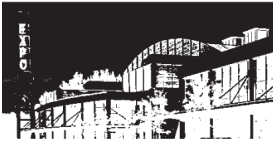

MERC Commission Meeting

January 6, 2016
12:45 pm

Portland's Centers for the Arts
1111 SW Broadway
Brunish Theater

REVISED



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

www.oregonmetro.gov



Metro | *Exposition Recreation Commission*

Revised Agenda

Meeting: Metro Exposition Recreation Commission Meeting
Date: Wednesday, January 6, 2016
Time: 12:45 – 2:30 p.m.
Place: Portland's 5 Centers for the Arts, Brunish Theater

CALL TO ORDER

- | | | | |
|-------|-----|---|---|
| 12:45 | 1. | QUORUM CONFIRMED | |
| 12:50 | 2. | OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS | |
| 12:55 | 3. | COMMISSION/COUNCIL LIAISON COMMUNICATIONS | Terry Goldman |
| 1:00 | 4. | METRO DEPUTY COO COMMUNICATIONS | Scott Robinson |
| 1:05 | 5. | FINANCIAL REPORT | Ben Rowe |
| 1:10 | 6. | VENUE BUSINESS REPORTS | Robyn Williams
Matthew P. Rotchford
Scott Cruickshank |
| 1:40 | 7. | CONSENT AGENDA | |
| | | <ul style="list-style-type: none"> • December 2, 2015 Record of MERC Actions • Ethics Form, CAB Events March 30-31 | |
| 1:45 | 8. | ACTION AGENDA | |
| | 8.1 | Resolution 15-22A For the purpose of approving the recommendations by the General Manager of Visitor Venues, as recommended by the First Opportunity Target Area (FOTA) Task Force, to adjust the geographic boundaries and income eligibility thresholds for Metro's FOTA hiring program. | Scott Robinson |
| 1:50 | 9. | OCC HOTEL PROJECT UPDATE: SCOPE, SCHEDULE, BUDGET | Hillary Wilton
Scott Cruickshank |
| 2:05 | 10. | PROPOSED CHANGES TO MERC PERSONNEL POLICIES | Mary Rowe |
| 2:10 | 11. | EXECUTIVE SESSION
Held pursuant to ORS 192.660(2)(d) to conduct deliberations with staff designated by Metro/MERC to carry on labor negotiations. | Mary Rowe
Travis Brown |

ADJOURN

MERC Commission Meeting

January 6, 2016
12:45 pm

5.0 Financial Report

NOVEMBER 2015

FINANCIAL INFORMATION

For Management Purposes only



OREGN

Oregon
Convention
Center





Date: January 6, 2016

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

From: Ben Rowe – MERC Finance Manager

Re: MERC Financial Information for the month of November, Fiscal Year 2015-16

MERC Venues Events & Attendance

MERC venue November events and attendance slightly lower than last year due to an additional event and exceptional attendance at OCC in 2014. November events and attendance are respectively 5% and 2% above the three-year historical monthly average.

Total MERC Venues	2014		2015		Change from Prior Year	
	Events	Attendance	Events	Attendance	Events	Attendance
1st Quarter	269	280,679	293	329,836	24, 9%	49,157, 18%
October	164	145,199	181	157,188	17, 10%	11,989, 8%
November	155	156,479	154	141,041	(-1), (-1%)	(-15,388), (-10%)
Year to date	588	582,357	628	628,115	40, 7%	45,758, 8%

MERC Venues Revenues & Expense

Both OCC and Portland’5 hosted their best year to date ever! Year to date event revenues (rent and food and beverage) are 26% (\$4.2 million) above prior year, 42% above the three-year historical YTD average, and 16% above YTD budget projections. Total venue expenses are 14% above the prior year, 20% above the three-year historical YTD average, and 1% above YTD budget projections.

Food & Beverage

The total MERC venues food and beverage margin for November is 17%, 23% below the prior November due to a FY 2015 accounting clerical error adjustment in Portland’5. The YTD margin is 29%, 6% above the prior YTD, and 20% above the three-year historical YTD average.

Net Operations

Total MERC YTD net operations is \$2.7 million (106%) greater than the prior year.

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		6,198,283	5,789,098	6,822,912	9,144,972	6,270,098	45.9%	34.0%
Charges for Services		7,689,837	7,048,235	9,189,970	11,023,194	7,976,014	38.2%	19.9%
Lodging Tax		3,521,526	4,265,769	5,182,583	5,267,881	4,323,293	21.8%	1.6%
Other		96,357	83,016	236,994	109,096	138,789	-21.4%	-54.0%
Total Revenue		17,506,003	17,186,119	21,432,458	25,545,143	18,708,193	36.5%	19.2%
Expenses								
Food & Beverage		4,974,088	5,003,615	5,258,690	6,521,176	5,078,797	28.4%	24.0%
Personnel Services		6,821,386	6,673,841	7,183,823	7,802,821	6,893,017	13.2%	8.6%
Materials & Services		4,094,480	4,374,812	4,816,649	5,653,363	4,428,647	27.7%	17.4%
Other		2,534,170	2,554,057	2,863,733	2,864,790	2,650,653	8.1%	0.0%
Total Expense		18,424,124	18,606,324	20,122,895	22,842,149	19,051,115	19.9%	13.5%
Net Operations		(918,121)	(1,420,206)	1,309,563	2,702,994	(342,921)	-888.2%	106.4%
Food & Beverage Margin		19.8%	13.6%	22.9%	28.7%	19.0%	9.7%	5.8%

Oregon Convention Center

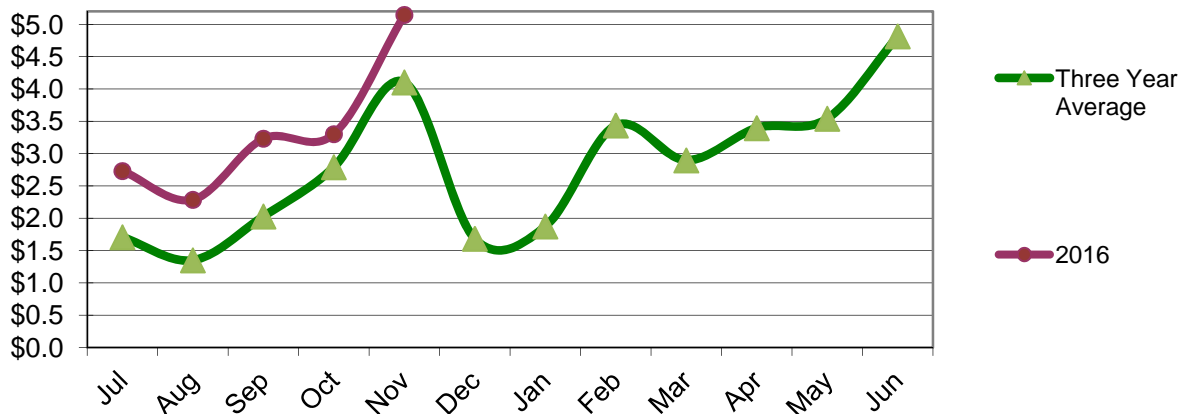
OCC hosted its highest grossing July, August, September, October and November ever! FY 2015 was OCC's best year ever and FY 2016 YTD is \$3.1 million and 23% above the prior year. OCC's gross revenue increase over the prior year to date is due to its 16% (25) increase in events and 9% (18,000) increase in attendance over the prior year, facilitating record rental and food and beverage sales. November event revenues are 12% (\$200,000) over the prior November. OCC's total revenues are 6% above the prior year, 24% greater than November budget projections, and 12% (\$1.0 million) above the three-year historical monthly average. OCC November events and attendance are respectively 2% and 22% below the prior year, and 4% above and 6% below the three-year historical monthly average. Expenses are 11% above the prior year, 12% above November budget projections, and 25% above the three-year historical November average. OCC's food and beverage margin is 15% for November and 30% YTD.

