

---

# **MERC Commission Meeting**

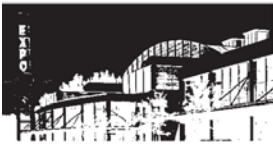
---

October 7, 2015  
12:45 pm

---

Expo Center  
2060 N. Marine Drive  
Rooms D202-203

---



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

[www.oregonmetro.gov](http://www.oregonmetro.gov)



# Metro | *Exposition Recreation Commission*

## Agenda

Meeting: Metro Exposition Recreation Commission Meeting  
Date: Wednesday, October 7, 2015  
Time: 12:45- 1:30 p.m.  
Place: Expo Center, Room D202-D203

---

### CALL TO ORDER

- |       |     |  |   |
|-------|-----|--|---|
| 12:45 | 1.  | INTRODUCTION OF COMMISSIONER DAMIEN HALL   | Terry Goldman   |
| 12:47 | 2.  | QUORUM CONFIRMED   |   |
| 12:50 | 3.  | OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS   |   |
| 12:55 | 4.  | COMMISSION/COUNCIL LIAISON COMMUNICATIONS  | Terry Goldman   |
| 1:00  | 5.  | METRO DEPUTY COO COMMUNICATIONS  | Scott Robinson  |
|       | 5.1 | Financial report, pages 4-17   |   |
| 1:05  | 6.  | VENUE BUSINESS REPORTS   | Robyn Williams<br>Matthew P. Rotchford<br>Scott Cruickshank |
| 1:10  | 7.  | PROPOSED CHANGES TO MERC PERSONNEL POLICIES, pages 19-32   | Mary Rowe   |
| 1:15  | 8.  | CONSENT AGENDA<br>September 2, 2015 MERC Record of Actions, pages 34-36  |   |
| 1:20  | 9.  | ACTION AGENDA<br><b>Resolution 15-18</b> For the Purpose of Approving rental rates at Expo Center, pages 38-46 | Matthew P. Rotchford  |

**ADJOURN FOR EXPO PROJECT WORK SESSION**

---

# **MERC Commission Meeting**

---

October 7, 2015  
12:45 pm

---

5.1 Financial Report

---

AUGUST 2015

## FINANCIAL INFORMATION

*For Management Purposes only*



**OREGON**

Oregon  
Convention  
Center





Date: October 7, 2015

To: Commissioner Terry Goldman, Chair  
Commissioner Karis Stoudamire-Phillips, Vice Chair  
Commissioner Judie Hammerstad, Secretary-Treasurer  
Commissioner Ray Leary  
Commissioner Deidra Kryz-Rusoff  
Commissioner Damien Hall

From: Ben Rowe – MERC Finance Manager

Re: MERC final annual financial information for Fiscal Year 2014-15 (3<sup>rd</sup> close) and for the month of August, Fiscal Year 2015-16

#### Fiscal Year 2014-15 2<sup>nd</sup> Financial Close Summary

Total MERC FY 2015 event related revenue (\$42,717,860)(charges for services and food & beverage) performed 22% (\$7.8 million) above the prior year, 18% (\$6.4 million) above budget projections and 23% (\$7.95 million) above the three-year historical average. Total MERC Food & Beverage ended with \$3.44 million in net returns, which is a 19.8% margin, and 4.5% above the three-year historical average. Net operations ended at \$6.96 million for the year, more than twice the three-year historical average. After capital expenses, and excluding TLT Pooled capital receipts, the venues added more than \$4.35 million to fund balances. MERC received \$5.2 million in TLT Pooled Capital revenues, bringing the total net increase of fund balances to \$8.28 million. The MERC TLT Pooled Capital Account balance is now \$7,003,338.

#### MERC Venues Events & Attendance

Total MERC venues August events and attendance are 38% and 150% respectively above the three-year historical monthly average.

	2014		2015		Change from Prior Year	
	Events	Attendance	Events	Attendance	Events	Attendance
Total MERC Venues						
July	79	111,423	88	78,276	9, 13%	(33,147), (-58%)
August	73	62,846	100	132,028	27, 49%	69,182, 233%
YTD	152	174,269	188	210,304	36, 23%	36,035, 21%

#### MERC Venues Revenues & Expense

The venues are off to an excellent year so far. All three venues hosted their best August ever. OCC hosted its best July and August ever. Year to date event revenues (rent and food and beverage) are 50% (\$2.7 million) above prior year, 64% above the three-year historical YTD average, and 12% above YTD budget projections. Total venue expenses are 15% above the prior year, 18.5% above the three-year historical YTD average, and 7% below YTD budget projections.

#### Food & Beverage

The total MERC venues food and beverage margin for August is 44.8%, 38% higher than the prior August, 36% higher than YTD budget projections and 19% higher than the three-year historical monthly average.

#### Net Operations

Total MERC YTD net operations are (-\$88,547), \$1.5 million, 95% greater than the prior year.

#### Note

**Note**

There is no investment earnings reflected in the current period as earnings received have been offset against prior year accruals for the mark-to-market adjustment required under generally accepted accounting principles. Investment earnings are expected to return in the next period.

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

	Fiscal Year:	2013	2014	2015	2016	2012-14	% Diff.	% Diff.
Revenues		YTD	YTD	YTD	YTD	Average	Average	2015
Food & Beverage		2,309,637	2,701,006	2,397,564	4,353,966	2,469,402	76.3%	82%
Charges for Services		2,390,880	1,917,607	2,946,351	3,676,094	2,418,279	52.0%	25%
Lodging Tax		-	-	-	-	-	-	-
Other		57,963	67,091	69,571	8,696	64,875	-86.6%	-88%
<b>Total Revenue</b>		<b>4,758,480</b>	<b>4,685,704</b>	<b>5,413,485</b>	<b>8,038,755</b>	<b>4,952,557</b>	<b>62.3%</b>	<b>48%</b>
Expenses								
Food & Beverage		1,849,648	2,187,809	1,841,665	2,614,630	1,959,708	33.4%	42%
Personnel Services		2,643,264	2,496,128	2,731,027	3,003,037	2,623,473	14.5%	10%
Materials & Services		1,451,208	1,413,554	1,760,607	1,698,740	1,541,790	10.2%	-4%
Other		749,154	741,139	707,488	810,049	732,594	10.6%	14%
<b>Total Expense</b>		<b>6,693,275</b>	<b>6,838,631</b>	<b>7,040,787</b>	<b>8,126,456</b>	<b>6,857,564</b>	<b>18.5%</b>	<b>15%</b>
<b>Net Operations</b>		<b>(1,934,795)</b>	<b>(2,152,927)</b>	<b>(1,627,302)</b>	<b>(87,700)</b>	<b>(1,905,008)</b>	<b>-95.4%</b>	<b>-95%</b>
<b>Food &amp; Beverage Margin</b>		<b>19.9%</b>	<b>19.0%</b>	<b>23.2%</b>	<b>39.9%</b>	<b>20.6%</b>	<b>19.3%</b>	<b>17%</b>

## Oregon Convention Center

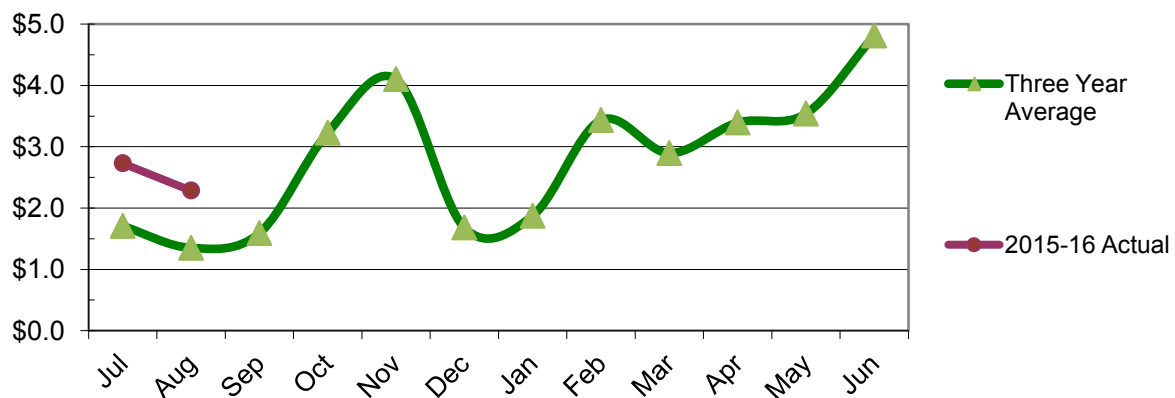
OCC hosted the highest grossing both July and August ever! Revenues are 68% (\$2,030,460) more than the prior year, 52% greater than August budget projections, and 69% (\$936,000) above the three-year historical monthly average. OCC August events and attendance are 19% and 5% higher respectively compared to the three-year historical monthly average. Expenses are 24% above the prior year, 13% above August budget projections, and 26% above the three-year historical August average. OCC's YTD food and beverage margin is 37%.

## Highest Grossing Events

Event	Gross Event Revenue	% of August Event Revenue
Intel Design and Test Technology Conference	\$858,841	38%
Microscopy and Microanalysis	419,413	18%
American Fisheries Society	316,799	14%
U.S. Travel Association	205,158	9%
All other Events	474,416	21%
<b>Total</b>	<b>\$2,274,629</b>	<b>100%</b>

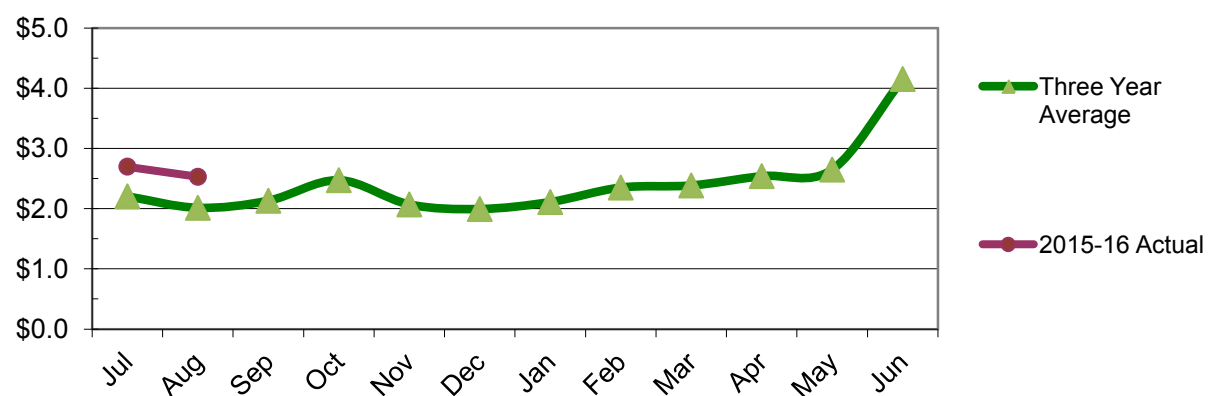
## OCC Program Revenues by Month

Shown in Millions



## OCC Program Expense by Month

Shown in Millions



### Portland's Centers for the Arts

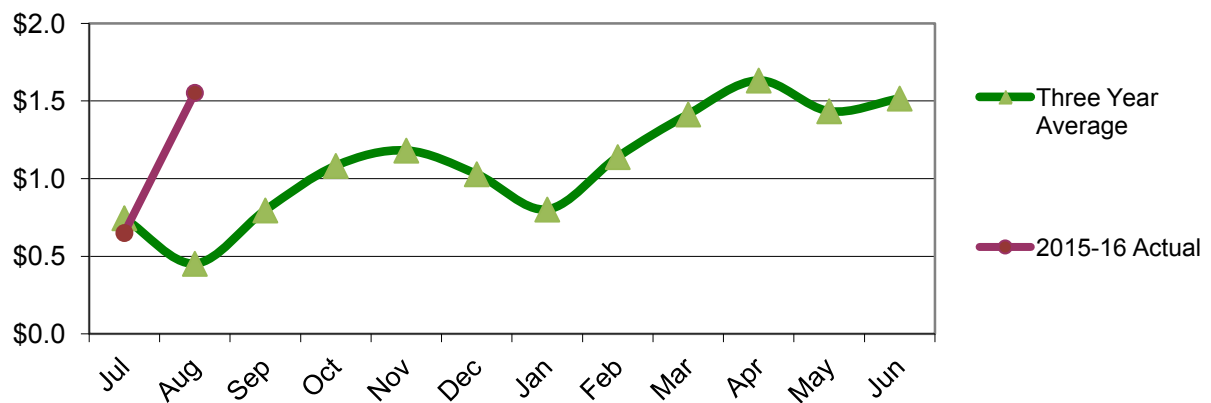
Portland's achieved the highest grossing August ever thanks to the Broadway Across America production of Wicked! Portland's August revenues are over \$1 million (200%) more than both the prior year and the three-year historical average. Year to date revenues are 6% above budget projections. There were 25 (86%) more performances, and 56,900 (200%) more attendees compared to the prior year. August performances and attendance are (62%) and (246%) respectively above the three-year historical monthly average. August expenses are 10% above the prior year, 7% below budget projections, and 45% above the three-year historical monthly average. Portland's YTD food and beverage margin is 62%.

