major renovations for buildings Metro owns and operates.
- 4.2. Newly constructed buildings and major renovations of buildings over 70,000 square feet must meet the LEED Rating System for New Construction and Major Renovations (LEED-NC) certification at the Gold level or higher.
 - 4.2.1. In meeting this standard, the following LEED-NC credits are required to be incorporated into each project. The following credits were selected due to their alignment with Metro's environmental sustainability goals for internal operations.
 - Energy & Atmosphere credit 1, Optimize Energy Performance: Achieve at least 30% savings for New Construction; 26% for Major Renovation compared with the baseline building performance rating for that building type
 - Water Efficiency credit 1, Water efficient Landscaping: Reduce by 50%
 - Water Efficiency credit 3, Water Use Reduction: Achieve at least 30% savings
 - Materials and Resources credit 2: Divert a minimum of 85% of all construction and demolition (C&D) waste to recycling and reuse markets (this is 10% more recovery than necessary to achieve two points in the LLEED rating system)

⁴ This Green Building Policy applies to Metro's developed properties only. Metro natural areas purchased under the Natural Areas Bond program typically do not have buildings on-site. This policy does not address residential structures on the sites at the time of purchase.

- Indoor Environmental Quality credits 4.1 - 4.4, Low Emitting Materials: Adhesives & Sealants, Paints & Coatings, Flooring Systems, and Composite Wood & Agrifiber Products
- Sustainable Sites credit 6.1: Stormwater Design, Quality Control
- Sustainable Sites credit 7.2: Heat Island Effect - Roof
- Sustainable Sites credit 8: Light Pollution Reduction

4.2.2. The following credits (which closely align with Metro's Sustainability Goals) are preferred but not required for LEED-NC projects as applicable to each project and site. The following credits were selected due to their alignment with Metro's environmental sustainability goals for internal operations.

- Energy & Atmosphere credit 3: Enhanced Commissioning
- Energy & Atmosphere credit 4: Enhanced Refrigerant Management
- Water Efficiency credit 3: Water Use Reduction
- Materials and Resources credit 3: Materials Reuse
- Materials and Resources credit 4: Recycled Content Materials
- Materials and Resources credit 5: Regional Materials
- Materials and Resources credit 7: Certified Wood
- Sustainable Sites credit 5.1: Protect or Restore Habitat
- Sustainable Sites credit 6.2: Stormwater Design
- Sustainable Sites credit 7.1: Heat Island Effect – Non-Roof

4.3. Newly constructed facilities and major renovations between 5,000 and 70,000 square feet shall be built to the Earth Advantage Commercial standard at the Gold level or higher and certified by the Earth Advantage Institute. LEED-NC at the Gold certification level is still an option, but not required. When pursuing Earth Advantage Commercial certification at the gold level, the following measures must be incorporated into each project. The following measures were selected due to their alignment with Metro's environmental sustainability goals for internal operations.

- Health Option 4: Sustainable Housekeeping
- Materials Option 4: Sustainable Timber 35%
- Materials Option 7: Organic Waste Collection or Compost Facilities
- Land Option 1: Heat Island: Roofs

4.4. Newly constructed buildings and major renovations under 5,000 square feet do not require certification by either of the aforementioned standards. However, the buildings are required to meet performance targets in the five sustainability goal areas of greenhouse gas emissions (including building energy), waste, toxics, water, and habitat.

4.5. Newly constructed buildings and exhibits in the Oregon Zoo Bond program shall meet previously adopted green building target of LEED-NC certification at the Silver level or better for the elephant, primates, and polar bear exhibits and the Conservation Discovery Zone education building.

- 4.5.1. If the Zoo determines that LEED-NC Silver certification is not applicable for any of the projects identified in section 4.8, then the standards in the Metro Green Building Policy would apply instead.
- 4.6. All new construction and major renovation projects must meet the following additional requirements:
 - 4.6.1. Project planning: All new construction and major renovation projects shall incorporate resources needed to comply with the requirements of this policy in the project budget starting with the initial design phase. Resources should include staff time necessary to complete documentation requirements for the green building standard applicable to the building.
 - 4.6.2. Solar: New buildings that meet the criteria outlined by the State of Oregon in the “1.5% for Solar Energy in Public Building Construction Contracts” rule are required “to spend an amount equal to at least 1.5 percent of the total contract price of a public improvement contract for the construction or major renovation of a public building for the inclusion of appropriate solar energy technology in the building.”⁵
 - 4.6.3. Roofs: New buildings shall be designed and constructed to include an ecoroof with at least 70% coverage of the roof area AND solar reflectance index⁶, Energy Star-rated roof material on any remaining non-ecoroof surface area; OR Energy Star-rated roof material when an integrated ecoroof/ Energy Star-rated roof is deemed impractical by an engineering analysis of major renovation projects.

