
MERC Commission Meeting

April 4, 2018
12:30 pm

Oregon Convention Center
7777 NE MLK Jr. Ave
Room D139-140

Metro respects civil rights

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

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

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

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

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

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

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

ការ​គោរព​សិទ្ធិ​ពលរដ្ឋ​របស់​ ។​ សំរាប់​ព័ត៌មាន​អំពី​កម្មវិធី​សិទ្ធិ​ពលរដ្ឋ​របស់​ Metro ឬ​ដើម្បី​ទទួល​ពាក្យ​បណ្តឹង​រឿង​អំពី​សូម​ចូល​ទស្សនា​គេហទំព័រ www.oregonmetro.gov/civilrights។ បើ​លោក​អ្នក​ត្រូវ​ការ​អនុបកប្រែ​ភាសា​នៅ​ពេល​អង្គបុគ្គលិក​ណា​មួយ​សូម​ទូរស័ព្ទ​មក​លេខ 503-797-1890 (ម៉ោង 8 រឺ​ក្នុង​ម៉ោង 5 ល្ងាច ថ្ងៃ​អង្គារ​រហូត​ដល់​ថ្ងៃ​ច័ន្ទ) ប្រាំ​ពីរ​ថ្ងៃ​មុន​ថ្ងៃ​អង្គារ​មុន​ថ្ងៃ​អង្គារ​ដើម្បី​អាច​ឲ្យ​គេ​សម្រួល​តាម​សំណើ​របស់​លោក​អ្នក

إشعار بحقوق مدني من Metro الحقوق والمدنية للمزيد من المعلومات حول برنامج Metro للحقوق والمدنية أو لإبداء شكوى ضد تمييزي في زيارته الموقع الإلكتروني www.oregonmetro.gov/civilrights. إن كنت بحاجة إلى مساعدة في اللغة، ي ج ب ع ل ي ك الاتصال مقدم برقم الهاتف 503-797-1890 من الساعة 8 صباحاً حتى الساعة 5 مساءً، أيام الاثنين إلى الجمعة قبل خمسة (5) أيام عمل من موعد الاجتماع.

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

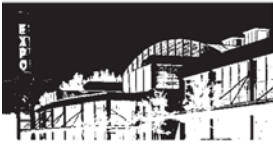
Notificación de no discriminación de Metro Metro respeta los derechos civiles. Para obtener información sobre el programa de derechos civiles de Metro o para obtener un formulario de reclamo por discriminación, ingrese a www.oregonmetro.gov/civilrights. Si necesita asistencia con el idioma, llame al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

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

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

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





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

www.oregonmetro.gov



Metro | *Exposition Recreation Commission*

Agenda

Meeting: Metro Exposition Recreation Commission Meeting
Date: Wednesday, April 4, 2018
Time: 12:30-2:30 p.m.
Place: Oregon Convention Center Room D139-140

CALL TO ORDER

12:30 1. QUORUM CONFIRMED

12:35 2. OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS

12:40 3. COMMISSION/COUNCIL LIAISON COMMUNICATIONS **Karis Stoudamire-Phillips,
Tom Hughes**

12:45 4. GM COMMUNICATIONS **Scott Cruickshank**

12:50 5. FINANCIAL REPORT, pgs 4-23 **Rachael Lembo**

12:55 6. VENUE BUSINESS REPORTS **Robyn Williams, Chuck Dills,
Craig Stroud**

1:15 7. TRAVEL PORTLAND SECOND QUARTER 2018 REPORT, pgs 25-45 **James Jesse**

1:30 8. PORTLAND'S PRESENTATION **Ben Rowe**

2:00 9. CONSENT AGENDA

- Record of MERC Actions, February 7, 2018, pgs 47-48
- Record of MERC Actions, March 7, 2018, pgs 49-50
- Ethics authorization for Commissioner Stoudamire-Phillips to attend a Travel Portland sales mission to Washington, DC April 24-26, 2018, pg 51
- Ethics authorization for Commissioner Krys-Rusoff to attend a Travel Portland sales mission to Washington, DC April 24-26, 2018, pg 52
- Ethics authorization for Commissioner Erickson to attend a Travel Portland sales mission to Chicago, Ill on May 22-24, 2018, pg 53

1:50 10. ACTION AGENDA
10.1 Resolution 18-07: For the purpose of approving Facility Rental Rates **Alicia Crawford Loos**
for the Fiscal Years 2020 and 2021 at the Portland Expo Center
(Expo), pgs 55-61

ADJOURN

MERC Commission Meeting

April 4, 2018
12:30 pm

5.0 Financial Report

FEBRUARY 2018

FINANCIAL INFORMATION

For Management Purposes only



OREGON

Oregon
Convention
Center



Memo



Metro

600 NE Grand Ave.
Portland, OR 97232-2736

Date: April 4, 2018
To: Commissioner Karis Stoudamire-Phillips, Chair
Commissioner Deidra Kryz-Rusoff, Secretary-Treasurer
Commissioner John Erickson
Commissioner Damien Hall
Commissioner Ray Leary
Commissioner Dañel Malán
Commissioner Deanna Palm

From: Rachael Lembo – MERC Finance Manager
Re: Financial Updates for February 2018