### Highest Grossing Events

Event	Gross Event Revenue	% of August Event Revenue
Wicked	\$984,375	64%
Fish and Wildlife Conference & Reception	165,778	11%
Jackson Browne	51,927	3%
Move	40,534	3%
All other Events	301,145	20%
<b>Total</b>	<b>\$1,543,760</b>	<b>100%</b>

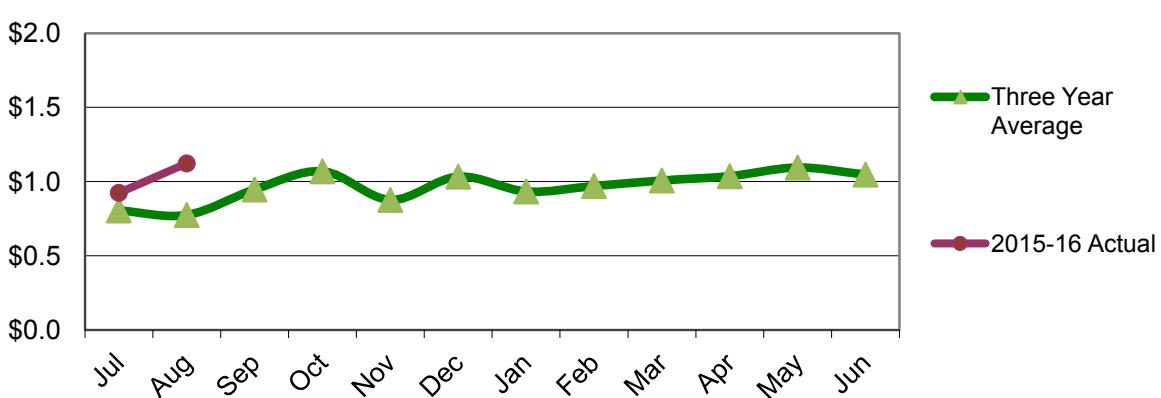
### P5CA Program Revenue by Month

Shown in Millions



### P5CA Program Expense by Month

Shown in Millions





## Portland Expo Center

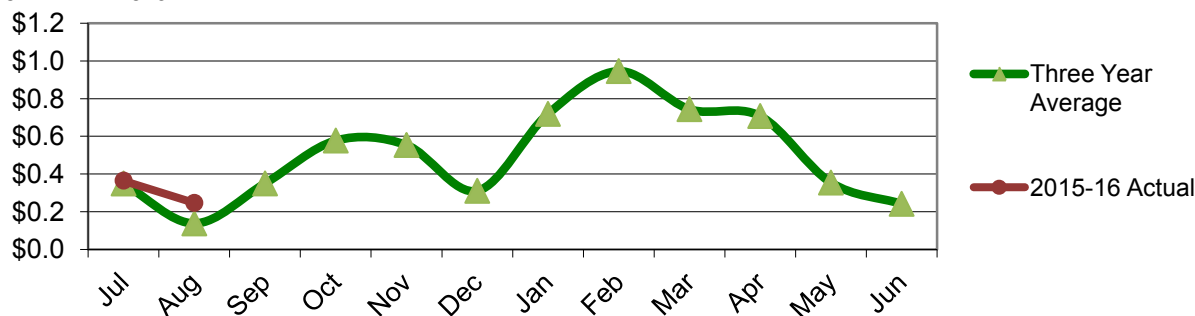
Expo hosted the highest grossing August ever! August revenues are 4% above the prior year, 73% above the three-year historical average, and 64% above budget projections. Expo hosted 4 (-31%) less events however 11,300 (91%) more attendees in August than the prior year. August events and attendance were even with and 242% respectively above the three-year historical monthly average. Expo's August expenses are 3% below the prior year, 25% above the three-year historical average, and 3% below budget projections. Expo's food & beverage margin is 20.4%. The dramatic increase in the food & beverage margin over the prior year is due to two dynamics: 1) Expo hosted the Vans Warped Tour (VWT) in June of FY 2014 and in July of FY 2016. 2) Due to timing dynamics with Aramark, some expenses from VWT in June of FY 2014, were accounted for in July of FY 2015, depressing the F&B margin in early FY 2015. These dynamics slightly skew the year over year F&B comparison. The PDX Drive-in Movie Spectacular was a successful event. \*The Drive-in Movie Spectacular gross revenues listed below does not include the over \$13,000 in sponsorship revenue yet to be received, bringing the total gross revenue for the event over \$25,000.

## Highest Grossing Events

Event	Gross Event Revenue	% of August Event Revenue
National Model Railroad Association Annual Tradeshow	\$123,133	48%
Vans Warped Tour	112,198	44%
PDX Drive-In Movie Spectacular	12,424*	5%
America's Largest Antique and Collectable Show	2,661	1%
All other Events	5,719	2%
<b>Total</b>	<b>\$256,134</b>	<b>100%</b>

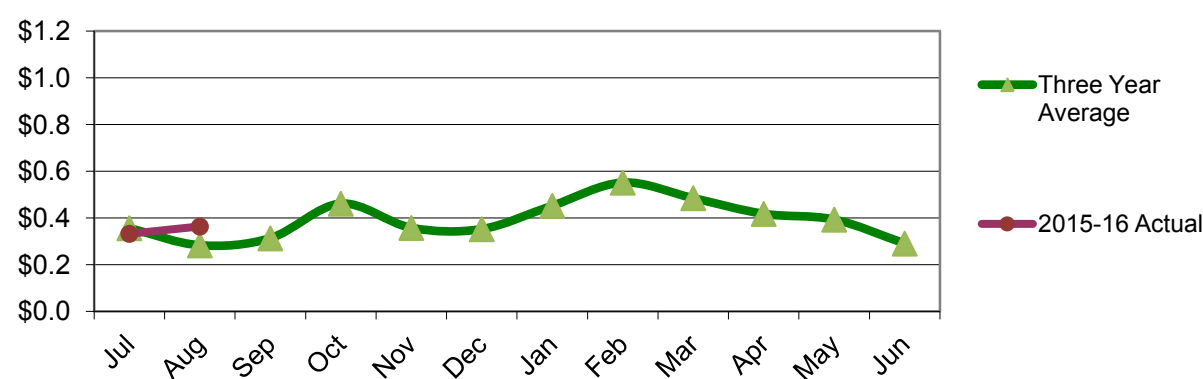
## Expo Program Revenue by Month

Shown in Millions



## Expo Program Expense by Month

Shown in Millions



# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

All Departments

August 2015

	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 Budget
<b>Operations</b>							
Charges for Services	2,080,195	1,251,655	3,676,094	2,946,351	24,711,900	124.77%	14.88%
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	2,144,055	676,264	4,353,966	2,397,564	16,325,143	181.60%	26.67%
Interest Earnings	(40,705)	-	(5,530)	50,219	91,000	-11.01%	-6.08%
413000 Hotel/Motel Tax	-	-	-	-	11,443,458	0.00%	0.00%
Lodging Tax	-	-	-	-	11,443,458	0.00%	0.00%
Miscellaneous Revenue	1,712	9,594	14,226	19,352	95,477	73.51%	14.90%
Transfers-R	(0)	(0)	(0)	(0)	1,015,132	0.00%	0.00%
Visitor Development Fund Alloc	-	-	-	-	2,215,901	0.00%	0.00%
<b>Total Revenues</b>	<b>4,185,258</b>	<b>1,937,513</b>	<b>8,038,755</b>	<b>5,413,485</b>	<b>57,239,742</b>	<b>148.50%</b>	<b>14.04%</b>
Capital Outlay	846	-	846	-	-	0.00%	0.00%
Food & Beverage Services	1,184,339	634,086	2,614,630	1,841,665	13,694,997	141.97%	19.09%
Materials and Services	1,042,426	1,041,507	1,698,740	1,760,607	15,484,426	96.49%	10.97%
Personnel Services	1,536,189	1,311,696	3,003,037	2,731,027	19,860,619	109.96%	15.12%
Transfers-E	328,045	294,300	810,049	707,488	9,001,335	114.50%	9.00%
Visitor Development Marketing	-	-	-	-	472,781	0.00%	0.00%
<b>Total Expenditures</b>	<b>4,091,846</b>	<b>3,281,589</b>	<b>8,127,302</b>	<b>7,040,787</b>	<b>58,514,158</b>	<b>115.43%</b>	<b>13.89%</b>
<b>Net Operations</b>	<b>93,412</b>	<b>(1,344,076)</b>	<b>(88,547)</b>	<b>(1,627,302)</b>	<b>(1,274,416)</b>		
<b>Capital</b>							
Contributions from Private Sources	-	-	-	-	372,501	0.00%	0.00%
Grants	(5,275)	-	-	-	-	0.00%	0.00%
Transfers-R	-	-	-	-	110,000	0.00%	0.00%
<b>Total Revenues</b>	<b>(5,275)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>482,501</b>	<b>0.00%</b>	<b>0.00%</b>
Capital Outlay	155,832	768,796	156,833	1,558,186	8,393,800	10.07%	1.87%
<b>Total Expenditures</b>	<b>155,832</b>	<b>768,796</b>	<b>156,833</b>	<b>1,558,186</b>	<b>8,393,800</b>	<b>10.07%</b>	<b>1.87%</b>
<b>Net Capital</b>	<b>(161,107)</b>	<b>(768,796)</b>	<b>(156,833)</b>	<b>(1,558,186)</b>	<b>(7,911,299)</b>		
<b>12 Month Fund Balance Increase</b>	<b>(67,695)</b>	<b>(2,112,872)</b>	<b>(245,379)</b>	<b>(3,185,488)</b>	<b>(9,185,715)</b>		

MERC Statement of Activity with Annual Budget  
Metropolitan Exposition-Recreation Commission  
Convention Center Operating Fund  
August 2015

	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
<b>Operations</b>							
Charges for Services	884,533	652,564	1,709,169	1,403,256	10,236,686	121.8%	16.7%
Enhanced Marketing VDF	-	-	-	-	472,781	0.0%	0.0%
Food and Beverage Revenue	1,489,988	508,508	3,430,932	1,681,644	11,750,000	204.0%	29.2%
Interest Earnings	(23,444)	-	(7,680)	17,511	30,000	-43.9%	-25.6%
Lodging Tax	-	-	-	-	10,097,485	0.0%	0.0%
Miscellaneous Revenue	(5,631)	1,206	3,044	2,595	16,000	117.3%	19.0%
Transfers-R	(58,987)	(58,987)	(117,974)	(117,974)	(66,242)	100.0%	178.1%
Visitor Development Fund Alloc	-	-	-	-	1,548,281	0.0%	0.0%
<b>Total Revenues</b>	<b>2,286,459</b>	<b>1,103,291</b>	<b>5,017,491</b>	<b>2,987,033</b>	<b>34,084,991</b>	<b>168.0%</b>	<b>14.7%</b>
Food & Beverage Services	970,168	454,246	2,162,548	1,304,210	9,815,867	165.8%	22.0%
Materials and Services	572,467	527,051	968,408	997,012	9,153,855	97.1%	10.6%
Personnel Services	794,436	733,307	1,616,030	1,485,810	10,737,796	108.8%	15.0%
Transfers-E	191,339	181,007	478,594	441,339	6,040,444	108.4%	7.9%
Visitor Development Marketing	-	-	-	-	472,781	0.0%	0.0%
<b>Total Expenditures</b>	<b>2,528,409</b>	<b>1,895,611</b>	<b>5,225,580</b>	<b>4,228,371</b>	<b>36,220,743</b>	<b>123.6%</b>	<b>14.4%</b>
<b>Net Operations</b>	<b>(241,950)</b>	<b>(792,320)</b>	<b>(208,090)</b>	<b>(1,241,338)</b>	<b>(2,135,752)</b>		
<b>Capital</b>							
Contributions from Private Sources	-	-	-	-	242,188	0.0%	0.0%
Grants	-	-	-	-	-	0.0%	0.0%
Transfers-R	-	-	-	-	650,000	0.0%	0.0%
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>892,188</b>	<b>0.0%</b>	<b>0.0%</b>
Capital Outlay	2,671	382,069	2,671	1,155,568	3,913,900	0.2%	0.1%
<b>Total Expenditures</b>	<b>2,671</b>	<b>382,069</b>	<b>2,671</b>	<b>1,155,568</b>	<b>3,913,900</b>	<b>0.2%</b>	<b>0.1%</b>
<b>Net Capital</b>	<b>(2,671)</b>	<b>(382,069)</b>	<b>(2,671)</b>	<b>(1,155,568)</b>	<b>(3,021,712)</b>		
<b>12 Month Fund Balance Increase</b>	<b>(244,622)</b>	<b>(1,174,390)</b>	<b>(210,761)</b>	<b>(2,396,906)</b>	<b>(5,157,464)</b>		

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland's Centers for the Arts Fund

