# MERC Commission Meeting

April 6, 2016 12:45 pm

Oregon Convention Center 777 NE Martin Luther King Jr. Blvd. Room A105







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

# Metro | Exposition Recreation Commission Agenda

Meeting:Metro Exposition Recreation Commission MeetingDate:Wednesday, April 6, 2016Time:12:45 – 2:30 p.m.Place:Oregon Convention Center, A105

## CALL TO ORDER

12:45	1.	QUORUM CONFIRMED	
12:46	2.	OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS	
12:50	3.	COMMISSION/COUNCIL LIAISON COMMUNICATIONS	Elisa Dozono/Sam Chase
12:55	4.	GM COMMUNICATIONS	Teri Dresler
1:05	5.	INTRODUCTION OF NEW ZOO DIRECTOR	Teri Dresler/Don Moore
1:10	6.	FINANCIAL REPORT, pages 4-18	Ben Rowe
1:15	7.	VENUE BUSINESS REPORTS	Jason Blackwell Matthew P. Rotchford Scott Cruickshank
1:25	8.	HALPRIN LAND CONSERVANCY PROJECT ENDORSEMENT REQUEST FOLLOWED BY DISCUSSION, pages 20-36	Randy Gragg and Karen Whitman of Halprin Landscape Conservancy
1:45	9.	METRO CONSTRUCTION WORKFORCE MARKET STUDY Scope of Work, pages 38-45	Stephanie Soden
2:05	10.	<ul> <li>CONSENT AGENDA</li> <li>March 2, 2016 Record of MERC Actions, pages 47-49</li> <li>Ethics approval for Travel Portland FAM, June 2-4, 2016, page 50</li> </ul>	
2:10	<b>11.</b> 11.1	ACTION AGENDA Resolution 16-06: For the purpose of approving the Lease and First Lease Extension between the State of Oregon, by and through its Department of Transportation (ODOT) and the Metropolitan Exposition Recreation Commission (MERC), for vehicle parking in the parking lot under I-5 behind the Oregon Convention Center (I-5 Parking Lot) and authorizing the General Manager of Visitor Venues to execute the Lease, pages 52-56.	Scott Cruickshank
	11.2	<b>Resolution 16-07:</b> For the purpose of adopting changes to MERC Personnel Policies – Travel Policy, pages 57-69	Tim Collier

2:20 12. EXECUTIVE SESSION TO CONDUCT DELIBERATIONS WITH PERSONS Travis Brown DESIGNATED BY THE COMMISSION TO CARRY ON LABOR Lisa Colling NEGOTIATIONS UNDER ORS 192.660(2)(D)

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# MERC Commission Meeting

April 6, 2016 12:45 pm

6.0 Financial Report

# FEBRUARY 2016

# **FINANCIAL INFORMATION**

For Management Purposes only







Oregon Convention Center



RECREATION COMMISSION

🕼 A SERVICE OF METRO



Date:	April 6, 2016
To:	Commissioner Elisa Dozono, Chair Commissioner Karis Stoudamire-Phillips, Vice Chair Commissioner Judie Hammerstad, Secretary-Treasurer Commissioner Ray Leary Commissioner Terry Goldman Commissioner Deidra Krys-Rusoff Commissioner Damien Hall
From:	Ben Rowe – MERC Finance Manager
Re:	MERC Financial Information for the month of February, Fiscal Year 2015-16

## **MERC Venues Events & Attendance**

February events and attendance are respectively 15% above and 5% below the prior year. February events and attendance are respectively 12% and 8% above the three-year historical monthly average.

		2015	2	2016	Change fi	Change from Prior Year		
Total MERC Venues	Events	Attendance	Events	Attendance	Events	Attendance		
1st Quarter	269	280,679	293	329,836	24, 9%	49,157, 18%		
2nd Quarter	460	467,296	462	497,534	2,0%	30,238, 6%		
January	116	180,443	118	214,190	2, 2%	33,747, 19%		
February	147	268,987	169	255,663	22, 15%	(13,324), -5%		
Year to date	992	1,197,405	1,042	1,297,223	50 <i>,</i> 5%	99,818, 8%		

## **MERC Venues Revenues & Expense**

Year to date event revenues (rent and food and beverage) are 24% (\$6.3 million) above prior year, 38% above the three-year historical YTD average, and 21% above YTD budget projections. Total venue expenses are 14% above the prior year, 22% above the three-year historical YTD average, and meet YTD budget projections.

## Food & Beverage

The total MERC venues food and beverage margin for February is 16%, 9% below the prior year due to the venue's phenomenal performance in February 2015. The YTD margin is 26%, 5% above the prior YTD, and 9% above the three-year historical YTD average.

## **Transient Lodging Tax**

TLT is tracking 9% (\$746,000) better than last year to date due to the healthy Portland area hotel industry. Both OCC and Portland'5 are expected to meet their imposed maximum TLT allocations of 7% and 2.26% respectively over last year. If the current TLT revenue trend continues, the TLT Pooled capital account is forecasted to receive approximately \$4.2 million at the close of the fiscal year, bringing the total Pooled Capital Account balance up to \$10 million.

## **Net Operations**

Total MERC YTD net operations is \$5.6 million, \$2.3 million greater than the prior year, and \$4.8 million (6 times) greater than the three-year historical average.

## Historical Actual Comparison FY 2013-2015 to FY 2016

Fiscal Year: Revenues	2013 YTD	2014 YTD	2015 YTD	2016 YTD	2012-14 Average	% Diff. Average	% Diff. 2015
Food & Beverage	9,524,628	9,145,965	10,833,251	13,632,548	9,834,615	38.6%	25.8%
Charges for Services	12,995,338	12,812,461	15,535,961	19,049,688	13,781,253	38.2%	22.6%
Lodging Tax	5,349,716	6,882,977	8,640,855	9,387,230	6,957,849	34.9%	8.6%
Other	161,510	600,182	377,117	255,569	379,603	-32.7%	-32.2%
Total Revenue	28,031,192	29,441,586	35,387,183	42,325,036	30,953,320	36.7%	19.6%
Expenses							
Food & Beverage	7,879,447	8,060,465	8,575,783	10,040,476	8,171,898	22.9%	17.1%
Personnel Services	11,022,027	10,929,350	11,617,035	12,639,889	11,189,471	13.0%	8.8%
Materials & Services	6,683,744	7,106,166	8,135,083	10,125,544	7,308,331	38.5%	24.5%
Other	3,339,312	3,373,278	3,799,811	3,908,681	3,504,134	11.5%	2.9%
Total Expense	28,924,529	29,469,259	32,127,713	36,714,591	30,173,834	21.7%	14.3%
Net Operations	(893,337)	(27,674)	3,259,471	5,610,445	779,487	619.8%	72.1%
Food & Beverage Margin	17.3%	11.9%	20.8%	26.3%	16.9%	9.4%	5.5%

## **Oregon Convention Center**

OCC hosted its highest grossing first seven months of the year ever, setting new gross revenue records in each month! OCC's event related February revenue performed 11% (\$261,000) better than last year, however OCC received \$540,000 less TLT revenue in February than the prior year, resulting in a February 2016 close just shy -6% (-\$272,000) of last year. February 2016 closed 21% above the three-year historical monthly average. FY 2015 was OCC's best year ever and FY 2016 YTD gross revenues are \$4.9 million (29%) above the prior year. OCC's gross revenue increase over the prior year to date is due to \$700,000 (9%) in additional TLT revenue received to date combined with its higher than average attendance and spending per visitor. OCC's total February revenues are 22% over budget projections. OCC February events and attendance are respectively 65% and 1% above the prior year, and 42% and 24% above the three-year historical monthly average. Expenses are 17% above the prior year, meet YTD budget projections, and are 31% above the three-year historical February average. OCC's food and beverage margin is 27% YTD and its net operations are \$1.7million (51%) above the prior year.

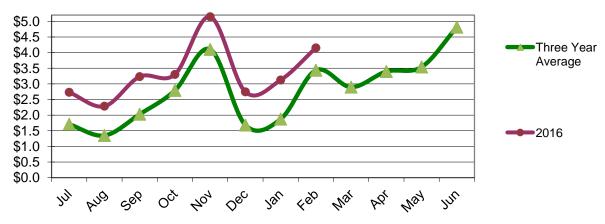
## **Highest Grossing Events**

Event*	Gross Event Revenue	% of February Event Revenue
IAAF World Indoor Track & Field Championships	\$525,555	23%
Wizard World Portland Comic Con	355,831	15%
Yard, Garden, & Patio Show	186,283	8%
Pac West Cheer & Dance Nationals	183,905	8%
All other Events	1,065,301	46%
Tot	al \$2,316,875	100%

\*Note: revenue reported in this section reflects direct event receipts in February only and not total gross revenue.

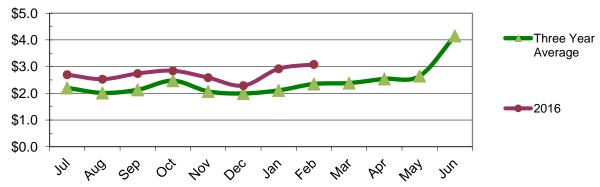
## OCC Program Revenues by Month

Shown in Millions



## **OCC Program Expense by Month**

Shown in Millions



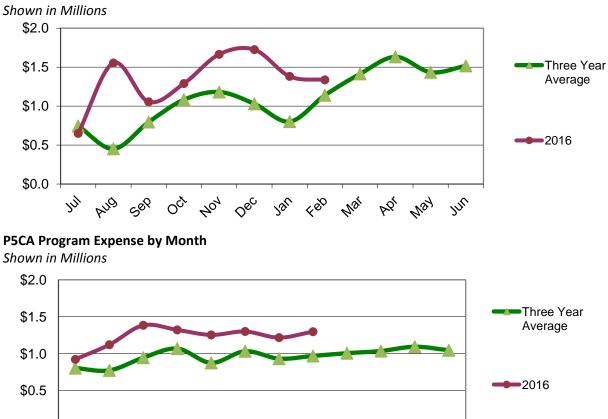
## Portland'5 Centers for the Arts

Portland'5 achieved the highest grossing first seven months of the year ever, breaking records in five of the seven months. Portland'5 hosted a phenomenal \$1.65 million February in 2015, February 2016 closed just shy (-19%) (-\$309,000) of last year at \$1.3 million, however still 17% above the three-year historical monthly average. Year to date revenues are 15% above budget projections. In February Portland'5 hosted 9 (9%) fewer performances and 25,000 (25%) fewer attendees compared to the prior year. February performances and attendance are respectively 12% and 27% less than the three-year historical monthly average. February expenses are 9% above the prior year, 34% above the three-year historical monthly average, and 8% above budget projections. Portland'5 YTD food and beverage margin is 28%, 2% below the prior year and its net operations are \$500,000 (171%) over the prior year to date.

## **Highest Grossing Events**

Event*	Gross Event Revenue	% of February Event Revenue
The Lion King	\$104,470	10%
Adam Sandler, David Spade, Norm McDonald, Rob Schneider	61,583	6%
Steve Martin & Martin Short	47,277	5%
Classical #9 – The Planets	45,582	4%
All other Events	782,602	75%
Total	\$1,041,514	100%

\*Note: revenue reported in this section reflects direct event receipts in February only and not total gross revenue.



## P5CA Program Revenue by Month

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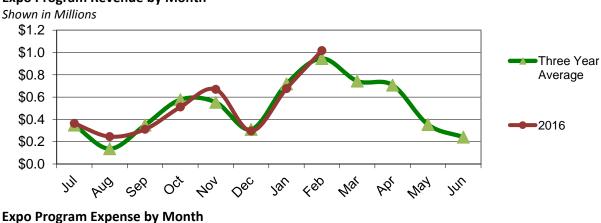
## **Portland Expo Center**

Expo hosted its best month ever in February (and its second month to gross over \$1 million). The February event revenue below and the gross revenue included in the statement of activity within this report does not include an additional \$106,000 in revenue from the Sportsmen and Home and Garden shows. Expo's first eight months closed just over last year, (0.5%) with February closing 8% above the three-year historical February average. Expo hosted 5 more events in February. Expo hosted 11,006 (15%) more attendees in February than the prior year and February events and attendance are respectively 23% and 21% above the three-year historical monthly average. Expo's February expenses are 12% above the prior year, and 13% above the three-year historical average. Expo's food & beverage margin year to date is 22%, 9% over the prior year to date and its YTD net operations are 24% (\$101,500) higher than the prior year.

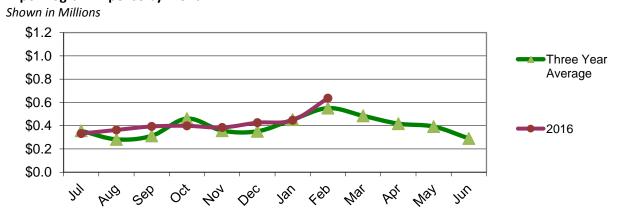
## **Highest Grossing Events**

Event*		Gross Event Revenue	% of February Event Revenue
Pacific Northwest's Sportsmen's Show		\$572,031	58%
Portland Spring Home and Garden Show		180,277	18%
Kidfest!		75,348	8%
Cannabis Collaborative Conference		54,140	5%
All other Events		103,155	10%
-	Total	\$984,951	100%

\*Note: revenue reported in this section reflects direct event receipts in February only and not total gross revenue.



## Expo Program Revenue by Month



# Metropolitan Exposition-Recreation Commission

# All Departments

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actual	Prior Year to Date Actual	Current Year Budget	% of Prior Year	% of Annual
Operations							Budget
Charges for Services	3,181,030	2,782,440	19,049,688	15,535,961	24,711,900	122.62%	77.09%
Contributions from Governments		_,,			853,950	0.00%	0.00%
Contributions from Private Sources	-	-	-	-	15,000	0.00%	0.00%
Enhanced Marketing VDF	-	-	-	-	472,781	0.00%	0.00%
Food and Beverage Revenue	1,425,712	1,693,254	13,632,548	10,833,251	16,325,143	125.84%	83.51%
Interest Earnings	27,984	16,220	160,673	134,522	91,000	119.44%	176.56%
Lodging Tax	1,951,298	2,575,731	9,387,230	8,640,855	11,443,458	108.64%	82.03%
Miscellaneous Revenue	28,166	13,989	94,897	97,755	95,477	97.08%	99.39%
Transfers-R	(0)	18,105	(0)	144,840	1,015,132	0.00%	0.00%
Visitor Development Fund Alloc	-	-	-	-	2,215,901	0.00%	0.00%
Total Revenues	6,614,190	7,099,739	42,325,036	35,387,183	57,239,742	119.61%	73.94%
Capital Outlay	-	-	-	17,985	-	0.00%	0.00%
Food & Beverage Services	1,192,130	1,268,923	10,040,476	8,575,783		117.08%	73.31%
Materials and Services	1,955,089	1,198,497	10,125,544	8,135,083	15,484,426	124.47%	65.39%
Personnel Services	1,623,875	1,515,842	12,639,889	11,617,035		108.80%	63.64%
Transfers-E	328,045	289,004	3,908,681	3,781,826	9,001,335	103.35%	43.42%
Visitor Development Marketing	-	-	-	-	472,781	0.00%	0.00%
Total Expenditures	5,099,140	4,272,266	36,714,591	32,127,713	58,514,158	114.28%	62.74%
Net Operations	1,515,050	2,827,473	5,610,445	3,259,471	(1,274,416)		
Capital							
Contributions from Private Sources	-	-	193,750		372,501	193.75%	52.01%
Grants	-	36,125		196,207	-	15.79%	0.00%
Miscellaneous Revenue	2,455	-	2,455	14,633	-	16.78%	0.00%
Other Financing Sources	-	-	-	3,125	-	0.00%	0.00%
Transfers-R	-	-	-	-	110,000	0.00%	0.00%
Total Revenues	2,455	36,125	227,185	313,965	482,501	72.36%	47.08%
Capital Outlay	48,100	285,270	1,148,105	3,349,090	8,483,500	34.28%	13.53%
Materials and Services		15,000	18,571	15,000	-	123.81%	0.00%
Total Expenditures	48,100	300,270	1,166,676	3,364,090	8,483,500	34.68%	13.75%
Net Capital	(45,645)	(264,145)		(3,050,125)	(8,000,999)		
12 Month Fund Balance Increase	1,469,405	2,563,328	4,670,954	209,345	(9,275,415)		