February 2018 Financial Summary – All Venues

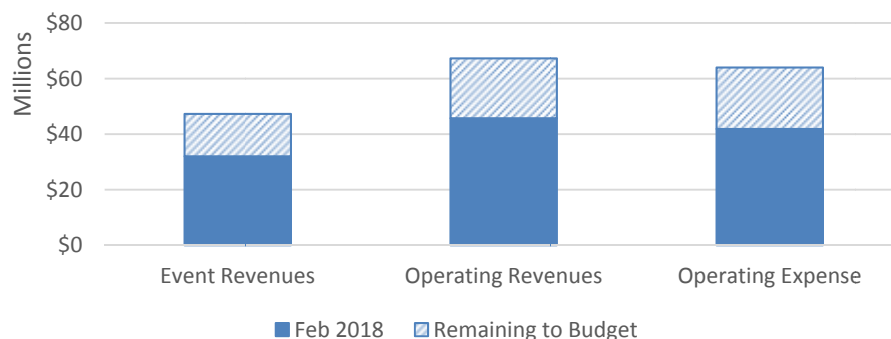
Events & Attendance

Events and attendance were both down slightly from the prior year, primarily due to decreased attendance at the Sportsmen's Show and the Spring Home and Garden Show at Expo, and Wizard World Comicon being held in April instead of February at OCC. Portland's attendance was strong with a week of Broadway, A Gentleman's Guide to Love and Murder, and many Oregon Symphony performances.

Total MERC Venues	FY 2016-17		FY 2017-18		Change from Prior Year	
	Events	Attendance	Events	Attendance	Events	Attendance
Q1	284	342,829	281	322,419	(3), (1%)	(20,410), (6%)
Q2	444	513,442	480	558,255	36, 8%	44,813, 9%
January	97	165,003	100	199,076	3, 3%	34,073, 21%
February	182	248,019	163	225,472	(19), (10%)	(22,547), (9%)
YTD	1,007	1,269,293	1,024	1,305,222	17, 2%	35,929, 3%

Revenues & Expense through February

Event revenues (charges for services and food & beverage) are \$32 million, 68% of annual budget. Total operating revenues are \$45.8 million, and also 68% of annual budget. Overall operating expenses are \$41.9 million, 65% of annual budget. Total MERC net operations are \$3.9 million.



Food & Beverage

Food and beverage margins at OCC and Expo saw some improvements this month. While OCC was still below the prior year's margin, February 2018's margin of over 18% was the second highest month so far this year. Pacificwild has implemented scheduling oversight which has helped to manage labor costs. Expo had a busy month, and with the recent price changes the margin improved upon last year even with the decline in attendance. The table below compares 2017 to 2018 for January and February, both busy months at OCC and Expo.

	January		February	
	2017	2018	2017	2018
OCC	14.0%	-5.6%	24.3%	18.5%
Expo	17.6%	15.3%	39.5%	42.4%

The margin at Portland's is above budget and is expected to be maintained through the busy spring.

Transient Lodging Tax (TLT)

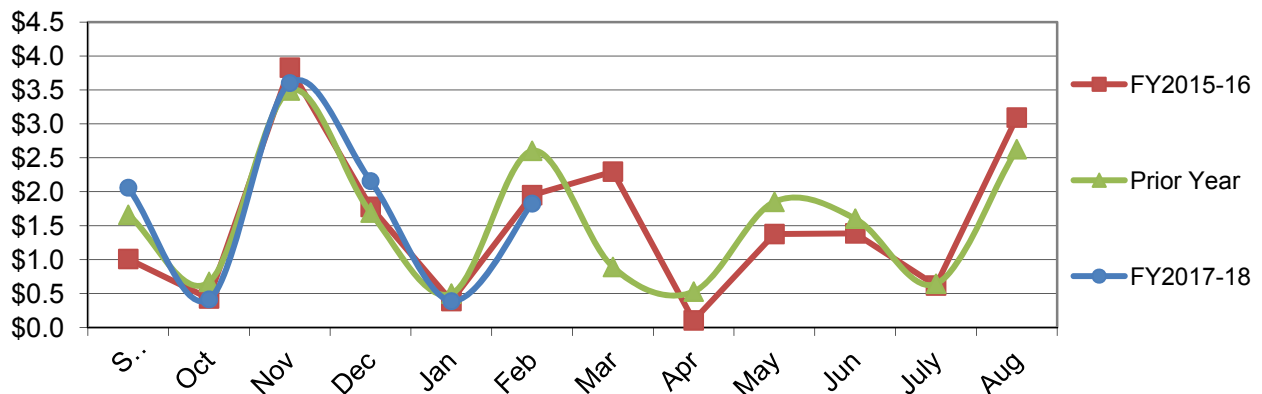
Our payment for February TLT receipts was almost \$800k, 30%, below the prior year. This means YTD we're down \$175k, 2%. However, we had a similar lower-than-normal February payment in FY15-16, which was followed by a higher-than-normal payment in March, which could indicate a timing issue that will catch up in March.

According to the recent Travel Portland *State of the Industry* presentation, the Revenue per Available Room in Portland market hotels was up 1% from the prior year in CY 2017. That's a very modest increase; the previous year's increase was 6% and the year before that was 14%. It seems reasonable to expect that the TLT increase will also be modest this year.