August 2015

	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
<b>Operations</b>							
Charges for Services	1,057,171	421,525	1,582,749	1,103,292	10,091,678	143.5%	15.7%
Contributions from Governments	-	-	-	-	853,950	0.0%	0.0%
Food and Beverage Revenue	533,819	99,390	677,866	532,127	2,663,978	127.4%	25.4%
Interest Earnings	(7,598)	-	5,410	24,364	31,000	22.2%	17.5%
Lodging Tax	-	-	-	-	1,345,973	0.0%	0.0%
Miscellaneous Revenue	5,098	6,882	8,222	15,000	56,227	54.8%	14.6%
Transfers-R	(35,701)	(35,701)	(71,402)	(71,402)	(382,213)	100.0%	18.7%
Visitor Development Fund Alloc	-	-	-	-	667,620	0.0%	0.0%
<b>Total Revenues</b>	<b>1,552,790</b>	<b>492,095</b>	<b>2,202,846</b>	<b>1,603,381</b>	<b>15,328,213</b>	<b>137.4%</b>	<b>14.4%</b>
Food & Beverage Services	123,875	112,699	256,967	330,726	2,243,543	77.7%	11.5%
Materials and Services	360,780	319,906	602,286	500,028	4,368,968	120.5%	13.8%
Personnel Services	539,935	389,318	968,864	860,563	6,494,395	112.6%	14.9%
Transfers-E	97,369	71,871	217,623	167,023	1,219,558	130.3%	17.8%
<b>Total Expenditures</b>	<b>1,121,959</b>	<b>893,794</b>	<b>2,045,741</b>	<b>1,858,340</b>	<b>14,326,464</b>	<b>110.1%</b>	<b>14.3%</b>
<b>Net Operations</b>	<b>430,831</b>	<b>(401,699)</b>	<b>157,105</b>	<b>(254,959)</b>	<b>1,001,749</b>		
<b>Capital</b>							
Contributions from Private Sources	-	-	-	-	58,125	0.0%	0.0%
Grants	(5,275)	-	-	-	-	0.0%	0.0%
<b>Total Revenues</b>	<b>(5,275)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>58,125</b>	<b>0.0%</b>	<b>0.0%</b>
Capital Outlay	117,868	361,726	118,868	377,316	3,156,100	31.5%	3.8%
<b>Total Expenditures</b>	<b>117,868</b>	<b>361,726</b>	<b>118,868</b>	<b>377,316</b>	<b>3,156,100</b>	<b>31.5%</b>	<b>3.8%</b>
<b>Net Capital</b>	<b>(123,143)</b>	<b>(361,726)</b>	<b>(118,868)</b>	<b>(377,316)</b>	<b>(3,097,975)</b>		
<b>12 Month Fund Balance Increase</b>	<b>307,688</b>	<b>(763,425)</b>	<b>38,236</b>	<b>(632,276)</b>	<b>(2,096,226)</b>		

# MERC Statement of Activity with Annual Budget

## Metropolitan Exposition-Recreation Commission

### Expo Fund

August 2015

	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
<b>Operations</b>							
Charges for Services	138,490	177,544	384,176	439,781	4,383,536	87.4%	8.8%
Contributions from Private Sources	-	-	-	-	15,000	0.0%	0.0%
Food and Beverage Revenue	120,248	68,366	245,167	183,793	1,911,165	133.4%	12.8%
Interest Earnings	(4,783)	-	(1,509)	4,542	18,000	-33.2%	-8.4%
Miscellaneous Revenue	2,246	1,507	2,960	1,757	23,250	168.4%	12.7%
Transfers-R	(10,278)	(10,278)	(20,556)	(20,556)	203,997	100.0%	-10.1%
<b>Total Revenues</b>	<b>245,922</b>	<b>237,139</b>	<b>610,238</b>	<b>609,317</b>	<b>6,554,948</b>	<b>100.2%</b>	<b>9.3%</b>
Food & Beverage Services	90,296	67,141	195,114	206,729	1,635,587	94.4%	11.9%
Materials and Services	104,077	143,573	112,930	200,054	1,482,018	56.4%	7.6%
Personnel Services	129,038	122,536	272,627	251,279	1,797,467	108.5%	15.2%
Transfers-E	39,337	41,422	113,832	99,126	1,741,333	114.8%	6.5%
<b>Total Expenditures</b>	<b>362,748</b>	<b>374,672</b>	<b>694,503</b>	<b>757,187</b>	<b>6,656,405</b>	<b>91.7%</b>	<b>10.4%</b>
<b>Net Operations</b>	<b>(116,826)</b>	<b>(137,533)</b>	<b>(84,264)</b>	<b>(147,871)</b>	<b>(101,457)</b>		
<b>Capital</b>							
Contributions from Private Sources	-	-	-	-	72,188	0.0%	0.0%
Grants	-	-	-	-	-	0.0%	0.0%
Transfers-R	-	-	-	-	280,000	0.0%	0.0%
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>352,188</b>	<b>0.0%</b>	<b>0.0%</b>
Capital Outlay	35,293	25,000	35,293	25,302	1,323,800	139.5%	2.7%
<b>Total Expenditures</b>	<b>35,293</b>	<b>25,000</b>	<b>35,293</b>	<b>25,302</b>	<b>1,323,800</b>	<b>139.5%</b>	<b>2.7%</b>
<b>Net Capital</b>	<b>(35,293)</b>	<b>(25,000)</b>	<b>(35,293)</b>	<b>(25,302)</b>	<b>(971,612)</b>		
<b>12 Month Fund Balance Increase</b>	<b>(152,119)</b>	<b>(162,533)</b>	<b>(119,557)</b>	<b>(173,172)</b>	<b>(1,073,069)</b>		

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

MERC Admin Sub Fund

August 2015

	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
<b>Operations</b>							
Charges for Services	-	22	-	22	-	0.0%	0.0%
Interest Earnings	(4,879)	-	(1,751)	3,801	12,000	-46.1%	-14.6%
Transfers-R	104,966	104,966	209,932	209,932	1,259,590	100.0%	16.7%
<b>Total Revenues</b>	<b>100,086</b>	<b>104,988</b>	<b>208,181</b>	<b>213,755</b>	<b>1,271,590</b>	<b>97.4%</b>	<b>16.4%</b>
Capital Outlay	846	-	846	-	-	0.0%	0.0%
Materials and Services	5,103	50,976	15,116	63,514	479,585	23.8%	3.2%
Personnel Services	72,780	66,536	145,516	133,376	830,961	109.1%	17.5%
Transfers-E	-	-	-	-	-	0.0%	0.0%
<b>Total Expenditures</b>	<b>78,730</b>	<b>117,511</b>	<b>161,478</b>	<b>196,890</b>	<b>1,310,546</b>	<b>82.0%</b>	<b>12.3%</b>
<b>Net Operations</b>	<b>21,357</b>	<b>(12,524)</b>	<b>46,702</b>	<b>16,865</b>	<b>(38,956)</b>		
<b>Capital</b>							
Transfers-R	-	-	-	-	(820,000)	0.0%	0.0%
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(820,000)</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Net Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(820,000)</b>		
<b>12 Month Fund Balance Increase</b>	<b>21,357</b>	<b>(12,524)</b>	<b>46,702</b>	<b>16,865</b>	<b>(858,956)</b>		

# MERC Visitor Venues

## Events-Performances-Attendance

FY 2015-16

	August 2014		August 2015		Net Change from Prior Year		August 2015	
OCC	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Tradeshows/Conventions	4	13,439	5	16,106	1	2,667	1,965,558	86%
Consumer Public Shows	8	6,495	4	4,279	(4)	(2,216)	143,507	6%
Miscellaneous					-	-		0%
Miscellaneous -In-House	13	179	18	279	5	100	4,148	0%
Meetings	5	1,990	9	1,599	4	(391)	91,832	4%
Catering	1	20	1	872	-	852	69,585	3%
<b>Totals</b>	<b>31</b>	<b>22,123</b>	<b>37</b>	<b>23,135</b>	<b>6</b>	<b>1,012</b>	<b>\$ 2,274,630</b>	<b>100%</b>

	August 2014		August 2015		Net Change from Prior Year		August 2015	
Expo Center	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Consumer Public Shows	3	5,984	-	-	(3)	(5,984)	5,591	2%
<i>Cirque Du Soleil</i>	-	-	-	-	-	-		0%
Miscellaneous	9	6,364	7	11,456	(2)	5,092	124,653	49%
Meetings	1	20	1	15	-	(5)	502	0%
Catering	-	-	-	-	-	-		0%
Tradeshows/Conventions	-	-	1	12,203	1	12,203	125,388	49%
<b>Totals</b>	<b>13</b>	<b>12,368</b>	<b>9</b>	<b>23,674</b>	<b>(4)</b>	<b>11,306</b>	<b>\$ 256,134</b>	<b>100%</b>
<b>Totals w/Cirque du Soleil</b>	<b>13</b>	<b>12,368</b>	<b>9</b>	<b>23,674</b>	<b>(4)</b>	<b>11,306</b>	<b>\$ 256,134</b>	<b>100%</b>

	August 2014		August 2015		Net Change from Prior Year		August 2015	
Portland '5	Performances	Attendance	Performances	Attendance	Performances	Attendance	Revenue	% of Rev.
Commercial (Non-Broadway)	9	24,385	7	12,357	(2)	(12,028)	462,213	30%
Broadway	-	-	25	68,235	25	68,235	1,007,181	65%
Resident Company	-	-	5	1,029	5	1,029	2,815	0%
Non-Profit	6	1,209	4	1,039	(2)	(170)	57,785	4%
Promoted/Co-Promoted	8	2453	6	2,247	(2)	(206)	3,806	0%
Student	6	308	6	217	-	(91)	938	0%
Miscellaneous	-	-	1	95	1	95	9,022	1%
<b>Totals</b>	<b>29</b>	<b>28,355</b>	<b>54</b>	<b>85,219</b>	<b>25</b>	<b>56,864</b>	<b>\$ 1,543,760</b>	<b>100%</b>

## MERC Food and Beverage Margins

August 2015

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actual	Prior Year to Date Actual	Annual Budget
<b>Convention Center Operating Fund</b>					
Food and Beverage Revenue	1,489,988	508,508	3,430,932	1,681,644	11,750,000
Food & Beverage Services	970,168	454,246	2,162,548	1,304,210	9,815,867
Food and Beverage Gross Margin	519,820	54,262	1,268,384	377,434	1,934,133
Food and Beverage Gross Margin %	34.89%	10.67%	36.97%	22.44%	16.46%
<b>Portland'5 Centers for the Arts Fund</b>					
Food and Beverage Revenue	533,819	99,390	677,866	532,127	2,663,978
Food & Beverage Services	123,875	112,699	256,967	330,726	2,243,543
Food and Beverage Gross Margin	409,945	(13,309)	420,899	201,401	420,435
Food and Beverage Gross Margin %	76.79%	-13.39%	62.09%	37.85%	15.78%
<b>Expo Fund</b>					
Food and Beverage Revenue	120,248	68,366	245,167	183,793	1,911,165
Food & Beverage Services	90,296	67,141	195,114	206,729	1,635,587
Food and Beverage Gross Margin	29,951	1,225	50,053	(22,936)	275,578
Food and Beverage Gross Margin %	24.91%	1.79%	20.42%	-12.48%	14.42%
<b>MERC Fund Total</b>					
Food and Beverage Revenue	2,144,055	676,264	4,353,966	2,397,564	16,325,143
Food & Beverage Services	1,184,339	634,086	2,614,630	1,841,665	13,694,997
Food and Beverage Gross Margin	959,717	42,178	1,739,336	555,899	2,630,146
Food and Beverage Gross Margin %	44.76%	6.24%	39.95%	23.19%	16.11%



# MERC Statement of Fund Balances and Reserves

August 2015

	FY 2016 Through August	FY 2015 Through August	FY 2015 Through June	FY 2016 Annual Budget
<b><u>Oregon Convention Center</u></b>				
Beginning Fund Balance	18,574,045	14,769,677	14,769,677	14,174,771
Fund Balance Inc (Dec)	(210,761)	(2,396,906)	3,804,368	(3,553,564)
<b>Ending Fund Balance</b>	<b>18,363,284</b>	<b>12,372,771</b>	<b>18,574,045</b>	<b>10,621,207</b>
<i>Contingency - Operating</i>				1,500,000
<i>Contingency - New Capital-Business Strategy</i>				1,274,078
<i>Contingency - Renewal &amp; Replacement</i>				7,847,129
<b>Ending Fund Balance</b>				<b>10,621,207</b>
<b><u>Portland's Centers for the Arts</u></b>				
Beginning Fund Balance	10,622,451	9,837,692	9,837,692	8,789,652
Fund Balance Inc (Dec)	38,236	(632,276)	784,759	(1,380,726)
<b>Ending Fund Balance</b>	<b>10,660,687</b>	<b>9,205,416</b>	<b>10,622,451</b>	<b>7,408,926</b>
<i>Contingency - Operating</i>				600,000
<i>Contingency - New Capital-Business Strategy</i>				1,957,300
<i>Contingency - Renewal &amp; Replacement</i>				4,851,626
<b>Ending Fund Balance</b>				<b>7,408,926</b>
<b><u>Expo</u></b>				
Beginning Fund Balance	3,167,865	3,367,237	3,367,237	3,039,644
Fund Balance Inc (Dec)	(119,557)	(173,172)	(199,372)	(610,969)
<b>Ending Fund Balance</b>	<b>3,048,308</b>	<b>3,194,065</b>	<b>3,167,865</b>	<b>2,428,675</b>
<i>Contingency - Operating</i>				350,000
<i>Contingency - New Capital-Business Strategy</i>				2,078,675
<i>Contingency - Renewal &amp; Replacement</i>				-
<b>Ending Fund Balance</b>				<b>2,428,675</b>
<b><u>MERC Administration</u></b>				
Beginning Fund Balance	8,001,481	4,085,353	4,085,353	4,349,393
Fund Balance Inc (Dec)	46,702	16,865	3,916,128	(858,956)
<b>Ending Fund Balance</b>	<b>8,048,183</b>	<b>4,102,218</b>	<b>8,001,481</b>	<b>3,490,437</b>
<i>Contingency - Operating</i>				65,000
<i>Contingency - Renewal &amp; Replacement</i>				811,772
<i>Contingency - TLT Pooled Capital</i>				2,613,665
<b>Ending Fund Balance</b>				<b>3,490,437</b>
<b><u>MERC Fund</u></b>				
Beginning Fund Balance	40,365,842	32,059,959	32,059,959	30,353,460
Fund Balance Inc (Dec)	(245,379)	(3,185,488)	8,305,883	(6,404,215)
<b>Ending Fund Balance</b>	<b>40,120,463</b>	<b>28,874,471</b>	<b>40,365,842</b>	<b>23,949,245</b>

---

# **MERC Commission Meeting**

---

October 7, 2015  
12:45 pm

---

7.0 Proposed Changes to  
MERC Personnel Policies

---

## SUMMARY OF PROPOSED PERSONNEL POLICIES FOR PRESENTATION TO MERC COMMISSION

October 7, 2015

Below are the draft policies for your review. The proposed Sick Leave for Non-represented Benefits Eligible Employees and Temporary and Variable Hour Employees Policies are intended to supersede those listed from the Metro Employee Handbook (EO #88) and the MERC Personnel Policies Handbook (8/1/07). Sick Leave for Non-represented Variable Hour and Temporary Employees Policy is new.