Metropolitan Exposition-Recreation Commission

Convention Center Operating Fund

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
Operations							
Charges for Services	1,700,914	1,286,071	8,797,974	7,028,801	10,236,686	125.2%	85.9%
Enhanced Marketing VDF	-	-	-	-	472,781	0.0%	0.0%
Food and Beverage Revenue	752,071	906,188	9,999,543	7,475,411	11,750,000	133.8%	85.1%
Interest Earnings	13,220	5,820	59,408	45,903	30,000	129.4%	198.0%
Lodging Tax	1,724,316	2,263,899	8,295,274	7,595,107	10,097,485	109.2%	82.2%
Miscellaneous Revenue	19,385	6,499	37,213	29,741	16,000	125.1%	232.6%
Transfers-R	(58,987)	(45,604)	(471,894)	(364,830)	(66,242)	129.3%	712.4%
Visitor Development Fund Alloc	-	-	-	-	1,548,281	0.0%	0.0%
Total Revenues	4,150,920	4,422,873	26,717,517	21,810,133	34,084,991	122.5%	78.4%
Food & Beverage Services	746,982	786,602	7,344,687	5,993,438	9,815,867	122.5%	74.8%
Materials and Services	1,275,328	684,085	5,897,314	4,684,785	9,153,855	125.9%	64.4%
Personnel Services	869,767	796,721	6,739,175	6,080,246	10,737,796	110.8%	62.8%
Transfers-E	191,339	175,711	1,718,606	1,717,796	6,040,444	100.0%	28.5%
Visitor Development Marketing	-	-	-	-	472,781	0.0%	0.0%
Total Expenditures	3,083,416	2,443,119	21,699,782	18,476,265	36,220,743	117.4%	59.9%
Net Operations	5 1,067,504	1,979,754	5,017,736	3,333,867	(2,135,752)		
Capital							
Contributions from Private Sources	-	-	121,094	62,500	242,188	193.8%	50.0%
Grants	-	-	-	-	-	0.0%	0.0%
Miscellaneous Revenue	2,455	-	2,455	14,633	-	16.8%	0.0%
Transfers-R	-	-	540,000	360,000	650,000		83.1%
Total Revenues	s 2,455	-	663,549	437,133	892,188	151.8%	74.4%
Capital Outlay	2,455	202,572	273,212	1,821,512	3,966,400	15.0%	6.9%
Materials and Services	-	15,000	18,571	15,000	-	123.8%	0.0%
Total Expenditures	5 2,455	217,572	291,783	1,836,512	3,966,400	15.9%	7.4%
Net Capita	I -	(217,572)	371,766	(1,399,379)	(3,074,212)		
12 Month Fund Balance Increa	se 1,067,504	1,762,182	5,389,501	1,934,489	(5,209,964)		

# Metropolitan Exposition-Recreation Commission

# Portland'5 Centers for the Arts Fund

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
Operations							
Charges for Services	945,330	1,020,084	7,501,973	5,801,354	10,091,678	129.3%	74.3%
Contributions from Governments	-	-	-	-	853,950	0.0%	0.0%
Food and Beverage Revenue	187,658	338,891	2,236,080	1,976,503	2,663,978	113.1%	83.9%
Interest Earnings	8,343	7,956	68,597	66,363	31,000	103.4%	221.3%
Lodging Tax	226,982	311,832	1,091,956	1,045,748	1,345,973	104.4%	81.1%
Miscellaneous Revenue	4,270	2,968	41,345	52,169	56,227	79.3%	73.5%
Transfers-R	(35,701)	(35,701)	(285,609)	(285,609)	(382,213)	100.0%	74.7%
Visitor Development Fund Alloc		-	-	-	667,620	0.0%	0.0%
Total Revenues	1,336,882	1,646,030	10,654,342	8,656,529	15,328,213	123.1%	69.5%
Food & Beverage Services	167,691	220,332	1,603,113	1,382,821	2,243,543	115.9%	71.5%
Materials and Services	510,664	395,045	3,236,096	2,388,702	4,368,968	135.5%	74.1%
Personnel Services	522,364	502,758	4,163,432	3,881,375	6,494,395	107.3%	64.1%
Transfers-E	97,369	71,871	822,192	698,074	1,219,558	117.8%	67.4%
Total Expenditures	1,298,089	1,190,006	9,824,832	8,350,971	14,326,464	117.6%	68.6%
Net Operations	38,794	456,024	829,510	305,558	1,001,749		
Capital							
Contributions from Private Sources	-	-	43,594	22,500	58,125	193.8%	75.0%
Grants	-	36,125	30,980	82,707	-	37.5%	0.0%
Total Revenues	-	36,125	74,574	105,207	58,125	70.9%	128.3%
Capital Outlay	45,645	76,144	683,773	1,128,662	3,156,100	60.6%	21.7%
Total Expenditures	45,645	76,144	683,773	1,128,662	3,156,100	60.6%	21.7%
Net Capital	(45,645)	(40,019)	(609,199)	(1,023,455)	(3,097,975)		
12 Month Fund Balance Increase	e (6,851)	416,005	220,311	(717,897)	(2,096,226)		

# Metropolitan Exposition-Recreation Commission

# Expo Fund

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
Operations							
Charges for Services	534,786	476,285	2,749,741	2,705,785	4,383,536	101.6%	62.7%
Contributions from Private Sources	-	-	-	-	15,000	0.0%	0.0%
Food and Beverage Revenue	485,982	448,175	1,396,925	1,381,337	1,911,165	101.1%	73.1%
Interest Earnings	1,725	1,242	10,219	11,002	18,000	92.9%	56.8%
Miscellaneous Revenue	4,511	4,521	16,339	15,845	23,250	103.1%	70.3%
Transfers-R	(10,278)	(5,556)	(82,224)	(44,448)	203,997	185.0%	-40.3%
Total Revenues	1,016,726	924,668	4,091,000	4,069,520	6,554,948	100.5%	62.4%
Capital Outlay	-	-	-	17,985	-	0.0%	0.0%
Food & Beverage Services	277,457	261,990	1,092,677	1,199,524	1,635,587	91.1%	66.8%
Materials and Services	157,503	112,827	776,865	780,664	1,482,018	99.5%	52.4%
Personnel Services	161,976	151,860	1,163,690	1,127,749	1,797,467	103.2%	64.7%
Transfers-E	39,337	41,422	1,367,883	1,353,956	1,741,333	101.0%	78.6%
Total Expenditures	636,273	568,098	4,401,114	4,479,878	6,656,405	98.2%	66.1%
Net Operations	380,453	356,570	(310,114)	(410,358)	(101,457)		
Capital							
Contributions from Private Sources	-	-	29,063	15,000	72,188	193.8%	40.3%
Grants	-	-	-	113,500	-	0.0%	0.0%
Miscellaneous Revenue	-	-	-	-	-	0.0%	0.0%
Other Financing Sources	-	-	-	3,125	-	0.0%	0.0%
Transfers-R	-	-	280,000	360,000	280,000	77.8%	100.0%
499500 Intrafund Clearing Capital	-	-	280,000	360,000	280,000	77.8%	100.0%
Total Revenues	-	-	309,063	491,625	352,188	62.9%	87.8%
Capital Outlay		6,554	191,120	398,917	1,361,000	47.9%	14.0%
Total Expenditures	-	6,554	191,120	398,917	1,361,000	47.9%	14.0%
Net Capital	-	(6,554)	117,942	92,708	(1,008,812)		
12 Month Fund Balance Increase	380,453	350,016	(192,172)	(317,650)	(1,110,269)		

# Metropolitan Exposition-Recreation Commission

MERC Admin Sub Fund

		Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
Operations							Date	Dudget
Charges for Services		-	-	-	22	-	0.0%	0.0%
Interest Earnings		4,696	1,202	22,449	11,253	12,000	199.5%	187.1%
Transfers-R		104,966	104,966	839,727	839,727	1,259,590	100.0%	66.7%
	<b>Total Revenues</b>	109,661	106,168	862,175	851,001	1,271,590	101.3%	67.8%
Capital Outlay		-	-	-	-	-	0.0%	0.0%
Materials and Services		11,594	6,540	215,270	280,932	479,585	76.6%	44.9%
Personnel Services		69,769	64,503	573,593	527,665	830,961	108.7%	69.0%
Transfers-E			-	-	12,000	-	0.0%	0.0%
	Total Expenditures	81,363	71,043	788,862	820,598	1,310,546	96.1%	60.2%
	Net Operations	28,298	35,125	73,313	30,403	(38,956)		
<b>Capital</b> Transfers-R		-	-	(820,000)	(720,000)	(820,000)	113.9%	100.0%
	<b>Total Revenues</b>	-	-	(820,000)		(820,000)		100.0%
	Net Capital	-	-	(820,000)	(720,000)	(820,000)		
12 Month	Fund Balance Increase	28,298	35,125	(746,687)	(689,597)	(858,956)		

# MERC Food and Beverage Margins

	Current Year	Prior Year	<b>Current Year to</b>	Prior Year to	
	Month Actual	Month Actual	Date Actual	Date Actual	Annual Budget
<b>Convention Center Operating Fund</b>					
Food and Beverage Revenue	752,071	906,188	9,999,543	7,475,411	11,750,000
Food & Beverage Services	746,982	786,602	7,344,687	5,993,438	9,815,867
Food and Beverage Gross Margin	5,089	119,586	2,654,856	1,481,973	1,934,133
Food and Beverage Gross Margin %	0.68%	13.20%	26.55%	19.82%	16.46%
Portland'5 Centers for the Arts Fund					
Food and Beverage Revenue	187,658	338,891	2,236,080	1,976,503	2,663,978
Food & Beverage Services	167,691	220,332	1,603,113	1,382,821	2,243,543
Food and Beverage Gross Margin	19,967	118,560	632,967	593,682	420,435
Food and Beverage Gross Margin %	10.64%	34.98%	28.31%	30.04%	15.78%
Expo Fund					
Food and Beverage Revenue	485,982	448,175	1,396,925	1,381,337	1,911,165
Food & Beverage Services	277,457	261,990	1,092,677	1,199,524	1,635,587
Food and Beverage Gross Margin	208,525	186,186	304,249	181,812	275,578
Food and Beverage Gross Margin %	42.91%	41.54%	21.78%	13.16%	14.42%
MERC Fund Total					
Food and Beverage Revenue	1,425,712	1,693,254	13,632,548	10,833,251	16,325,143
Food & Beverage Services	1,192,130	1,268,923	10,040,476	8,575,783	13,694,997
Food and Beverage Gross Margin	233,581	424,331	3,592,071	2,257,468	2,630,146
Food and Beverage Gross Margin %	16.38%	25.06%	26.35%	20.84%	16.11%

## **MERC Visitor Venues**

## **Events-Performances-Attendance**

FY 2015-16

	Februa	ry 2014	Februa	ry 2015	Februa	ry 2016	Net Change fr	om Prior Year	February	2015
осс	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Tradeshows/Conventions	2	3,850	3	4,583	5	9,359	2	4,776	796,299	34%
Consumer Public Shows	5	48,331	8	85,239	12	78,268	4	(6,971)	1,007,047	43%
Miscellaneous							-	-		0%
Miscellaneous -In-House	11	166	12	180	34	716	22	536	25,337	1%
Meetings	8	3,127	13	6,552	7	6,136	(6)	(416)	84,767	4%
Catering	5	3,963	3	1,377	7	4,097	4	2,720	403,424	17%
Totals	31	59,437	39	97,931	65	98,576	26	645	\$ 2,316,875	100%

	Februa	ry 2014	Februa	ry 2015	Februa	ry 2016	Net Change fr	om Prior Year	February	2015
Expo Center	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Consumer Public Shows	3	48,130	3	72,495	6	79,730	3	7,235	891,957	91%
Cirque Du Soleil	-	-	-	-	-	-	-	-		0%
Miscellaneous	2	2,226	1	22	1	20	-	(2)	4,542	0%
Meetings	3	185	4	267	4	640	-	373	9,602	1%
Catering	-	-	-	-	1	400	1	400	15,942	2%
Tradeshows/Conventions	-	-	-	-	1	3,000	1	3,000	62,907	6%
Totals	8	50,541	8	72,784	13	83,790	5	11,006	\$ 984,950	100%
Totals w/Cirque du Soleil	8	50,541	8	72,784	13	83,790	5	11,006	\$ 984,950	100%

	Februai	ry 2014	Februar	y 2015	Februa	ry 2016	Net Change fr	om Prior Year	February	2015
Portland '5	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Revenue	% of Rev.
Commercial (Non-Broadway)	6	9,604	5	7,595	8	12,959	3	5,364	449,700	43%
Broadway	1	1,258	8	21,930	-	-	(8)	(21,930)	152,863	15%
Resident Company	23	27,362	27	39,909	26	30,428	(1)	(9,481)	4,778	0%
Non-Profit	42	11,573	33	12,474	31	9,747	(2)	(2,727)	332,872	32%
Promoted/ Co-Promoted			7	1,280	9	4,708	2	3,428	101,282	
Student	21	23,594	18	14,922	15	15,274	(3)	352	-	0%
Miscellaneous	3	2,283	2	162	2	181	-	19	19	0%
Totals	96	75,674	100	98,272	91	73,297	(9)	(24,975)	\$ 1,041,514	90%

## **MERC Statement of Fund Balances and Reserves**

February 2016 FY 2016 FY 2015 FY 2015 FY 2016 Through Through Through Annual Budget February February June **Oregon Convention Center Beginning Fund Balance** 18,574,045 14,769,677 14,769,677 14,174,771 Fund Balance Inc (Dec) 5,389,501 1,934,489 3,804,368 (3,553,564) **Ending Fund Balance** 16,704,166 18,574,045 10,621,207 23,963,546 Contingency - Operating 1,500,000 Contingency - New Capital-Business Strategy 1,274,078 Contingency - Renewal & Replacement 7,847,129 10,621,207 **Ending Fund Balance** Portland'5 Centers for the Arts **Beginning Fund Balance** 10,622,451 9,837,692 9,837,692 8,789,652 Fund Balance Inc (Dec) 220,311 (717, 897)784,759 (1,380,726)**Ending Fund Balance** 10,842,762 9,119,795 10,622,451 7,408,926 Contingency - Operating 600,000 1,957,300 Contingency - New Capital-Business Strategy Contingency - Renewal & Replacement 4,851,626 **Ending Fund Balance** 7,408,926 Expo **Beginning Fund Balance** 3,167,865 3,367,237 3,367,237 3,039,644 Fund Balance Inc (Dec) (192, 172)(317, 650)(199, 372)(610, 969)**Ending Fund Balance** 2,975,693 3,049,587 3,167,865 2,428,675 Contingency - Operating 350,000 Contingency - New Capital-Business Strategy 2,078,675 Contingency - Renewal & Replacement **Ending Fund Balance** 2,428,675 **MERC Administration Beginning Fund Balance** 8,001,481 4,085,353 4,085,353 4,349,393 Fund Balance Inc (Dec) (746, 687)(689, 597)3,916,128 (858, 956)**Ending Fund Balance** 7,254,794 3,395,756 8,001,481 3,490,437 Contingency - Operating 65,000 Contingency - Renewal & Replacement 811,772 Contingency - TLT Pooled Capital 2,613,665 Ending Fund Balance 3,490,437 MERC Fund **Beginning Fund Balance** 40,365,842 32,059,959 32,059,959 30,353,460 Fund Balance Inc (Dec) 4,670,954 209,346 8,305,883 (6,404,215)**Ending Fund Balance** 45,036,796 32,269,305 40,365,842 23,949,245

# MERC Commission Meeting

April 6, 2016 12:45 pm

8.0 Halprin Land Conservancy Project Endorsement Request



**Board of Directors** 

President/Secretary Randy Gragg

**Treasurer** Bob Naito

**Executive Director** Karen Whitman

### **Board Members**

Nancy Fishman Mark Goodman Grant Higginson Sarah lannarone Zeljka Carol Kekez Julie Leuvrey James McGrath Kristine Pizzuti Paige Schlupp Abby Sears Eric Shoemaker Don Stastny Jay Waldron David Zier

### Advisors

Jeff Joslin David Knowles Mark Rosenbaum

Activate. Improve. Maintain. February 23, 2016

Elisa Dozono, Chair Metro Exposition and Recreation Commission 600 NE Grand Avenue Portland, OR 97232-2736

## Dear Elisa:

Fifty years ago, the City of Portland launched its first urban renewal area, a bold project to transform 55 blocks of south downtown. The city hired Lawrence Halprin and Associates to design a series of signature parks and garden-lined pedestrian walks now known as the Portland Open Space Sequence. This interconnected series of walkways, fountains and plazas stretches between SW Lincoln Street to Clay and includes the Source Fountain, the Lovejoy Fountain Park, Pettygrove Park, and the Ira Keller (Forecourt) Fountain Park.

Today, these mid-century parks stand as the most internationally celebrated and influential works of landscape architecture Portland has ever produced. Their designer is regarded as one of the leading landscape architects of the 20th century. In March 2013, the Sequence was listed on the National Register of Historic Places.