Metro TLT receipts	FY2016-17	FY2017-18	\$ Var	% Var
Sept-Nov	5,826,749	6,077,022	250,273	4%
Dec-Feb	4,799,483	4,373,829	(425,654)	-9%
YTD	10,626,232	10,450,851	(175,381)	-2%

TLT Collections by Month

Shown in Millions



Historical Actual Comparison FY 2014-15 to FY 2017-18

Fiscal Year:	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	3-yr Hist.	% Var	% Var
Revenues	YTD	YTD	YTD	YTD	Average	Average	PY
Food and Beverage	10,833,251	13,632,548	12,009,932	12,259,935	12,158,577	0.8%	2.1%
Charges for Services	15,535,961	19,049,688	17,962,732	19,773,437	17,516,127	12.9%	10.1%
<i>Subtotal Event Revenues</i>	<i>26,369,212</i>	<i>32,682,236</i>	<i>29,972,663</i>	<i>32,033,372</i>	<i>29,674,704</i>	<i>7.9%</i>	<i>6.9%</i>
Lodging Tax	8,640,855	9,387,230	10,626,232	10,450,851	9,551,439	9.4%	-1.7%
Other	377,117	255,570	534,273	3,265,796	388,986	739.6%	511.3%
Total Revenues	35,387,183	42,325,036	41,133,168	45,750,019	39,615,129	15.5%	11.2%
Expenses							
Food and Beverage	8,575,783	10,040,476	9,466,825	10,415,023	9,361,028	11.3%	10.0%
Personnel Services	11,617,035	12,639,889	13,040,563	13,992,302	12,432,496	12.5%	7.3%
Materials and Services	8,135,083	10,126,044	9,989,239	11,493,786	9,416,789	22.1%	15.1%
Other Operating Expense	3,799,812	3,908,681	4,121,946	5,991,718	3,943,480	51.9%	45.4%
Total Operating Expense	32,127,713	36,715,091	36,618,574	41,892,829	35,153,793	19.2%	14.4%
Net Operations	3,259,470	5,609,945	4,514,594	3,857,190	4,461,336	-13.5%	-14.6%
Food & Beverage Margin \$	2,257,468	3,592,071	2,543,106	1,844,912	2,797,548	-34.1%	-27.5%
Food & Beverage Margin %	20.8%	26.3%	21.2%	15.0%	22.8%		

Oregon Convention Center

Event revenues were \$2.5 million in February, up 7% over the prior year. Year-to-date revenues are up 10%. As noted above, the food and beverage margin in February was 18%, a significant improvement from January but still below last February's margin of 24%. Pacificwild has implemented scheduling oversight to help manage labor costs, and we're seeing some improvement there already. Other costs appear in line with budget and historical YTD spending trends.

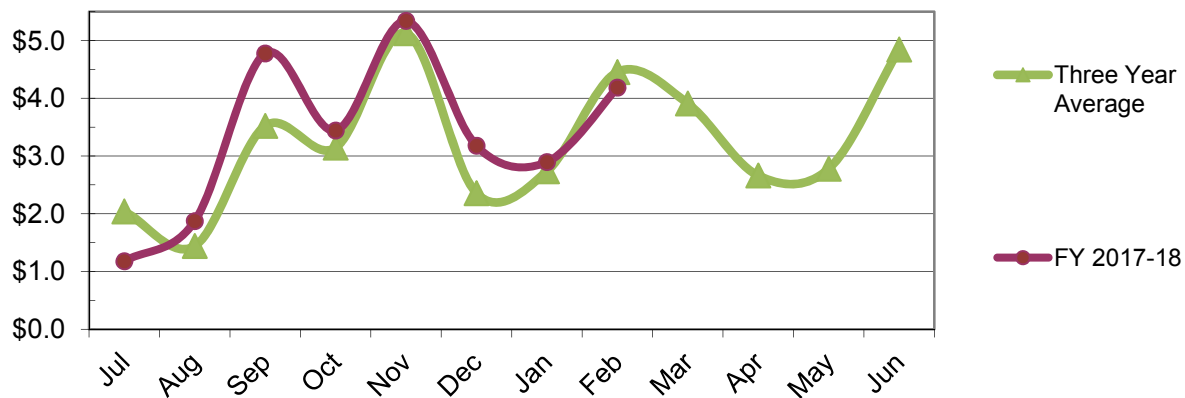
Highest Grossing Events

Event*	Gross Event Revenue	% of Event Revenue
Ocean Sciences Meeting	\$852,183	38%
Oregon Wine Symposium	265,193	12%
NW Materials Show	116,975	5%
Comcast Holiday Party	108,069	5%
All other Events	925,561	41%
Total Event Revenues	\$2,267,981	100%

*Note: revenue reported in the table above reflects event receipts in the reporting month only and not total gross event revenue or total gross monthly revenue.

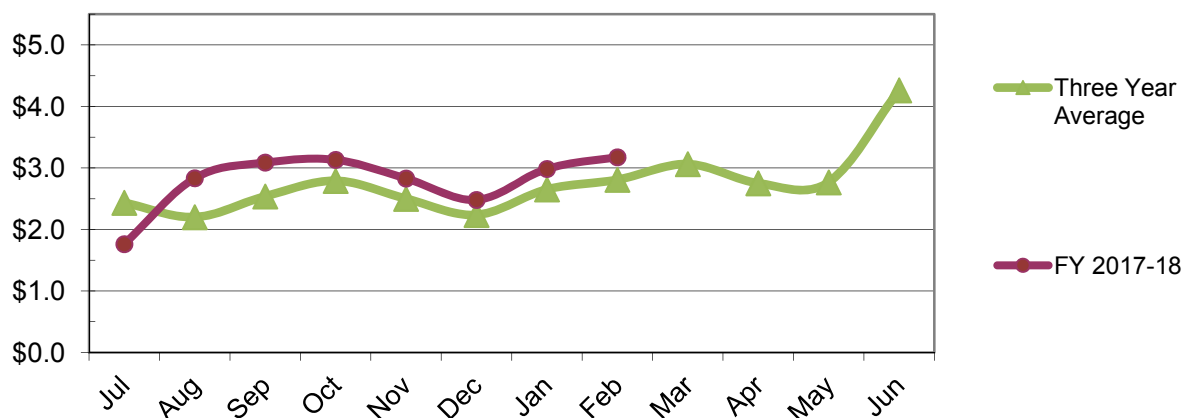
OCC Program Revenues by Month

Shown in Millions



OCC Program Expense by Month

Shown in Millions



Portland's 5 Centers for the Arts

Event revenues are right in line with the prior year, and March brings the opening of Hamilton. The YTD food and beverage margin is 26%, lower than last year's 31% at this time but well above the budget of 21%. Materials and services appear in line with budget and historical YTD spending trends, and personnel is trending down a little due to some vacancies.