Policy	Existing MERC Policy	Existing Metro Policy	Applicable Legal Provisions	Policy Summary/Explanation of Change	Fiscal Impact	Business Impact
<b>Sick Leave for Non-represented Variable Hour and Temporary Employees</b>	N/A	N/A	SB 454 Mandatory Sick Leave	Provides up to 40 hours of paid sick leave annually for non-represented temporary and variable hour employees to use for personal and family members' illnesses, medical appointments and care; domestic violence leave for employees and public health emergency.	Estimated cost of unproductive time: \$85,637 - \$342,547	Some impact on providing services and coverage.
<b>Temporary and Variable Hour Employees (Non-Represented)</b>	All Metro Policy issued 11/11	All Metro Policy issued 11/11	N/A	Defines temporary employee, creates new definition of variable hour employee which includes seasonal employees and event driven employees.	Should not have impact	Minimal
<b>Sick Leave for Non-represented Benefits Eligible Employees</b>	MERC Personnel Policies (2007), Section 16.3.	E. O. 88 (2005), Section 26.	SB 454 Mandatory Sick Leave	Current policy applies to all permanent Metro (non-MERC) employees, and all full-time MERC. This policy applies to all non-represented benefits eligible employees. Represented	Minimal or none	Minimal or none

				employees receive sick leave through union contracts or sick leave for temporary/variable hour employee policy. Transferred leave for Metro (non-MERC) is being moved to a new policy that is in process. Also modified to comply with SB 454.		
--	--	--	--	--	--	--



## Metro | Policies and procedures

**DRAFT**  
9/17/15

**Subject** Sick Leave for Non-represented Variable Hour and Temporary Employees  
**Section** Human Resources  
**Approved by**

---

### **POLICY**

*Metro provides paid sick leave to non-represented variable hour and temporary employees in accordance with this policy.*

---

### **Applicable to**

All non-represented variable hour and temporary employees.

*The availability of sick leave for represented employees is determined by the applicable collective bargaining agreement.*

### **Definitions**

**Qualifying Family Member:** An employee's spouse, domestic partner, parent, parent-in-law, step parent, and in loco parentis; biological, adopted, step and foster child; grandchild, grandparent and grandparent-in-law; sibling and any other person for which the employee is a legal guardian; or as otherwise required by law.

**Temporary:** Temporary employees are hired to staff vacant, budgeted positions due to an employee's absence, to fulfill unbudgeted additional staffing needs as they arise or to fulfill seasonal needs. Temporary employees may not work more than 1040 hours per year, measured from the original hire date. For the purposes of this policy, interns paid by Metro are treated like temporary employees, except interns may exceed 1040 hours in a twelve month period (Interns who are students and provided employment opportunities for financial or vocational training through secondary or post-secondary educational institutions work study programs are not eligible for paid sick leave.)

**Variable Hour:** Variable hour employees are hired and scheduled for work as needed and to staff and support events at Metro and MERC facilities/venues. Variable hour employees include non-represented, part-time MERC employees. Variable hour employees' work schedules will be determined by business needs and may result in a period of routine and ongoing scheduling or more sporadic scheduling. Non-represented variable hour employees have no guarantee of a minimum or maximum number of work hours, nor are they limited to a certain number of work hours per year.

## Guidelines

1. Non-represented variable hour and temporary employees may earn and use paid sick leave based on their hours worked.
2. Employees must comply with attendance and call-in expectations for their position as outlined in procedures below. Misuse of sick leave may be grounds for discipline, up to and including termination.

## Procedures

1. Rate of accrual: Non-represented variable hour and temporary employees accrue paid sick leave at a rate of .05 hours per hour paid. Employees may accrue up to a maximum of forty (40) hours. Employees who reach the 40-hour maximum stop accruing sick leave until they use accrued sick leave and their accrual drops below the 40-hour maximum. Once an employee's accrual balance drops below the 40-hour maximum, the employee will begin accruing sick leave again based on hours paid. Sick leave shall not accrue during unpaid time.
2. Eligibility for Use:
  - a. Employees shall be eligible to use earned sick leave after 60 calendar days of service.
  - b. Sick leave cannot be used until the beginning of the pay period after which it is accrued.
3. Notification: For unforeseen absences, employees unable to report to work shall contact their supervisor and report the reason for their absence pursuant to their department notification procedures, unless it is not practicable to provide notice. Employees are then required to provide notice as soon as practicable. For foreseeable absences, employees should notify their supervisor of their need to use sick leave at least 10 days in advance. For qualifying unforeseeable leaves, employees should provide notice as soon as is practicable.
4. Reasons for sick leave use:

Employees may use accrued sick leave:

  - a. For mental or physical illness, injury or health condition, medical care, diagnosis and treatment, or preventive medical care of a mental or physical illness, injury or health condition, for themselves or for a qualifying family member.
  - b. When leave is authorized under the federal Family and Medical Leave Act (FMLA) or Oregon Family Leave Act (OFLA), the provisions of Metro's Family and Medical Leave Policy will apply.
  - c. To address domestic violence, harassment, sexual assault, or stalking in accordance with state law and Metro's Domestic Violence, Sexual Assault, Criminal Harassment and Stalking Protections Policy.
  - d. In the event of a public health emergency, which includes closure of the school or place of care of the employee's child, or by order of a public official due to a public health emergency.
5. Documentation: An employee's supervisor may require the employee to provide a note from a health care provider or other professional supporting the need for leave in the following situations:
  - a. If the employee takes more than three consecutive scheduled workdays of sick time.
  - b. If the employee is suspected of misusing and/or abusing sick time.

Medical verification shall be provided within 15 calendar days after the supervisor requests the verification. Metro will pay any reasonable costs for providing medical verification or certification.

6. Rate of Pay: Sick leave will be paid at the employee's regular rate of pay for that job and for the hours the employee was scheduled to work on that day.
7. Unused Sick Leave at Termination: An employee's accrued sick leave will not be paid out upon termination, resignation, retirement or other separation from employment.
8. Reinstatement: Employees re-employed within 180 days of termination will have their accrued sick leave balance restored. Employees who leave Metro employment prior to 60 days after initial date of hire and return within 180 days of termination, shall be entitled to begin using their accrued sick leave after their total combined period of employment with Metro exceeds 60 days.
9. Reporting of Sick Leave to PERS: Metro shall participate in the PERS unused sick leave program. Metro shall report the number of unused sick leave hours to PERS as provided in ORS 238.350. As a result, once an employee is terminated from the agency, there is no carry-over of sick leave hours should the employee be rehired at a later date except as provided in the paragraph above regarding reinstatement within 180 days.
10. Written Notification of Accruals: Metro will provide notification on employees' pay statements of the amount of accrued and unused sick time available for use by an employee.
11. Misuse of sick leave: May be grounds for discipline, up to and including termination.

## **Responsibilities**

### Employees:

- Notify your supervisor as soon as possible of your absence for unforeseen absences following attendance and call-in policies applicable to your work group.
- For planned absences, when possible provide at least ten (10) days advance notice.
- For unforeseen qualifying leaves, provide notice as soon as is practicable.
- If advance notice of sick leave has not been requested, provide medical verification of need for sick leave within fifteen (15) days after supervisor or HR requests it.
- Code leave appropriately in Metro's timekeeping system. Use sick leave for approved purposes only.

### Supervisors:

- Request supporting documentation if needed to substantiate the employee's need for leave when employee has been absent for more than three (3) consecutive days or you have reason to believe the employee is misusing or abusing sick leave. (Note: Metro may need to pay costs of requesting documentation from medical provider that are not covered by health care benefits.)
- Address misuse of sick leave with employees in a timely manner, consulting with Human Resources as needed.
- Approve or deny advance requests for sick leave and notify the employee as soon as possible. You may not deny, interfere with, restrain or fail to authorize sick time to which an employee is entitled.

- You may not require employees using accrued sick leave to find replacement for or make-up their scheduled hours.
- You may not retaliate or in any way discriminate against an employee with respect to any term or condition of employment because the employee has inquired about, requested or taken sick time.
- Ensure that leave is coded appropriately in Metro's timekeeping system.

### **Conformity with State Law**

The application of this policy is intended to comply with state law. Human Resources will notify employees of changes in guidelines/procedure for use of sick leave pending issuance of state regulations.





Metro | *People places. Open spaces.*

DRAFT  
9/21/15

**Subject** Non-Represented Temporary and Variable Hour Employee Policy  
**Section** Human Resources  
**Approved by**

---

## **POLICY**

*Metro hires non-represented temporary and variable hour employees to meet short-term, event driven or seasonal workload needs that are vital to the organization.*

---

## **Applicable to**

All non-represented employees who are hired to work in temporary or variable hour assignments, and applicants who are not currently employed by Metro.

*Represented temporary and/or variable hour employees are covered by the provisions of the applicable collective bargaining agreement.*

## **Definitions**

**Temporary:** Temporary employees are hired to staff vacant, budgeted positions due to an employee's absence, to fulfill unbudgeted additional staffing needs as they arise or to fulfill seasonal needs. Temporary employees may not work more than 1040 hours per year, measured from the original hire date. For the purposes of this policy, interns paid by Metro are treated like temporary employees, except that interns may exceed 1040 hours in a twelve month period.

**Variable Hour:** Variable hour employees are hired and scheduled for work as needed and to staff and support events at Metro and MERC facilities/venues. Variable hour employees include non-represented, part-time MERC employees. Variable hour employees' work schedules will be determined by business needs and may result in a period of routine and ongoing scheduling or more sporadic scheduling. Non-represented variable hour employees have no guarantee of a minimum or maximum number of work hours, nor are they limited to a certain number of work hours per year.

**Regular Employee:** An employee who is appointed to fill a budgeted position, has passed a probationary period, and who is not temporary or variable hour.

**Competitive recruitment:** A recruitment for which a candidate submitted an application through an open recruitment process (either internal or external), interviewed for a position, and was selected for the position.

## Guidelines

1. Temporary positions are not intended to undermine the competitive recruitment process, to replace regular employees, or to diminish regular employees' wages, hours or other conditions of work. Temporary employees are typically hired to ensure coverage of on-going business needs during a temporary vacancy of that position or during temporary employee absences; to provide additional staffing during peak seasons such as summer; or to perform necessary tasks or projects for which regular staffing is not available or suitable.
2. Temporary and variable hour employees are only eligible for an 'internal only' recruitment when hired as a result of a competitive recruitment. Temporary and variable hour employees work at-will, and are not guaranteed any set number of hours.

## Procedures

1. Hiring Temporary and Variable Hour Employees:
  - a. A hiring manager will notify Human Resources when a need for a temporary or variable hour employee arises. Human Resources typically will conduct a competitive recruitment for temporary and variable hour employees unless Human Resources approves to hiring using an alternative method under (b.).
  - b. If the department's need for temporary assistance is urgent, Human Resources will: 1) contact a temporary agency, typically a qualified rehabilitation facility, to request qualified candidates; or 2) assist the hiring manager to directly appoint a person to the temporary position provided the candidate possesses the specialized knowledge, skills and abilities required for the role.
2. Background checks: All temporary or variable hour employees are required to pass a background check prior to employment regardless of the recruitment method used.
3. Terms of employment:
  - a. Human Resources will complete employment confirmation letters for departments for all temporary or variable hour positions. Employment confirmation letters should clearly state employment terms including the start date and anticipated end date of the position. If the end date is not certain, the duration of employment will not exceed 1040 hours within 12 months from date of hire.
  - b. The initial rate of pay for temporary and variable hour employees will be set pursuant to Metro's Compensation Policy.
  - c. The department and Human Resources will ensure that any pay adjustments will be applied consistently to prevent inequity and adverse impact. With budget approval, supervisors have discretion to increase an employee's pay above the minimum pay or step in the respective range after a one year period of time, upon an annual seasonal rehire, or upon rehire into the same classification.
4. Classification: In cases where a temporary employee is not fulfilling the full responsibilities of a regular classification employee, Human Resources, in consultation with the department, may create temporary classifications at a lower pay range.

## **Responsibilities**

### Employee:

- Be aware of number of hours worked.

### Supervisor:

- Anticipate and budget total costs of temporary and variable hour hires. This assessment includes potential PERS and unemployment costs.
- At the start of employment, a manager should indicate if a temporary or variable hour employee is projected to reach the PERS threshold of 600 hours and 12 months of service, and manage hours appropriately.
- Ensure that a temporary employee's period of employment does not exceed the 1040 hour limit.
- If there is an emergency that may make it necessary to use a temporary employee for more than 1040 hours, prior to exceeding the limit, request approval from the department director and Human Resources to extend the hours.
- Ensure that temporary employees near or at the 1040 hour limit are not scheduled to work until twelve or more months after their original start date unless human resources, and the appropriate union if applicable, approves the extension of hours..
- Ensure there is a distinction between regular staff and temporary staff with clear roles and responsibilities. Make it clear to all regular staff what the appropriate duties are for temporary employees.
- When work is offered to a temporary or variable hour employee and they decline the offer or report in advance that they will be unavailable for work, make note of that information and report it to Human Resources.
- Notify Human Resources when you know that a temporary employee will not be returning or be called back to work. Human Resources will then terminate the employee from the Human Resource Information System.