Highest Grossing Events

Event	Gross Event Revenue	% of November Event Revenue
Coastal & Estuarine Research Federation	\$259,819	16%
ASM International Symposium on Testing and Failure	180,695	11%
Coordinated Care Model Summit	112,715	7%
Hoffman OM and Superintendant Meeting & Dinner	96,037	6%
All other Events	1,016,639	61%
Total	\$1,665,905	100%

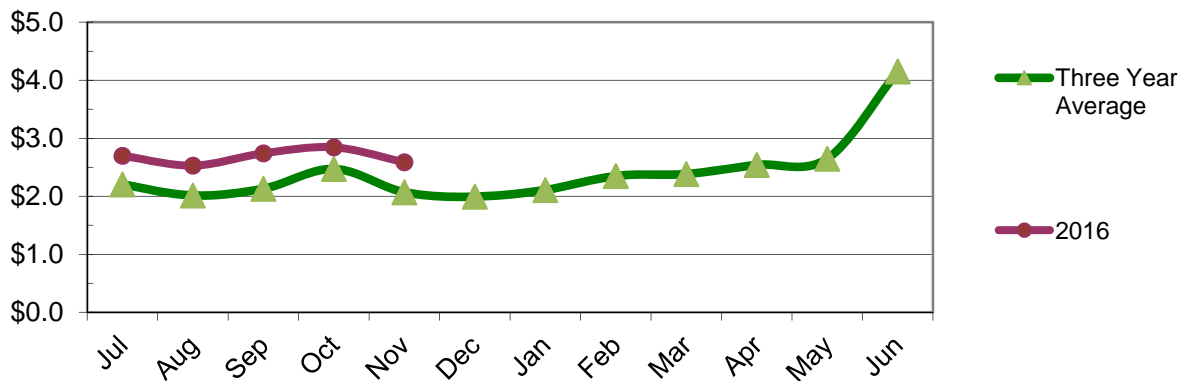
OCC Program Revenues by Month

Shown in Millions



OCC Program Expense by Month

Shown in Millions



Portland's Centers for the Arts

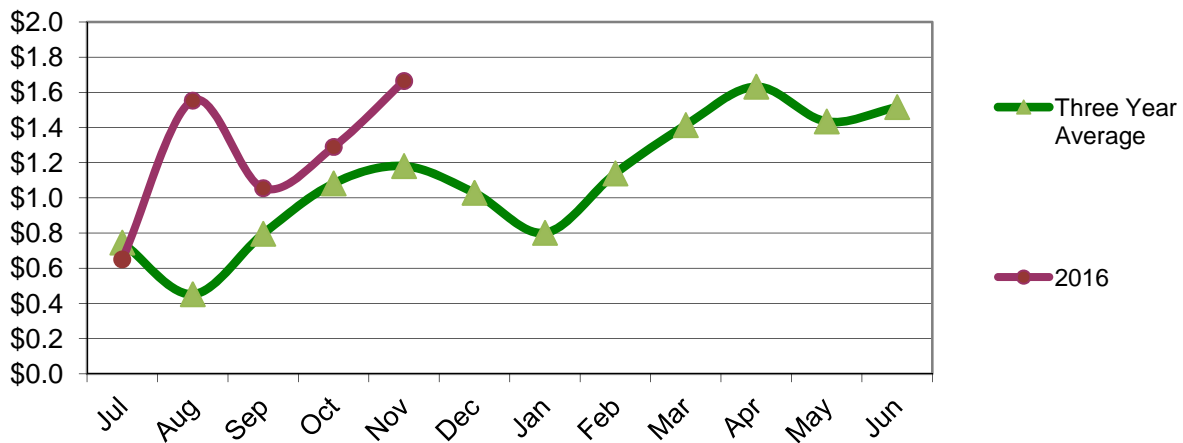
Portland's achieved the highest grossing first 5 months of the year ever. Portland's November revenues closed 25% (\$333,000) above the prior year, 41% above the three-year historical average, and 22% above budget projections. Year to date revenues are 8% above budget projections. In November Portland's hosted 5 (-5%) less performances and 6,300 (-8%) fewer attendees compared to the prior year. November performances and attendance are respectively 4% above and -4% less than the three-year historical monthly average. November expenses are 54% above the prior year, 43% above the three-year historical monthly average, and 3% above budget projections. Portland's YTD food and beverage margin is 26%, 4% below the prior year to date.

Highest Grossing Events

Event	Gross Event Revenue	% of November Event Revenue
Riverdance	\$166,478	14%
42 nd Street	97,066	8%
Little Big Town	73,703	6%
Beauty and the Beast	68,820	6%
All other Events	757,573	65%
Total	\$1,163,640	100%

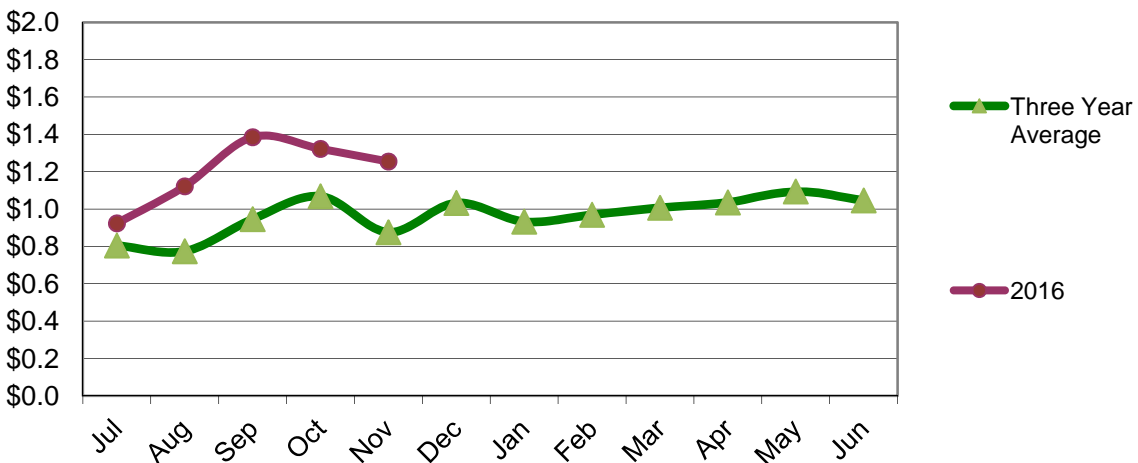
P5CA Program Revenue by Month

Shown in Millions



P5CA Program Expense by Month

Shown in Millions



Portland Expo Center

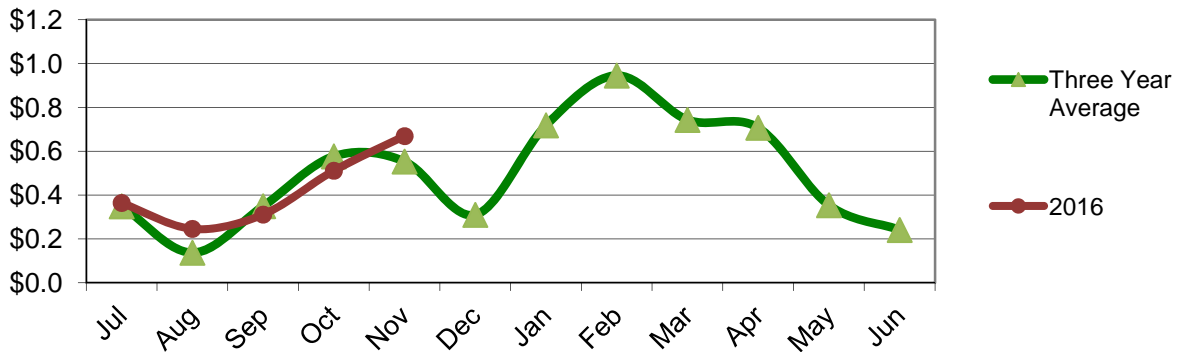
Expo hosted the highest grossing November ever, closing 6% over the prior year, 14% above the three-year historical November average and meeting budget expectations. Expo hosted 5 (63%) more events and 397 (1%) more attendees in November than the prior year. November events and attendance are respectively 50% and 1% more than the three-year historical monthly average. Expo's November expenses are 2% above the prior year, 5% above the three-year historical average, and 24% below budget projections. Expo's food & beverage margin year to date is 14%.