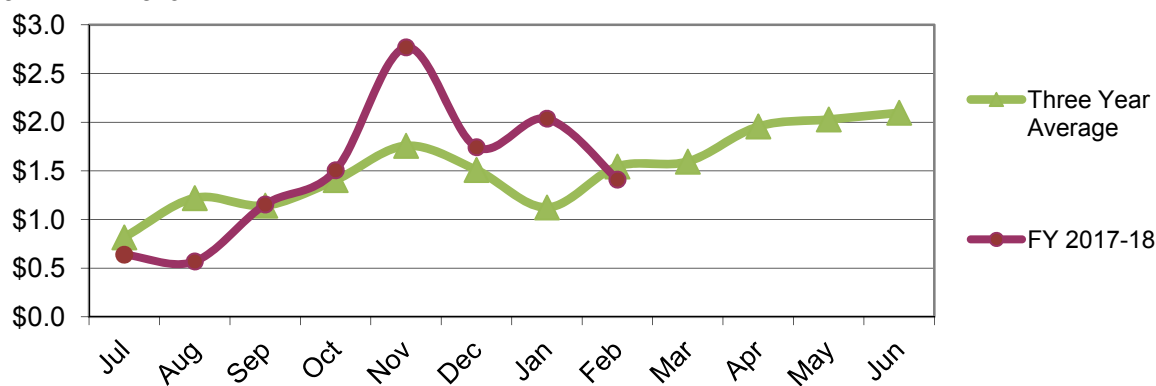
Highest Grossing Events

Event*	Gross Event Revenue	% of Event Revenue
Gentleman's Guide to love and Murder	\$278,733	26%
Pete the Cat	78,894	7%
A Night with Janis Joplin	51,578	5%
Oregon Symphony: Tchaikovsky's Pathetique	47,625	4%
All other Events	634,973	58%
Total Event Revenues	\$1,091,803	100%

*Note: revenue reported in the table above reflects event receipts in the reporting month only and not total gross event revenue or total gross monthly revenue.

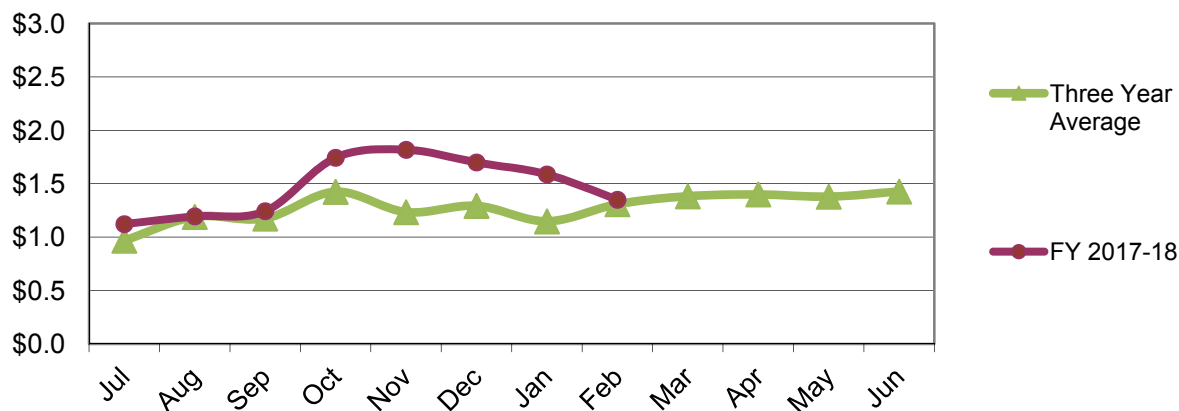
P5CA Program Revenue by Month

Shown in Millions



P5CA Program Expense by Month

Shown in Millions



Portland Expo Center

February was a big month at Expo with the Sportsmen's Show and the Spring Home and Garden Show. While total attendance was over 75,000, a great month for Expo, it was down about 14,000 from last year. This was primarily due to decreased attendance at those large shows but also from some events which moved to other months. The lower attendance resulted in lower food & beverage revenues, which were down \$95,000. However, the food and beverage margin was 42%, higher than last year and in line with the three year average. Other costs appear in line with budget and historical YTD spending trends.