#### Human Resources:

- Manage and conduct competitive recruitments for temporary and variable hour employees.
- Draft employment confirmation letters for the managers for temporary and variable hour employees.
- When supervisor with approval of department director requests an emergency extension of a temporary employees hours in excess of 1040, if appropriate, approach union for agreement on extension of hours.
- Track all temporary hours based on hours from time of hire and notify departments and hiring managers appropriately.
- Terminate temporary and variable hour employees who have not worked any hours during previous twelve (12) months.

#### **References**

Recruitment and Selection Manual



## Metro | Policies and procedures

**DRAFT**  
**9/21/15**

**Subject**  
**Section**  
**Approved by**

Sick Leave for Non-Represented Benefits-Eligible Employees  
**Human Resources**

---

### **POLICY**

*Metro provides non-represented benefits-eligible regular and limited duration employees with paid sick leave for use by the employee or a qualifying family member in the event of illness, domestic violence related absences, bereavement leave and as otherwise allowed by law.*

---

### **Applicable to**

All non-represented benefits-eligible regular and limited duration employees.

*Paid sick leave may be available for represented employees as determined by the applicable collective bargaining agreement.*

### **Definitions**

Qualifying Family Member: An employee's spouse or domestic partner; biological, adopted or foster parent or child; parent-in-law; stepparent, grandchild, grandparent and grandparent-in-law; sibling and any other person for which the employee is a legal guardian or is in a relationship of in loco parentis; or as otherwise required by law.

### **Guidelines**

1. Benefits-eligible regular status and limited duration employees will accrue sick leave with pay at a rate of .05 hours per hour paid up to a maximum of 104 hours per year for a full-time employee. There is no limit on an employee's maximum accrued sick leave balance.
  - a. For benefits-eligible part-time employees, leave accruals will be prorated according to the employee's assigned work hours (FTE).
  - b. Leave under this policy is distinct from unpaid protected sick leave for which the employee may be qualified under the Oregon Family Leave Act, federal Family and Medical Leave Act, or other laws. If leave granted under this policy is also covered by OFLA/FMLA, the two types of leave will run concurrently as allowed by law. Please see Metro's Family and Medical Leave policy for more information.

### **Procedures**

1. Employees shall be eligible to use sick leave at the beginning of the pay period after which it is accrued.
2. Reasons for sick leave use:

Employees may use accrued sick leave:

- a. For mental or physical illness, injury or health condition, medical care, diagnosis and treatment, or preventive medical care of a mental or physical illness, injury or health condition, for themselves or for a qualifying family member.
  - b. When leave is authorized under the federal Family and Medical Leave Act (FMLA) or Oregon Family Leave Act (OFLA), the provisions of Metro's Family and Medical Leave Policy will apply.
  - c. To address domestic violence, harassment, sexual assault, or stalking in accordance with state law and Metro's Domestic Violence, Sexual Assault, Criminal Harassment and Stalking Protections Policy.
  - d. In the event of a public health emergency which includes closure of the school or place of care of the employee's child, or by order of a public official due to a public health emergency.
3. Sick Leave Notification: For unforeseen absences, employees unable to report to work shall contact their supervisor and report the reason for their absence pursuant to their department notification procedures, unless it is not practicable to provide notice. Employees are then required to provide notice as soon as practicable. For foreseeable absences, employees should request notice at least 10 days notice in advance.
  4. Sick Leave Use in Conjunction with Workers' Compensation: An employee on a Workers' Compensation claim may elect to receive full net wages in paid sick leave while also receiving time loss payments. Employees who are receiving Workers' Compensation payments for an injury or illness may use sick leave to equal the difference between the Workers' Compensation payment for lost time to bring the employee to full net take-home pay for the pay period. In such instances, Metro will prorate charges against the employee's accrued sick leave. When an employee receives payments from Workers' Compensation and sick leave that exceed the employee's net pay, the employee will reimburse Metro for the overpayment of sick leave paid. Metro and the employee will work out a repayment plan for reimbursement. Upon repayment of the total amount of the excess, the employee's sick leave account shall be credited with that portion of the sick leave repaid.
  5. Documentation: An employee's supervisor may require the employee to provide a note from a health care provider or other professional supporting the need for leave in the following situations:
    - a. If the employee takes more than three consecutive scheduled workdays of sick time.
    - b. If the employee is suspected of misusing and/or abusing sick time.Medical verification shall be provided within 15 calendar days after the supervisor requests the verification. Metro will pay any reasonable costs for providing medical verification or certification.
  6. Rate of Pay: Sick leave will be paid at the employee's regular rate of pay for that job, for the hours the employee was scheduled to work on that day.
  7. Written Notification of Accruals: Metro will provide notification on employees' pay statements of the amount of accrued and unused sick time available for use by an employee.
  8. Misuse of sick leave: May be grounds for discipline, up to and including termination.

Metro shall not conclude that any employee has misused sick leave without first notifying the employee in writing that the employee appears to be misusing sick leave, and giving the employee an opportunity to respond.

9. Infrequent Absences of Exempt Employees: When an exempt employee has an absence of four or more hours, such absences will be tracked in the leave management system and covered through the use of available leave accruals as appropriate for the situation.

Infrequent absences of less than four hours by an exempt employee that does not negatively impact expected work performance or productivity will not be covered through the use of leave accruals. In addition, this section would not apply if an employee has received prior approval from their manager to flex their schedule in a given workweek.

10. Sick Leave Incentive: Regular full-time employees who use twenty-four (24) hours or less of sick leave within one fiscal year period shall accrue eight (8) additional hours of vacation leave in exchange for eight (8) hours of sick leave at the end of the fiscal year period. Regular part-time employees who use twenty-four (24) hours or less of sick leave within one fiscal year period shall accrue up to eight (8) additional hours of vacation leave based on their FTE, in exchange for the same number of sick leave hours at the end of the fiscal year period.
11. Unused Sick Leave at Termination: No payment for accrued sick leave shall be provided for any employee upon termination, resignation, retirement or other separation from employment for any reason. Metro shall participate in the PERS unused sick leave program as provided in ORS 238.350. Metro shall report the number of unused sick leave hours to PERS for use in the calculation of the employee's final average salary.
12. Reinstatement: Employees re-employed within 180 days of termination will have their accrued sick leave balance restored up to 80 hours. Employees who leave Metro employment prior to 60 days after initial date of hire and return within 180 days of termination, shall be entitled to begin using their accrued sick leave after their total combined period of employment with Metro exceeds 60 days.

## **Responsibilities**

### Employee:

- Notify supervisor of unplanned absences in accordance with work unit or department procedures.
- For planned absences, when possible provide at least ten (10) days advance notice.
- For unforeseen qualifying leaves, provide notice as soon as is practicable.
- If advance notice of sick leave has not been requested, provide medical verification of need for sick leave within fifteen (15) days after supervisor or HR requests it.
- Code leave appropriately in Metro's timekeeping system.

### Supervisor and Department Director:

- Request supporting documentation if needed to substantiate the employee's need for leave when employee has been absent for more than three (3) consecutive days or you have reason to believe the employee is abusing sick leave. (Note: Metro may need to pay costs of requesting documentation from medical provider that are not covered by health care benefits.)

- Address misuse of sick leave with employees in a timely manner, consulting with Human Resources as needed.
- Approve or deny advance requests for sick leave and notify the employee as soon as possible. You may not deny, interfere with, restrain or fail to authorize sick time to which an employee is entitled.
- May not require employees using accrued sick leave to find replacement for or make-up their scheduled hours.
- May not retaliate or in any way or discriminate against an employee with respect to any term or condition of employment because the employee has inquired about, requested or taken sick time.
- Ensure that leave is coded appropriately in Metro's timekeeping system.

Human Resources Department:

- Provide guidance and information as needed.

### **References**

Metro Family and Medical Leave policy

Domestic Violence, Sexual Assault, Criminal Harassment and Stalking Protections Policy

### **Conformity with State Law**

The application of this policy is intended to comply with state law. Human Resources will notify employees of changes in guidelines/procedure for use of sick leave pending issuance of state regulations.



---

# **MERC Commission Meeting**

---

October 7, 2015  
12:45 pm

---

8.0 Consent Agenda

---

**Metropolitan Exposition Recreation Commission**  
**Record of MERC Commission Actions**  
September 2, 2015  
Portland Expo Center, Room E101-102

<b>Present:</b>	Elisa Dozono, Terry Goldman, Judie Hammerstad, Deidra Krys-Rusoff, Ray Leary, Karis Stoudamire-Phillips, Metro Council Liaison Sam Chase
<b>Absent:</b>	None
	A regular meeting of the Metropolitan Exposition-Recreation Commission was called to order by Chair Terry Goldman at 12:50 p.m.
<b>1.0</b>	<b>QUORUM CONFIRMED</b> A quorum of Commissioners was present
<b>2.0</b>	<b>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b> <ul style="list-style-type: none"> <li>None</li> </ul>
<b>3.0</b>	<b>COMMISSION/COUNCIL LIAISON COMMUNICATIONS</b> <ul style="list-style-type: none"> <li>Council Liaison, Sam Chase, provided an update on the Metro Balanced Scorecard.</li> <li>Commissioner Goldman announced that he will attend the Congressional Black Caucus activities in Washington, D.C. with Travel Portland later in the month.</li> </ul>
<b>4.0</b>	<b>METRO DEPUTY COO COMMUNICATIONS</b> Scott Robinson, Metro Deputy COO and Interim Visitor Venues General Manager, provided updates to the Commission including: <ul style="list-style-type: none"> <li>Final meeting of Expo Internal Advisory Committee was held last month. At the October MERC meeting, the options and opportunities will be presented in a work session format.</li> <li>City of Portland has completed its facility assessment of P'5. The report will be available next month.</li> <li>City of Portland has approved a resolution nominating Mr. Damien R. Hall to the MERC Commission. Metro Council will consider his appointment to MERC in the consent agenda at its meeting on September 17.</li> <li>OCC will celebrate 25 years of service to the community on September 22 with a Client Appreciation event.</li> </ul>
<b>5.0</b>	<b>FINANCIAL REPORT AND YEAR-END UPDATE</b> Benjamin Rowe reported on year-end business results for the venues and provided an update on venue finances to the Commission. Rowe presented a copy of Metro's FY16 budget documents and a "FY16 Budget in Brief" book to Commission Chair Goldman and Secretary-Treasurer Stoudamire-Phillips. <ul style="list-style-type: none"> <li>Commissioner Krys-Rusoff asked several clarifying questions regarding MERC finances. All were answered by Rowe and/or the venue directors.</li> </ul>
<b>7.0</b>	<i>(As Councilor Chase needed to depart the meeting at 1:30, the FOTA Project Update was moved forward in the agenda to allow Chase the opportunity to hear progress on the report and participate in discussion.)</i> <b>FOTA PROJECT UPDATE</b> <ul style="list-style-type: none"> <li>Stephanie Soden, Director of Communications and Strategic Development for MERC Visitor Venues, and Chip Lazenby, FOTA Task Force meeting facilitator, presented an update and draft version of the Task</li> </ul>

	<p>Force report to the MERC GM for discussion.</p> <ul style="list-style-type: none"> <li>• Commissioner Stoudamire-Phillips presented the Task Force’s supplemental recommendation to the MERC GM stating that the group felt it was needed in addition to the boundary changes and income thresholds – the initial assignments given the Task Force.</li> <li>• Commissioners discussed the recommendations and provided some input for how funding for the supplemental recommendation might be achieved.</li> <li>• Stephanie Soden stated that the next Task Force meeting will focus on the Convention Center Hotel and will include staff from Mortenson Construction who will share plans for achieving contracting targets.</li> <li>• The MERC GM will present the commission with final recommendations emanating from the FOTA Task Force Report to the MERC GM following the conclusion of the task force meetings and delivery of the report to the MERC GM.</li> </ul> <p><i>Councilor Chase departed the meeting at 1:30 p.m.</i></p>
<b>6.0</b>	<p><b>TRAVEL PORTLAND FOURTH QUARTER REVIEW</b></p> <p>Brian McCartin of Travel Portland presented fourth quarter results.</p> <ul style="list-style-type: none"> <li>• Commissioner Dozono inquired whether Travel Portland could break down its contracting results to report on which contractors were minorities, which were women and which were emerging small businesses.</li> </ul> <p>McCartin stated that he would get those numbers for the commission.</p> <ul style="list-style-type: none"> <li>• Commissioner Leary asked for additional information on converted business leads with minority groups.</li> </ul> <p>McCartin stated that he will forward the information to the commission.</p>
<b>8.0</b>	<p><b>EQUITY STRATEGY AND ACTION PLAN UPDATE</b></p> <p>Patty Unfred, Metro Diversity, Equity and Inclusion Program (DEI) Director, and Juan Carlos Ocana-Chiu, Metro Equity Program Manager, updated the Commission on the plan to focus equity strategy on outcomes for communities of color. The approach is known as CORE (Centering On Racial Equity).</p> <ul style="list-style-type: none"> <li>• Ocana-Chiu spoke to the hand-out titled “Racial Disparities Snapshot” which provides statistics supportive of the CORE approach.</li> <li>• Unfred noted that the DEI program will focus on equitable contracting and recruitment across the agency.</li> <li>• Commissioners offered several suggestions for what they thought a successful equity strategy would look like for MERC.</li> <li>• Commissioner Hammerstad requested follow-up on the Unconscious Bias training held in May.</li> </ul>
<b>10.0</b>	<p><i>As there was a technical delay, Chair Goldman moved to the Consent Agenda.</i></p> <p><b>CONSENT AGENDA</b></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• August 5, 2015 MERC Record of Actions</li> <li>• Ethics form for Chair Goldman’s trip to the Travel Portland Congressional Black Caucus events in Washington, D.C. in September 2015</li> </ul> <p>A motion was made by Commissioner Hammerstad and seconded by Commissioner Dozono to approve the Consent Agenda.</p> <p>VOTING:     AYE: 6 (Hammerstad, Leary, Krys-Rusoff, Stoudamire-Phillips, Dozono, Goldman)                      NAY: 0                      MOTION PASSED</p>
<b>9.0</b>	<p><b>AFFIRMATIVE ACTION REPORT</b></p> <p>Mary Rowe, Director of Metro HR, presented an overview of Metro’s recently updated Affirmative Action Program.</p>