## Unfunded maintenance and repairs tarnish the parks

After five decades, simple aging and long-deferred maintenance due to city budgeting challenges has left the Sequence in dire need of repair. The nonprofit Halprin Landscape Conservancy was formed to improve and maintain these important downtown treasures. With a mix of property owners, business representatives, residents, and designers, we have shaped an innovative plan to raise \$2.5 million for the parks' restoration. We're over halfway there. With the 50th anniversary of the parks upon us in 2016, you can help us get the job done.

Public-private partners forge a solution

Halprin Landscape Conservancy 🕐 210 SW Morrison Street, Suite 600, Portland, OR 97204 🕐 (503) 222-7244 🕐 halprinconservancy.org



The HLC and the City of Portland have formed a groundbreaking public/private partnership to restore the Sequence. We are developing a *voluntary* LID, in which property owners in the surrounding area will assess themselves to pay for \$2.15 million in repairs that qualify under State of Oregon regulations. Owners of more than 70 percent of the land in our proposed voluntary LID area have already agreed to participate.

Additional funding, estimated at \$350,000, will come through contributions from large employers, condo owners, and other stakeholders who believe in the role the Sequence plays in downtown's ongoing health and vitality.

Your support will keep this project moving forward. The HLC is seeking MERC's endorsement. In addition, we ask you to make your endorsement known to your constituents and allow us to publicize it to help our LID and fundraising campaign.

Your support will be an invaluable contribution to our efforts to polish these internationally renowned public plazas for the growing next generation of users.

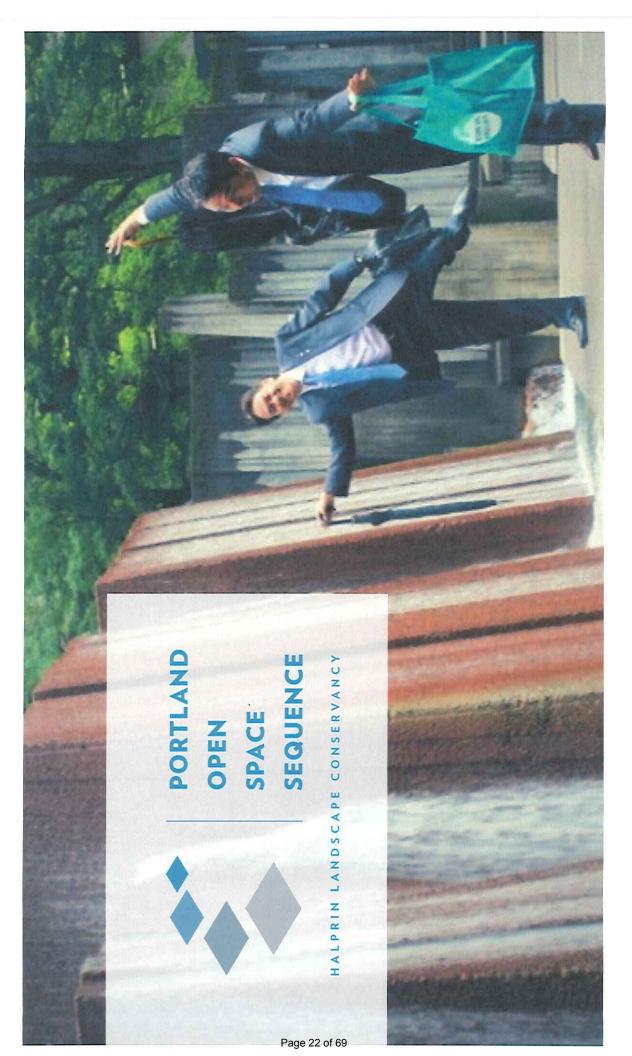
Sincerely,

Bym

Bit naits

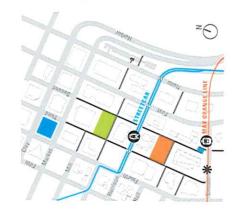
Randy Gragg President/Secretary

Bob Naito Treasure



# Halprin Creating a Tradition of Public Space

The "Portland Open Space Sequence" is a series of interactive fountains, plazas, and connecting pathways designed by renown Lawrence Halprin and Associates between 1963 & 1970. These mid-century modern parks are internationally celebrated and Portland's most influential works of landscape architecture.



Pedestrian Pathway

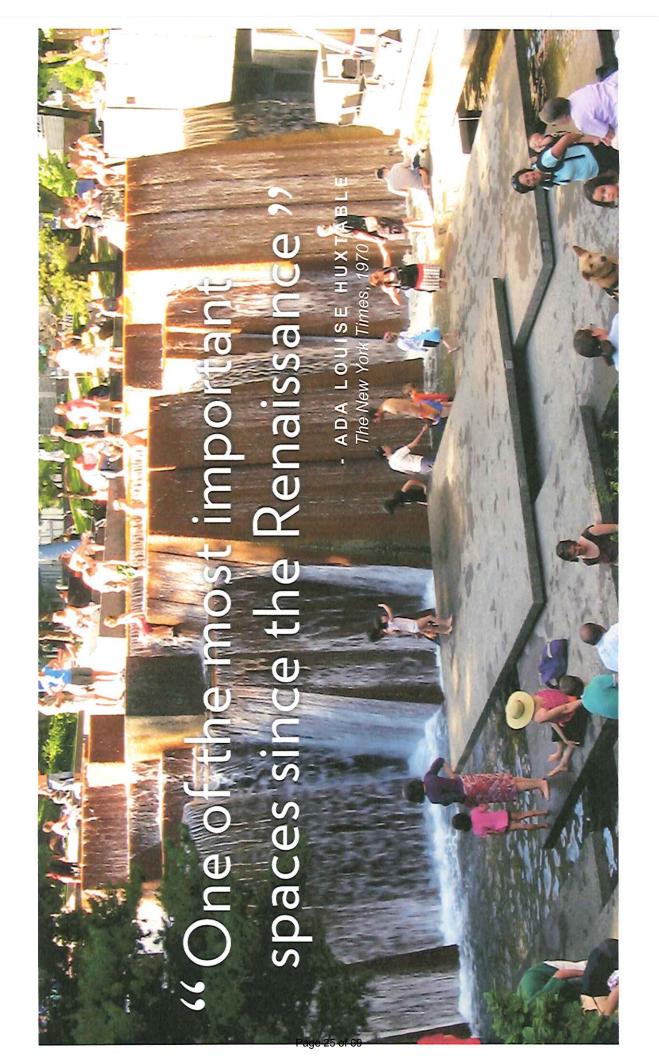
I

Source Fountain Lovejoy Fountain

Pettygrove Park Keller Fountain

# **Portland Open Space Sequence**





# The Need Restoring a Portland Treasure

Over 50 years of City budgeting challenges have resulted in an estimated \$2.5 million in identified unfunded restoration work.

# Improvement Highlights

- Ground Features
- Fountain Pumps and Plumbing
- Underground Utilities
- Wall & Concrete Structures
- Drainage & Mechanical Systems
  - Tree Assessment & Lighting





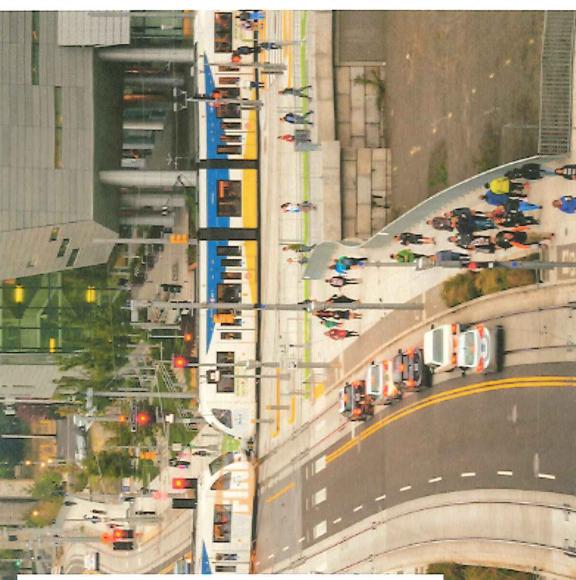
T milion souare feet of new development



6,000 New students







# The Stewards

# Halprin Landscape Conservancy

Formed in 2009 to ACTIVATE, IMPROVE, and MAINTAIN these landmark fountain plazas

Board of Directors: PRESIDENT / SECRETARY

Randy Gragg TREASURER

Bob Naito

Nancy Fishman Mark Goodman Grant Higginson Sarah lannarone Carol Kekez Julie Leuvrey EXECUTIVE DIRECTOR Karen Whitman



HALPRIN LANDSCAPE CONSERVANCY

James McGrath Kristine Pizzuti Abby Sears Eric R. Shoemaker Don Stastny Jay T. Waldron David Zier

ADVISORS Jeff Joslin David Knowles Mark Rosenbaum



# **Community Partnerships**

# Public

- Portland State University
- Oregon Health & Science
   University
   Portland Development
  - Commission
    - Oregon Parks and Recreation
- Tri Met
- Metro/MERC
  - RACC

# Professional

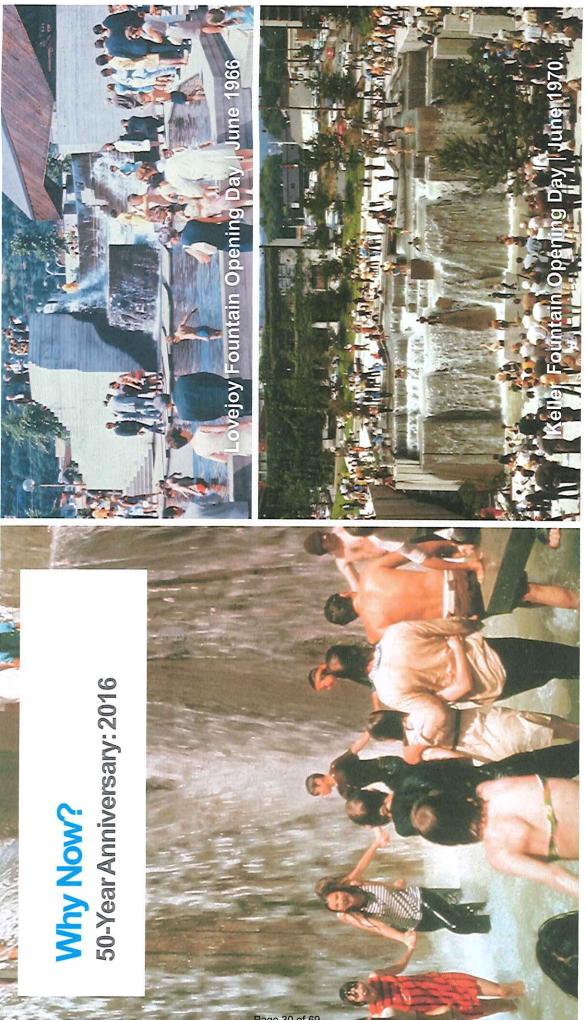
- American Institute of Architects
- American Society of Landscape Architects
- Architecture Foundation
   Oregon
- Society of Environmental Graphic Designers

# Private

- South of Market Association
  - Downtown Neighborhood
     Association
- Portland Business Alliance
- Portland Parks Foundation
- Oregon Parks and Recreation
- Oregon Historical Society
  - Harrison Tower East and West
- Alecta
- American Plaza Towers
- SAGE (American Plaza Towers membership group)
  - KOIN Condo Association
- Portland Plaza
- Property Owners
- Large Employers
- Small Businesses

Employees of Businesses





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# Accomplishments to Date 2009–2015

# CIU2 - CUU2

# Voluntary LID & Public/Private Partnerships

- Introduced Voluntary LID Concept
- Garnered 69% commitment of support
- Launched endorsement strategy
- Planning Voluntary LID process with City staff
- Developing Voluntary LID plan for City Council approval

# **Programming & Visibility**

- Published "Where the Revolution Began"
- Achieved National Historic Register Designation
- Participated in summer concert series
- Completed TriMetLincoln Street installation
- Outreach to area businesses, condo owners
- Planning 50th Anniversary celebration

# The Restoration Project

- Funded Lovejoy Fountain Canopy Restoration
- Completed permit-ready drawings for Pettygrove Park
- Completed 30% CD set with PLACE Studio
- Finalizing construction schedule for all parks
- Formed board member Design Review Committee
- Leveraged City of Portland grant

# HLC Operations & Budget

- Expanded Board of Directors
- Completed market research, new logo
- Amended agreement with City of Portland
- Met annual operating budget goal
- Coordinating fundraising for non-LID capital costs





Capital Campaign

# **VOLUNTARY LID**

Goal: \$2,150,000

# PRIVATE FUND-RAISING Goal: \$350,000

# **CITY OF PORTLAND** PPR \$250,000

- (Restoration of Lovejoy Shelter)
- City of Portland \$200,000 Grant PPR One-time ask \$1.5 million

<ul> <li>Supporting Founders:</li> <li>Naito Development / Harrison &amp; First LLC</li> <li>Oregon Pacific Investment &amp; Development</li> <li>Downtown Development Group / Goodman Generations LLC</li> <li>CH2M</li> </ul>	<ul> <li>Foundation Support</li> <li>Keller Foundation</li> <li>Schlesinger Family Foundation</li> <li>Bitar Foundation</li> </ul>	
<ul> <li>Leading Founders:</li> <li>Russell Development Company</li> <li>Melvin Mark Properties</li> <li>Melvin Mark Properties</li> <li>Arlene &amp; Jordan Schnitzer</li> <li>Arlene &amp; Jordan Schnitzer</li> <li>Harrison Center Master</li> <li>Association</li> <li>Anonymous</li> </ul>	<ul> <li>Proposals Under Consideration</li> <li>KOIN Tower LLC</li> <li>Parkside Center</li> <li>Clarion / 100 Market / Woolworth</li> <li>Cyan Apartments</li> <li>Harrison Tower</li> <li>Wells Fargo Bank</li> </ul>	
Supporters Funding the Work The Conservancy developed an operating budget financed through an	innovative public-private partnership of businesses, government agencies, foundations, community members, local property owners, and residents.	

# Leading Founders:

# Page 33 of 69

# The Road Ahead

With the support of a strong public-private partnership, the Conservancy will finalize the Voluntary LID and launch a capital campaign to complete restoration of the Portland Open Space Sequence. Goals are:

# Voluntary LID & Public/Private Partnerships

- Finalize City Council Approval of Voluntary LID
  - Launch Large Employer/Small
    Business Campaign
    - Launch Condo Campaign

# Programming & Visibility

- Expand Media and Public Relations Activities
- Implement Groundbreaking and 50th Anniversary Celebration
  - Seek and secure National Historic Landmarks Designation

# The Restoration Project

- Establish Capital Improvement Schedules & Budget
- Expand Contracts to Permit-Ready Status
- Launch and Complete Construction of Capital Improvements

# HLC Operations & Budget

Develop Capital, Operations, and Activation Fundraising Plans



# Better Together Why Your Support is Essential

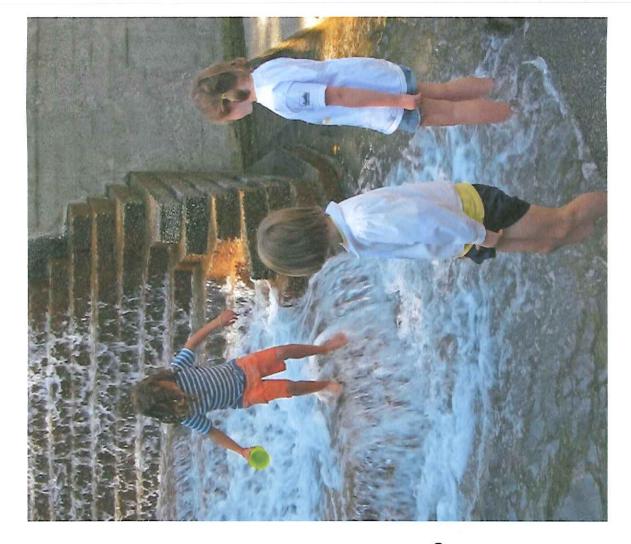
Strong Stewardship Timely action and financial support helps the Conservancy execute its revitalization plan

Growing Smart Rapid neighborhood growth demands vibrant parks and lively open spaces

Thriving Neighborhoods Attracting businesses, residents, visitors—growing the economy and increasing local property values

Protecting Portland's Legacy Global leadership in environmental conservation and sustainable place-making

Building Partnerships Innovative model bridges sectors to engage a wide-spectrum of community participants



# - LAWRENCE HALPRIN Keller Fountain Opening, 1970 As you play in this garden we re all in this together please try to remember

# MERC Commission Meeting

April 6, 2016 12:45 pm

9.0 Metro Construction Workforce Market Study Scope of Work

## Metro Regional Construction Workforce Supply and Demand Assessment and Report Scope of Work Outline

### Problem Statement:

Metro engages in various small- and large-scale public improvement construction projects through the Oregon Zoo's bond program and in its parks, natural areas and visitor venues, as do its public sector counterparts across the Portland metropolitan region.