Highest Grossing Events

Event	Gross Event Revenue	% of November Event Revenue
America's Largest Christmas Bazaar	\$168,118	26%
Portland Metro RV Dealers	133,101	21%
American Rabbit Breeders Association	109,460	17%
Portland Ski Fever and Snowboard Show	73,239	11%
All other Events	161,691	25%
Total	\$645,608	100%

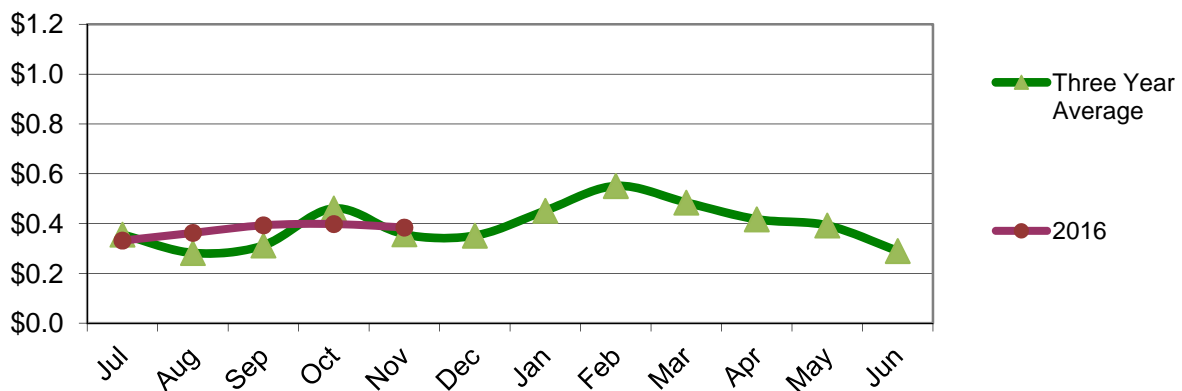
Expo Program Revenue by Month

Shown in Millions



Expo Program Expense by Month

Shown in Millions



MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

All Departments

November 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
Operations							
Charges for Services	2,374,903	1,930,110	11,023,194	9,189,970	24,711,900	119.95%	44.61%
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	1,348,748	1,205,037	9,144,972	6,822,912	16,325,143	134.03%	56.02%
Interest Earnings	28,165	15,535	77,183	92,237	91,000	83.68%	84.82%
Lodging Tax	3,829,533	3,687,096	5,267,881	5,182,583	11,443,458	101.65%	46.03%
Miscellaneous Revenue	7,974	15,162	31,912	54,232	95,477	58.84%	33.42%
Transfers-R	(0)	90,525	(0)	90,525	1,015,132	0.00%	0.00%
Visitor Development Fund Alloc	-	-	-	-	2,215,901	0.00%	0.00%
Total Revenues	7,589,322	6,943,464	25,545,143	21,432,458	57,239,742	119.19%	44.63%
Capital Outlay	-	-	-	-	-	0.00%	0.00%
Food & Beverage Services	1,115,107	717,613	6,521,176	5,258,690	13,694,997	124.01%	47.62%
Materials and Services	1,266,600	995,080	5,653,363	4,816,649	15,484,426	117.37%	36.51%
Personnel Services	1,644,836	1,473,988	7,802,821	7,183,823	19,860,619	108.62%	39.29%
Transfers-E	1,311,761	1,501,634	2,864,790	2,863,733	9,001,335	100.04%	31.83%
Visitor Development Marketing	-	-	-	-	472,781	0.00%	0.00%
Total Expenditures	5,338,304	4,688,315	22,842,149	20,122,895	58,514,158	113.51%	39.04%
Net Operations	2,251,018	2,255,149	2,702,994	1,309,563	(1,274,416)		
Capital							
Contributions from Private Sources	-	-	-	-	372,501	0.00%	0.00%
Grants	-	156,486	-	156,486	-	0.00%	0.00%
Miscellaneous Revenue	-	-	-	14,633	-	0.00%	0.00%
Transfers-R	-	-	-	-	110,000	0.00%	0.00%
Total Revenues	-	156,486	-	171,119	482,501	0.00%	0.00%
Capital Outlay	96,174	415,086	891,415	2,814,553	8,483,500	31.67%	10.51%
Materials and Services	-	-	18,571	-	-	0.00%	0.00%
Total Expenditures	96,174	415,086	909,986	2,814,553	8,483,500	32.33%	10.73%
Net Capital	(96,174)	(258,600)	(909,986)	(2,643,434)	(8,000,999)		
12 Month Fund Balance Increase	2,154,844	1,996,549	1,793,008	(1,333,871)	(9,275,415)		

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Convention Center Operating Fund

November 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
Operations							
Charges for Services	848,009	752,677	5,098,442	4,259,582	10,236,686	119.7%	49.8%
Enhanced Marketing VDF	-	-	-	-	472,781	0.0%	0.0%
Food and Beverage Revenue	960,143	861,210	7,203,588	4,987,421	11,750,000	144.4%	61.3%
Interest Earnings	10,862	4,411	25,580	31,104	30,000	82.2%	85.3%
Lodging Tax	3,384,068	3,240,716	4,655,103	4,555,513	10,097,485	102.2%	46.1%
Miscellaneous Revenue	2,267	7,908	9,950	14,645	16,000	67.9%	62.2%
Transfers-R	(58,987)	7,928	(294,934)	(228,019)	(66,242)	129.3%	445.2%
Visitor Development Fund Alloc	-	-	-	-	1,548,281	0.0%	0.0%
Total Revenues	5,146,361	4,874,851	16,697,728	13,620,246	34,084,991	122.6%	49.0%
Food & Beverage Services	815,713	696,294	5,007,594	3,805,571	9,815,867	131.6%	51.0%
Materials and Services	725,032	584,503	3,138,375	2,807,908	9,153,855	111.8%	34.3%
Personnel Services	853,866	743,912	4,141,223	3,748,127	10,737,796	110.5%	38.6%
Transfers-E	191,339	306,507	1,107,207	1,154,590	6,040,444	95.9%	18.3%
Visitor Development Marketing	-	-	-	-	472,781	0.0%	0.0%
Total Expenditures	2,585,950	2,331,216	13,394,399	11,516,196	36,220,743	116.3%	37.0%
Net Operations	2,560,411	2,543,635	3,303,329	2,104,049	(2,135,752)		
Capital							
Contributions from Private Sources	-	-	-	-	242,188	0.0%	0.0%
Grants	-	-	-	-	-	0.0%	0.0%
Miscellaneous Revenue	-	-	-	14,633	-	0.0%	0.0%
Transfers-R	-	-	-	360,000	650,000	0.0%	0.0%
Total Revenues	-	-	-	374,633	892,188	0.0%	0.0%
Capital Outlay	33,444	81,764	253,213	1,560,446	3,966,400	16.2%	6.4%
Materials and Services	-	-	18,571	-	-	0.0%	0.0%
Total Expenditures	33,444	81,764	271,784	1,560,446	3,966,400	17.4%	6.9%
Net Capital	(33,444)	(81,764)	(271,784)	(1,185,813)	(3,074,212)		
12 Month Fund Balance Increase	2,526,967	2,461,871	3,031,545	918,236	(5,209,964)		

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland's Centers for the Arts Fund

November 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
Operations							
Charges for Services	1,037,195	712,861	4,423,738	3,409,534	10,091,678	129.7%	43.8%
Contributions from Governments	-	-	-	-	853,950	0.0%	0.0%
Food and Beverage Revenue	204,523	194,591	1,302,262	1,193,830	2,663,978	109.1%	48.9%
Interest Earnings	10,609	8,552	37,135	46,120	31,000	80.5%	119.8%
Lodging Tax	445,465	446,380	612,779	627,071	1,345,973	97.7%	45.5%
Miscellaneous Revenue	2,013	3,834	13,873	30,010	56,227	46.2%	24.7%
Transfers-R	(35,701)	(35,701)	(178,505)	(178,505)	(382,213)	100.0%	46.7%
Visitor Development Fund Alloc	-	-	-	-	667,620	0.0%	0.0%
Total Revenues	1,664,105	1,330,517	6,211,281	5,128,060	15,328,213	121.1%	40.5%
Food & Beverage Services	158,227	(111,976)	966,470	833,793	2,243,543	115.9%	43.1%
Materials and Services	462,397	254,742	1,960,601	1,323,821	4,368,968	148.1%	44.9%
Personnel Services	536,727	522,252	2,559,194	2,401,593	6,494,395	106.6%	39.4%
Transfers-E	97,369	150,871	521,563	473,762	1,219,558	110.1%	42.8%
Total Expenditures	1,254,720	815,889	6,007,828	5,032,969	14,326,464	119.4%	41.9%
Net Operations	409,385	514,629	203,453	95,091	1,001,749		
Capital							
Contributions from Private Sources	-	-	-	-	58,125	0.0%	0.0%
Grants	-	42,986	-	42,986	-	0.0%	0.0%
Total Revenues	-	42,986	-	42,986	58,125	0.0%	0.0%
Capital Outlay	34,556	314,960	447,082	885,705	3,156,100	50.5%	14.2%
Total Expenditures	34,556	314,960	447,082	885,705	3,156,100	50.5%	14.2%
Net Capital	(34,556)	(271,974)	(447,082)	(842,719)	(3,097,975)		
12 Month Fund Balance Increase	374,829	242,655	(243,629)	(747,628)	(2,096,226)		