The total roof area excludes skylights, equipment, solar energy panels and appurtenances.

Section 5. Standards for Operations and Maintenance of Existing Buildings

- 5.1. Existing buildings over 50,000 square feet shall be assessed for eligibility to apply for the LEED Rating System for Existing Buildings: Operations & Maintenance (LEED-EM+OM) certification at the Silver level or higher. If they meet eligibility criteria and are determined to meet other prioritization criteria as determined by Metro, LEED-EB+OM certification at the Silver level or higher is required.

⁵ Oregon Administrative Rules (OAR) 330-135-0010 to 330-135-0055, “1.5 Percent for Solar Energy in Public Building Construction Contracts. www.oregon.gov/ENERGY/CONS/docs/Solar_Public_Buildings_Final.pdf?ga=t

⁶ Solar Reflective Index standards consistent with the LEED-New Construction standard, Sustainable Sites credit 7.2: Low-sloped (< or equal 2:12): minimum SRI = 78; Steep-sloped (> 2:12), min SRI = 29 as of this writing.

- 5.1.1. The assessment of buildings for LEED-EB+OM certification eligibility is to be completed within two years of policy adoption. A sample assessment tool is provided in appendix 1. Buildings that are determined to be good candidates for LEED-EB+OM certification shall be ranked in order of priority and certification pursued starting with the highest priority building or buildings first.
- 5.1.2. Operations Managers shall complete this analysis with support from a credentialed LEED Accredited Professional (AP) in the Operations + Maintenance standard.
- 5.2. Operational Requirements: All Metro buildings, regardless of their eligibility to apply for LEED O+M certification, shall develop programs that meet the following sustainable operations measures.
 - 5.2.1. Recycling: All Metro buildings must meet the following Business Recycling Requirements.⁷
 - Separate paper, cardboard and containers (aluminum cans, plastic bottles and glass) for recycling.
 - Ensure there are containers for collection of these recyclables.
 - Post signs at collection areas, indicating which materials should be recycled.
 - 5.2.2. Compost: All Metro buildings must separate food waste and compostable non-recyclable paper where hauling services for these source-separated materials are available.
 - 5.2.3. Roofs: The following requirements intend to minimize the urban heat island effect, enhance urban habitats for wildlife, and reduce stormwater runoff. An ecoroof feasibility engineering analysis must be completed for all roofing projects that require a tear-off or full roof replacement. If the analysis shows that an ecoroof is feasible, the new roof must include an ecoroof with at least 70% coverage AND high Solar Reflectance Index, Energy Star-rated roof material on any remaining non-ecoroof surface area. If the analysis shows that an ecoroof is not feasible, the new roof must be a high albedo, Energy Star-rated roofing material wherever this material is feasible for the roofing type. Project managers overseeing ecoroofs projects must apply for ecoroof funding assistance from the city of Portland Ecoroof Incentive program whenever available. www.portlandonline.com/bes/index.cfm?c=48724.
 - 5.2.4. All linear fluorescent lamps must meet the European Union Restriction on Hazardous Substances (RoHS) Directive for mercury levels in lamps.

⁷ Metro requires all local governments in the region to adopt Business Recycling Requirements.
<http://www.oregonmetro.gov/index.cfm/go/by.web/id=26294>

- 5.2.5. All new electronic equipment purchased shall be Energy Star certified, where certified products are available.
- 5.2.6. All water fixtures purchased shall be EPA Water Sense certified, where certified products are available.
- 5.2.7. All Metro buildings larger than 5,000 square feet shall have an Energy Efficiency Action Plan in place, which shall include but not be limited to the following measures:
- Buildings larger than 10,000 square feet complete a comprehensive energy audit of the building using the ASHRAE Level II standard for Energy Survey and Engineering Analysis. If the Energy Trust of Oregon (ETO) provides funding for energy audits, the ETO audit process is acceptable.
 - Complete energy performance benchmarking using Energy Star Portfolio Manager where applicable to the building type.⁸ If comparable energy performance benchmarks are not available for the building type, the methodology available in the LEED-EB O+M v2009 rating system may be used.⁹
 - Compile a prioritized list of energy efficiency measures (EEM's) appropriate to the building.
 - Integrate the EEM's into the building Capital Improvement Project (CIP) and Renewal and Replacement (R&R) project lists.
 - Track utility usage through Metro's Utility Manager database.
 - Manage plug load through best practices for energy conservation, include turning off all non-essential lights, computers, and monitors during non-business hours and reducing phantom or standby power usage.