Over the next three years, large projects, such as the Oregon Convention Center hotel and the zoo's new polar bear habitat are planned by Metro and other local jurisdictions, such as Multnomah County, the City of Portland and Portland Public Schools, have plans to proceed with several major projects as well. When combined with the expected growth in private development and construction projects, it is anticipated that there will be a significant demand placed upon the construction trades to fulfill the workforce needs for what is now projected to be a growing pipeline of local public and private construction projects in the region.

In addition, the workforce utilization and contracting targets related to hiring minority and women apprentices and journeymen for publicly funded construction projects will put even greater pressure on the demand for a trained, available and ready, and more diverse skilled work force. Through Metro's conversations with other public partners and the construction trades, questions have been raised as to whether the current supply of construction workforce can meet the growing demand for construction workers, and allow public sector projects to achieve their targeted workforce contracting requirements related to minority and women workers.

### **Project Introduction:**

As such, Metro is looking to assess the region's construction workforce supply and demand outlook to better understand its overall capacity to meet growing demands, its current composition as it relates to the increasing demand to provide more diversity across the trades, and the existing opportunities for future workforce growth across the overall regional industry. By quantifying and analyzing the current and future supply and demand for construction workers, with an emphasis on minority and women workers, Metro hopes to better understand if and where supply gaps may exist, or may develop in the near future. Also, by quantifying local hiring and contracting policies, and assessing the region's construction trades' workforce, training programs, and their ability to meet future forecasted workforce demands, Metro hopes to better position itself to determine meaningful areas of partnership and cooperation between public sector agencies and the trades that can be pursued to mitigate any workforce supply gaps. This assessment will also help

Metro to better invest its resources and implement policies in ways that will ultimately support the construction industry in providing more equitable pathways into the industry's living wage jobs for minorities and women in the Portland metro region.

### Project Work Scope Description:

- I. <u>Current Labor Pool</u> Develop an assessment of the existing construction workforce in place today by trade, race and gender across Metro's service area. Collect and synthesize information from the databases of the following organizations:
  - A. Collect data and statistics on current construction workforce and labor pool from existing databases sorted by trade and demographics.
    - Worksource (Oregon Employment Division) Talk w/Regional Labor market economist, and review data from ONET, I-match Skills, OLMIS data bases.
    - 2. BOLI Talk w/Steve Sims of State Apprenticeship Division about registered apprentices and journeymen by trade, race and gender
    - 3. Worksystems Inc. (Work with regional workforce development board to extract workforce information about available workforce for the trades from tools like EMSI, Burning Glass, and i-Trac databases).
    - 4. Clackamas Workforce Partnership and Workforce Development Board of Clackamas County – Work with workforce development board to extract workforce information about available workforce across their local workforce area.
  - B. Gather information about apprentices and journeymen registered by various trade organizations and enrolled in various non-union and unregistered training programs for the years 2013, 2014, and 2015.
    - 1. Check with non-union trade training programs for their past and current trainee data.
    - 2. Check with area community colleges' unregistered trade training programs for their past and current trainee data.
    - 3. Obtain the State certified eligible training provider list which shows all qualified training programs that receive state sponsorship and support, and make sure that the trainee data for all of these providers is accounted for in the total past and current trainee data numbers.

### Deliverables:

1. Spreadsheet that summarizes current workforce labor pool supply from all data sources sorted by trade, race, and sex as of 2015 for Portland metro area.

- 2. Spreadsheet that summarizes all apprentices and journeymen enrolled in various registered, non-registered and non-union training programs by trade, race, and sex for years 2013, 2014 and 2015, by training program.
- 3. Appendix of all construction training programs, registered, non-registered and non-union with information on current capacity and populations being served.
- 4. Summary of other observations and findings about current construction labor pool.
- II. <u>Projected Demand for Construction Workforce</u> Assess future demand for construction workforce in <u>Portland metro region</u> over next 3-5 years, including an inventory of the added workforce needed to construct major planned public construction projects and planned public/private partnership projects that have historically included diversity and inclusion targets for minority and women workforce, i.e. affordable housing projects. Also assess whether there is a surplus/deficit in the current construction labor force's capacity to provide the additional workforce that will be needed to meet the projected workforce diversity and inclusion targets by trade, race and gender for major public construction projects in the Portland metro area, based on the current workforce diversity targets set in policy by the various Portland metro area public agencies interviewed.
  - A. Review Oregon Employment Department's data on future construction workforce growth and demand by trade. Clarify how these projections are derived.
  - B. Conduct interviews with capital construction planning and procurement representatives from the major public sector agencies, general contractors, and trade associations in the metropolitan area to determine what large capital construction projects (over \$15 million) are budgeted in the next 3-5 years. Interview the following entities to identify planned and budgeted projects:
    - 1. Metro (Convention Center Hotel, Zoo bond projects)
    - 2. Multnomah County (New courthouse)
    - 3. City of Portland (Portland Building, PPR bond projects)
    - 4. Tri-Met (Powell/Division Rapid Transit)
    - 5. PPS (Bond projects)
    - 6. PCC (Bond projects)
    - 7. PDC
    - 8. Home Forward
    - 9. Port of Portland
    - 10. Washington County

- 11. Clackamas County
- 12. Other Portland metro region school districts w/large approved bonds
- 13. Top 8-10 General Contractor firms building in Portland metro region
- 14. Top 5 Building Trade Associations in area such as Associated General Contractors, Associated Builders and Contractors, and organized industry stakeholders (Operators, Carpenters, Building Trades, Electricians, Iron Workers)
- 15. Key regional permitting offices to get a sense of projected private building forecasts
- C. Collect the following information on all green lighted projects from each of the entities: timeline for project, estimated construction budget for project, details on scope of project, primary trades needed for project if known, and entities' public policy apprenticeship and workforce equity utilization targets for each project. Develop electronic form that can be periodically updated.
- D. Create matrix showing projected construction workforce demand for the next 3-5 year period, and include comparison of projected annual workforce demand by trade, and projected surplus/deficit of construction workforce by trade based on assessment of existing construction workforce. Include assessment of how many minority and women apprentices by trade will need to be available to work each year in order to meet major public capital construction project targets.

Deliverables:

- 1. Chart that summarizes the Oregon Employment Department's data on future construction workforce growth and demand by trade based on information Department collects with footnotes about what sources are used to derive their projections.
- 2. Spreadsheet that quantifies construction workforce demand by trade, race and gender for all green-lighted major capital projects by entity, and by year, for next 3-5 years. This spreadsheet should use similar methodology to calculate construction workforce demand from the estimated dollar volume of construction as the Oregon Employment Department's projections do, and/or specify the differences in how demand is calculated. It should also be updatable.
- 3. Create combined matrix that reflects the construction workforce demand for the next 3-5 years from both private and major public construction projects compared to the projected available construction labor pool identified in Step 1. In this matrix quantify

the projected surplus/deficit between available and needed workforce by trade, race and sex, by year based on information collected on green-lighted projects.

- 4. Summary of observations and findings from interviews and all workforce demand data collected.
- 5. Appendix of all individuals and organizations interviewed to gather data used to develop projections for major public and private capital projects expected workforce demands.
- III. <u>Trades' Training Pipeline Capacity</u> Determine the capacity of existing registered and non-registered training programs, based on information collected from BOLI and interviews with the trades, to meet the projected Portland metro region construction workforce demands by trade, race, and gender, by year, in the next 3-5 years given the anticipated normal construction workforce demand, augmented by the additional demand that is expected to be created by major public capital construction projects during this timeframe. Also, have these groups supply data on the effectiveness of existing training and support programs, and ask them to identify any existing barriers or obstacles they see to increasing the construction workforce pipeline's capacity to meet the overall projected demand, especially as it relates to minority and women apprentices and journeymen.
  - A. Interview the top 12-15 trade organizations with projected growth in workforce demand in the next 3-5 year period regarding their apprenticeship training program capacity. Collect their annual training enrollment, annual graduation rates, annual attrition rates, and annual training program costs. Trades organizations may include the following:
    - 1. Carpenters
    - 2. Electricians
    - 3. Construction Laborers
    - 4. Plumbers
    - 5. Sheet Metal Workers
    - 6. Cost Estimators
    - 7. Painters
    - 8. HVAC
    - 9. Construction Managers
    - 10. Roofers
    - 11. Excavators
    - 12. Cost Estimators
    - 13. Drywall Installers
    - 14. Construction Foreman
    - 15. Glaciers

As part of this task, interview each organization's training program manager about their annual apprenticeship pipeline capacity, what their current minority and women utilization rates are for existing apprentices, and what their apprenticeship and journeyman demographics are by year, for the last three years (2013, 2014, and 2015).

The contractor will also ask them to identify what they see as challenges or barriers to meeting the projected need for apprentices in their trade area, what kind of support they would value most from public sector agencies to overcome these barriers, and areas of potential partnership.

- B. To better understand the jobsite atmosphere and its impact on the success of minority and women apprenticeship trainees, conduct three separate focus groups: one with minority apprentices, one with women apprentices, and one with GC foremen supervising apprentices on the job. Query these groups to identify additional barriers, and the support needed, to make existing apprentices more successful in their fields.
- C. If a workforce supply deficit is projected, create a summary of various supply side barriers and obstacles that need to be addressed to support the trades' capacity building efforts. Synthesize feedback from the trade associations and the focus group sessions to develop this summary.

### Deliverables:

- 1. Chart that shows the existing trades training programs' current and projected supply of registered apprentices and journeymen, broken down by trade, race and gender, for next 3-5 year period, based on current pipeline's capacity to increase workforce supply.
- 2. Expand matrix prepared in II.D. to reflect revised assessment of how many minority and women apprentices by trade will need to be available to work each year in order to meet the total construction workforce equity demand, including the major public capital construction project targets, with adjustments for the existing trades training pipeline's current capacity to meet this total demand, and reflect the resulting surplus/deficit by year in each trade category by race and gender. If updated matrix demonstrates a workforce supply deficit in specific trade areas, solicit feedback from trade associations on what they feel would be required to increase their capacity to meet the resulting supply deficit. Summarize findings.
- 3. Summary of findings from interviews with trade associations and focus groups identifying effectiveness of existing training programs and their thoughts on what the major challenges and

obstacles are to meeting growing demand for minority and women apprentices and journeymen, and what kind of support is most needed to reinforce their efforts to meet this demand.

- 4. Appendix of all trades organizations interviewed.
- 5. Appendix of all focus group participants for each of the three proposed focus groups.
- IV. <u>Promising Practices</u> Conduct research on best practices from other successful national trade training program models or collaboratives that have had measureable success in rapidly increasing diversity in the enrollment and matriculation success of enrollees in construction trades apprenticeship training programs, and increasing the utilization of these enrollees on major local government capital construction projects. Include information on how these practices are funded.

Deliverables:

- 1. Summary of findings of research on best practices of other successful trades' training programs from around the nation that have rapidly increased enrollment, matriculation and utilization of minority and women apprentices and journeymen in public sector construction projects.
- V. <u>Final Recommendations</u> Prepare recommendations section of report that addresses the study's findings about: 1) existing construction labor pool; 2) projected demand for construction workforce in next 3-5 years, including planned large public capital construction projects in the area; 3) capacity of the current trades training pipeline to meet the projected workforce demand by trade, by race and gender, given the public sector agencies' construction workforce equity inclusion targets for minority and women apprentices and journeymen on public projects; 4) recommended actions that should be considered to address the current barriers and obstacles identified by stakeholders that could prevent trades from meeting projected minority and female apprentice and journeyman workforce demand in the next 3-5 years, along with proposed actions that should be considered to address these issues given stakeholder feedback and review of best practices.

Report recommendations should minimally address:

- A. Re-definition of what will be required to achieve success in construction workforce equity and diversity for the Portland metro region.
- B. Identification of the key barriers to this success, e.g. what are the major factors that prevent the successful maturation of a diverse construction

workforce in our region, and what can Metro and other public sector agencies do to help address these issues.

- C. Recommendations for improving the effectiveness and capacity of the existing trades' training supply pipeline based on stakeholder feedback and research on best practices elsewhere, which might include:
  - 1. Better support services for early level apprentices.
  - 2. Clearinghouse for workforce data that all entities can use for planning and program development purposes.
  - 3. Ways to increase the systematic support of recruitment and utilization of minority and women apprentices and journeymen, by trade, through partnerships between unions, trade organizations, public agencies and non-profit support organizations. One example might be cross-utilization agreements that would serve to collectively ensure better utilization of trained apprentices in various trades from project to project across jurisdictions.
  - 4. Collaborative strategies and potential funding solutions that work to eliminate various barriers to the successful recruitment and training of greater numbers of minority and women apprentices and journeymen on public sector projects.

## Project Timeline:

The following timeline is suggested for the project:

February – March - Preparation of RFP and solicitation of bids from contractors
April –May – Review of bids, contract award and finalization
June-July – Collect current labor pool data, and complete work Step I
August - September– Conduct assessment of projected future demand for
construction workforce, and complete work for Step II
October-November – Determine capacity of existing trades training programs to
meet future demand, identify obstacles to success, and complete work on Step III
December – Do research on promising practices, and complete work on Step IV
January 2017 – Prepare final report/recommendations, complete work on Step V
February 1, 2017 – Deliver draft final report/recommendations to Metro
February 28, 2017 – Produce final report after review and comment by Metro

### Project Budget:

Based on a general estimate of the time and work required to complete the detailed workforce assessment and utilization study described in this scope, it is recommended that Metro budget \$58,000 - \$68,000 for the project work.

# MERC Commission Meeting

April 6, 2016 12:45 pm

10.0 Consent Agenda

# Metropolitan Exposition Recreation Commission Record of MERC Commission Actions March 2, 2016

Oregon Convention Center, Room E145

Present:	Elisa Dozono, Terry Goldman, Damien Hall, Judie Hammerstad, Deidra Krys-Rusoff, Ray Leary, Karis					
A	Stoudamire-Phillips, Metro Council Liaison Sam Chase					
Absent:	None					
	A regular meeting of the Metropolitan Exposition-Recreation Commission was called to order by Chair					
	Elisa Dozono at 12:47 p.m.					
1.0	QUORUM CONFIRMED					
	A quorum of Commissioners was present.					
2.0	OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS					
2.0	None					
3.0	COMMISSION/COUNCIL LIAISON COMMUNICATIONS					
	<ul> <li>Councilor Chase reported that the executive summary of the final draft of the Strategic Plan To</li> <li>Advenue Parial Equitoring distributed to comprise any to devenue to devenue</li></ul>					
	Advance Racial Equity was distributed to commissioners today and requested their input on the					
	plan.					
	<ul> <li>Commissioner Leary reported that District 12 Omega Psi Phi is looking at holding its 2017 meeting in Portland.</li> </ul>					
	<ul> <li>Commissioners Dozono and Stoudamire-Phillips thanked Robyn and Portland'S staff for the Black Violin performance given for Title 1 schools.</li> </ul>					
	<ul> <li>Commissioner Dozono thanked Expo staff and Scott Robinson for the recent four of Expo offered to Lynn Longfellow, Executive Director of the Oregon Nikkei Endowment board of directors.</li> </ul>					
4.0	METRO DEPUTY COO COMMUNICATIONS					
4.0	Scott Robinson, Metro Deputy COO and Interim Visitor Venues General Manager, provided updates to					
	the Commission including:					
	<ul> <li>The third amendment to the Development and Finance Agreement will come before the Metro</li> </ul>					
	Council this Thursday.					
	<ul> <li>The RFP for the national marketing contract for OCC has been released. The current contract</li> </ul>					
	expires June 2016.					
	<ul> <li>House Bill 4146 will increase the statewide Transient Lodging Tax from 1% to 1.8% for 4 years. It</li> </ul>					
	then rolls back to 1.5%.					
	<ul> <li>The Minimum wage increase bill is likely to be signed by the governor tomorrow. Initially there</li> </ul>					
	is little impact on the venues; it will begin to affect budgets starting with fiscal year 2018.					
	<ul> <li>Metro Procurement's Small Business Open House for MWESB and disabled veteran businesses</li> </ul>					
	held last week was well attended and successful.					
	<ul> <li>The new Zoo director will be introduced at a reception at the Zoo next Tuesday. Commissioners</li> </ul>					
	are invited to attend.					
	<ul> <li>Commissioner Leary was recently honored as a "Freedom Fighter" at Roosevelt High School for</li> </ul>					
	its Rough Writers program in which students interview and create an oral history of community					
	leaders related to civil rights enhancements.					
F 0						
5.0						
	Includes:					
	February 3, 2016 Record of MERC Actions					
	A motion was made by Commissioner Goldman and seconded by Commissioner Krys-Rusoff to approve					
	the Consent Agenda.					