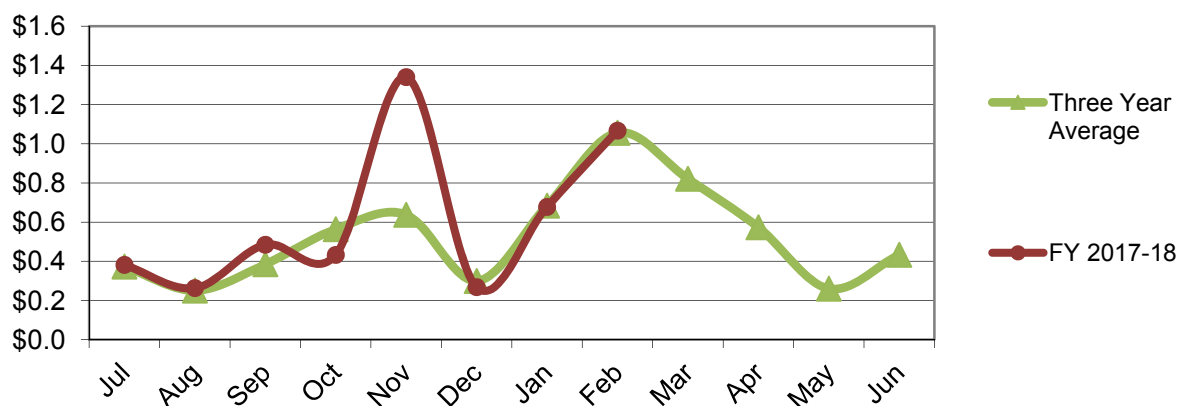
Highest Grossing Events

Event*	Gross Event Revenue	% of Event Revenue
Pacific NW Sportsmen's Show	\$545,900	54%
Spring Home and Garden Show	203,567	20%
KidFest! – SportFest!	59,870	6%
Valdivia Presents	47,926	5%
All other Events	156,995	15%
Total Event Revenues	\$1,014,257	100%

*Note: revenue reported in the table above reflects event receipts in the reporting month only and not total gross event revenue or total gross monthly revenue.

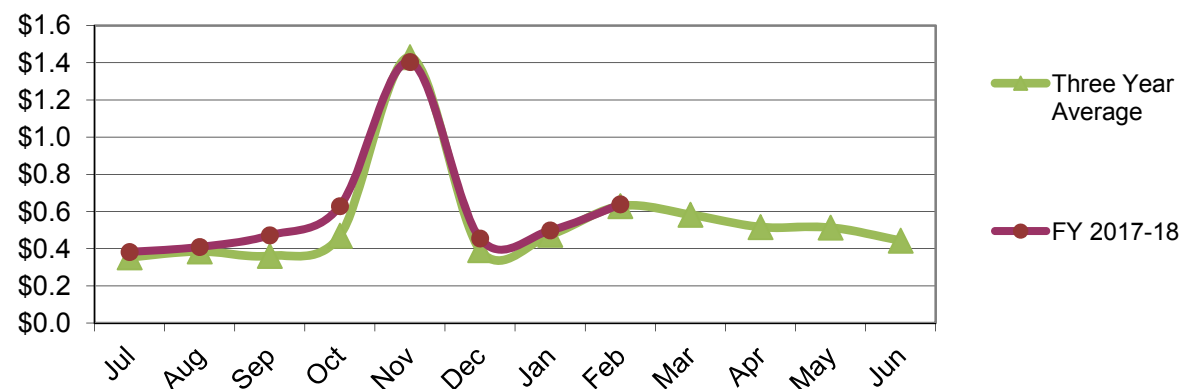
Expo Program Revenue by Month

Shown in Millions



Expo Program Expense by Month

Shown in Millions



MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

All Departments

February 2018

	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	2,645,271	2,533,353	19,773,437	17,962,732	28,783,091	110.08%	68.70%
Contributions from Governments	-	-	-	-	889,441	0.00%	0.00%
Contributions from Private Sources	-	-	300,000	-	75,000	0.00%	400.00%
Enhanced Marketing VDF	-	-	-	-	491,122	0.00%	0.00%
Food and Beverage Revenue	2,124,965	2,236,630	12,259,935	12,009,932	18,524,543	102.08%	66.18%
Grants	308	-	138,861	8,055	38,000	1723.91%	365.42%
Interest Earnings	122,851	47,368	462,167	199,934	445,000	231.16%	103.86%
Lodging Tax	1,826,191	2,604,499	10,450,851	10,626,232	13,052,470	98.35%	80.07%
Miscellaneous Revenue	(75,467)	18,663	98,104	139,620	113,765	70.26%	86.23%
Transfers-R	33,333	23,333	266,664	186,664	400,000	142.86%	66.67%
Visitor Development Fund Alloc	-	-	2,000,000	-	4,488,395	0.00%	44.56%
Total Revenues	6,677,453	7,463,845	45,750,019	41,133,168	67,300,827	111.22%	67.98%
Food & Beverage Services	1,608,206	1,549,435	10,415,023	9,466,825	15,252,656	110.02%	68.28%
Materials and Services	1,466,699	1,243,038	11,493,786	9,989,239	18,326,503	115.06%	62.72%
Personnel Services	1,828,434	1,675,682	13,992,302	13,040,563	22,106,786	107.30%	63.29%
Transfers-E	384,096	603,393	3,991,718	4,121,946	5,830,412	96.84%	68.46%
Visitor Development Marketing	-	-	2,000,000	-	2,508,282	0.00%	79.74%
Total Expenditures	5,287,435	5,071,548	41,892,829	36,618,574	64,024,639	114.40%	65.43%
Net Operations	1,390,018	2,392,298	3,857,191	4,514,595	3,276,188		
Capital							
Contributions from Private Sources	25,000	-	406,250	318,750	762,501	127.45%	53.28%
Grants	-	90,048	-	108,512	-	0.00%	0.00%
Lodging Tax	-	-	-	-	6,741,441	0.00%	0.00%
Miscellaneous Revenue	-	-	2,290	4,317	-	53.03%	0.00%
Transfers-R	-	26,667	-	213,336	-	0.00%	0.00%
Total Revenues	25,000	116,715	408,539	644,915	7,503,942	63.35%	5.44%
Capital Outlay	82,245	(206,216)	2,794,449	2,233,115	15,868,548	125.14%	17.61%
Materials and Services	310,255	419,618	2,035,718	507,011	1,041,867	401.51%	195.39%
Total Expenditures	392,500	213,402	4,830,168	2,740,126	16,910,415	176.28%	28.56%
Net Capital	(367,500)	(96,687)	(4,421,628)	(2,095,211)	(9,406,473)		
12 Month Fund Balance Increase	1,022,518	2,295,611	(564,437)	2,419,384	(6,130,285)		