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Expo Fund

November 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
Operations							
Charges for Services	489,699	464,571	1,501,015	1,520,832	4,383,536	98.7%	34.2%
Contributions from Private Sources	-	-	-	-	15,000	0.0%	0.0%
Food and Beverage Revenue	184,082	149,236	639,122	641,660	1,911,165	99.6%	33.4%
Interest Earnings	2,164	1,163	5,243	7,658	18,000	68.5%	29.1%
Miscellaneous Revenue	3,694	3,420	8,090	9,576	23,250	84.5%	34.8%
Transfers-R	(10,278)	13,332	(51,390)	(27,780)	203,997	185.0%	-25.2%
Total Revenues	669,361	631,722	2,102,079	2,151,947	6,554,948	97.7%	32.1%
Food & Beverage Services	141,167	133,296	547,111	619,326	1,635,587	88.3%	33.5%
Materials and Services	75,800	58,601	379,345	450,564	1,482,018	84.2%	25.6%
Personnel Services	167,129	141,674	730,483	702,277	1,797,467	104.0%	40.6%
Transfers-E	1,023,053	1,032,256	1,236,020	1,223,381	1,741,333	101.0%	71.0%
Total Expenditures	1,407,149	1,365,826	2,892,959	2,995,548	6,656,405	96.6%	43.5%
Net Operations	(737,788)	(734,104)	(790,880)	(843,601)	(101,457)		
Capital							
Contributions from Private Sources	-	-	-	-	72,188	0.0%	0.0%
Grants	-	113,500	-	113,500	-	0.0%	0.0%
Transfers-R	-	-	-	360,000	280,000	0.0%	0.0%
Total Revenues	-	113,500	-	473,500	352,188	0.0%	0.0%
Capital Outlay	28,175	18,362	191,120	368,402	1,361,000	51.9%	14.0%
Total Expenditures	28,175	18,362	191,120	368,402	1,361,000	51.9%	14.0%
Net Capital	(28,175)	95,138	(191,120)	105,098	(1,008,812)		
12 Month Fund Balance Increase	(765,963)	(638,966)	(982,000)	(738,503)	(1,110,269)		

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

MERC Admin Sub Fund

November 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
Operations							
Charges for Services	-	-	-	22	-	0.0%	0.0%
Interest Earnings	4,530	1,409	9,226	7,355	12,000	125.4%	76.9%
Transfers-R	104,966	104,966	524,829	524,829	1,259,590	100.0%	41.7%
Total Revenues	109,496	106,374	534,055	532,206	1,271,590	100.3%	42.0%
Capital Outlay							
Materials and Services	3,372	97,234	175,042	234,357	479,585	74.7%	36.5%
Personnel Services	87,113	66,151	371,921	331,825	830,961	112.1%	44.8%
Transfers-E	-	12,000	-	12,000	-	0.0%	0.0%
Total Expenditures	90,485	175,385	546,963	578,182	1,310,546	94.6%	41.7%
Net Operations	19,011	(69,010)	(12,908)	(45,976)	(38,956)		
Capital							
Transfers-R	-	-	-	(720,000)	(820,000)	0.0%	0.0%
Total Revenues	-	-	-	(720,000)	(820,000)	0.0%	0.0%
Net Capital	-	-	-	(720,000)	(820,000)		
12 Month Fund Balance Increase	19,011	(69,010)	(12,908)	(765,976)	(858,956)		

MERC Food and Beverage Margins

November 2015

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actual	Prior Year to Date Actual	Annual Budget
Convention Center Operating Fund					
Food and Beverage Revenue	960,143	861,210	7,203,588	4,987,421	11,750,000
Food & Beverage Services	815,713	696,294	5,007,594	3,805,571	9,815,867
Food and Beverage Gross Margin	144,429	164,917	2,195,994	1,181,850	1,934,133
Food and Beverage Gross Margin %	15.04%	19.15%	30.48%	23.70%	16.46%
Portland'5 Centers for the Arts Fund					
Food and Beverage Revenue	204,523	194,591	1,302,262	1,193,830	2,663,978
Food & Beverage Services	158,227	(111,976)	966,470	833,793	2,243,543
Food and Beverage Gross Margin	46,296	306,567	335,792	360,037	420,435
Food and Beverage Gross Margin %	22.64%	157.54%	25.79%	30.16%	15.78%
Expo Fund					
Food and Beverage Revenue	184,082	149,236	639,122	641,660	1,911,165
Food & Beverage Services	141,167	133,296	547,111	619,326	1,635,587
Food and Beverage Gross Margin	42,915	15,941	92,011	22,335	275,578
Food and Beverage Gross Margin %	23.31%	10.68%	14.40%	3.48%	14.42%
MERC Fund Total					
Food and Beverage Revenue	1,348,748	1,205,037	9,144,972	6,822,912	16,325,143
Food & Beverage Services	1,115,107	717,613	6,521,176	5,258,690	13,694,997
Food and Beverage Gross Margin	233,641	487,424	2,623,796	1,564,222	2,630,146
Food and Beverage Gross Margin %	17.32%	40.45%	28.69%	22.93%	16.11%

MERC Visitor Venues

Events-Performances-Attendance
FY 2015-16

OCC	November 2013		November 2014		November 2015		Net Change from Prior Year		November 2014	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Tradeshows/Conventions	3	3,963	8	18,716	5	6,302	(3)	(12,414)	583,939	35%
Consumer Public Shows	6	19,229	6	17,030	8	19,467	2	2,437	253,963	15%
Miscellaneous	-	-	-	-	-	-	-	-	-	0%
Miscellaneous -In-House	11	85	12	205	12	301	-	96	(174)	0%
Meetings	16	2,861	13	2,725	15	4,218	2	1,493	444,439	27%
Catering	9	6,632	9	4,082	7	2,997	(2)	(1,085)	383,738	23%
Totals	45	32,770	48	42,758	47	33,285	(1)	(9,473)	\$ 1,665,905	100%

Expo Center	November 2013		November 2014		November 2015		Net Change from Prior Year		November 2014	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Consumer Public Shows	6	38,977	6	34,220	5	24,312	(1)	(9,908)	488,471	76%
<i>Cirque Du Soleil</i>	-	-	-	-	-	-	-	-	-	0%
Miscellaneous	2	425	1	20	3	2,422	2	2,402	12,572	2%
Meetings	1	26	-	-	3	157	3	157	1,843	0%
Catering	-	-	-	-	-	-	-	-	-	0%
Tradeshows/Conventions	1	1,450	1	2,500	2	10,246	1	7,746	142,722	22%
Totals	10	40,878	8	36,740	13	37,137	5	397	\$ 645,608	100%
Totals w/Cirque du Soleil	10	40,878	8	36,740	13	37,137	5	397	\$ 645,608	100%

Portland '5	November 2013		November 2014		November 2015		Net Change from Prior Year		November 2014	
	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Revenue	% of Rev.
Commercial (Non-Broadway)	13	15,617	6	9,407	6	10,318	-	911	510,795	44%
Broadway	8	13,576	8	13,522	7	14,544	(1)	1,022	258,141	22%
Resident Company	19	25,860	31	37,889	22	22,238	(9)	(15,651)	408	0%
Non-Profit	34	14,959	38	7,561	42	14,100	4	6,539	377,541	32%
Promoted/Co-Promoted	1	63	2	172	2	854	-	682	16,755	1%
Student	13	8,360	13	8,308	14	8,514	1	206	-	0%
Miscellaneous	1	146	1	122	1	101	-	(21)	-	0%
Totals	89	78,581	99	76,981	94	70,669	(5)	(6,312)	\$ 1,163,640	100%