<p><b>11.0</b></p> <p><b>11.1</b></p>	<p><b>ACTION AGENDA</b></p> <p><b>Resolution 15-17</b> For the purpose of approving changes to the MERC Personnel Policies.</p> <p>Mary Rowe presented policy changes which update MERC’s Classification and Compensation plan.</p> <p>A motion was made by Commissioner Leary and seconded by Commissioner Stoudamire-Phillips to approve the resolution as presented.</p> <p>VOTING:     AYE: 6 (Goldman, Dozono, Hammerstad, Leary, Krys-Rusoff, Stoudamire-Phillips)</p> <p>                  NAY: 0</p> <p>                  MOTION PASSED</p>
	<p>As there was no further business to come before the Commission, the meeting was adjourned at 2:35 pm.</p>

---

# **MERC Commission Meeting**

---

October 7, 2015  
12:45 pm

---

9.0 Action Agenda

---

**METROPOLITAN EXPOSITION-RECREATION COMMISSION**

**Resolution No. 15-18**

**For The Purpose of Approving Facility Rental Rates for the Fiscal Years of 2016-17, 2017-18, and 2018-19 at the Portland Expo Center (Expo).**

**WHEREAS**, the Metropolitan Exposition Recreation Commission (Commission) sets the rental rates for Commission facilities; and

**WHEREAS**, Expo staff recommends that the Commission increase Expo's rental rates in accordance with the market and other considerations regarding discounted space.

**BE IT THEREFORE RESOLVED** that the Commission approves the Expo's facility rental rates for fiscal years 2016-17, 2017-18, 2018-19 as set forth in Exhibit A.

Passed by the Commission on October 7, 2015.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer

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

By: \_\_\_\_\_  
Ashley McCarron, Senior Attorney

### **MERC Staff Report**

**Agenda Item/Issue:** Approval of Portland Expo Center (Expo) facility rental rates for the fiscal years of 2016-17, 2017-18, and 2018-19.

**Resolution No.:** 15-18

**Date:** October 7, 2015

**Presented by:** Matthew P. Rotchford

**Background:** As previously described at MERC Commission meetings held on January 4, 2012 and again on April 3, 2013, the Expo Center facility rates have undergone a lengthy review and evaluation. This process included a “re-set” of facility rates in keeping with their original intentions for multiple-use hall discounting as well as industry rate reviews. In addition, staff is implementing specific recommendations made in the Hunden Report (2014) that create a set of standard discount and yield management methods for the sales team to utilize with new and developing events.

During the development of the FY16 budget, with increased revenue enhancement as a core goal, staff formulated these recommendations to attract new business to the Expo Center during off-peak times. These techniques are to be used at the discretion of the sales manager and at the approval of the Expo Center Director. Staff completed an in-depth survey of facility rental rates at several other venues and determined that the Expo Center remains very competitive in the region while still offering a significant value for a myriad of customers.

At the prior MERC Commission meetings mentioned, the Commission took steps for corrective reduction of discounts and for staff to develop a multi-year rental rate recommendation. These efforts have proven very successful for qualified events that are both 180,000 square feet or larger and with clients who have been with MERC facilities for 15 continuous years or longer. Having multiple year agreements in place has saved many hours of staff time, allowing the sales team to focus on bringing new business to Expo and allowing Expo to plan advance marketing campaigns for the benefit of its clients and the facility.

In keeping with this methodology, staff has reviewed the previously approved 2013-2016 rate detail and has provided a schedule of rental rates for fiscal years 2017-2019 for your consideration. Overall, this allows for standard 3% increases for individual areas and modest increases in outdoor exhibition space, plus the new package of discounts. This also secures the Expo’s major client base while focusing sales efforts on developing new business.

**Fiscal impact:** This action anticipates an overall increase in rental revenues through focused attention on the combination of hall discounting, multi-year pricing procedures and standard room rental increases of 3% per fiscal year from 2017-2019. The prior 3-year agreement effort produced over **\$3 million** in rental revenues during that time period.

**Recommendation:** Staff recommends that the Metropolitan Exposition Recreation Commission approve the Portland Expo Center Facility rental rates as presented for fiscal years 2017-2019.

Locations	Fiscal Year FY16	Percentage Increase	Dollar Increase	Total with Increase	Total Rounded	Percentage Increase	Dollar Increase	Square Footage	Cost Per Square Footage
<b>Exhibit Halls</b>									
A	2,710	3.00%	81	2,791	2,790	2.95%	80	48,000	0.058
B	2,140	3.00%	64	2,204	2,205	3.04%	65	36,000	0.061
C	3,525	3.00%	106	3,631	3,630	2.98%	105	60,000	0.061
D1	2,875	3.00%	86	2,961	2,960	2.96%	85	36,000	0.082
D2	2,875	3.00%	86	2,961	2,960	2.96%	85	36,000	0.082
D	5,750	3.00%	173	5,923	5,920	2.96%	170	72,000	0.082
E1	4,250	3.00%	128	4,378	4,380	3.06%	130	54,000	0.081
E2	4,250	3.00%	128	4,378	4,380	3.06%	130	54,000	0.081
E	8,500	3.00%	255	8,755	8,760	3.06%	260	108,000	0.081
<b>Meeting Rooms</b>									
A101	220	3.00%	7	227	225	2.27%	5	700	0.321
D101	155	3.00%	5	160	160	3.23%	5	494	0.324
D102	130	3.00%	4	134	135	3.85%	5	330	0.409
D101-2	285	3.00%	9	294	295	3.51%	10	824	0.358
D201	395	3.00%	12	407	405	2.53%	10	1,300	0.312
D202	220	3.00%	7	227	225	2.27%	5	784	0.287
D203	220	3.00%	7	227	225	2.27%	5	812	0.277
D204	220	3.00%	7	227	225	2.27%	5	784	0.287
D205	160	3.00%	5	165	165	3.13%	5	204	0.809
D202-3	440	3.00%	13	453	450	2.27%	10	1,596	0.282
D202-4	660	3.00%	20	680	675	2.27%	15	2,380	0.284
D203-4	440	3.00%	13	453	450	2.27%	10	1,596	0.282
D201-4	1,055	3.00%	32	1,087	1,087	3.03%	32	3,680	0.295
D201-5	1,215	3.00%	36	1,251	1,245	2.47%	30	3,884	0.321
E101	165	3.00%	5	170	170	3.03%	5	525	0.324
E102	195	3.00%	6	201	200	2.56%	5	600	0.333
E101-2	360	3.00%	11	371	370	2.78%	10	1,125	0.329

Locations	Fiscal Year FY16	Percentage Increase	Dollar Increase	Total with Increase	Total Rounded	Percentage Increase	Dollar Increase	Square Footage	Cost Per Square Footage
<b>Miscellaneous</b>									
Connector	360	3.00%	11	371	370	2.78%	10	4,500	0.082
East Hall	680	3.00%	20	700	700	2.94%	20	4,400	0.159
A Lobby	435	3.00%	13	448	450	3.45%	15	4,400	0.102
A Lounge	205	3.00%	6	211	210	2.44%	5	1,500	0.140
D Lobby	1,910	3.00%	57	1,967	1,970	3.14%	60	6,400	0.308
D Lounge	560	3.00%	17	577	580	3.57%	20	1,240	0.468
E Lobby	2,140	3.00%	64	2,204	2,205	3.04%	65	7,200	0.306
<b>Parking Lots</b>									
All Parking Lots	17,675	0.00%	-	17,678	17,675	0.00%	-	803,556	0.022 *
Boneyard	360	3.00%	10	370	370	2.78%	10	16,000	0.023
Lower Parking Lot 1 East	1,615	0.00%	-	1,613	1,615	0.00%	-	73,300	0.022 *
Lower Parking Lot 1 West	3,050	0.00%	-	3,049	3,050	0.00%	-	138,600	0.022 *
Lower Parking Lot 1	4,660	0.00%	-	4,662	4,660	0.00%	-	211,900	0.022 *
Lower Parking Lot 2	2,155	0.00%	-	2,156	2,155	0.00%	-	98,000	0.022 *
Lower Parking Lot 3	3,233	0.00%	-	3,234	3,233	0.00%	-	147,000	0.022 *
Lower Parking Lot 1-2	6,820	0.00%	-	6,818	6,820	0.00%	-	309,900	0.022 *
Lower Parking Lot 1-2-3	10,050	0.00%	-	10,052	10,050	0.00%	-	456,900	0.022 *
Lower Parking Lot 1W-2	5,205	0.00%	-	5,205	5,205	0.00%	-	236,600	0.022 *
Lower Parking Lot 1W-2-3	8,440	0.00%	-	8,439	8,440	0.00%	-	383,600	0.022 *
Upper Parking Lot 1	1,890	0.00%	-	1,892	1,890	0.00%	-	86,000	0.022 *
Upper Parking Lot 2	950	0.00%	-	950	950	0.00%	-	43,200	0.022 *
Upper Parking Lot 3	870	0.00%	-	871	870	0.00%	-	39,600	0.022 *
Upper Parking Lot 4	3,915	0.00%	-	3,913	3,915	0.00%	-	177,856	0.022 *
Upper Parking Lot 4 South	460	0.00%	-	462	460	0.00%	-	21,000	0.022 *
Upper Parking Lot 1-2	2,840	0.00%	-	2,842	2,840	0.00%	-	129,200	0.022 *
Upper Parking Lot 2-3	1,820	0.00%	-	1,822	1,820	0.00%	-	82,800	0.022 *
Upper Parking Lot 1-2-3	3,715	0.00%	-	3,714	3,715	0.00%	-	168,800	0.022 *
Upper Parking Lot 1-2-3-4	7,625	0.00%	-	7,626	7,625	0.00%	-	346,656	0.022 *
Upper Parking Lot Plaza	360	3.00%	11	371	370	2.78%	10	11,300	0.033



Locations	Fiscal Year FY16	Percentage Increase	Dollar Increase	Total with Increase	Total Rounded	Percentage Increase	Dollar Increase	Square Footage	Cost Per Square Footage
<b>Exhibit Halls</b>									
A	3,325	3.00%	100	3,425	3,425	3.01%	100	48,000	0.071
B	2,480	3.00%	74	2,554	2,555	3.02%	75	36,000	0.071
C	4,175	3.00%	125	4,300	4,300	2.99%	125	60,000	0.072
D1	3,420	3.00%	103	3,523	3,525	3.07%	105	36,000	0.098
D2	3,420	3.00%	103	3,523	3,525	3.07%	105	36,000	0.098
D	6,840	3.00%	205	7,045	7,050	3.07%	210	72,000	0.098
E1	5,010	3.00%	150	5,160	5,160	2.99%	150	54,000	0.096
E2	5,010	3.00%	150	5,160	5,160	2.99%	150	54,000	0.096
E	10,020	3.00%	301	10,321	10,320	2.99%	300	108,000	0.096
<b>Meeting Rooms</b>									
A101	220	3.00%	7	227	225	2.27%	5	700	0.321
D101	155	3.00%	5	160	160	3.23%	5	494	0.324
D102	130	3.00%	4	134	135	3.85%	5	330	0.409
D101-2	285	3.00%	9	294	295	3.51%	10	824	0.358
D201	395	3.00%	12	407	410	3.80%	15	1300	0.315
D202	220	3.00%	7	227	225	2.27%	5	784	0.287
D203	220	3.00%	7	227	225	2.27%	5	784	0.287
D204	220	3.00%	7	227	225	2.27%	5	784	0.287
D205	160	3.00%	5	165	165	3.13%	5	204	0.809
D202-3	440	3.00%	13	453	450	2.27%	10	1568	0.287
D202-4	660	3.00%	15	675	675	2.27%	15	2352	0.287
D203-4	440	3.00%	13	453	450	2.27%	10	1568	0.287
D201-4	1,055	3.00%	32	1,087	1,085	2.84%	30	3652	0.297
D201-5	1,215	3.00%	36	1,251	1,250	2.88%	35	3856	0.324
E101	165	3.00%	5	170	170	3.03%	5	525	0.324
E102	195	3.00%	6	201	200	2.56%	5	600	0.333
E101-2	360	3.00%	11	371	370	2.78%	10	1125	0.329