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Convention Center Operating Fund

February 2018

	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	1,098,017	974,684	8,314,817	7,205,184	11,789,193	115.4%	70.5%
Contributions from Private Sources	-	-	300,000	-	-	0.0%	0.0%
Enhanced Marketing VDF	-	-	-	-	491,122	0.0%	0.0%
Food and Beverage Revenue	1,394,322	1,347,106	8,613,858	8,185,179	13,050,157	105.2%	66.0%
Grants	308	-	88,861	8,055	-	1103.2%	0.0%
Interest Earnings	60,432	19,021	201,075	71,290	190,000	282.0%	105.8%
Lodging Tax	1,624,367	2,316,333	9,295,862	9,450,528	11,661,784	98.4%	79.7%
Miscellaneous Revenue	6,501	9,687	43,392	55,825	17,700	77.7%	245.1%
Transfers-R	(78,161)	(67,396)	(625,284)	(539,167)	(937,926)	116.0%	66.7%
Visitor Development Fund Alloc	-	-	2,000,000	-	3,784,454	0.0%	52.8%
Total Revenues	4,105,786	4,599,435	28,232,580	24,436,894	40,046,484	115.5%	70.5%
Food & Beverage Services	1,137,096	1,020,292	7,611,026	6,661,102	10,840,964	114.3%	70.2%
Materials and Services	904,453	675,705	5,679,796	5,140,769	9,848,744	110.5%	57.7%
Personnel Services	914,103	841,061	7,242,354	6,706,942	11,199,173	108.0%	64.7%
Transfers-E	219,750	360,681	1,758,000	1,800,782	2,830,488	97.6%	62.1%
Visitor Development Marketing	-	-	2,000,000	-	2,491,122	0.0%	80.3%
Total Expenditures	3,175,401	2,897,738	24,291,177	20,309,595	37,210,491	119.6%	65.3%
Net Operations	930,385	1,701,696	3,941,403	4,127,299	2,835,993		
Capital							
Contributions from Private Sources	-	-	267,642	199,219	476,563	134.3%	56.2%
Grants	-	90,048	-	97,548	-	0.0%	0.0%
Miscellaneous Revenue	-	-	2,290	4,317	-	53.0%	0.0%
Transfers-R	-	26,667	8,000,000	213,336	16,000,000	3750.0%	50.0%
Total Revenues	-	116,715	8,269,932	514,420	16,476,563	1607.6%	50.2%
Capital Outlay	298	(110,474)	1,202,710	836,051	9,200,500	143.9%	13.1%
Materials and Services	122,934	309,572	757,357	309,794	355,000	244.5%	213.3%
Total Expenditures	123,232	199,099	1,960,066	1,145,846	9,555,500	171.1%	20.5%
Net Capital	(123,232)	(82,384)	6,309,865	(631,426)	6,921,063		
12 Month Fund Balance Increase	807,153	1,619,313	10,251,269	3,495,873	9,757,056		

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland's Centers for the Arts Fund

February 2018

	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	997,530	953,886	8,421,143	8,032,093	12,170,223	104.8%	69.2%
Contributions from Governments	-	-	-	-	889,441	0.0%	0.0%
Contributions from Private Sources	-	-	-	-	75,000	0.0%	0.0%
Food and Beverage Revenue	253,060	318,027	2,068,101	2,342,873	3,175,764	88.3%	65.1%
Grants	-	-	-	-	38,000	0.0%	0.0%
Interest Earnings	42,280	15,055	146,932	68,925	170,000	213.2%	86.4%
Lodging Tax	201,824	288,166	1,154,990	1,175,703	1,390,686	98.2%	83.1%
Miscellaneous Revenue	(83,902)	4,643	38,981	64,519	61,590	60.4%	63.3%
Transfers-R	(40,519)	(36,852)	(324,151)	(294,817)	(486,226)	109.9%	66.7%
Visitor Development Fund Alloc	-	-	-	-	703,941	0.0%	0.0%
Total Revenues	1,370,273	1,542,925	11,505,996	11,389,296	18,188,419	101.0%	63.3%
Food & Beverage Services	195,934	183,322	1,528,480	1,621,000	2,503,553	94.3%	61.1%
Materials and Services	386,777	457,943	4,508,795	3,828,369	6,323,561	117.8%	71.3%
Personnel Services	656,990	625,748	4,837,993	4,714,763	7,862,673	102.6%	61.5%
Transfers-E	110,177	169,512	881,416	869,841	1,322,109	101.3%	66.7%
Total Expenditures	1,349,878	1,436,525	11,756,685	11,033,973	18,011,896	106.5%	65.3%
Net Operations	20,395	106,399	(250,689)	355,323	176,523		
Capital							
Contributions from Private Sources	-	-	48,290	71,719	114,375	67.3%	42.2%
Grants	-	-	-	9,964	-	0.0%	0.0%
Total Revenues	-	-	48,290	81,683	114,375	59.1%	42.2%
Capital Outlay	76,069	2,476	1,346,100	1,209,462	3,550,733	111.3%	37.9%
Materials and Services	186,488	11,827	307,136	48,242	225,000	636.7%	136.5%
Total Expenditures	262,557	14,303	1,653,236	1,257,704	3,775,733	131.4%	43.8%
Net Capital	(262,557)	(14,303)	(1,604,946)	(1,176,021)	(3,661,358)		
12 Month Fund Balance Increase	(242,162)	92,096	(1,855,635)	(820,699)	(3,484,835)		