MERC Statement of Fund Balances and Reserves

November 2015

	FY 2016 Through November	FY 2015 Through November	FY 2015 Through June	FY 2016 Annual Budget
<u>Oregon Convention Center</u>				
Beginning Fund Balance	18,574,045	14,769,677	14,769,677	14,174,771
Fund Balance Inc (Dec)	3,031,545	918,236	3,804,368	(3,553,564)
Ending Fund Balance	21,605,590	15,687,913	18,574,045	10,621,207
<i>Contingency - Operating</i>				1,500,000
<i>Contingency - New Capital-Business Strategy</i>				1,274,078
<i>Contingency - Renewal & Replacement</i>				7,847,129
Ending Fund Balance				10,621,207
<u>Portland'5 Centers for the Arts</u>				
Beginning Fund Balance	10,622,451	9,837,692	9,837,692	8,789,652
Fund Balance Inc (Dec)	(243,629)	(747,628)	784,759	(1,380,726)
Ending Fund Balance	10,378,822	9,090,064	10,622,451	7,408,926
<i>Contingency - Operating</i>				600,000
<i>Contingency - New Capital-Business Strategy</i>				1,957,300
<i>Contingency - Renewal & Replacement</i>				4,851,626
Ending Fund Balance				7,408,926
<u>Expo</u>				
Beginning Fund Balance	3,167,865	3,367,237	3,367,237	3,039,644
Fund Balance Inc (Dec)	(982,000)	(738,503)	(199,372)	(610,969)
Ending Fund Balance	2,185,865	2,628,734	3,167,865	2,428,675
<i>Contingency - Operating</i>				350,000
<i>Contingency - New Capital-Business Strategy</i>				2,078,675
<i>Contingency - Renewal & Replacement</i>				-
Ending Fund Balance				2,428,675
<u>MERC Administration</u>				
Beginning Fund Balance	8,001,481	4,085,353	4,085,353	4,349,393
Fund Balance Inc (Dec)	(12,908)	(765,976)	3,916,128	(858,956)
Ending Fund Balance	7,988,573	3,319,377	8,001,481	3,490,437
<i>Contingency - Operating</i>				65,000
<i>Contingency - Renewal & Replacement</i>				811,772
<i>Contingency - TLT Pooled Capital</i>				2,613,665
Ending Fund Balance				3,490,437
<u>MERC Fund</u>				
Beginning Fund Balance	40,365,842	32,059,959	32,059,959	30,353,460
Fund Balance Inc (Dec)	1,793,009	(1,333,870)	8,305,883	(6,404,215)
Ending Fund Balance	42,158,851	30,726,089	40,365,842	23,949,245

MERC Commission Meeting

January 6, 2016
12:45 pm

7.0 Consent Agenda

Metropolitan Exposition Recreation Commission
Record of MERC Commission Actions
December 2, 2015
Oregon Convention Center, Rooms C121-122

Present:	Terry Goldman, Damien Hall, Judie Hammerstad, Deidra Kryz-Rusoff, Ray Leary, Karis Stoudamire-Phillips, Elisa Dozono (via telephone), Metro Council Liaison Sam Chase
Absent:	None
	A regular meeting of the Metropolitan Exposition-Recreation Commission was called to order by Chair Terry Goldman 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 None
3.0	COMMISSION/COUNCIL LIAISON COMMUNICATIONS <ul style="list-style-type: none"> • Metro Council Liaison Chase reported on his attendance at the Equity Conference Summit in Los Angeles; Metro Council’s decision not to extend the Urban Growth Boundary; and on the collaboration of Solar City and OCC for the installation of solar panels on the OCC roof. • Commissioner Leary noted the recent passing of OCC Executive Director Scott Cruickshank’s wife, Margie. • A moment of silence was held to honor Margie Cruickshank.
4.0	METRO DEPUTY COO COMMUNICATIONS Scott Robinson, Metro Deputy COO and Interim Visitor Venues General Manager, provided updates to the Commission including: <ul style="list-style-type: none"> • Information on the service for Margie Cruickshank. • Aramark report for first quarter is included in the meeting packet. • Hotel project update: Hyatt and Mortenson continue to work on their agreement; Hotel opposition’s appeal of the Rossolo case has been accepted by the Oregon Supreme Court. • Staff will present an Expo Project update to Metro Council on December 15. Commissioners are invited to attend. • MERC Budget Committee meeting is scheduled for December 16. • The Zoo’s Elephant Lands ribbon-cutting ceremony has been set for December 15. Commissioners are invited to attend. • Zoo Director candidates will be interviewed next week.
5.0	MERC FINANCIAL REPORT MERC Finance Manager Benjamin Rowe updated the Commission on October financials for the MERC venues.
6.0	VENUE BUSINESS REPORTS Matthew P. Rotchford, Expo Director; Tom Sessa, P’5 Director of Booking and Sales; and Matt Pizzuti, OCC Deputy Director, provided updates to the Commission.
7.0	TRAVEL PORTLAND FIRST QUARTER REPORT Jeff Miller of Travel Portland updated the Commission on first quarter results.
8.0	CONSENT AGENDA Includes: <ul style="list-style-type: none"> • November 4, 2015 Record of MERC actions A motion was made by Commissioner Kryz-Rusoff and seconded by Commissioner Stoudamire-Phillips to approve the Consent Agenda. VOTING: AYE: 6 (Goldman, Hall, Hammerstad, Kryz-Rusoff, Leary, Stoudamire-Phillips)

	NAY: 0 MOTION PASSED
9.0	<p><i>Commissioner Elisa Dozono joined the meeting via telephone at 1:25 p.m.</i></p> <p>DIVERSITY ACTION PLAN UPDATE Diversity, Equity and Inclusion program director, Patty Unfred, updated the Commission on work being done at Metro to develop a strategic plan to advance diversity, equity and inclusion across all staff.</p>
10.0	<p>MWESB/FOTA ANNUAL REPORT Metro Procurement Manager, Gabi Schuster, provided the annual MWESB and FOTA contracting results for FY2014-2015 to the Commission.</p> <ul style="list-style-type: none"> Commissioners and Schuster discussed a variety of related topics including efforts to set up a project “pipeline” in order to help minority workers continue in construction employment and ways to encourage and increase the participation of MWESB firms in Metro procurements.
11.0 11.1	<p>ACTION AGENDA</p> <p>Resolution 15-22 for the purpose of approving the recommendations by the General Manager of Visitor Venues, as recommended by the First Opportunity Target Area (FOTA) Task Force, to adjust the geographic boundaries and income eligibility thresholds for Metro’s FOTA hiring program.</p> <p>Metro Deputy COO and Interim General Manager of Visitor Venues, Scott Robinson, presented the resolution to the commission. Commissioners Leary, Stoudamire-Phillips and Dozono, as members of the FOTA Task Force, offered additional comments as well as their thanks to Task Force members, staff and Metro leadership adding that they are pleased with the results.</p> <p>A motion was made by Commissioner Hammerstad and seconded by Commissioner Leary to approve the resolution as presented.</p> <ul style="list-style-type: none"> Commissioner Hammerstad noted that, going forward, vigilance will continue to be important. <p>VOTING: AYE: 7 (Goldman, Hall, Hammerstad, Leary, Krys-Rusoff, Stoudamire-Phillips, Dozono) NAY: 0 MOTION PASSED</p>
11.2	<p>Resolution 15-23 for the purpose of adopting changes to MERC personnel Policies. Mary Rowe, Metro Director of Human Resources, presented the resolution to the commission.</p> <p>A motion was made by Commissioner Krys-Rusoff and seconded by Commissioner Leary to approve resolution 15-23 as presented.</p> <p>VOTING: AYE: 7 (Goldman, Dozono, Hall, Hammerstad, Leary, Krys-Rusoff, Stoudamire-Phillips) NAY: 0 MOTION PASSED</p> <p><i>Commissioner Dozono disconnected from the meeting at 2:50 p.m.</i></p>
11.3	<p>Resolution 15-24 for the purpose of selecting Green Building Services for the Oregon Convention Center – “Ongoing Commissioning Services” and authorizing the Metro Deputy COO to execute a contract with Green Building Services.</p> <p>A motion was made by Commissioner Krys-Rusoff and seconded by Commissioner Leary to approve Resolution 15-24 as presented.</p>

	VOTING: AYE: 6 (Goldman, Hall, Hammerstad, Leary, Krys-Rusoff, Stoudamire-Phillips) NAY: 0 MOTION PASSED
	As there was no further business to come before the Commission, the meeting was adjourned at 2:55 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*):

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

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

Portland Customer Advisory Board 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 *March 30-31, 2016*.

Being approved by the MERC Commission, at its regular meeting on January 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

January 6, 2016
12:45 pm

8.0 Action Agenda

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 15-22A

For the purpose of approving the recommendations by the General Manager of Visitor Venues, as recommended by the First Opportunity Target Area (FOTA) Task Force, to adjust the geographic boundaries and income eligibility thresholds for Metro's FOTA hiring program.