	VOTING: AYE: 7 (Dozono, Goldman, Hall, Hammerstad, Krys-Rusoff, Leary , Stoudamire-Phillips) NAY: 0 MOTION PASSED
6.0 6.1	<ul> <li>ACTION AGENDA</li> <li>Resolution 16-04: For the Purpose of approving the Metropolitan Exposition Recreation Commission ("MERC") 2016-17 Proposed Budget and 2016-17 Capital Plan.</li> <li>Commissioner Stoudamire-Phillips and Ben Rowe presented the resolution to the Commission.</li> <li>A motion was made by Commissioner Krys-Rusoff and seconded by Commissioner Stoudamire-Phillips to</li> </ul>
	approve the Resolution VOTING: AYE: 7 (Dozono, Goldman, Hall, Hammerstad, Krys-Rusoff, Leary, Stoudamire-Phillips) NAY: 0 MOTION PASSED
6.2	<b>Resolution 16-05:</b> For the purpose of adopting changes to the MERC Personnel Policies. Leila Wrathall, of Metro Human Resources, presented the resolution which updates the Sales Incentive Policy. A motion was made by Commissioner Goldman and seconded by Commissioner Leary to approve the
	Resolution. VOTING: AYE: 7 (Dozono, Goldman, Hall, Hammerstad, Krys-Rusoff, Leary, Stoudamire-Phillips) NAY: 0 MOTION PASSED
7.0	VENUE BUSINESS REPORTS
~ ~	The Venue Directors provided updates to the MERC Commission on recent business.
8.0	HOTEL PROJECT: OUTREACH UPDATE Stephanie Soden presented the update.
	<ul> <li>Commissioner Leary asked if it is possible to provide input on the list of community-based workforce development organizations for employment recruitment and outreach.</li> <li>Soden responded affirmatively.</li> </ul>
	Scott Robinson added that the desire was to cover, at a minimum, the organizations originally contacted however input and additions are welcome.
	• Commissioner Dozono suggested that cultural competency training be considered as an addition to the plan.
9.0	TRAVEL PORTLAND SECOND QUARTER REPORT
	<ul> <li>Jeff Miller and Steve Faulstick presented the report.</li> <li>Commissioner Krys-Rusoff, noting that as a member of the Hilton athletic club she had received notice that the club is closing and will be turned into conference rooms, inquired what might have been the reason for this change.</li> </ul>
	<ul> <li>Faulstick speculated that, in the current robust economy, hotels are maximizing space.</li> <li>Commissioner Leary thanked Steve Faulstick and Travel Portland for commitment to the creation of a program at PCC Cascade Campus which allows students at the high school level to train for entry into the hospitality industry.</li> </ul>
	Commissioner Stoudamire-Phillips departed from the meeting at 2:10 p.m.
10.0	<b>PROPOSED CHANGES TO MERC PERSONNEL POLICIES: TRAVEL POLICY</b> Tim Collier presented the policy. It will be brought to the commission for a vote at the April meeting.
11.0	MERC GM TRANSITION
	<ul> <li>Scott Robinson thanked the Commission and MERC staff for the work done while Teri Dresler served as Interim Zoo Director. He then welcomed Dresler back to the position of GM of Visitor Venues.</li> </ul>

<ul> <li>Dresler offered her thanks to Robinson for his service in her absence.</li> </ul>
<ul> <li>The Commission presented a Proclamation to honor Scott Robinson for his service to MERC and the MERC Venues.</li> </ul>
• The Venue Directors presented to Robinson a gift from each venue representing the projects that were accomplished under his watch.
<ul> <li>Martha Bennett, Chief Operating Officer of Metro, welcomed Dresler back to her role as GM, thanked the venue directors for their leadership while Robinson served as Interim GM, thanked the Commission for its commitment to the venues, and thanked Robinson for his service and accomplishments during the period Dresler was at the zoo.</li> </ul>
As there was no further business to come before the Commission, the meeting was adjourned at 2:45
p.m.

# Authorization to Represent MERC/METRO on Trade-Promotion Mission; Fact-Finding Mission (Food Travel, Lodging Expenses - exception (H))

In accordance with ORS 244.020(6)(b)(H), the following public officials: **all current MERC Commissioners and current Metro Councilors** are hereby authorized to represent Metro/MERC in an official capacity; and

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

- XX trade-promotion mission;
- \_\_\_\_\_ fact-finding mission;
- \_\_\_\_ economic development activity; OR
- \_\_\_\_ negotiation;

as follows (describe date and type of event):

Familiarization tour where meals will be paid for by Travel Portland, to familiarize potential meeting planners and association executives with Portland and with the Oregon Convention Center, which activity(ies) will take place in Portland on *June 2-4*, *2016*.

Being approved by the MERC Commission, at its regular meeting on April 6, 2016, the above activity is hereby officially sanctioned by MERC.

MERC Commission Chair

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

Metro Council President

# MERC Commission Meeting

April 6, 2016 12:45 pm

11.0 Action Agenda

### METROPOLITAN EXPOSITION RECREATION COMMISSION

### **Resolution No. 16-06**

For the purpose of approving the Lease and First Lease Extension between the State of Oregon, by and through its Department of Transportation (ODOT) and the Metropolitan Exposition Recreation Commission (MERC), for vehicle parking in the parking lot under I-5 behind the Oregon Convention Center (I-5 Parking Lot) and authorizing the General Manager of Visitor Venues to execute the Lease

**WHEREAS**, in 1991 MERC entered into a ten year lease with ODOT for the purposes of vehicle parking in the I-5 Parking Lot; and

WHEREAS, in 2001 MERC entered into another ten year lease with the ODOT for the I-5 Parking Lot; and

**WHEREAS**, in 2011 MERC staff entered into a five year lease with ODOT for the I-5 Parking Lot that allowed for an additional five year extension; and

**WHEREAS,** the I-5 Parking Lot continues to be used by the Oregon Convention Center for vehicle parking as well as for truck marshalling and exhibitor parking; and

**WHEREAS,** MERC staff and ODOT have mutually agreed upon terms to extend the I-5 Parking Lot lease for an additional period of 5 years.

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

- 1. Approves the 2011 Lease and the First Lease Extension with ODOT for the I-5 Parking Lot, in the form substantially similar to the attached Exhibit A.
- 2. Authorizes the General Manager of Visitor Venues to execute the First Extension of Lease on behalf of MERC.

Passed by the Commission on April 6, 2016.

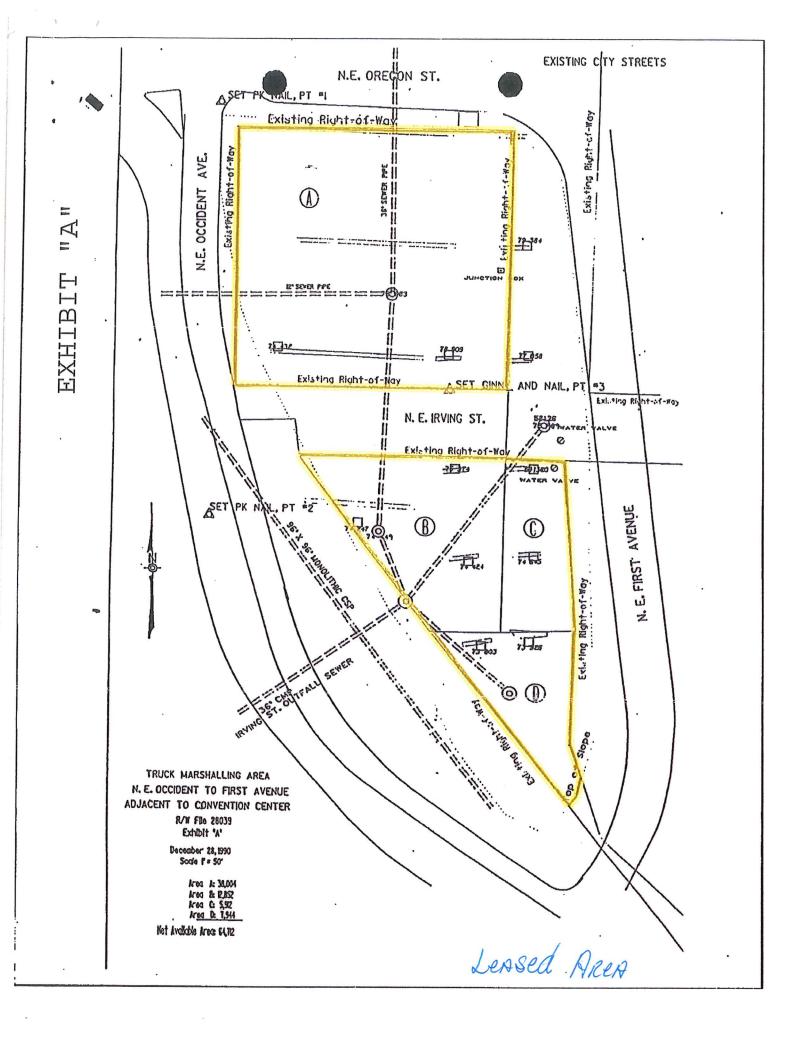
Chair

Secretary/Treasurer

Approved As to Form: Alison R. Kean, Metro Attorney

By: \_

Nathan A. S. Sykes Deputy Metro Attorney



### **MERC STAFF REPORT**

**Agenda Item/Issue:** For the purpose of approving the 2011 lease and first lease extension between the State of Oregon, by and through its Department of Transportation (ODOT) and the Metropolitan Exposition Recreation Commission (MERC) for the parking lot under I-5 behind the Oregon Convention Center (Exhibit A) and authorizing the General Manager of Visitor Venues to execute the lease.

Resolution No: 16-06

**Presented by:** Scott Cruickshank

Date: April 6, 2016

**BACKGROUND & ANALYSIS**: The Oregon Convention Center (OCC) currently leases the I-5 parking lot from ODOT for vehicle parking, exhibitor parking and truck marshalling. The OCC subsidizes the cost of the lease by charging clients and guests for the use of the lot, which includes 180 rentable spaces.

In 1991, the Metropolitan Exposition Recreation Commission entered into a ten year lease with ODOT for the purposes of vehicle parking in the I-5 parking lot. The lease was subsequently renewed in 2001 for an additional ten years, and in 2011 for five years. Unfortunately, in reviewing information for the 2016 lease renewal, staff discovered an administrative oversight. The 2011 lease renewal was not presented to MERC, causing need for approval of both renewals.

**FISCAL IMPACT:** This lease is part of long-term budgeting throughout fiscal years 2017 through 2022. The lease starts at \$7,550.00 per month and increases incrementally each year by 3% to a final amount of \$8,496.00 per month. A five-year total amounts to \$480,960.00. The cost of the lease is subsidized by income from the parking lot rentals.

**<u>RECOMMENDATION</u>**: Staff recommends that the Metropolitan Exposition and Recreation Commission, by Resolution No. 16-06, approve the 2011 lease and the first lease extension with ODOT (attached hereto) with State of Oregon, by and through its Department of Transportation, and the Metropolitan Exposition Recreation Commission, the parking lot referenced in Exhibit "A" and delegate the authority to the General Manager of Visitor Venues to execute the lease.

# **MODIFICATION and FIRST EXTENSION LEASE**

THIS EXTENSION OF LEASE is made and entered into this \_\_\_\_\_\_ day of \_\_\_\_\_\_, 20\_\_\_, by and between METROPOLITAN EXPOSITION RECREATION COMMISSION, an appointed commission of Metro, a metropolitan service district organized under the laws of the State of Oregon and the 1992 Metro Charter, hereinafter called "LESSEE" and the STATE OF OREGON by and through its DEPARTMENT OF TRANSPORTATION, hereinafter called "STATE".

## **RECITALS**

By a certain Lease dated September 1, 2011, a copy of which is attached hereto, marked Exhibit "A", and by reference made a part hereof, STATE leased to LESSEE certain premises in the City of Portland, Multhomah County, Oregon, more particularly described in Exhibit "A".

Whereas LESSEE desires to extend the terms of said lease for an additional (5) five-year lease period beginning SEPTEMBER 1, 2016 through AUGUST 31, 2021, unless otherwise terminated.

Whereas the above referenced Lease is to be modified as shown below in "Article #2 Revised Lease Rate".

WHEREAS STATE IS AGREEABLE TO THIS CHANGE.

### NOW THEREFORE, STATE and LESSEE mutually agree as follows:

Lease is hereby extended for an additional (5) five-year lease period beginning SEPTEMBER 1, 2016 through AUGUST 31, 2021, and

Effective as of September 1, 2016, that Lessee shall pay the following rental fee as outlined below in "Article #2 Lease Rate".

The Original Lease dated September 1, 2011, is hereby modified as follows:

### ARTICLE #2 REVISED TO:

### LEASE RATE

The monthly rental fee shall be as listed below. Lessee shall pay the monthly rent in advance by the first of each month, until lease expires, payment to be sent to: Oregon Department of Transportation, Attn: Property Management, 4040 Fairview Industrial Drive SE, MS#2, Salem, OR, 97302-1142. Below are your monthly rent amounts for this lease:

Year	Monthly Rent *
1	\$7,550.00
2	\$7,776.00
3	\$8,009.00
4	\$8,249.00
5	\$8,496.00

\* Rent amounts do not include property taxes

Note: The above amounts are based on a 3% increase each year. In the event the above amounts are not consistent with such percentage increase, the above amounts shall take precedence over the stated percentage and the rent amount shall be deemed to be the amounts listed above.

# ALL OTHER TERMS, CONDITIONS AND REQUIREMENTS OF SAID LEASE AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT AS HERETOFORE.

### STATE OF OREGON, by and through its DEPARTMENT OF TRANSPORTATION

By\_

Joseph A. Gray, State Right of Way Manager

Date

#### LESSEE:

# METROPOLITAN EXPOSITION RECREATION COMMISSION, LESSEE

By:\_\_\_\_\_ Teri Dresler, General Manager of Visitor Venues

Date

### METROPOLITAN EXPOSITION RECREATION COMMISSION

### Resolution No. 16-07

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 B.

Passed by the Commission on April 6, 2016

Chair

Secretary-Treasurer

Approved As To Form: Alison R. Kean, Metro Attorney

Ву: \_\_\_\_\_

Nathan A.S. Sykes, Deputy Metro Attorney

# EXHIBIT A: SUMMARY OF PROPOSED PERSONNEL POLICY FOR MERC COMMISSION April 6, 2016

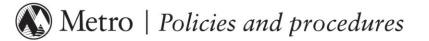
Below is the draft policy for your review. The proposed Travel Policy is an update of existing Metro policy.

Policy	Existing MERC Policy	Existing Metro Policy	Applicable Legal Provisions	Policy Summary/Explanation of Change from Previous MERC Policy	Fiscal Impact	Business Impact
Travel Policy	12.10 – Travel Policy	Executive Order No. 63 – Travel Expenditure Policy	<ol> <li>Internal Revenue Code Section 62 and the regulations thereunder (as summarized in IRS Publications 463 and 535).</li> <li>ORS Chapter 244 and various opinions of the Oregon Government Standards and Practices Commission.</li> </ol>	<ul> <li>Changes required approval for travel related expenditures from Facility Director or General Manager to an "individual assigned approval authority."</li> <li>Individuals assigned approval authority, may at their discretion, impose stricter guidelines than in the policy.</li> <li>Incorporates reasonable accommodations provision for personnel with disabilities.</li> <li>Incorporates Metro's Driving and Vehicle Use policy and provides more specific definition of mileage computation.</li> <li>Provides for either per diem or actual meal cost reimbursement and defines methodology. (Previous MERC Policy provided only for actual</li> </ul>	N/A	<ul> <li>Process improvement and consistency of policy across Metro.</li> <li>Clarifies responsibilities.</li> <li>Specifies requirements and documentation standards.</li> </ul>

 	[]		
		cost.)	
		Contains more specific	
		provisions on various	
		travel costs and required	
		documentation.	
		Changes allowable	
		lodging and meal	
		expense from the	
		Runzheimer Meal-	
		Lodging Cost Index to the	
		GSA published rates, with	
		provisions.	
		<ul> <li>Contains provision on</li> </ul>	
		purchase of alcoholic	
		beverages – not allowed except for business needs	
		of MERC Venues as	
		approved by the venue	
		directors or General	
		Manager of Visitor	
		Venues via a list of	
		positions annually that	
		are eligible to expense	
		full client entertainment	
		expenses consistent with	
		the Drug and Alcohol	
		Abuse Policy and the	
		Business Development	
		Waiver (former MERC	
		policy silent in this area).	
		Contains new provisions	
		on travel expenses paid	
		or reimbursed by outside	
		entities.	
		Contains specific	
		procedures for	
		authorization and	
		documentation.	