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Expo Fund

February 2018

	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	549,724	604,782	3,037,477	2,725,455	4,823,675	111.4%	63.0%
Food and Beverage Revenue	477,583	571,497	1,577,976	1,481,880	2,298,622	106.5%	68.6%
Interest Earnings	4,303	2,038	17,448	8,242	35,000	211.7%	49.9%
Miscellaneous Revenue	1,934	4,333	15,732	19,277	34,475	81.6%	45.6%
Transfers-R	33,333	23,333	266,664	186,664	400,000	142.9%	66.7%
Total Revenues	1,066,877	1,205,983	4,915,296	4,421,517	7,591,772	111.2%	64.7%
Food & Beverage Services	275,176	345,821	1,275,516	1,184,724	1,908,139	107.7%	66.8%
Materials and Services	141,018	107,815	1,016,589	805,029	1,615,813	126.3%	62.9%
Personnel Services	168,700	166,154	1,252,273	1,185,444	1,939,455	105.6%	64.6%
Transfers-E	53,984	63,775	1,345,322	1,435,673	1,670,090	93.7%	80.6%
Visitor Development Marketing	-	-	-	-	17,160	0.0%	0.0%
Total Expenditures	638,879	683,566	4,889,700	4,610,870	7,150,657	106.0%	68.4%
Net Operations	427,999	522,418	25,596	(189,352)	441,115		
Capital							
Contributions from Private Sources	25,000	-	90,318	47,813	171,563	188.9%	52.6%
Grants	-	-	-	1,000	-	0.0%	0.0%
Transfers-R	-	-	1,425,000	-	2,850,000	0.0%	50.0%
Total Revenues	25,000	-	1,515,318	48,813	3,021,563	3104.4%	50.2%
Capital Outlay	5,878	(98,219)	245,639	187,601	2,867,315	130.9%	8.6%
Materials and Services	833	98,219	971,226	148,975	461,867	651.9%	210.3%
Total Expenditures	6,711	-	1,216,865	336,576	3,329,182	361.5%	36.6%
Net Capital	18,289	-	298,453	(287,763)	(307,619)		
12 Month Fund Balance Increase	446,288	522,418	324,049	(477,115)	133,496		

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

MERC Admin Sub Fund

February 2018

		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								
Grants		-	-	50,000	-	-	0.0%	0.0%
Interest Earnings		15,837	11,255	96,712	51,477	50,000	187.9%	193.4%
Transfers-R		118,679	104,248	949,435	833,985	1,424,152	113.8%	66.7%
	Total Revenues	134,516	115,503	1,096,147	885,462	1,474,152	123.8%	74.4%
Materials and Services		34,451	1,574	288,605	215,073	538,385	134.2%	53.6%
Personnel Services		88,641	42,719	659,682	433,414	1,105,485	152.2%	59.7%
Transfers-E		185	9,425	6,980	15,650	7,725	44.6%	90.4%
	Total Expenditures	123,277	53,718	955,267	664,137	1,651,595	143.8%	57.8%
	Net Operations	11,239	61,784	140,880	221,325	(177,443)		
Capital								
Lodging Tax		-	-	-	-	6,741,441	0.0%	0.0%
Transfers-R		-	-	(9,425,000)	-	(18,850,000)	0.0%	50.0%
	Total Revenues	-	-	(9,425,000)	-	(12,108,559)	0.0%	77.8%
Capital Outlay		-	-	-	-	250,000	0.0%	0.0%
	Total Expenditures	-	-	-	-	250,000	0.0%	0.0%
	Net Capital	-	-	(9,425,000)	-	(12,358,559)		
	12 Month Fund Balance Increase	11,239	61,784	(9,284,120)	221,325	(12,536,002)		

MERC Food and Beverage Margins

February 2018

	Current Year Month Actual	Prior Year Month Actual	Current Year to Date	Prior Year to Date Actual	Annual Budget
Convention Center Operating Fund					
Food and Beverage Revenue	1,394,322	1,347,106	8,613,858	8,185,179	13,050,157
Food & Beverage Services	1,137,096	1,020,292	7,611,026	6,661,102	10,840,964
Food and Beverage Gross Margin	257,226	326,814	1,002,831	1,524,077	2,209,193
Food and Beverage Gross Margin %	18.45%	24.26%	11.64%	18.62%	16.93%
Portland'5 Centers for the Arts Fund					
Food and Beverage Revenue	253,060	318,027	2,068,101	2,342,873	3,175,764
Food & Beverage Services	195,934	183,322	1,528,480	1,621,000	2,503,553
Food and Beverage Gross Margin	57,126	134,705	539,621	721,873	672,211
Food and Beverage Gross Margin %	22.57%	42.36%	26.09%	30.81%	21.17%
Expo Fund					
Food and Beverage Revenue	477,583	571,497	1,577,976	1,481,880	2,298,622
Food & Beverage Services	275,176	345,821	1,275,516	1,184,724	1,908,139
Food and Beverage Gross Margin	202,407	225,676	302,460	297,157	390,483
Food and Beverage Gross Margin %	42.38%	39.49%	19.17%	20.05%	16.99%
MERC Fund Total					
Food and Beverage Revenue	2,124,965	2,236,630	12,259,935	12,009,932	18,524,543
Food & Beverage Services	1,608,206	1,549,435	10,415,023	9,466,825	15,252,656
Food and Beverage Gross Margin	516,759	687,195	1,844,912	2,543,106	3,271,887
Food and Beverage Gross Margin %	24.32%	30.72%	15.05%	21.18%	17.66%