WHEREAS, In 2013, the Commission directed staff to engage independent consultants to review and update the First Opportunity Target Area (FOTA) program and, as the result of a request for proposal (RFP), Cogan Owens Greene (formerly known as Cogan Owens Cogan) was selected to conduct the review and provide recommendations, and;

WHEREAS, after conducting thorough program review, historical, legislative and best practices research and stakeholder engagement, a set of FOTA policy and program recommendations were presented to and accepted by the Commission and Metro Council in a joint work session on February 13, 2015, and;

WHEREAS, one of such recommendation was for staff to convene a community task force to review and provide to the General Manager of Visitor Venues recommended updates to the FOTA boundaries and income eligibility thresholds, and;

WHEREAS, the FOTA Task Force was appointed in June 2015, met six times and, after assessing regional demographic and economic data, in addition to Metro employee recruitment and hiring information, developed recommendations to update the geographic boundaries and income eligibility thresholds for consideration by the General Manager of Visitor Venues, and;

WHEREAS, the current boundaries and income thresholds have not been updated since the program's inception in 1989 and the recommended updates will enhance the effectiveness of the FOTA hiring program.

BE IT THEREFORE RESOLVED, that the Metropolitan Exposition Recreation Commission approves the following updates to the FOTA program geographic boundaries and income eligibility thresholds:

1. MERC shall increase the income eligibility threshold for the FOTA program from \$40,000 for a family of four to \$47,000 for a household of up to two;
2. MERC shall increase, for households of three and greater, the annual income eligibility threshold to \$65,000;
3. MERC shall update the income thresholds on an annual basis based upon the University of Washington (UW) Self-Sufficiency Index;
4. MERC hereby expands the geographic boundaries for the FOTA program north and east to include households that formerly lived within the original boundaries that have moved due to gentrification and other socio-economic factors, as well as traditionally underserved populations and communities in accordance with the map attached as Exhibit A; and

5. MERC shall evaluate and, if necessary, adjust the geographic boundaries every five years.

Passed by the Commission on January 6, 2016

Approved as to form:

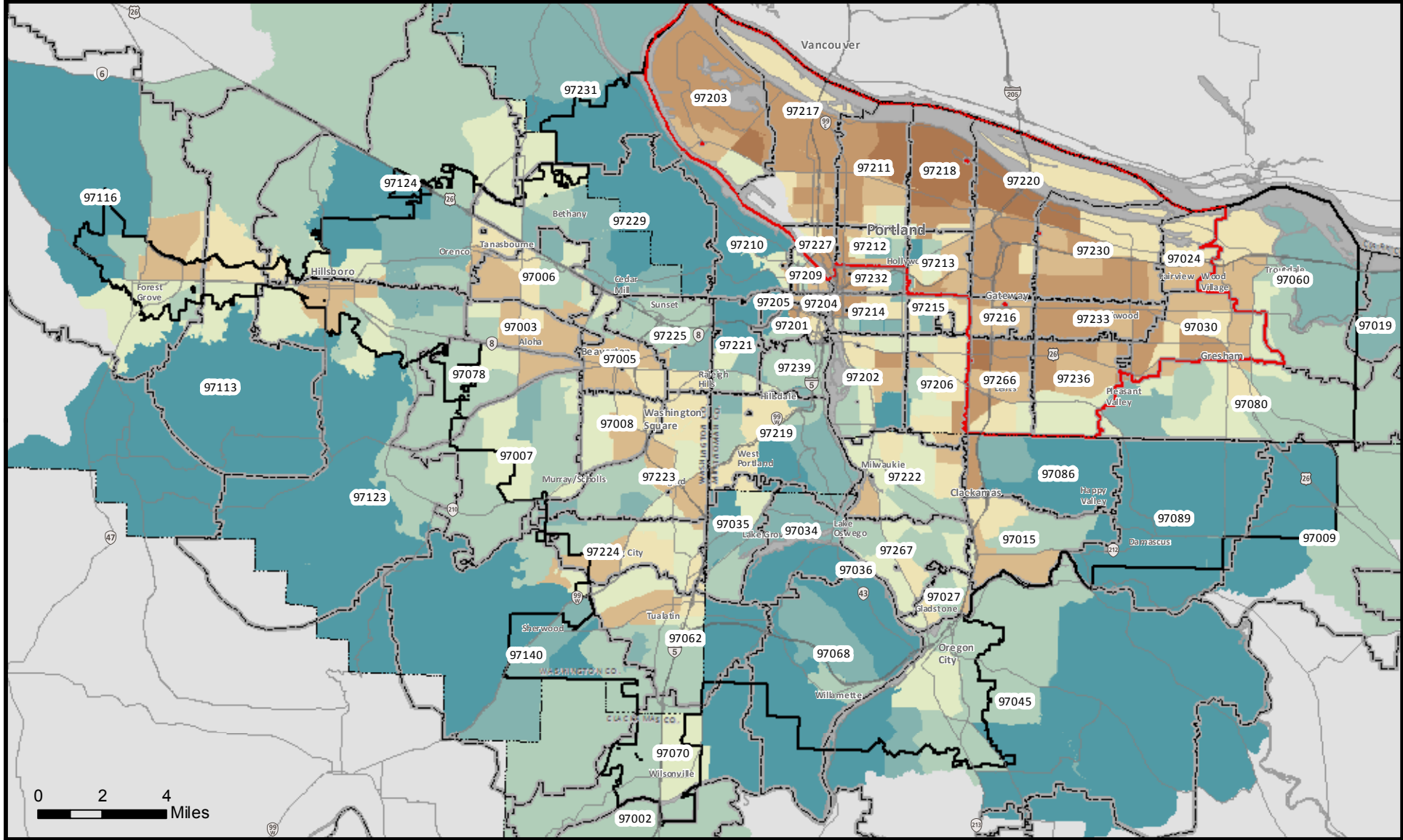
Alison R. Kean, Metro Attorney

Chair

By: _____

Nathan A. S. Sykes, Deputy Metro Attorney

Secretary/Treasurer



**African American Population, Census 2010
and Low Income, ACS 2009-2013**

"Low Income" defined as annual household income of less than \$50,000

June, 2015

Source: 2010 Census, 2009-2013 ACS, Metro RLIS Census Tracts

- More African American, Low Income
-
-
-
-
- Less African American, Low Income

- Metro Jurisdiction
- Major road
- Proposed FOTA
- Zip Codes



MERC Staff Report

Agenda Item/Issue: For the purpose of approving a correction to Resolution 15-22 which included an error in the recommendations by the General Manager of Visitor Venues, as recommended by the First Opportunity Target Area (FOTA) Task Force, for the adjusted income eligibility thresholds for Metro's FOTA hiring program.

Resolution No.: 15-22A

Presented By: Scott Robinson

Date: January 6, 2016

Background and Analysis:

Resolution 15-22 was originally presented to the MERC Commission at its December 2, 2015 meeting. After the Commission voted its approval, it was discovered that there was an error in the income threshold information as listed in item number 2. Resolution 15-22A corrects the FOTA income threshold recommendations to the General Manager of Visitor Venues to read as follows:

2. For households of three and greater, raise the annual income threshold to \$65,000;

All other recommendations as approved by the MERC as part of Resolution 15-22 are correct as presented and approved at the December 2, 2015 meeting.

Fiscal Impact: Minimal fiscal impacts, if any, are anticipated. Some administrative procedures will change in Metro's Human Resources Department and the Data Resource Center will be charged with generating demographic and economic updates in order to update the geographic boundary.

Recommendation: Staff recommends that the Metropolitan Exposition-Recreation Commission adopts the General Manager's corrected recommendation to update the income eligibility thresholds as outlined in Resolution 15-22A and described above and attached.

MERC Commission Meeting

January 6, 2016
12:45 pm

10.0 Proposed Changes to
MERC Personnel Policies

SUMMARY OF PROPOSED AMERICANS WITH DISABILITIES ACT POLICY FOR PRESENTATION TO MERC COMMISSION

January 6, 2016

Below is the draft policy for your review. The proposed Americans with Disabilities Act Policy is intended to supersede the current All-Metro policy adopted January 2014.

Policy	Existing All Metro Policy	Applicable Legal Provisions	Policy Summary/Explanation of Change	Fiscal Impact	Business Impact
<p>Americans with Disabilities Act</p>	<p>Americans with Disabilities Act</p>	<ul style="list-style-type: none"> • Americans with Disabilities Act • ORS 659A.103 – 659A.142 	<ul style="list-style-type: none"> • Revised procedures and guide/forms for requesting an accommodation. • Revised interactive process for discussing reasonable accommodations and documentation • Change in terminology from employee to individual • OMA must be involved if an accommodation is denied 	<p>N/A</p>	<p>Process improvement</p>



DRAFT

12/8/15

Subject Americans with Disabilities Act (ADA)
Section Human Resources
Approved by

POLICY

Metro complies with the Americans with Disabilities Act and corresponding state law. In keeping with Metro's commitment to equal opportunity, Metro will not discriminate against any individual based on disability and will ensure that reasonable disability accommodation is provided to allow qualified individuals with disabilities to perform the essential functions of their positions and enjoy equal benefits and privileges of employment.