Exhibit B to

Resolution 16-07 DRAFT



SubjectTravel PolicySectionFinance and Regulatory ServicesApproved by

### POLICY

This policy provides guidelines for allowed travel expenses. Individuals should strive to select the most cost effective and efficient manner of travel possible for conducting Metro business, and to avoid any personal gain as a result of the travel.

### Applicable to

This policy applies to all Metro employees, elected officials' employees, interns, volunteers, and other individuals authorized to travel on Metro business (travelers). Elected officials are encouraged to adhere to the policy's guidelines and procedures in order to meet their constituents' expectations of transparency and accountability, and to help ensure compliance with specific sections of the Oregon Government Standards and Practices Act.

### Definitions

**Alternate meal:** Full meals paid for as part of an event's registration fees or other travel expense (hotel room rate, etc.). Full meals include continental breakfasts, lunches and dinners. Continental breakfasts consisting of pastries and beverages, hors d'oeuvres served at social events and coach airfare food items are not considered full meals.

**Combined business and personal travel:** Travel that incorporates both business and personal purposes. Travelers that depart earlier or return later than required by business, or are accompanied by individuals not associated with a Metro business purpose are engaged in combined business and personal travel.

**Hotel:** Any hotel, bed and breakfast, etc. which is held out to the public as available for use and occupancy by guests for compensation.

**Local travel**: Travel within a fifty-five mile radius of the Metro Regional Center. All destinations within Salem, Oregon city limits will be considered local travel.

**Official work station**: Official workstation is defined as the physical location an individual is permanently assigned to.

**Out of town travel**: Travel outside a fifty-five mile radius of the Metro Regional Center.

Adopted: month/2016

Finance and Regulatory Services Supersedes EO 63 (2002)

**Travel status**: An individual is on travel status from the time they start from and return to their official workstation or place of residence or other specified location as appropriate to the travel situation.

### Guidelines

- 1. Exceptions to the provisions of this policy may be made on a case by case basis to meet unusual or unexpected circumstances. Exceptions must be supported by written documentation explaining the policy exceptions, and signed by the individual assigned approval authority.
- 2. Individuals assigned approval authority may, at their discretion, impose stricter guidelines than outlined in this policy for travel conducted by their staff in order to meet program goals or budgetary constraints. The stricter guidelines should be imposed consistently in order to avoid actual or perceived inequities.
- 3. For personnel with disabilities, Metro will provide reasonable accommodations during travel on Metro business. Decisions regarding specific situations not addressed by this policy shall be made by the individual assigned approval authority, in consultation with Human Resources, and shall be documented in writing.
- 4. Travel expenses listed below are allowed provided they are properly authorized, are reasonable and necessary for conducting Metro business and sufficient funds are available within the appropriate budget. Variations to business travel arrangements due to combined business and personal travel are addressed in Appendix A.
- 5. Metro reserves the right to seek reimbursement from individuals incurring travel expenses determined to be lavish or inappropriate by the authorized approver.
- 6. For local travel, travelers are strongly encouraged to use public transit or fleet vehicles whenever possible. Travelers going to the same destination should share fleet or personal vehicles whenever possible.
- 7. Employees will be required to provide documentation and receipts for travel-related expenses as noted below. Employees are encouraged to request travel advances to pay for per diem expenses rather than using procurement cards.

<u>Allowed Expenses - Local Travel</u> **Public transit:** Metro will pay public transit fees.

**Metro fleet vehicles:** Metro fleet vehicles are available for local travel subject to the standard policies governing their use, including Metro's Driving and Vehicle Use Policy.

**Individual's personal vehicle:** Metro will reimburse individuals for use of their personal vehicles when accessing public transit or use of Metro fleet vehicles is impractical. The reimbursement will be based on the trip's mileage and the IRS standard mileage rate. Mileage will be determined based upon the most direct travel route to and from the business destination and the traveler's official work station. If the traveler has approval to leave from their residence or other location rather that their official workstation, mileage will be calculated based upon the lesser of the distance to and from the business destination and the traveler's official work station. Metro will not pay for mileage costs associated with an individual's normal commute. Metro will pay parking expenses for

the traveler's personal vehicle. Drivers must comply with Metro's Driving and Vehicle Use Policy when on Metro business.

Required documentation: Support for mileage claimed (direct route mileage per an internet website).

Parking: Metro will pay parking expenses for the traveler's fleet or personal vehicle.

Required documentation: Parking receipts or invoices, unless unavailable.

**Registration fees:** Metro will pay for individuals to attend professional conferences and seminars relevant to Metro business.

Required documentation: A copy of the event's registration form and daily agenda.

**Meals:** Metro does not provide meal allowances for local travel other than any meal costs that may be included in registration fees of conferences or similar events.

### Allowed Expenses - Out of Town Travel

**Air transportation:** Metro will provide coach class airfare. Airfare includes additional costs for checked bags not covered in the base airfare. Additional costs for checked bags paid for by Metro are subject to the following limitations:

- Bags containing personal items: Limit of one bag for every five (5) working days of travel
- Bags containing items for conducting Metro business: As necessary with appropriate pre-approval.

Air fares vary widely depending on travel dates and departure times, routes flown, booking dates and whether or not the fares are subject to change or refund. Travelers should arrange to fly the most cost-effective and efficient direct route available for the departure and return dates and times required to conduct Metro business.

Required documentation: Airline confirmations, original receipts or similar documentation for all airfare expenses.

**Rail transportation:** Metro will provide coach class rail fare up to an amount equal to the most cost effective and efficient direct route airfare for the same destination. Rail travel should be booked using the most direct route available for the departure and return dates and times required to conduct Metro business.

Required documentation: Rail confirmations, original receipts or similar documentation for all rail fare expenses.

**Metro fleet vehicle**: Metro fleet vehicles are available for out of town travel following the guidelines outlined above in the **Local Travel – Metro fleet vehicle** section of this policy.

**Individual's personal vehicle**: Metro will provide reimbursement following the guidelines outlined above in the **Local Travel** - Individual's personal vehicle section of this policy. Note: Mileage reimbursements may not exceed the amount of the most cost effective and efficient direct route airfare for the same destination.

**Ground transportation:** Metro will cover the expense of transportation (airport shuttles, taxis, etc.) between the traveler's official work station and departure point, or airport

Adopted month/2016

economy lot parking expenses for the traveler's fleet or personal vehicle. If the traveler has approval to leave from their residence or other location rather that their official workstation, Metro will cover ground transportation expenses based upon the cost of travel to and from the traveler's official work station and departure point. Metro encourages all travelers to consider public transit options for traveling to and from departure points and destinations. Travelers should evaluate access, cost, and personal safety in reaching their decision.

Metro will cover transportation expenses incurred at destination (hotel shuttles, rental cars, etc.). Rental vehicles should be compact class or smaller unless the business purpose of the trip requires a larger vehicle.

Required documentation: Original receipts for all ground transportation expenses (i.e.: each taxi ride, shuttle fare, etc.).

**Lodging:** Metro will provide lodging for each day of travel when an overnight stay is necessary to conduct Metro business. All lodging expenses paid by Metro must be incurred at a hotel, and will be based on the actual single occupancy rate of the hotel. Should Metro staff share a hotel room, however, the double occupancy rate will be paid by Metro. Whenever possible, travelers should provide the hotel with a completed Government Tax on Occupancy of Hotel and Motel Rooms Exemption Certificate in order to preclude the tax assessment.

Metro reserves the right to deny payment of any portion of lodging expenses greater than the standard per diem allowance (found at www.gsa.gov) for a hotel in the same city. Metro, however, may allow higher cost lodging based upon mitigating factors including proximity of the selected hotel to the location where Metro business will be conducted, the availability and cost of public transportation between the business location and other lower cost hotels, and traveler safety.

Individuals will be required to provide original itemized hotel bills detailing room charges, taxes, and additional charges for all lodging expenses.

**Registration fees:** Metro will pay for individuals to attend professional conferences and seminars relevant to Metro business. Individuals will be required to provide a copy of the event's registration form and daily agenda.

**Meals:** Metro provides per diem meal allowances for out of town travel. Individuals may choose between receiving meal allowances based on GSA per diem rates or actual meal costs. The method selected must be applied consistently for the entirety of each trip. Travelers are not allowed to receive a per diem allowance for some meals and actual cost for other meals on the same trip.

Meal	Allowance	Provided based upon following travel facts
	25% of the	-Allowed day of departure if departing at or prior to 7:00 AM
Breakfast	daily per	-Allowed each full day of travel
	diem or actual	- Allowed day of return if returning at or after 8:00 AM
	25% of the	-Allowed day of departure if departing at or prior to 12:00
Lunch d	daily per diem or actual	noon
		-Allowed each full day of travel
		- Allowed day of return if returning at or after 1:00 PM

Per Diem Meals allowances are provided based upon the following schedule:

	50% of the	-Allowed day of departure if departing at or prior to 6:00 PM
Dinner	daily per	-Allowed each full day of travel
	diem or actual	- Allowed day of return if returning at or after 7:00 PM

The per diem meal allowances provided based upon the above schedule will be reduced for each meal provided the traveler through other expenses paid by Metro such as meals included in a conference registration.

When out of town travel does not require an overnight stay, per diem meal allowances will be provided based upon the following schedule:

Meal	Allowance	Provided based upon following travel facts
Breakfast	25% of the daily per diem or actual	Traveler on travel status two or more hours prior to the beginning of their regularly scheduled work shift
Lunch	none	Traveler will provide own lunch unless cost of meal included in conference or similar event registration fees
Dinner	50% of the daily per diem or actual	Traveler on travel status two or more hours after the end of their regularly scheduled work shift

**Per Diem meal allowance**: The GSA per diem rates for various destinations can be viewed at www.gsa.gov Individuals traveling to more than one location in a single day should use the per diem rate effective for the city where the night's lodging will be. The per diem rate used for the last day of travel should be the same as the prior day.

Required documentation: Receipts are not required for meal expenses when the per diem allowance is selected, although written evidence of the GSA per diem rate for the destination city is required.

**Actual meal expenses:** Gratuities for meal service up to 20% are allowed and should be included on the meal receipt.

Required documentation: Original itemized receipts for all actual meal expenses including up to 20% gratuity.

**The purchase of alcoholic beverages is never an allowed expense**. Due to business needs of the MERC Venues, the venue directors and General Manager of Visitor Venues are allowed to approve and submit a list of positions annually that are eligible to expense full client entertainment expenses consistent with the Drug and Alcohol Use Policy and Appendix A: Business Development Waiver.

**Personal telephone calls:** Metro will provide travelers without access to a personal cell phone, an allowance for personal telephone calls up to a maximum of \$10.00 per eligible day. Eligible days include the day of departure and every other subsequent full day of travel. No allowance is made for the final (returning) day of travel. No allowance will be provided for minutes used on any personal cell phone.

Required documentation: Original itemized hotel bills or telecommunications invoices for all personal telephone call expenses reported.

**Internet access:** Metro will pay the costs of travelers' internet access for reasonable time necessary to conduct Metro business. When long distance telephone fees are bundled with the internet access fees, no additional allowance will be provided for personal telephone calls. No allowance will be provided for internet access minutes on any personal data device unless the traveler has approval to use personal data device for work related purposes.

Required documentation: Original itemized hotel bills detailing internet access fees not included in the standard room rate.

### **Related Topics:**

**Lost receipts:** In limited circumstances, after reasonable efforts to obtain duplicate receipts or invoices have been made by the traveler, authorized approvers may allow the reporting of travel expenses without the required documentation. Metro reserves the right to deny payment for any travel expenses not properly supported by invoices and receipts. Employees will need to submit a lost receipt form.

**Shared meal expenses:** A traveler reporting shared meal expenses is required to include the names of all Metro staff present at the meal on their Detailed Travel Expense Report. Other Metro individuals present at the meal should exercise care to not erroneously report a per diem meal allowance for the same meal in their Detailed Travel Expense Report.

**Metro travel agent:** Metro's designated travel agent is available to quote travelers the negotiated State government rates for travel expenses. Government rate airfares are fully refundable, and generally higher than standard coach airfare. The Metro travel agent will also quote individuals non-cancellable coach airfares. Agent contact information is available from the Accounting Division.

**Travel expenses paid or reimbursed by outside entities:** Individuals should exercise care that travel expenses paid or reimbursed by outside sources are necessary, in support of Metro's missions, in line with ethical rules and that the travel does not appear lavish or contain an element of personal gain. Such travel must be authorized and reported in accordance with this policy.

All travel costs paid by Metro, including any amounts reimbursed by outside entities, must be recorded as expenses, and thereby reductions to budgeted appropriations. Reimbursements of travel expenses received by Metro must be recorded as revenues, and should not be used to offset (reduce) travel expenses. Individuals are not allowed to receive travel expense reimbursements directly from outside sources for Metro travel expenses. Payments should be made directly to Metro. Certain federal agencies, however, will only reimburse travel expenses via ACH transactions to the bank account of the traveler, and these agencies will not deviate from their standard procedures. In all such instances, Metro staff should contact the Accounting Division and receive additional information on how to report these reimbursements and the related travel costs. Travel expenses for Metro individuals that are paid directly to vendors by outside entities will not be recognized as expenses by Metro.

#### PROCEDURES

**Travel authorization:** Individuals are required to receive written authorization prior to making travel arrangements by completing a Travel Authorization form. Individuals must attach documentation to the form that supports the estimated travel costs. Examples of appropriate documentation include pricing information from travel websites, airline and

hotel websites, etc. Travel Authorization forms must be reviewed, approved and signed by the traveler's authorized approver.

**Travel advance:** Metro will issue eligible individuals travel advances up to thirty days in advance of planned travel. Individuals are encouraged to request travel advances to pay for per diem expenses rather than using their procurement cards. Metro guidelines for providing travel advances are the same regardless of whether or not an individual has a procurement card:

• Individuals are eligible for travel advances up to the estimated per diem meal allowances and miscellaneous expenses, such as tips, normally paid with cash.

Individuals may request travel advances by completing the appropriate section of a Travel Authorization form. The Accounting Division will issue advance checks upon receipt of approved forms. Travel advances that are not accounted for on a Detailed Travel Expense form or returned to Metro will be added to the individual's taxable income.

**Payments:** Pre-authorized travel expenses may be paid for as follows:

- Metro travel agent: Travel booked through the Metro travel agent will be paid for by Metro.
- Metro check: Metro will make direct payments to vendors for travel expenses processed using standard Accounting Division procedures.
- Metro procurement cards: Individual and departmental procurement cards may be used to pay for travel expenses.
- Personal credit cards: Personal credit cards may be used to pay for travel expenses. However, Metro issued procurement cards are strongly recommended for travel expenses.
- Travel Advances: Individuals issued travel advances may use the cash received to pay for travel expenses.

**Subsequent reporting:** All travelers are required to report travel expenses within thirty days of the end of travel by completing a Detailed Travel Expense Report. Original receipts, hotel bills and other documents that substantiate actual expenses must be attached to the form and the traveler is required to personally sign the disclosure statements contained in the form. Unused travel advances are required to be returned by the traveler within sixty days of the end of travel. Detailed Travel Expense Reports must be reviewed, approved and signed by the traveler's authorized approver. Metro reserves the right to disallow any travel expenses not reported within thirty days of the fiscal year end.

### Responsibilities

Travelers:

- Familiarize yourself with Metro travel policies prior to planning or conducting travel.
- Complete Travel Authorization forms (and receive written authorization from the authorized approver) prior to executing travel arrangements.
- Drivers of personal or fleet vehicles must comply with Metro's Driving and Vehicle Use Policy.
- Retain all documents necessary to support travel expenses reported (airfare reservations/confirmations, hotel invoices, restaurant receipts, transportation invoices, etc.).

- Complete a Detailed Travel Expense Report form no later than thirty days after the completion of travel. Include all required documentation and receipts.
- Return any unused travel advances no later than sixty days after the completion of travel.
- Personally sign the disclosure statements contained in the required forms, although you may obtain assistance from program travel coordinators in organizing documents and preparing required forms, the responsibilities outlined above reside with you.
- Additional travel research or booking of reservations required as a result of combined business and personal travel is your exclusive responsibility. Refer to Appendix A for specific information on combined business and personal travel.
- Receipt and use of marketing rewards and incentives, such as frequent flyer miles, is subject to Metro's Marketing Rewards and Rebates Policy.

Authorized approvers:

- Confirm funds are available within the appropriate budget prior to approving Travel Authorization forms.
- Determine that travel expenses are reasonable and necessary for conducting Metro business.
- Resolve any significant variances between estimated travel expenses requested on the Travel Authorization form and the actual travel expenses reported on the subsequent Detailed Travel Expense Report.
- Review and, when appropriate, approve Travel Authorization forms and Detailed Travel Expense Reports submitted by assigned travelers.
- Review and approve annual reports on the use and cost savings associated with the redemption of travel awards reported by assigned travelers.