5.3. Sustainability Criteria for Systems Upgrades

- 5.3.1. Systems upgrades in Metro buildings should require selection of most efficient options available and applicable for that system.
- 5.3.2. Replacement or upgrade of lighting, heating, ventilation, and cooling (HVAC) equipment, and domestic hot water equipment shall, at a minimum, require installation of energy efficient options for which financial incentives are available from the Energy Trust of Oregon (ETO) Existing Buildings Standard

⁸ Energy Star Portfolio Manager provides a national energy performance rating system, available for office buildings, K-12 schools, grocery stores, hotels, and hospitals.
www.energystar.gov/index.cfm?c=assess_performance.benchmark.

⁹ The LEED O+M 2009 rating system also offers a methodology for energy performance benchmarking that can be used for venues. LEED EB+OM Energy & Atmosphere Credit 1 (Case 2, Option 2).

Incentives 10 or other energy efficiency incentive resources. Project managers shall apply for any incentives available from ETO for energy efficient equipment. If options are available that conserve more energy than those that are incented by the Energy Trust of Oregon, those may be selected.

- 5.3.3. Total cost of ownership (TCO) shall be used in the decision-making criteria for selection of retrofit or replacement projects for funding, rather than simple comparison of the initial first costs.

5.4. Sustainability Criteria for Campus-Wide Upgrades

- 5.4.1. When multi-building redesign projects occur at a campus scale (not just a single building), such as at the Oregon Zoo or Expo Center, sustainable operations will be integrated into the design process consistent with the Metro sustainability goals outlined in section 2.5 of this policy.

5.5. Social Equity in Green Building Project Contracts

- 5.5.1. Sheltered Market: Consistent with Metro procurement policies and programs **for applicable buildings**, all construction opportunities under \$50,000 are solicited from and bid among only qualified MWESB contractors. Competitive bidding requirements still apply, but it is within the sheltered market of MWESB firms. This requirement applies to energy efficiency retrofits and other sustainability-related building upgrades.
- 5.5.2. RFP/RFB Evaluation: All projects that fall within the scope of this Green Building Policy are required to include social equity as an evaluation criterion in the Request for Proposals (RFPs) or Request for Bids (RFBs). Metro's Procurement Services division shall provide project managers with suggested evaluation criteria.

Section 6. Phases of Implementation

- 6.1. This policy shall be implemented in the timeframes noted in this section, and by the groups of people identified in Section 7, Roles and Responsibilities.
- 6.2. Phase 1: Building Evaluation and Benchmarking (2012 – 2013)
 - 6.2.1. Standards for new construction and major renovations are effective starting with the approval of this policy.
 - 6.2.2. Conduct assessments of building performance and identify areas for improvement in Metro's environmental sustainability goal areas of energy

¹⁰The Energy Trust of Oregon current listing of Existing Buildings Standard Incentives is available online at <http://energytrust.org/business/incentives/commercial-buildings/equipment-upgrades/>.

usage, water consumption, waste generation and recycling, toxics usage, habitat-friendly development practices and stormwater impact.