Locations	Fiscal Year FY16	Percentage Increase	Dollar Increase	Total with Increase	Total Rounded	Percentage Increase	Dollar Increase	Square Footage	Cost Per Square Footage
<b>Miscellaneous</b>									
Connector	360	3.00%	11	371	370	2.78%	10	4,500	0.082
East Hall	780	3.00%	23	803	800	2.56%	20	4,400	0.182
A Lobby	465	3.00%	14	479	480	3.23%	15	4,400	0.109
A Lounge	220	3.00%	7	227	225	2.27%	5	1,500	0.150
D Lobby	2,000	3.00%	60	2,060	2,060	3.00%	60	6,400	0.322
D Lounge	560	3.00%	17	577	575	2.68%	15	1,240	0.464
E Lobby	2,250	3.00%	68	2,318	2,320	3.11%	70	7,200	0.322
<b>Parking Lots</b>									
All Parking Lots	16,875	4.74%	800	17,678	17,675	4.74%	800	803,556	0.022 *
Boneyard	360	3.00%	11	371	370	2.78%	10	16,000	0.023
Lower Parking Lot 1 East	1,540	4.87%	75	1,613	1,615	4.87%	75	73,300	0.022 *
Lower Parking Lot 1 West	2,910	4.81%	140	3,049	3,050	4.81%	140	138,600	0.022 *
Lower Parking Lot 1	4,450	4.72%	210	4,662	4,660	4.72%	210	211,900	0.022 *
Lower Parking Lot 2	2,060	4.61%	95	2,156	2,155	4.61%	95	98,000	0.022 *
Lower Parking Lot 3	3,085	4.80%	148	3,234	3,233	4.80%	148	147,000	0.022 *
Lower Parking Lot 1-2	6,510	4.76%	310	6,818	6,820	4.76%	310	309,900	0.022 *
Lower Parking Lot 1-2-3	9,595	4.74%	455	10,052	10,050	4.74%	455	456,900	0.022 *
Lower Parking Lot 1W-2	4,970	4.73%	235	5,205	5,205	4.73%	235	236,600	0.022 *
Lower Parking Lot 1W-2-3	8,055	4.78%	385	8,439	8,440	4.78%	385	383,600	0.022 *
Upper Parking Lot 1	1,805	4.71%	85	1,892	1,890	4.71%	85	86,000	0.022 *
Upper Parking Lot 2	905	4.97%	45	950	950	4.97%	45	43,200	0.022 *
Upper Parking Lot 3	830	4.82%	40	871	870	4.82%	40	39,600	0.022 *
Upper Parking Lot 4	3,735	4.82%	180	3,913	3,915	4.82%	180	177,856	0.022 *
Upper Parking Lot 4 South	440	4.55%	20	462	460	4.55%	20	21,000	0.022 *
Upper Parking Lot 1-2	2,710	4.80%	130	2,842	2,840	4.80%	130	129,200	0.022 *
Upper Parking Lot 2-3	1,740	4.60%	80	1,822	1,820	4.60%	80	82,800	0.022 *
Upper Parking Lot 1-2-3	3,545	4.80%	170	3,714	3,715	4.80%	170	168,800	0.022 *
Upper Parking Lot 1-2-3-4	7,280	4.74%	345	7,626	7,625	4.74%	345	346,656	0.022 *
Upper Parking Lot Plaza	360	3.00%	11	371	370	2.78%	10	11,300	0.033

Locations	Fiscal Year FY17	Percentage Increase	Dollar Increase	Total with Increase	Total Rounded	Percentage Increase	Dollar Increase	Square Footage	Cost Per Square Footage
<b>Exhibit Halls</b>									
A	2,790	3.00%	84	2,874	2,875	3.05%	85	48,000	0.060
B	2,205	3.00%	66	2,271	2,270	2.95%	65	36,000	0.063
C	3,630	3.00%	109	3,739	3,740	3.03%	110	60,000	0.062
D1	2,960	3.00%	89	3,049	3,050	3.04%	90	36,000	0.085
D2	2,960	3.00%	89	3,049	3,050	3.04%	90	36,000	0.085
D	5,920	3.00%	178	6,098	6,100	3.04%	180	72,000	0.085
E1	4,380	3.00%	131	4,511	4,510	2.97%	130	54,000	0.084
E2	4,380	3.00%	131	4,511	4,510	2.97%	130	54,000	0.084
E	8,760	3.00%	263	9,023	9,020	2.97%	260	108,000	0.084
<b>Meeting Rooms</b>									
A101	225	3.00%	7	232	230	2.22%	5	700	0.329
D101	160	3.00%	5	165	165	3.13%	5	494	0.334
D102	135	3.00%	4	139	140	3.70%	5	330	0.424
D101-2	295	3.00%	9	304	305	3.39%	10	824	0.370
D201	405	3.00%	12	417	420	3.70%	15	1,300	0.323
D202	225	3.00%	7	232	230	2.22%	5	784	0.293
D203	225	3.00%	7	232	230	2.22%	5	812	0.283
D204	225	3.00%	7	232	230	2.22%	5	784	0.293
D205	165	3.00%	5	170	170	3.03%	5	204	0.833
D202-3	450	3.00%	14	464	460	2.22%	10	1,596	0.288
D202-4	675	3.00%	20	695	690	2.22%	15	2,380	0.290
D203-4	450	3.00%	14	464	460	2.22%	10	1,596	0.288
D201-4	1,080	3.00%	32	1,112	1,110	2.78%	30	3,680	0.302
D201-5	1,245	3.00%	37	1,282	1,280	2.81%	35	3,884	0.330
E101	170	3.00%	5	175	175	2.94%	5	525	0.333
E102	200	3.00%	6	206	205	2.50%	5	600	0.342
E101-2	370	3.00%	11	381	380	2.70%	10	1,125	0.338

Locations	Fiscal Year FY17	Percentage Increase	Dollar Increase	Total with Increase	Total Rounded	Percentage Increase	Dollar Increase	Square Footage	Cost Per Square Footage
<b>Miscellaneous</b>									
Connector	370	3.00%	11	381	380	2.70%	10	4,500	0.084
East Hall	700	3.00%	21	721	825	17.86%	125	4,400	0.188
A Lobby	450	3.00%	14	464	495	10.00%	45	4,400	0.113
A Lounge	210	3.00%	6	216	235	11.90%	25	1,500	0.157
D Lobby	1,970	3.00%	59	2,029	2,120	7.61%	150	6,400	0.331
D Lounge	580	3.00%	17	597	590	1.72%	10	1,240	0.476
E Lobby	2,205	3.00%	66	2,271	2,390	8.39%	185	7,200	0.332
<b>Parking Lots</b>									
All Parking Lots	17,675	4.55%	805	18,482	18,480	4.55%	805	803,556	0.023 *
Boneyard	370	3.00%	11	381	380	2.70%	10	16,000	0.024
Lower Parking Lot 1 East	1,615	4.33%	70	1,686	1,685	4.33%	70	73,300	0.023 *
Lower Parking Lot 1 West	3,050	4.59%	140	3,188	3,190	4.59%	140	138,600	0.023 *
Lower Parking Lot 1	4,660	4.61%	215	4,874	4,875	4.61%	215	211,900	0.023 *
Lower Parking Lot 2	2,155	4.64%	100	2,254	2,255	4.64%	100	98,000	0.023 *
Lower Parking Lot 3	3,233	4.55%	147	3,381	3,380	4.55%	147	147,000	0.023 *
Lower Parking Lot 1-2	6,820	4.55%	310	7,128	7,130	4.55%	310	309,900	0.023 *
Lower Parking Lot 1-2-3	10,050	4.58%	460	10,509	10,510	4.58%	460	456,900	0.023 *
Lower Parking Lot 1W-2	5,205	4.51%	235	5,442	5,440	4.51%	235	236,600	0.023 *
Lower Parking Lot 1W-2-3	8,440	4.50%	380	8,823	8,820	4.50%	380	383,600	0.023 *
Upper Parking Lot 1	1,890	4.76%	90	1,978	1,980	4.76%	90	86,000	0.023 *
Upper Parking Lot 2	950	4.74%	45	994	995	4.74%	45	43,200	0.023 *
Upper Parking Lot 3	870	4.60%	40	911	910	4.60%	40	39,600	0.023 *
Upper Parking Lot 4	3,915	4.47%	175	4,091	4,090	4.47%	175	177,856	0.023 *
Upper Parking Lot 4 South	460	4.35%	20	483	480	4.35%	20	21,000	0.023 *
Upper Parking Lot 1-2	2,840	4.58%	130	2,972	2,970	4.58%	130	129,200	0.023 *
Upper Parking Lot 2-3	1,820	4.67%	85	1,904	1,905	4.67%	85	82,800	0.023 *
Upper Parking Lot 1-2-3	3,715	4.44%	165	3,882	3,880	4.44%	165	168,800	0.023 *
Upper Parking Lot 1-2-3-4	7,625	4.52%	345	7,973	7,970	4.52%	345	346,656	0.023 *
Upper Parking Lot Plaza	370	3.00%	11	381	380	2.70%	10	11,300	0.034

Locations	Fiscal Year FY17	Percentage Increase	Dollar Increase	Total with Increase	Total Rounded	Percentage Increase	Dollar Increase	Square Footage	Cost Per Square Footage
<b>Exhibit Halls</b>									
A	3,425	3.00%	103	3,528	3,525	2.92%	100	48,000	0.073
B	2,555	3.00%	77	2,632	2,630	2.94%	75	36,000	0.073
C	4,300	3.00%	129	4,429	4,430	3.02%	130	60,000	0.074
D1	3,525	3.00%	106	3,631	3,630	2.98%	105	36,000	0.101
D2	3,525	3.00%	106	3,631	3,630	2.98%	105	36,000	0.101
D	7,050	3.00%	212	7,262	7,260	2.98%	210	72,000	0.101
E1	5,160	3.00%	155	5,315	5,315	3.00%	155	54,000	0.098
E2	5,160	3.00%	155	5,315	5,315	3.00%	155	54,000	0.098
E	10,320	3.00%	310	10,630	10,630	3.00%	310	108,000	0.098
<b>Meeting Rooms</b>									
A101	225	3.00%	7	232	230	2.22%	5	700	0.329
D101	160	3.00%	5	165	165	3.13%	5	494	0.334
D102	135	3.00%	4	139	140	3.70%	5	330	0.424
D101-2	295	3.00%	9	304	305	3.39%	10	824	0.370
D201	410	3.00%	12	422	420	2.44%	10	1300	0.323
D202	225	3.00%	7	232	230	2.22%	5	784	0.293
D203	225	3.00%	7	232	230	2.22%	5	784	0.293
D204	225	3.00%	7	232	230	2.22%	5	784	0.293
D205	165	3.00%	5	170	170	3.03%	5	204	0.833
D202-3	450	3.00%	14	464	460	2.22%	10	1568	0.293
D202-4	675	3.00%	20	695	690	2.22%	15	2352	0.293
D203-4	450	3.00%	14	464	460	2.22%	10	1568	0.293
D201-4	1,085	3.00%	33	1,118	1,110	2.30%	25	3652	0.304
D201-5	1,250	3.00%	38	1,288	1,280	2.40%	30	3856	0.332
E101	170	3.00%	5	175	175	2.94%	5	525	0.333
E102	200	3.00%	6	206	205	2.50%	5	600	0.342
E101-2	370	3.00%	11	381	380	2.70%	10	1125	0.338

Locations	Fiscal Year FY17	Percentage Increase	Dollar Increase	Total with Increase	Total Rounded	Percentage Increase	Dollar Increase	Square Footage	Cost Per Square Footage
<b>Miscellaneous</b>									
Connector	370	3.00%	11	381	380	2.70%	10	4,500	0.084
East Hall	800	3.00%	24	824	825	3.13%	25	4,400	0.188
A Lobby	480	3.00%	14	494	495	3.13%	15	4,400	0.113
A Lounge	230	3.00%	7	237	235	2.17%	5	1,500	0.157
D Lobby	2,060	3.00%	62	2,122	2,120	2.91%	60	6,400	0.331
D Lounge	575	3.00%	17	592	590	2.61%	15	1,240	0.476
E Lobby	2,320	3.00%	70	2,390	2,390	3.02%	70	7,200	0.332
<b>Parking Lots</b>									
All Parking Lots	17,675	4.55%	805	18,482	18,480	4.55%	805	803,556	0.023 *
Boneyard	370	3.00%	11	360	380	2.70%	10	16,000	0.024
Lower Parking Lot 1 East	1,615	4.33%	70	1,686	1,685	4.33%	70	73,300	0.023 *
Lower Parking Lot 1 West	3,050	4.59%	140	3,188	3,190	4.59%	140	138,600	0.023 *
Lower Parking Lot 1	4,660	4.61%	215	4,874	4,875	4.61%	215	211,900	0.023 *
Lower Parking Lot 2	2,155	4.64%	100	2,254	2,255	4.64%	100	98,000	0.023 *
Lower Parking Lot 3	3,233	4.55%	147	3,381	3,380	4.55%	147	147,000	0.023 *
Lower Parking Lot 1-2	6,820	4.55%	310	7,128	7,130	4.55%	310	309,900	0.023 *
Lower Parking Lot 1-2-3	10,050	4.58%	460	10,509	10,510	4.58%	460	456,900	0.023 *
Lower Parking Lot 1W-2	5,205	4.51%	235	5,442	5,440	4.51%	235	236,600	0.023 *
Lower Parking Lot 1W-2-3	8,440	4.50%	380	8,823	8,820	4.50%	380	383,600	0.023 *
Upper Parking Lot 1	1,890	4.76%	90	1,978	1,980	4.76%	90	86,000	0.023 *
Upper Parking Lot 2	950	4.74%	45	994	995	4.74%	45	43,200	0.023 *
Upper Parking Lot 3	870	4.60%	40	911	910	4.60%	40	39,600	0.023 *
Upper Parking Lot 4	3,915	4.47%	175	4,091	4,090	4.47%	175	177,856	0.023 *
Upper Parking Lot 4 South	460	4.35%	20	483	480	4.35%	20	21,000	0.023 *
Upper Parking Lot 1-2	2,840	4.58%	130	2,972	2,970	4.58%	130	129,200	0.023 *
Upper Parking Lot 2-3	1,820	4.67%	85	1,904	1,905	4.67%	85	82,800	0.023 *
Upper Parking Lot 1-2-3	3,715	4.44%	165	3,882	3,880	4.44%	165	168,800	0.023 *
Upper Parking Lot 1-2-3-4	7,625	4.52%	345	7,973	7,970	4.52%	345	346,656	0.023 *
Upper Parking Lot Plaza	370	3.00%	11	381	380	2.70%	10	11,300	0.034