### Accounting:

- Process all travel advances, reimbursements and vendor payments.
- Notify Human Resources and traveler of any adjustment to wages for unreported and unreturned travel advances.
- Conduct periodic review of selected travel expense records designed to evaluate compliance with the provisions of this policy.
- Update travel policy documentation and forms.

**Appendix A- Combined Business and Personal Travel** 

Individuals are allowed to combine business and personal travel plans subject to appropriate approval. Combined personal and business travel cannot exceed the cost of the business travel. Individuals will not be reimbursed more than amount for business travel for items such as—but not limited to—ground transportation, lodging, and meals. Any costs in excess of the business travel expenses must be paid for with the traveler's personal funds. Travelers must attach documentation to their Travel Authorization form that allows authorized approvers to determine both the business only travel costs and the combined business and personal travel costs.

#### **Specific Guidelines:**

**Air and rail transportation:** Metro will pay for airfare or rail fare up to the cost of the business only fare. If the business purpose of a trip is cancelled, Metro reserves the right to fully retain any residual value associated with non-refundable airfare, such as credit towards

future travel for cancelled airfare. Reimbursement to the traveler for any personal portion of the airfare will be at Metro's discretion.

**Vehicles:** Travelers will be reimbursed for use of their personal vehicle up to the amount that would have been paid for business only use of the vehicle. Metro fleet vehicles will not be authorized for out of town travel extended by personal travel plans. Other types of combined business and personal travel use of a Metro fleet vehicle are subject to the standard guidelines for use of a Metro fleet vehicle.

**Lodging:** Costs paid by Metro will be limited to the lodging expense that would have been paid for based upon business only travel. If a Saturday layover would result in a reduced business only airfare, Metro will pay for additional lodging up to the amount saved on the Metro individual's airfare.

### References

- Internal Revenue Service Publications, Bulletins and Interpretations on Accountable Plans including Publication 535 and 463.
- Oregon Government Standards and Practices Act ORS Chapter 244
- Oregon Government Standards and Practices Act Advisory Opinion 01A-1006
- Oregon Government Ethics Commission- A Guide for Public Officials
- Drug and Alcohol Use Policy
- Driving and Vehicle Use Policy
- Marketing Rewards and Rebates Policy

### Attachments

Attachment 1:Travel Authorization FormAttachment 2:Detailed Travel Expense ReportAttachment 3:Government Tax on Occupancy of Hotel and Motel Rooms ExemptionCertificate

### **MERC STAFF REPORT**

Agenda Item/Issue: For the purpose of adopting changes to the MERC Personnel Policies.

Resolution No.: 16-07 Presented by: Tim Collier

Date: April 6, 2016

**Background and Analysis**: The MERC Commission last approved a complete personnel policy manual for venues staff in August 2007. Beginning in 2011, Metro's Human Resources Department began a project to review and update both the MERC policy manual and Metro's policy manual, Executive Order #88, with the goal of developing one set of agency-wide personnel policies and procedures. The policies are being updated and implemented on a rolling basis in an order determined by legal changes and business needs. Human Resources staff developed these policies in consultation with department managers, the Office of Metro Attorney, and the Metro Senior Leadership Team. This policy was presented to the Commission for discussion on February 3, 2016.

**Resolution:** This resolution seeks the MERC Commission's approval of the following personnel policy:

• Travel

**Long range fiscal impact:** There is no additional fiscal impact projected for implementation of the Travel Policy changes.

**Recommendation:** The Metropolitan Exposition Recreation Commission adopts the change to the Personnel Policies in a form substantially similar to the attached Exhibit B.

Materials following this page are attachments to the public record.



# PORTLAND OPEN SPACE SEQUENCE

HALPRIN LANDSCAPE CONSERVANCY

# Halprin Creating a Tradition of Public Space

The "Portland Open Space Sequence" is a series of interactive fountains, plazas, and connecting pathways designed by renown Lawrence Halprin and Associates between 1963 & 1970. These mid-century modern parks are internationally celebrated and Portland's most influential works of landscape architecture.



Bearte Feansain
 Löhe wy Foortheo
 Partyprove Park
 Kar at Feansain
 Providence Pathway

### **Portland Open Space Sequence**



## **Portland Open Space Sequence**



# "One of the most important spaces since the Renaissance

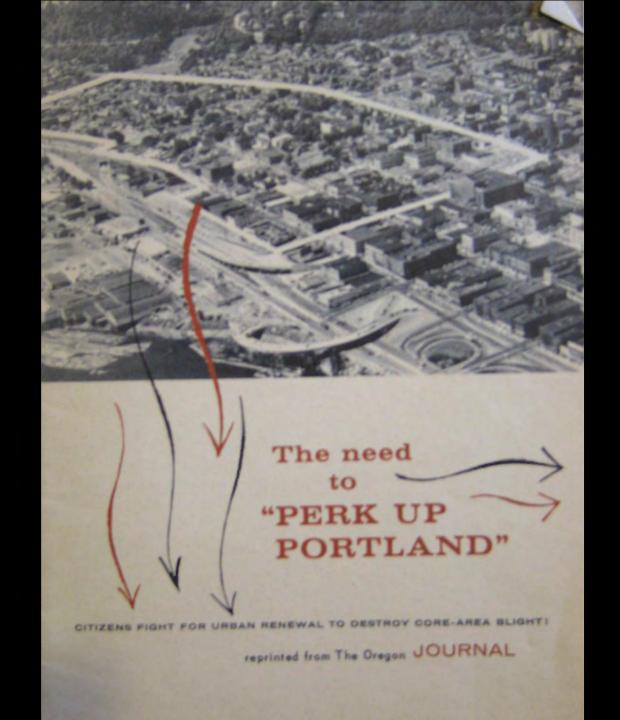
- ADA LOUISE HUXTABL The New York Times, 1970

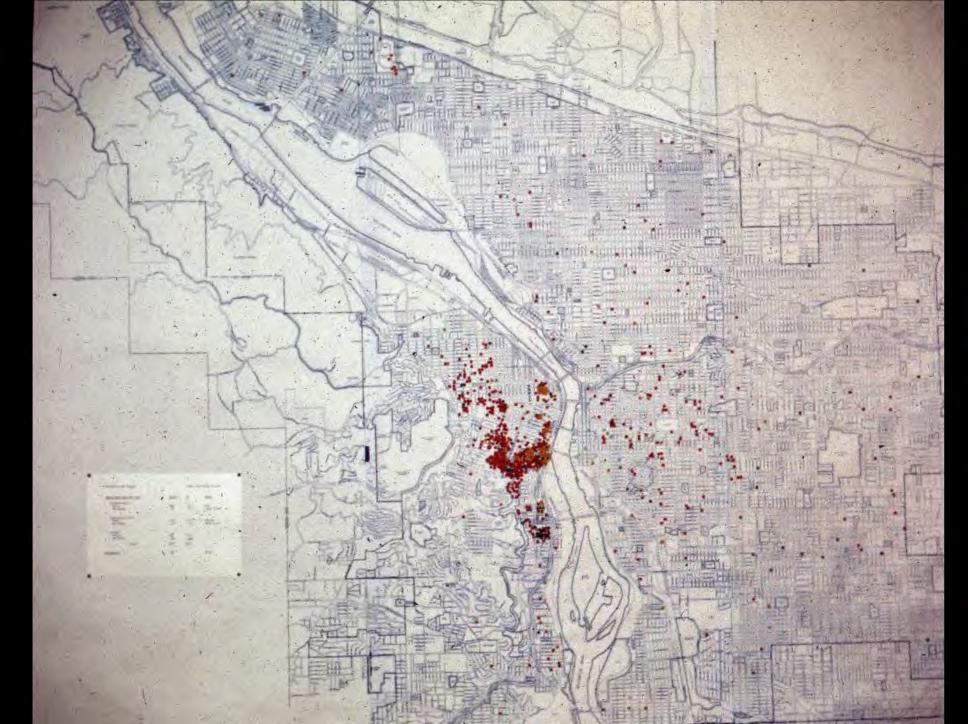
# "Sometimes progress depends on destruction."

Oregon Journal, 1962









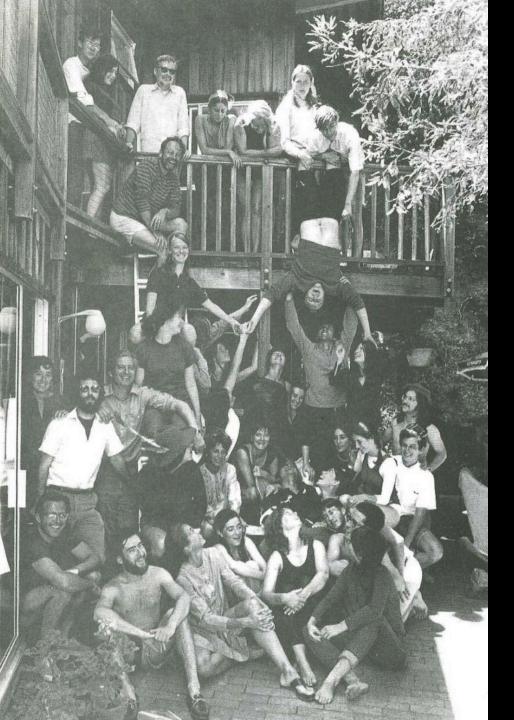




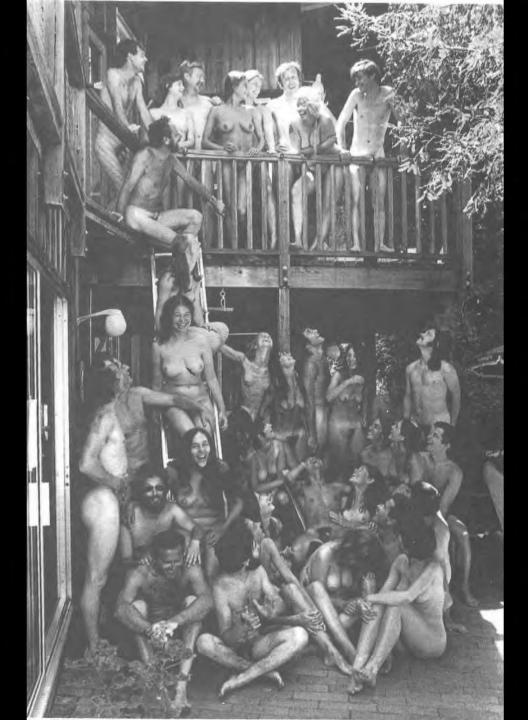








Lawrence Halprin and Associates, circa mid-1960s



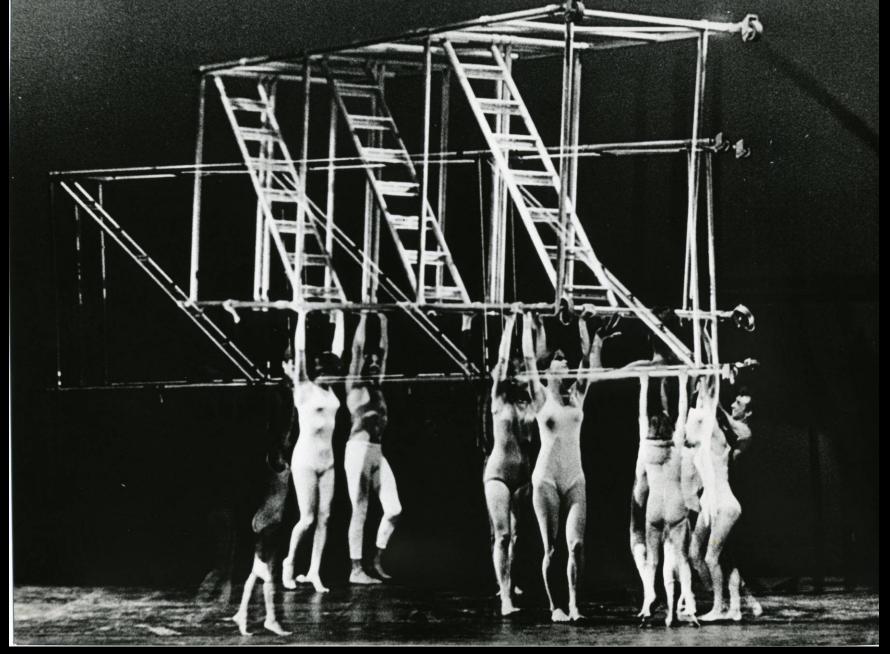








(Halprin and wife Anna Halprin, circa 1943 at Harvard's Beaux Arts Ball)



### "Parades and Changes," Stockholm, 1965



### "Parades and Changes," Stockholm, 1965

127 Parades and Changes The theatre is our landscape .... we are a family of people who move through this landscape, responding along with our materials to a life situation. our materials are the colorful objects of every day life - flags, builting, hats, dresses, signs symbols, benches, objects of all sorts. we move way in a randomized way among the objects which surround us ulluenced by the light which shunes on us, the structures we succounter on our way, the facades of buildings lung our pathis. we are unolved in a process. The process becomes the form. What we touch upon in one evening's time gjan 15 a series of eventful, meaningful, intense relationships which the performer and and ince alibre become a part of \$ which in Everyday life could take years to observe & Experience.





Stockholin ... Daucen's workshop ..... Nehransal @ stadsteater - parades & chauges Sketches of "Parades and Changes," 1965

new bench rejoy - Portland IN In the plays there should be Events ..... sculpture shows - concerts - dance events with dancers all from above over AND arriving to center space down stains around foundam.



Canopy by Charles Moore





Pettygrove Park under construction, 1965







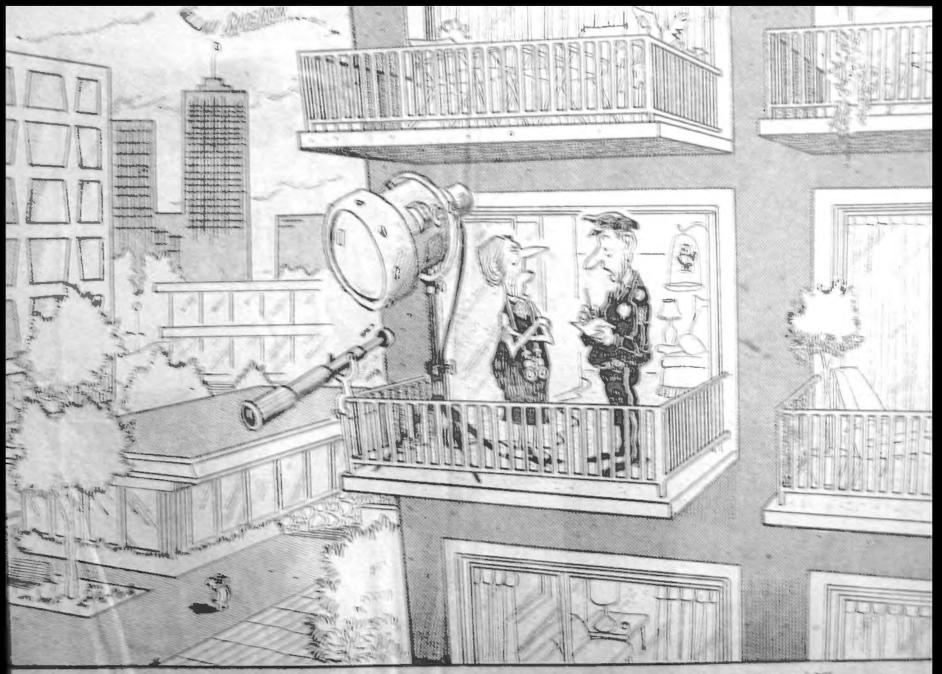












"Yes, Ma'am, and what ease have you just happened to notice the hippies doing in the park""



















Forecourt Fountain under construction, 1969 Lawrence Halprin and Associates project designer: Angela Danadjieva



67: low, 45. Monday high, 70; low, 52.
Air Index — 4 p.m. average, 63 (very light); 24 hour average, 25 (light).

Second Class Postage Paid at Portland, Oregon

**TUESDAY**, MAY 5, 1970

50 PAGES

PRICE TEN CENTS

#### Cease-fire Offer Made By Israel 4 Ohio Student Rioters Killed In National Guard Rifle Fire

#### Defense Leader Blames Russia For Casualties

By The Associated Press

Israeli Defense Minister Moshe Dayan, trying to dampen the Mideast war, offered Egypt Monday night "an unconditional and unlimited cease-fire."

Hours before Dayan spoke, Israel sent warplanes swarming over the Suez Canal to rake Egyptian artillery positions that were largely responsible for a doubling of Israeli casualties in April.

Dayan spoke to a student rally in Haifa. We took his listeners by surprise when he told them, "The government is ready to re-establish an unconditional and unlimited cease-fire, even if this will enable Egypt to reorganize and put up SAM-3 (Soviet built surface-to-air missile) sites."