- 6.2.2.1. Conduct energy audits and create energy efficiency action plans as described in section 5.2.7.
- 6.2.3. Conduct assessments of existing buildings over 50,000 square feet for eligibility and applicability of LEED for Existing Buildings Operation and Maintenance (LEED O+M) certification at the Silver level or higher as outlined in section 5.1 of this policy. Sustainability Steering Committee will prioritize eligible buildings for the purposes of seeking certification and present to the COO.
- 6.2.4. Develop and adopt operational policies and procedures that support the Green Building Policy, including but not limited to: green cleaning policy, integrated pest management (IPM) policy, and solid waste management policy.
- 6.2.5. Revise and update capital project and renewal and replacement funding processes to be consistent with the Green Building Policy.
- 6.2.6. Evaluate list of existing capital and renewal and replacement projects for the following ten years and identify opportunities to integrate sustainability into these projects.
- 6.2.7. Develop and adopt appropriate sustainable site management standards for Metro's developed properties. Examples of sustainable site management standards include Salmon Safe and the Sustainable Sites initiative.
- 6.2.8. Prioritize and categorize green building projects for Phase 2, Implementation.
- 6.3. Phase 2: Implementation (Starts January 2014)
 - 6.3.1. Begin implementation of LEED-EB O+M certification for priority eligible buildings which Metro has prioritized during Phase 1 as described in 5.1.3.
 - 6.3.2. Implement strategies to improve building environmental performance of existing buildings in environmental sustainability goal areas as described in section 5.1.2.
 - 6.3.3. Evaluate practices and identify areas for continuous improvement in sustainable operations as described in this policy at all existing buildings annually. Describe accomplishments and plan for continuous improvement in annual green building progress report as described in section 9.3.

Section 7. Roles and Responsibilities

7.1. Building operations managers

- 7.1.1. Conduct assessments of building performance and energy efficiency action plans as described in section 5.1.2.
- 7.1.2. Implement all standards for operations and maintenance of existing buildings outlined in section 5.
- 7.1.3. Complete LEED-EB: O+M eligibility assessments for buildings over 50,000 square feet as described in section 5.1.
- 7.1.4. Ensure training for operations staff and project managers in green building operations and maintenance.

7.2. Property and Project Management Office (PPMO)

- 7.2.1. Integrate green building criteria from this policy into the PMO manual.
- 7.2.2. Provide training for project managers on green building standards required by this policy, as well as training on the implementation of this policy.
- 7.2.3. Hold project managers accountable for implementation of the Green Building Policy.

7.3. Project managers

- 7.3.1. Integrate Green Building Policy requirements into all new construction, major renovations, and minor building retrofit projects where required.
- 7.3.2. For new construction and major renovation projects, submit the following:
 - 7.3.2.1. Projects working toward LEED-NC Gold certification: Submit LEED checklist and review comments from the Green Building Certification Institute (GBCI) at project completion indicating that they have achieved credits. Also suggest that Metro require a LEED scorecard of “expected” LEED credits by 50% Design Development phase to ensure design is on track, and reserve the right to follow up with teams and require narrative descriptions of strategies and project documents on a project-by-project basis as needed (Intent is to keep documentation requirements low generally but also give it some teeth so teams know this will be enforced and that they have a good checkpoint during design)
- 7.3.3. Incorporate green building requirements appropriate for the building size and type in the project budget starting with the initial design phase as described in section 4.2.
- 7.3.4. Attend green building training.

7.4. Sustainability Steering Committee

- 7.4.1. Evaluate and prioritize Metro buildings eligible for potential LEED-EB: O+M certification and recommend buildings for certification to the COO.
- 7.4.2. Contribute to annual report on progress toward implementation of this policy.

7.5. Finance

- 7.5.1. Revise and update capital project and renewal and replacement funding processes to be consistent with the Green Building Policy as described in section 6.1.5.
- 7.5.2. Integrate return on investment (ROI) criteria as described in section 8.1 into project funding processes and policies.
- 7.5.3. Work with the Sustainability Program to develop a Green Fund as described in section 8.2.

7.6. Procurement Services

- 7.6.1. Align procurement policies and procedures to support green building policy requirements.

7.7. Sustainability Program

- 7.7.1. Develop and adopt operational policies and procedures that support the Green Building Policy as described in section 6.1.4.
- 7.7.2. Report on progress toward implementing the Green Building Policy in the annual Sustainability Report to Metro COO and Council as described in section 9.

Section 8. Funding Methods and Tools

- 8.1. Return on Investment (ROI): Projects which result in a measurable reduction in electricity, natural gas, or water consumption by increasing efficiency and will result in an avoided cost for ongoing operations have a positive return on investment (ROI) to Metro. For the purposes of funding projects through Metro's Capital Improvement Energy efficiency projects which have an ROI of ten years or less shall be eligible for funding through the CIP and Renewal and Replacement funds even if there is an up-front capital investment required-.