Locations	Fiscal Year FY18	Percentage Increase	Dollar Increase	Total with Increase	Total Rounded	Percentage Increase	Dollar Increase	Square Footage	Cost Per Square Footage
<b>Exhibit Halls</b>									
A	2,875	3.00%	86	2,961	2,960	2.96%	85	48,000	0.062
B	2,270	3.00%	68	2,338	2,340	3.08%	70	36,000	0.065
C	3,740	3.00%	112	3,852	3,850	2.94%	110	60,000	0.064
D1	3,050	3.00%	92	3,142	3,140	2.95%	90	36,000	0.087
D2	3,050	3.00%	92	3,142	3,140	2.95%	90	36,000	0.087
D	6,100	3.00%	183	6,283	6,280	2.95%	180	72,000	0.087
E1	4,510	3.00%	135	4,645	4,645	2.99%	135	54,000	0.086
E2	4,510	3.00%	135	4,645	4,645	2.99%	135	54,000	0.086
E	9,020	3.00%	271	9,291	9,290	2.99%	270	108,000	0.086
<b>Meeting Rooms</b>									
A101	230	3.00%	7	237	235	2.17%	5	700	0.336
D101	165	3.00%	5	170	170	3.03%	5	494	0.344
D102	140	3.00%	4	144	145	3.57%	5	330	0.439
D101-2	305	3.00%	9	314	315	3.28%	10	824	0.382
D201	420	3.00%	13	433	430	2.38%	10	1,300	0.331
D202	230	3.00%	7	237	235	2.17%	5	784	0.300
D203	230	3.00%	7	237	235	2.17%	5	812	0.289
D204	230	3.00%	7	237	235	2.17%	5	784	0.300
D205	170	3.00%	5	175	175	2.94%	5	204	0.858
D202-3	460	3.00%	14	474	470	2.17%	10	1,596	0.294
D202-4	690	3.00%	21	711	705	2.17%	15	2,380	0.296
D203-4	460	3.00%	14	474	470	2.17%	10	1,596	0.294
D201-4	1,110	3.00%	33	1,143	1,135	2.25%	25	3,680	0.308
D201-5	1,280	3.00%	38	1,318	1,310	2.34%	30	3,884	0.337
E101	175	3.00%	5	180	180	2.86%	5	525	0.343
E102	205	3.00%	6	211	210	2.44%	5	600	0.350
E101-2	380	3.00%	11	391	390	2.63%	10	1,125	0.347

Locations	Fiscal Year FY17	Percentage Increase	Dollar Increase	Total with Increase	Total Rounded	Percentage Increase	Dollar Increase	Square Footage	Cost Per Square Footage
<b>Miscellaneous</b>									
Connector	380	3.00%	11	391	390	2.63%	10	4,500	0.087
East Hall	825	3.00%	25	850	850	3.03%	25	4,400	0.193
A Lobby	495	3.00%	15	510	510	3.03%	15	4,400	0.116
A Lounge	235	3.00%	7	242	240	2.13%	5	1,500	0.160
D Lobby	2,120	3.00%	64	2,184	2,185	3.07%	65	6,400	0.341
D Lounge	590	3.00%	18	608	610	3.39%	20	1,240	0.492
E Lobby	2,390	3.00%	72	2,462	2,460	2.93%	70	7,200	0.342
<b>Parking Lots</b>									
All Parking Lots	18,480	0.00%	-	18,482	18,480	0.00%	-	803,556	0.023 *
Boneyard	380	3.00%	11	391	390	2.63%	10	16,000	0.024
Lower Parking Lot 1 East	1,685	0.00%	-	1,686	1,685	0.00%	-	73,300	0.023 *
Lower Parking Lot 1 West	3,190	0.00%	-	3,188	3,190	0.00%	-	138,600	0.023 *
Lower Parking Lot 1	4,875	0.00%	-	4,874	4,875	0.00%	-	211,900	0.023 *
Lower Parking Lot 2	2,255	0.00%	-	2,254	2,255	0.00%	-	98,000	0.023 *
Lower Parking Lot 3	3,380	0.00%	-	3,381	3,380	0.00%	-	147,000	0.023 *
Lower Parking Lot 1-2	7,130	0.00%	-	7,128	7,130	0.00%	-	309,900	0.023 *
Lower Parking Lot 1-2-3	10,510	0.00%	-	10,509	10,510	0.00%	-	456,900	0.023 *
Lower Parking Lot 1W-2	5,440	0.00%	-	5,442	5,440	0.00%	-	236,600	0.023 *
Lower Parking Lot 1W-2-3	8,820	0.00%	-	8,823	8,820	0.00%	-	383,600	0.023 *
Upper Parking Lot 1	1,980	0.00%	-	1,978	1,980	0.00%	-	86,000	0.023 *
Upper Parking Lot 2	995	0.00%	-	994	995	0.00%	-	43,200	0.023 *
Upper Parking Lot 3	910	0.00%	-	911	910	0.00%	-	39,600	0.023 *
Upper Parking Lot 4	4,090	0.00%	-	4,091	4,090	0.00%	-	177,856	0.023 *
Upper Parking Lot 4 South	480	0.00%	-	483	480	0.00%	-	21,000	0.023 *
Upper Parking Lot 1-2	2,970	0.00%	-	2,972	2,970	0.00%	-	129,200	0.023 *
Upper Parking Lot 2-3	1,905	0.00%	-	1,904	1,905	0.00%	-	82,800	0.023 *
Upper Parking Lot 1-2-3	3,880	0.00%	-	3,882	3,880	0.00%	-	168,800	0.023 *
Upper Parking Lot 1-2-3-4	7,970	0.00%	-	7,973	7,970	0.00%	-	346,656	0.023 *
Upper Parking Lot Plaza	380	3.00%	11	391	390	2.63%	10	11,300	0.035

Locations	Fiscal Year FY18	Percentage Increase	Dollar Increase	Total with Increase	Total Rounded	Percentage Increase	Dollar Increase	Square Footage	Cost Per Square Footage
<b>Exhibit Halls</b>									
A	3,525	3.00%	106	3,631	3,630	2.98%	105	48,000	0.076
B	2,630	3.00%	79	2,709	2,710	3.04%	80	36,000	0.075
C	4,430	3.00%	133	4,563	4,560	2.93%	130	60,000	0.076
D1	3,630	3.00%	109	3,739	3,740	3.03%	110	36,000	0.104
D2	3,630	3.00%	109	3,739	3,740	3.03%	110	36,000	0.104
D	7,260	3.00%	218	7,478	7,480	3.03%	220	72,000	0.104
E1	5,315	3.00%	159	5,474	5,475	3.01%	160	54,000	0.101
E2	5,315	3.00%	159	5,474	5,475	3.01%	160	54,000	0.101
E	10,630	3.00%	319	10,949	10,950	3.01%	320	108,000	0.101
<b>Meeting Rooms</b>									
A101	230	3.00%	7	237	230	0.00%	-	700	0.329
D101	165	3.00%	5	170	165	0.00%	-	494	0.334
D102	140	3.00%	4	144	140	0.00%	-	330	0.424
D101-2	305	3.00%	9	314	305	0.00%	-	824	0.370
D201	420	3.00%	13	433	420	0.00%	-	1300	0.323
D202	230	3.00%	7	237	230	0.00%	-	784	0.293
D203	230	3.00%	7	237	230	0.00%	-	784	0.293
D204	230	3.00%	7	237	230	0.00%	-	784	0.293
D205	170	3.00%	5	175	170	0.00%	-	204	0.833
D202-3	460	3.00%	14	474	460	0.00%	-	1568	0.293
D202-4	690	3.00%	21	711	690	0.00%	-	2352	0.293
D203-4	460	3.00%	14	474	460	0.00%	-	1568	0.293
D201-4	1,110	3.00%	33	1,143	1,110	0.00%	-	3652	0.304
D201-5	1,280	3.00%	38	1,318	1,280	0.00%	-	3856	0.332
E101	175	3.00%	5	180	175	0.00%	-	525	0.333
E102	205	3.00%	6	211	205	0.00%	-	600	0.342
E101-2	380	3.00%	11	391	380	0.00%	-	1125	0.338

Locations	Fiscal Year FY17	Percentage Increase	Dollar Increase	Total with Increase	Total Rounded	Percentage Increase	Dollar Increase	Square Footage	Cost Per Square Footage
<b>Miscellaneous</b>									
Connector	380	3.00%	11	391	380	0.00%	-	4,500	0.084
East Hall	825	3.00%	25	850	825	0.00%	-	4,400	0.188
A Lobby	495	3.00%	15	510	495	0.00%	-	4,400	0.113
A Lounge	235	3.00%	7	242	235	0.00%	-	1,500	0.157
D Lobby	2,120	3.00%	64	2,184	2,120	0.00%	-	6,400	0.331
D Lounge	590	3.00%	18	608	590	0.00%	-	1,240	0.476
E Lobby	2,390	3.00%	72	2,462	2,390	0.00%	-	7,200	0.332
<b>Parking Lots</b>									
All Parking Lots	18,480	0.00%	-	18,482	18,480	0.00%	-	803,556	0.023 *
Boneyard	380	3.00%	11	360	380	0.00%	-	16,000	0.024
Lower Parking Lot 1 East	1,685	0.00%	-	1,686	1,685	0.00%	-	73,300	0.023 *
Lower Parking Lot 1 West	3,190	0.00%	-	3,188	3,190	0.00%	-	138,600	0.023 *
Lower Parking Lot 1	4,875	0.00%	-	4,874	4,875	0.00%	-	211,900	0.023 *
Lower Parking Lot 2	2,255	0.00%	-	2,254	2,255	0.00%	-	98,000	0.023 *
Lower Parking Lot 3	3,380	0.00%	-	3,381	3,380	0.00%	-	147,000	0.023 *
Lower Parking Lot 1-2	7,130	0.00%	-	7,128	7,130	0.00%	-	309,900	0.023 *
Lower Parking Lot 1-2-3	10,510	0.00%	-	10,509	10,510	0.00%	-	456,900	0.023 *
Lower Parking Lot 1W-2	5,440	0.00%	-	5,442	5,440	0.00%	-	236,600	0.023 *
Lower Parking Lot 1W-2-3	8,820	0.00%	-	8,823	8,820	0.00%	-	383,600	0.023 *
Upper Parking Lot 1	1,980	0.00%	-	1,978	1,980	0.00%	-	86,000	0.023 *
Upper Parking Lot 2	995	0.00%	-	994	995	0.00%	-	43,200	0.023 *
Upper Parking Lot 3	910	0.00%	-	911	910	0.00%	-	39,600	0.023 *
Upper Parking Lot 4	4,090	0.00%	-	4,091	4,090	0.00%	-	177,856	0.023 *
Upper Parking Lot 4 South	480	0.00%	-	483	480	0.00%	-	21,000	0.023 *
Upper Parking Lot 1-2	2,970	0.00%	-	2,972	2,970	0.00%	-	129,200	0.023 *
Upper Parking Lot 2-3	1,905	0.00%	-	1,904	1,905	0.00%	-	82,800	0.023 *
Upper Parking Lot 1-2-3	3,880	0.00%	-	3,882	3,880	0.00%	-	168,800	0.023 *
Upper Parking Lot 1-2-3-4	7,970	0.00%	-	7,973	7,970	0.00%	-	346,656	0.023 *
Upper Parking Lot Plaza	380	3.00%	11	391	380	0.00%	-	11,300	0.034

**Portland Expo Center Discounting Package: FY17-19**

Per the Hunden Report, the following yield-management techniques will be utilized at the discretion of the sales manager and at the approval of the Expo Center director in order to maximize revenue at the Portland Expo Center:

- New business booked in the months of December and July – August
  - 25% rental discount for the 1<sup>st</sup> year booked
  - 15% rental discount for 2<sup>nd</sup> year booked
  - 5% rental discount for 3<sup>rd</sup> year booked
  - Discount would sunset in the 4<sup>th</sup> year booked
- New business booked on Labor Day or Memorial Day Weekends
  - 30% rental discount in 1<sup>st</sup> year booked
  - 20% rental discount in 2<sup>nd</sup> year booked
  - 10% rental discount in 3<sup>rd</sup> year booked
  - Discount would sunset in the 4<sup>th</sup> year booked
- Incentive discount for booking ANY new consumer/public event – this discount applies to events not currently represented in Expo's current calendar
  - 25% rental discount for the 1<sup>st</sup> year booked
  - 15% rental discount for 2<sup>nd</sup> year booked
  - 5% rental discount for 3<sup>rd</sup> year booked
  - Discount would sunset in the 4<sup>th</sup> year booked
- Tradeshow incentive rental credit
  - 15% rental credit given for new weekday tradeshow business with food orders over \$30,000 in 1<sup>st</sup> year booked
  - 10% rental credit given for new weekday tradeshow business with food orders over \$30,000 in 2<sup>nd</sup> year booked
  - 5% rental credit given for new weekday tradeshow business with food orders over \$30,000 in 3<sup>rd</sup> year booked
  - Rental credit would sunset in 4<sup>th</sup> year booked