#### 'Real Tiger' Needed

The defense minister blamed the increase in Israeli casualties on Soviet involvement and called on the United States to come out as "a real tiger, with biting teeth" to confront Russia in the Middle East. The United States has been labeled a "paper tiger" by Red China.

Russians freed Egypt "to intensify its campaign on the canal" by protecting Egypt's interior with surface-to-air missiles and by flying internal defense missions, Dayan said. Israeli losses jumped from nine killed and 38 wounded in March to 27 killed and 62 wounded in April.

Israeli Prime Minister Golda Meir, in an interview



# Troops Claim Sniper Set Off Shooting Spree

Armed Patrols Seal Kent, Ohio; 19,000 Collegians Ordered Out

See Picture Page Also

KENT, Ohio (AP) — Four students in a crowd pelting National Guardsmen with bricks and rocks were shot to death at Kent State University Monday when the troops opened fire during an antiwar demonstration. Two of the dead were coeds.

Adj. Gen. S. T. Del Corso said troops began firing from semiautomatic rifles after a rooftop sniper had shot at them.

Four other students were critically wounded, and eight other persons, including two guardsmen, were taken to hospitals. One of the guardsmen was treated for exhaustion and the other for shock.

The campus and the town of Kent were sealed off after the shootings, and school officials ordered the faculty, staff and 19,000 students to leave.

A spokesman said about 300 foreign students and staff remained on campus Monday night.

#### **Police Roam**

Patrols of armed troops and state police roamed the campus and blocked all entrances.



ALLISON KRAUSE



Weather Forecast

Portland Area - Showers, High, 60; low 40. Monday high, 60; low, 37. Air Index - 4 p.m. Monday, 20 (very light); 24-hour average, 29 (light).

Second Class Posinge Paid at Portland, Oregon

\* \* \* \*

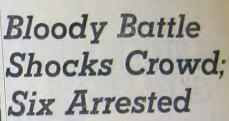
**TUESDAY, MAY 12, 1970** 

The second se

54 PAGES

PRICE TEN CENTS

# otesters Hurt In Park Blocks Clash



Portland police Monday night clashed with young antiwar demonstrators in a short, bloody battle in the city's South Park Blocks.

Twenty-eight young people were taken to hospitals. Most suffered head injuries. None was believed to be critically hurt.

Four policemen suffered minor injuries in the 20minute fray. One officer, Ptmn. Robert Turner, was struck in the face with a burning board.

"I hoped it would never come to this," said Mayor Terry Schrunk, who had main-and could affect innocent bytained a hands-off policy since standers.

unrest hit the Portland State The melee and resultant toll Iniversity campus a week ago. A smoldering standoff that shock. An estimated 2,000 perbegan last week when pro- sons milled in the Park Blocks

after the battle and sought re-

Compiled by William San- fuge later when rain began. PSU President Gregory Wolfe met at 9 p.m. with members of the Faculty Advidall, Andrew Mershon, Lev- sory Council, the Council of erett Richards, John Paint- Academic Deans and the unier Jr., and Dale Swanson versity's executive committee. A spokesman said the meeting would develop a formal state-

erupted when police moved on A crowd estimated at more

in a wedge on the tent.

mander of the TOP Squad, had classrooms will be open Tuestold the crowd to disperse. day morning.

armed with a riot baton - to war demonstrators Monday

derson From Reports by Stan Federman, Judson Ran-

a crowd of about 100 persons

Lt. James Brouillette, com- Portland State University's

Many persons moved out but about 150 stayed. Brouillette then ordered his men — each battle between police and anti-

"Charge." During the fray police were pelted with rocks, lengths of be open Tuesday "and for the rest of the term. ine and boards.

a crowd of about to defend a **PSU Classes** than 3,000 persons watched as members of the police Tactical Operations Platoon advanced **To Reopen** 

AD of Portland Police Bureau marched gomery Streets. A moment later, a wild melee ensued Und of Portland Police Bureau marched gomery Streets. A moment later, a wild melee ensued and around the tent in which demonstrators were injured and around the tent inju A Many parcong ran for safety as police Staff Photo by David Falconer

moved in. The clash involved about 100 students and nonstudents, 28 of whom were hurt and taken to hospitals. Four policemen suffered minor injuries in short battle.

testers barricaded streets ment on the confrontation.











"these very straight people have somehow grasped what cities can be all about."



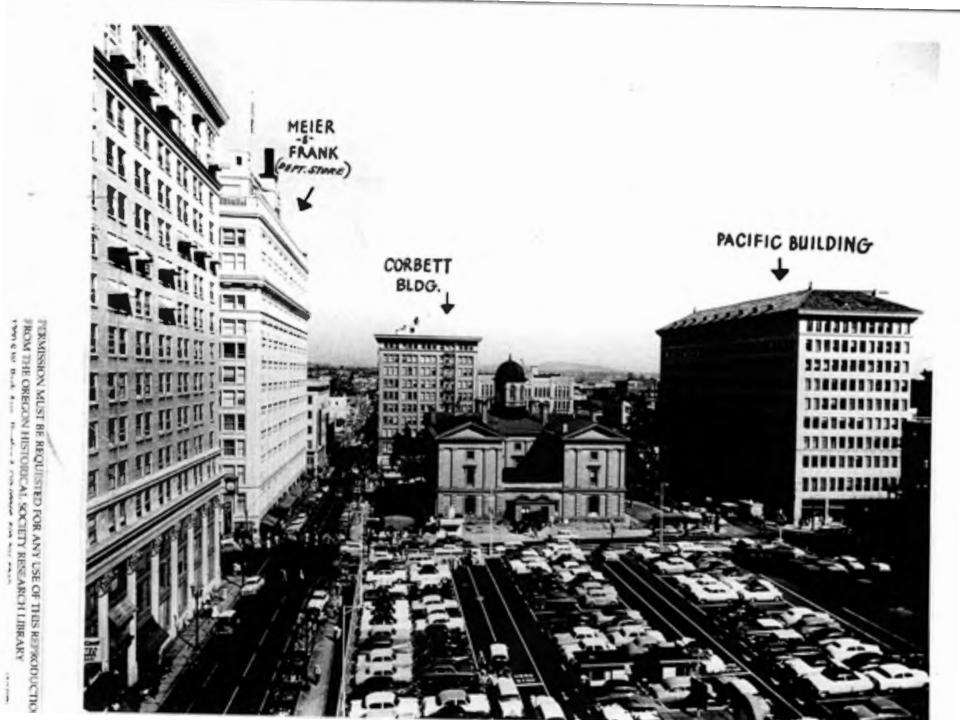
*"as you play in this garden, please try to remember that we're all in this together" Lawrence Halprin at the dedication of Forecourt Fountain* 

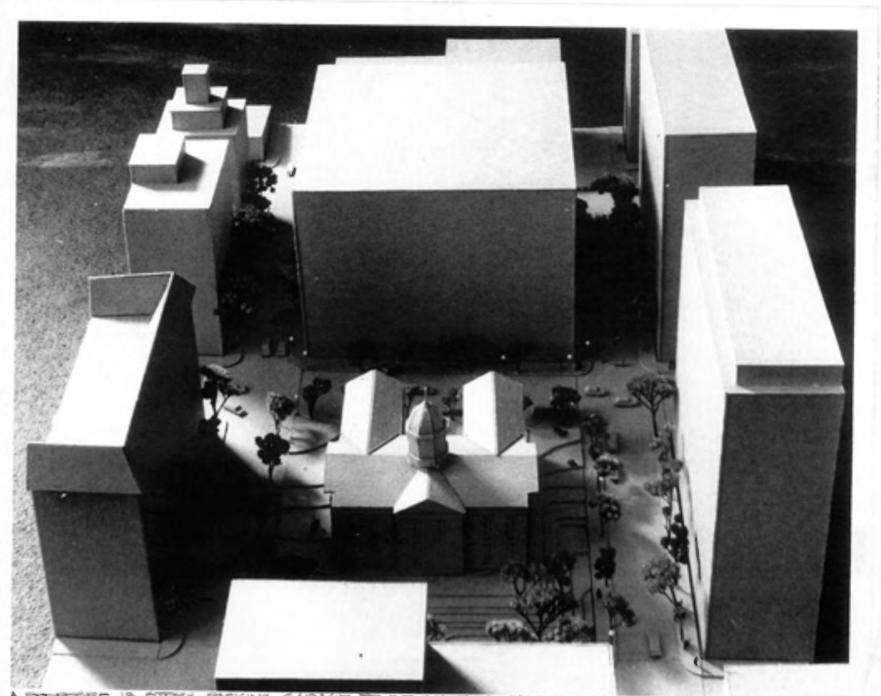


"one of the most important urban spaces since the Renaissance." " Ada Louise Huxtable, New York Times, 1970, on the Forecourt Fountain









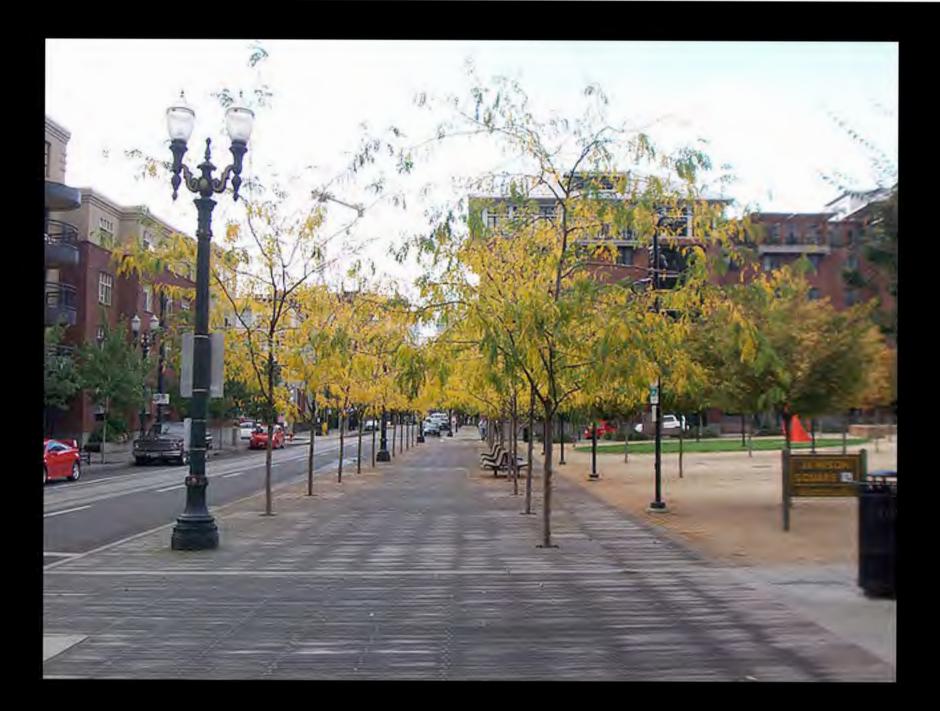
A PROPOSED IS OTHER PARKING GARAGE TO BE BUILT IN WHAT MIGHT BE A PUBLIC SOUNCE 1967-B.



















## PORTLAND OPEN SPACE SEQUENCE

PARTS

HALPRIN LANDSCAPE CONSERVANCY

## The Need Restoring a Portland Treasure

Over 50 years of City budgeting challenges have resulted in an estimated \$2.5 million in identified unfunded restoration work.

Surveys Underway Updated Report Due December 2015

- Ground Features
- Underground Utilities
- Wall & Concrete Structures
- Drainage & Mechanical Systems
- Tree Assessment & Lighting







2006 Founded by John Russell, Marcy McInelly, and Steve Koch

- 2009 Incorporated as 501c3
- 2009 Published monograph: *Where the Revolution Began*
- 2011 Signed agreement with City of Portland
- 2012 Commissioned Conditional Assessment Report to identify capital improvements and budget
- 2013 National Historic Register designation
- 2013 Expanded Board and hired Executive Director to develop 4-Year Business Plan

## **Community Partnerships**

#### Public

- Portland State University
- Oregon Health & Science University
- Portland Development Commission
- Oregon Parks and Recreation
- Tri Met
- Metro/MERC
- · RACC

#### Professional

- American Institute of Architects
- American Society of Landscape Architects
- Architecture Foundation Oregon
- Society of Environmental Graphic Designers

#### Private

- South of Market Association
- Downtown Neighborhood Association
- · Portland Business Alliance
- · Portland Parks Foundation
- Oregon Parks and Recreation
- Oregon Historical Society
- Harrison Tower East and West
- · Alecta
- American Plaza Towers
- SAGE (American Plaza Towers membership group)
- KOIN Condo Association
- · Portland Plaza
- · Property Owners
- Large Employers
- Small Businesses
- Employees of Businesses



## Why Now? 50-Year Anniversary: 2016

18. 16.







## Innovative Funding Model

Public-Private Partnership

## **Capital Campaign**

## VOLUNTARY LID

· Goal: \$2,150,000

## PRIVATE FUND-RAISING

Goal: \$350,000

### CITY OF PORTLAND

- PPR \$250,000 (Restoration of Lovejoy Shelter)
- City of Portland \$200,000 Grant

## Voluntary LID Local Improvement District

Area property owners are being asked to participate in a Voluntary LID to fund capital improvements. Assessments will be based on the property owner's proximity to the parks.





EXEMPTIONS: City of Portland, Non-profits, Condos

## Supporters Funding the Work

The Conservancy developed an operating budget financed through an innovative public-private partnership of businesses, government agencies, foundations, community members, local property owners, and residents.

#### Leading Founders:

- Russell Development Company
- Melvin Mark Properties
- Arlene & Jordan Schnitzer
- Harrison Center Master Association
- Anonymous

#### **Proposals Under Consideration**

- KOIN Tower LLC
- Scanlan Kemper Bard / Parkside Center Clarion / 100 Market / Woolworth
- Cyan Apartments
- Shorenstein Properties
- Wells Fargo Bank

#### Supporting Founders:

- Naito Development / Harrison & First LLC
- Oregon Pacific Investment & Development
- Downtown Development Group / Goodman Generations LLC
- CH2M

#### Foundation Support

- Keller Foundation
- Schlesinger Family Foundation
- Bitar Foundation



## The Road Ahead

With the support of a strong public-private partnership, the Conservancy will finalize the Voluntary LID and launch a capital campaign to complete restoration of the Portland Open Space Sequence. Goals are:

#### Voluntary LID & Public/Private Partnerships

- Finalize City Council Approval of Voluntary LID
- Launch Large Employer/Small Business Campaign
- Launch Condo Campaign

#### Programming & Visibility

- Expand Media and Public Relations Activities.
- Implement Groundbreaking and 50th Anniversary Celebration
- Seek and secure National Historic Landmarks Designation

#### The Restoration Project

- Establish Capital Improvement Schedules & Budget
- Expand Contracts to Permit-Ready Status
- Launch and Complete Construction of Capital Improvements

#### **HLC Operations & Budget**

 Develop Capital, Operations, and Activation Fundraising Plans



## Better Together Why Your Support is Essential

Strong Stewardship Timely action and financial support helps the Conservancy execute its revitalization plan

Growing Smart Rapid neighborhood growth demands vibrant parks and lively open spaces

Thriving Neighborhoods Attracting businesses, residents, visitors—growing the economy and increasing local property values

Protecting Portland's Legacy Global leadership in environmental conservation and sustainable place-making

Building Partnerships Innovative model bridges sectors to engage a wide-spectrum of community participants



# PORTLAND FOUNTAINS

LAWRE 是不能的。我的我的。



## Metro | Exposition Recreation Commission

April 11, 2016

Randy G**ragg**, President Halprin Landscape Conservancy

Dear Randy,

Thank you for taking the time to present the Portland Open Space Sequence project at the April 2016 meeting of the Metropolitan Exposition Recreation Commission. We enjoyed learning about the history and evolution of Portland's beloved parks and fountains and share your appreciation for the visionary planning that went into developing these treasured open spaces.

On behalf of the Commission, please accept our endorsement of your efforts to secure funding to maintain and repair these influential works of landscape. MERC oversees the management of the city's performing arts theaters, including Keller Auditorium, whose patrons enjoy the beauty of Keller Fountain (formerly Forecourt Fountain), located directly across the street. We also appreciate that the sequence of fountains and open spaces, including the Source Fountain, Lovejoy Fountain and Pettygrove Park, in addition to newer facilities such as Director Park, Pioneer Courthouse Square and the Eastbank Esplanade showcases the importance of nature in urban areas for business and leisure travelers visiting us from around the globe. We applaud your efforts to secure the stable funding needed to ensure that future generations continue to be inspired by the Halprin vision.

Please accept our thanks and support for ensuring that the internationally renowned public plazas along the Portland Open Space Sequence are preserved for generations to come.

Sincerely,

Min Dogo

Elisa Dozono Chair, Metropolitan Exposition Recreation Commission

CC: MERC Commission Metro Council