Applicable to

All employees, interns and applicants.

Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.

Definitions

Americans with Disabilities Act (ADA): A federal law designed to protect individuals with disabilities from discrimination. For purposes of this policy, the focus will be on the employment-related portion of the ADA.

Disability: A substantial impairment of a major life activity. Temporary impairments of short duration, such as colds, flu, sunburn, or broken bones that heal normally, are typically not disabilities.

Essential function: The fundamental duties of a position that an individual with a disability holds or desires. Considerations in determining essential functions include the time it takes to perform the function; the consequences of not performing that function; whether the position exists to perform that function; and whether there are others who can perform that function.

Genetic information: For the purposes of this policy, genetic information includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Interactive process: An informal process between an individual with a disability and an employer in an effort to identify potential reasonable accommodation.

Major life activity: Major life activities include, but are not limited to: caring for oneself; performing manual tasks; seeing; hearing; eating; drinking; sleeping; walking; standing; lifting; bending; twisting; speaking; breathing; cognitive functioning; learning; education; reading; concentrating; remembering; thinking; communicating; operation of a major bodily function, including but not limited to functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions; working. To be substantially limited in the major life activity of working, an individual must be significantly restricted in the ability to perform a class of jobs or a broad range of jobs in various classes as compared to the ability of an average person with comparable skill, experience, education or other job-related requirements needed to perform those same positions.

Qualified individual: An individual who is able to perform the essential functions of his or her position with or without reasonable accommodation.

Reasonable accommodation: Any modification or adjustment to a position or the work environment that will enable a qualified individual with a disability to participate in the application process or perform essential job functions. Reasonable accommodation also includes adjustments to provide a covered individual the same employment rights and privileges enjoyed by those without disabilities.

Substantially limits: Restricts one or more of an individual's major life activities as compared to most people in the general population. This analysis is made without regard to whether the individual can reduce the effects of the impairment through the use of mitigating measures, with the exception of ordinary eyeglasses and contact lenses.

Undue hardship: A significant difficulty or expense.

Guidelines

1. Metro will not discriminate against any employee, intern or applicant because the individual has a disability or a record of disability; is regarded as having a disability; is associated with a person with a disability; or has inquired about, received, or requested a reasonable accommodation.
2. Metro will provide reasonable accommodation to employees, interns and applicants with disabilities unless to do so would result in an undue hardship. When an otherwise qualified employee or intern has a disability, Metro will engage in an interactive process to determine whether he or she can perform the essential functions of his or her position with reasonable accommodation.
3. In accordance with the Genetic Information Non-Discrimination Act of 2008, no genetic information, including family medical history, will be requested or considered as part of the accommodation process.

Procedures

Applicants for employment or promotion

1. Reasonable accommodation will be provided to disabled applicants for employment, internship or promotion if necessary to complete the application process.
 - a. If a physical capacities test is necessary before beginning regularly scheduled work, the test will be required only after a conditional offer of employment has been made, consistent with the requirements of the ADA.
 - b. If the results of a physical capacities test indicate that an employee is unable to perform essential functions of the position, Metro will initiate an interactive process with the employee to determine whether disability accommodation is appropriate.
 - c. Disabled applicants are required to make a request for reasonable accommodation to their recruiter and the recruiter is responsible for ensuring that a complete Request for Reasonable Accommodation Form is on file.

Current employees and interns

2. An individual with a disability may request an accommodation if needed to perform the essential functions of his or her position.
 - a. The individual should initiate the request by contacting his or her supervisor or the Human Resources Benefits Manager.
 - b. Upon receipt of a request for accommodation, the supervisor shall immediately notify the HR Benefits Manager.
 - c. The individual is required to complete the Request for Reasonable Accommodation Form and submit it to the HR Benefits Manager within 14 calendar days.
 - d. The HR Benefits Manager is responsible for providing an overview of the ADA accommodation process to the individual initiating the request utilizing the following documents: Guide to Interactive Process for Reasonable Accommodation and Checklist for Reasonable Accommodation Requests.
3. Upon receipt of a completed Request for Reasonable Accommodation Form, the HR Benefits Manager is responsible for determining whether the individual has a disability. The HR Benefits Manager can request that the individual provide documentation to support what the impairment is and how the impairment substantially limits a major life activity unless the impairment is obvious, substantiating documents are already on file or due to other applicable reasons.

- a. If documentation is required to support what the impairment is and how the impairment substantially limits a major life activity, the HR Benefits Manager will write a letter outlining the duties of the position to the employee's or intern's health care provider and will request a signed medical release from the employee or intern. The release will authorize the health care provider to provide a medical opinion and relevant medical information as to whether the individual can perform the full scope of the essential duties of the position and what, if any, accommodation(s) are recommended.
 - b. If documentation is required to support what the impairment is and how the impairment substantially limits a major life activity, the HR Benefits Manager will review the health care provider's responses. If the documentation is insufficient to establish the existence of a disability and the need for accommodation, the HR Benefits Manager will explain why the documentation is insufficient and allow the individual an opportunity to provide the missing information.
 - i. With the employee's or intern's written consent, the HR Benefits Manager may request follow-up information directly from the employee's health care provider.
 - ii. If necessary to confirm or clarify the need for accommodation, Metro may require the employee or intern to go to a second health care provider chosen by Metro for an independent medical opinion at Metro's expense.
 - c. Metro will reimburse the employee or intern for out-of-pocket costs for providing medical documentation required under this policy in accordance with applicable law
4. The employee or intern will be asked to meet with the HR Benefits Manager and/or his or her supervisor to engage in an interactive process to discuss the disability in relation to the essential functions of the position and to identify reasonable adjustments or changes that may allow the individual to perform these essential functions.
- a. Prior to the meeting, HR will inform the individual that he or she may have a union representative, family member, or other appropriate person present during interactive process meetings.
 - b. An employee or intern may choose to decline participation in the interactive process at this point or at any other time. This decision will suspend Metro's further assessment of potential disability accommodations until the employee or intern re-initiates a request. HR will twice seek to initiate such a dialogue before closing the matter due to non-participation. A closure of this nature will not prevent the employee from initiating the ADA process at a later date for the same or different medical reasons.
5. The HR Benefits Manager, the employee or intern, and the supervisor will meet to discuss the requested accommodation and, if appropriate, other potential accommodations that may allow the employee or intern to perform the essential

functions of his or her position. HR and the employee's supervisor will jointly determine if a reasonable accommodation is available, and if so, they will arrange for timely implementation.

6. If a reasonable accommodation cannot be made so that an employee may continue to successfully perform in his or her current position, the HR Recruitment and Selection Manager will conduct a thorough review of available positions to determine if there is an available, suitable position for which the employee may be eligible.
7. If the suggested accommodations will create an undue hardship to Metro's operations as defined by the ADA, the HR Benefits Manager will meet with an employee to determine if any other benefit options may be appropriate. If no other options are found, Human Resources will meet with the Department Director and Office of Metro Attorney to determine if termination is necessary due to inability to perform the job.
8. Metro will provide reasonable accommodation to help employees meet performance and conduct standards; however, Metro is not required to waive performance or conduct standards that are job-related and consistent with business necessity or to rescind discipline or an evaluation warranted by poor performance if the employee has not requested accommodation.
 - a. An employee who has a disability that may cause performance or conduct problems is encouraged to seek reasonable accommodation before problems arise.
 - b. Consistent with the ADA, Metro will not accommodate or extend job protections based on current use of illegal drugs.
9. At the conclusion of the interactive process, the HR Benefits Manager is responsible for completing the Resolution of Request for Reasonable Accommodation Form. The Office of Metro Attorney must be consulted before denying an accommodation request.
10. Information obtained regarding an individual's medical condition or history will be kept in separate medical files and treated as confidential, except as follows:
 - a. Supervisors and managers may be informed regarding necessary restrictions on the individual's duties and necessary accommodations.
 - b. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment.
 - c. Officers and employees of the Equal Employment Opportunity Commission and the Bureau of Labor and Industries investigating compliance will be provided relevant information upon request.
11. Anyone with concerns about the ADA process, including the outcome of the interactive process, may contact the Director of Human Resources or Office of Metro Attorney to discuss the matter.
12. Anyone who experiences or observes discrimination, harassment, or retaliation related to disability should report the offending conduct using the procedures specified in Metro's Discrimination and Harassment Policy.