~~8.2. To help provide up-front capital costs of energy efficiency and other sustainability projects that support the objectives and requirements of this policy, establishment of a revolving Green Fund for sustainable building upgrades that require a one-time up-front investment. Eligible projects include, but are not limited to, those that make Metro buildings and operations more sustainable than simply replacing the existing system, equipment, or infrastructure.~~

- ~~8.3.8.2.~~ Total Cost of Ownership (TCO): Building maintenance projects should use a total cost of ownership model to determine the best value for Metro over the expected life of the equipment, consistent with Metro's Sustainable Procurement Policy.

~~8.4.8.3.~~ <Insert language here about improving projects eligibility to receive more funding through the CIP and R&R funds. ->

Section 9. Reporting Requirements

- 9.1. At the end of each new construction project, the Project Manager is responsible for submitting the following information to the Sustainability Program: (1) Amount of construction and demolition (C&D) waste diverted from each project and reused on the job site (total tons, percent diverted, and list of primary materials diverted); (2) Provide a summary of all LEED credits or Earth Advantage Commercial measures that were incorporated in the project, and (3) Provide a copy of certification document for either LEED or Earth Advantage Commercial when available.
- 9.2. At the end of each fiscal year, Operations Managers are responsible for submitting a summary of green construction projects completed in the previous fiscal year. Reportable projects include new construction, major renovation, changes to operations and maintenance of existing buildings, or smaller renewal and replacement projects. These summaries should include: (1) A one to two-paragraph summary of the project; (2) which of the Metro sustainability goals the project addresses; and (3) any anticipated resource or financial savings expected from the project.
- 9.3. Progress on implementation of the Green Building Policy shall be included in the Sustainability Plan annual report prepared by the Metro Sustainability Program and presented to Metro Council.
- 9.4. Environmental sustainability performance shall be reported in absolute terms (i.e. total CCF of water consumed from a building in a given year) and in normalized terms (e.g. gallons consumed per visitor per year, or per FTE worker per year or per SF area per year, depending on building type).



GREEN BUILDING POLICY ADMINISTRATIVE PROCEDURE

Appendix 1: Sample evaluation tool for existing buildings and eligibility for LEED EB: O+M

Metro Buildings over 50,000 GSF (not a complete list of buildings)	Metrics								Impact Categories				
	Area (GSF)	Employees (FTE)	Visitors/yr	Operating hours	EUI (kBtu/SF/yr)	Energy Use (MBtu/yr)	Energy Star Score	Water (Gal/yr)	GHG & Energy	Water	Health	Cost	Public Visibility
Category Weight	n/a								X	X	X	X	X
Metro Regional Center	85,000												
Oregon Convention Center	877,000												
Expo Center	399,000												
Hall A-B-C	183,000												
Hall D	90,000												
Hall E	126,000												
PCPA - Hatfield	101,074												
PCPA - Keller	146,555												
PCPA - Schnitzer	77,625												
Metro South Transfer Station	85,515												
Metro Central Transfer Station	179,000												

**Other metrics to
include:**

Do we plan to make additional capitol investments in this building? Y/N

Prioritization criteria from Metro Sustainability Plan



Metro

GREEN BUILDING POLICY
ADMINISTRATIVE PROCEDURE

| [Appendix 2: Sample Social Equity Evaluation Criteria for Requests for Proposals](#)

TBD

Appendix 3: Metro sustainability goals for internal operations
From Metro Sustainability Plan, adopted 2010

GHGs: Reduce greenhouse gas emissions 80 percent below 2008 levels by 2050.

Indicators: Greenhouse gas emission sources for Scopes I, II and II

SCOPES 1, 2 and 3 EMISSIONS (excluding Supply Chain)		SCOPE 3 SUPPLY CHAIN EMISSIONS
Reduction targets (quantitative)		Process targets (qualitative)
3 Years (2013)	<ul style="list-style-type: none"> Arrest GHG emissions 	<ul style="list-style-type: none"> Develop a process to quantify Scope 3 emissions reductions and establish quantitative targets.
5 Years (2015)	<ul style="list-style-type: none"> 15 percent reduction 	<ul style="list-style-type: none"> Advance efforts to reduce Scope 3 emissions based on current best practices and available tools and data.
10 Years (2020)	<ul style="list-style-type: none"> 25 percent reduction 	
15 Years (2025)	<ul style="list-style-type: none"> 40 percent reduction 	
40 Years (2050)	<ul style="list-style-type: none"> 80 percent reduction 	

Toxics: Eliminate the use or emissions of PBT's and other priority toxic and hazardous substances by 2025.