Responsibilities

Employee/Intern:

- Notify the supervisor or HR Benefits Manager that an accommodation is being requested.
- Meet with the HR Benefits Manager to begin the ADA interactive process and follow up as requested.
- Provide a medical release for Metro to obtain relevant medical information if applicable.
- Report any discrimination, harassment, or retaliation related to disability using the procedures specified in Metro's Discrimination and Harassment Policy.

Supervisor:

- Timely respond to all ADA requests by notifying HR.
- Participate in a discussion with the employee or intern and HR regarding reasonable accommodation.
- Coordinate with the Human Resources Department and the employee or intern to implement any necessary accommodations.
- Refer any reports or observations of discrimination, harassment, or retaliation related to disability to the HR Department.
- Maintain the confidentiality of medical information.

HR Benefits Manager:

- Provide the employee or intern with the appropriate forms and procedures.
- Obtain necessary medical information from the applicable health care professional(s) if necessary in order to verify the need for accommodation and identify potential solutions.
- Ensure that genetic information is not requested or considered during the accommodation process.
- Work with the employee or intern and the supervisor to determine if reasonable accommodation(s) can be made.
- Coordinate implementation of any necessary accommodations.
- Ensure completion of process documents including the Checklist for Reasonable Accommodation Requests, Guide to Interactive Process for Reasonable Accommodation, and Resolution of Request for Reasonable Accommodation Form.
- Maintain medical information in a confidential file separate from the personnel file.

References

Americans with Disabilities Act of 1990 (ADA) as amended- 42 U.S.C. 12101 et seq., 29 C.F.R. 1630 et seq.

ORS 659A.103 – 659A.142; OAR 839-006-0200 – 839-006-0265 (Oregon disability law).

2013 Oregon Laws Ch. 379 (House Bill 2669)

Genetic Information Nondiscrimination Act of 2008 (GINA) - Pub.L. 110-233, 122 Stat. 881 (2008).

**Materials following this page are
attachments to the public record.**



PORTLAND'S
CENTERS FOR THE ARTS









THE NEWS BEHIND THE HEADLINES : SPORTS : MUSIC : FAMILY SHOWS : CONVENTIONS : FAIRS

WWW.VENUESTODAY.COM

Venues

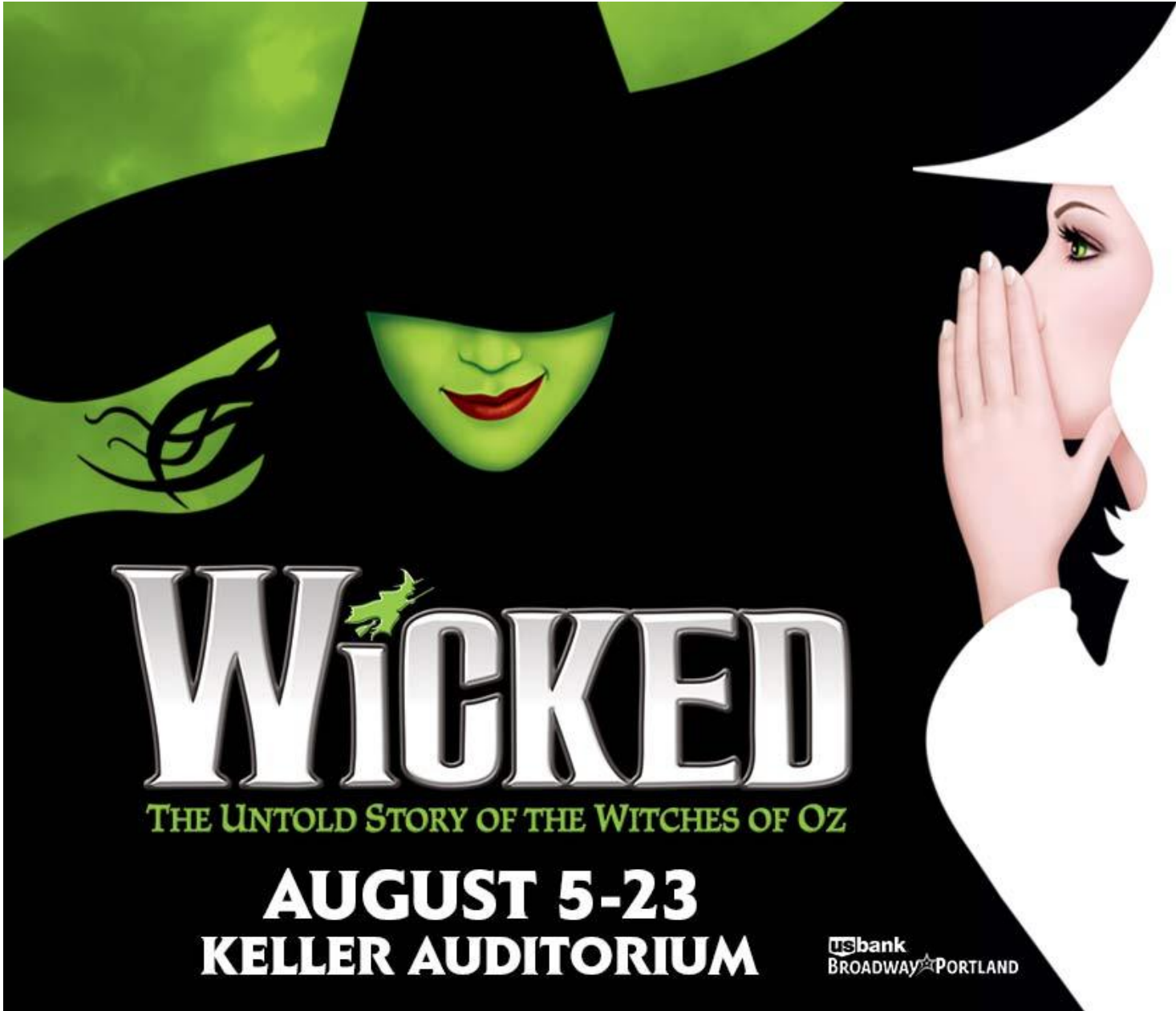
TODAY

DECEMBER 2015 VOLUME 14 NUMBER 12



**2015
HALL OF HEADLINES
WINNERS**

Allen
Dorsey
2015



WICKED

THE UNTOLD STORY OF THE WITCHES OF OZ

AUGUST 5-23
KELLER AUDITORIUM

usbank
BROADWAY PORTLAND

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ADVERTISING AND
SPONSOR KIT
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2015/2016

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PRESENTS



PORTLAND'S
NEWMARK
THEATRE



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ARLENE SCHNITZER
CONCERT HALL



PORTLAND'S
WINNINGSTAD
THEATRE



PORTLAND'S
KELLER
AUDITORIUM



PORTLAND'S
BRUNISH
THEATRE





2015 was a great year at the



We produced our first Expo promoted event





PDX

DRIVE-IN MOVIE SPECTACULAR

The Portland Expo Center paired two of America's great passions this summer – the automobile and the silver screen.

We screened 6 classic movies, supported several local non-profits and created an excellent summer tradition.

We'll see you next year at the drive-in!



In August, we hosted the National Model Railroad Association Annual Train Show.

The event attracted over 12,000 attendees and resulted in almost 4,000 room nights in the Portland area.

In November, we hosted the America Rabbit Breeders Association's National Convention.

In addition to setting a record for being ARBA's largest West Coast convention, the event also brought in over 8,000 attendees and resulted in almost 7,500 room nights creating significant economic impact.

BRING YOUR BEST



TO THE GREAT NORTHWEST

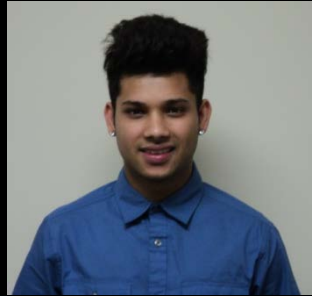
**92nd ARBA National Convention
October 31 to November 4, 2015
Portland, Oregon**



Special Thanks!

To our SummerWorks Intern!

Dinesh Ghimirey



Dinesh was an excellent addition to our team this summer - we wish him
luck with his future endeavors!

Capital Projects



This fall, we completed a remodel on Hall D Lobby, meeting rooms and the operations office. Upgrades include custom Metro Paint and carpeting. The refresh now reflects Expo's ongoing branding efforts.

Other capital projects accomplished this year:

- Roofing
- Asphalt Resurfacing
- Lighting Upgrade



Look into the future...

We have a lot in store for 2016 and are looking forward to a positive finish to the year!