Indicator: Percentage of chemical products used at Metro facilities that have ingredients with a "3" rating in MSDS inventory for health, environmental or physical hazard

Reduction targets (quantitative)		Process targets (qualitative)
3 Years (2013)	<ul style="list-style-type: none"> 20 percent reduction in chemical products in use at Metro with a "3" rating in one or more hazard categories (health, environment or physical hazard)¹¹ 	<ul style="list-style-type: none"> Complete inventory with current ingredient information obtained for all chemical products in use, including quantity used. Include products used by contractors on Metro property. Develop process to quantify use of less-toxic preferable products and establish interim targets.
5 Years (2015)	<ul style="list-style-type: none"> 45 percent reduction in the percentage of chemical products used at Metro facilities that have ingredients with a "3" rating in <i>at least one</i> category. Products with a "3" rating in <i>all 3</i> hazard categories are no longer in use 	<ul style="list-style-type: none"> Advance efforts to reduce toxic emissions from durable goods and indirect emissions, and establish quantitative interim targets for reducing these emissions. Increase procurement of less-toxic preferable products.
10 Years (2020)	<ul style="list-style-type: none"> No chemical products used at Metro facilities have ingredients with a "3" rating, including those used by contractors. 	
15 Years (2025)	<ul style="list-style-type: none"> All chemical products used at Metro facilities are designated preferable products, or earn a "1" rating in all 3 hazard categories. 	

¹¹ Product hazard evaluation criteria were established to rate the potential health, environmental and physical hazard risks of chemical products in the inventory. See toxics baseline section and appendix of Sustainability Plan for methodology.

Waste: Recover all waste for recycling or composting, and reduce overall generation of waste by 2025.

Indicators: Waste generated by weight (garbage plus recycling) and percent recovered for recycling or compost (recycling rate)

Reduction targets (quantitative)		Process targets (qualitative)
3 Years (2013)	<ul style="list-style-type: none"> Metro facilities recover 50 percent of waste for recycling or compost (Metro-wide facility average). 	<ul style="list-style-type: none"> Establish monthly waste and recycling reporting for all Metro locations. Develop long-term waste generation targets. Advance efforts to reduce overall waste generation.
5 Years (2015)	<ul style="list-style-type: none"> Metro facilities recover 75 percent of waste for recycling or compost. Increase recycling at parks to 25 percent recovery. Reduce waste generated 10 percent from baseline. 	
10 Years (2020)	<ul style="list-style-type: none"> Metro facilities recover 90 percent of waste for recycling or compost. 	
15 Years (2025)	<ul style="list-style-type: none"> Metro facilities divert 100 percent of waste for recycling, compost or other sustainable waste treatment method (i.e. anaerobic digestion). 	

Water: Use 50 percent less water from 2008 levels by 2025.

Indicator: Gallons of water consumed from water utilities and on-site sources

Reduction targets (quantitative)		Process targets (qualitative)
3 Years (2013)	<ul style="list-style-type: none"> 15 percent decrease in water consumption 	<ul style="list-style-type: none"> Establish water tracking and reporting system. Include all submeters.
5 Years (2015)	<ul style="list-style-type: none"> 30 percent decrease 	
10 Years (2020)	<ul style="list-style-type: none"> 40 percent decrease 	
15 Years (2025)	<ul style="list-style-type: none"> 50 percent decrease 	

Habitat: Metro's parks, trails and developed properties positively contribute to healthy, functioning urban ecosystems and watershed health.

Indicators: Percentage effective impervious area (EIA) and number of habitat-friendly practices used on developed properties

Reduction targets (quantitative)		Process targets (qualitative)
3 Years (2013)	<ul style="list-style-type: none">Arrest and begin to reduce effective total impervious area (EIA) on developed properties.	<ul style="list-style-type: none">Identify habitat and stormwater improvement opportunities on Metro developed properties through site assessments. Set numerical targets for effective impervious area (EIA) and increasing use of habitat-friendly development practices.
5 Years (2015)	<ul style="list-style-type: none">Advance efforts to reduce EIA and increase use of habitat-friendly development practices on Metro’s developed properties, quantitative targets to be developed based on site assessments.	
10 Years (2020)		
15 Years (2025)		