MERC Visitor Venues
Events-Performances-Attendance
FY 2017-18

	February 2015		February 2016		February 2017		February 2018		Net Change from Prior Year		February 2018	
OCC	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Tradeshows/Conventions	3	4,583	5	9,359	4	5,319	5	7,025	1	1,706	1,306,713	58%
Consumer Public Shows	8	85,239	12	78,268	10	36,953	7	30,405	(3)	(6,548)	336,420	15%
Miscellaneous									-	-		0%
Miscellaneous -In-House	12	180	34	716	25	376	15	419	(10)	43	11,634	1%
Meetings	13	6,552	7	6,136	20	8,221	19	5,914	(1)	(2,307)	317,278	14%
Catering	3	1,377	7	4,097	7	4,720	4	2,699	(3)	(2,021)	295,936	13%
Totals	39	97,931	65	98,576	66	55,589	50	46,462	(16)	(9,127)	\$ 2,267,981	100%

	February 2015		February 2016		February 2017		February 2018		Net Change from Prior Year		February 2018	
Expo Center	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Consumer Public Shows	3	72,495	6	79,730	5	82,219	5	71,695	-	(10,524)	944,909	93%
<i>Cirque Du Soleil</i>	-	-	-	-	-	-	-	-	-	-		0%
Miscellaneous	1	22	1	20	1	3,171	4	3,505	3	334	23,475	2%
Meetings	4	267	4	640	4	238	3	140	(1)	(98)	481	0%
Catering	-	-	1	400	1	411	-	-	(1)	(411)	45,392	4%
Tradeshows/Conventions	-	-	1	3,000	2	3,586	-	-	(2)	(3,586)		0%
Totals	8	72,784	13	83,790	13	89,625	12	75,340	(1)	(14,285)	\$ 1,014,257	100%
Totals w/Cirque du Soleil	8	72,784	13	83,790	13	89,625	12	75,340	(1)	(14,285)	\$ 1,014,257	100%

	February 2015		February 2016		February 2017		February 2018		Net Change from Prior Year		February 2018	
Portland '5	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Revenue	% of Rev.
Commercial (Non-Broadway)	5	7,595	8	12,959	5	8,527	5	6,040	-	(2,487)	212,386	19%
Broadway	8	21,930	-	-	8	16,821	8	18,668	-	1,847	351,427	32%
Resident Company	27	39,909	26	30,428	31	41,426	28	37,953	(3)	(3,473)	274,435	25%
Non-Profit	33	12,474	31	9,747	31	9,386	28	9,041	(3)	(345)	116,818	11%
Promoted/ Co-Promoted	7	1,280	9	4,708	6	2,726	5	2,288	(1)	(438)	128,770	12%
Student	18	14,922	15	15,274	21	23,772	24	29,394	3	5,622	7,936	1%
Miscellaneous	2	162	2	181	1	147	3	286	2	139	31	0%
Totals	100	98,272	91	73,297	103	102,805	101	103,670	(2)	865	\$ 1,091,803	100%

MERC Statement of Fund Balances and Reserves

February 2018

	Annual Basis			Monthly Basis	
	FY 2016-17 Actuals	FY 2017-18 Budget	FY 2017-18 YTD Actuals	FY 2016-17 February	FY 2017-18 February
<u>Oregon Convention Center</u>					
Beginning Fund Balance	21,770,042	24,966,039	25,024,238	23,646,602	34,468,354
Fund Balance Inc (Dec)	3,254,196	9,757,056	10,251,269	1,619,313	807,153
Ending Fund Balance	25,024,238	34,723,095	35,275,507	25,265,915	35,275,507
<i>Contingency - Operating</i>		1,500,000			
<i>Contingency - New Capital-Business Strategy</i>		2,092,301			
<i>Contingency - Renewal & Replacement</i>		31,130,794			
Ending Fund Balance		34,723,095			
<u>Portland's Centers for the Arts</u>					
Beginning Fund Balance	13,178,660	13,293,035	12,883,997	12,265,865	11,270,524
Fund Balance Inc (Dec)	(294,663)	(2,038,222)	(1,855,635)	92,096	(242,162)
Ending Fund Balance	12,883,997	11,254,813	11,028,362	12,357,961	11,028,362
<i>Contingency - Operating</i>		600,000			
<i>Contingency - New Capital-Business Strategy</i>		2,263,311			
<i>Contingency - Renewal & Replacement</i>		8,391,502			
Ending Fund Balance		11,254,813			
<u>Expo</u>					
Beginning Fund Balance	2,843,104	2,527,012	1,941,946	1,843,571	1,819,707
Fund Balance Inc (Dec)	(901,158)	395,988	324,049	522,418	446,288
Ending Fund Balance	1,941,946	2,923,000	2,265,995	2,365,989	2,265,995
<i>Contingency - Operating</i>		662,730			
<i>Contingency - New Capital-Business Strategy</i>		2,260,270			
<i>Contingency - Renewal & Replacement</i>		-			
Ending Fund Balance		2,923,000			
<u>MERC Administration</u>					
Beginning Fund Balance	14,171,403	18,757,585	18,573,659	14,330,944	9,278,299
Fund Balance Inc (Dec)	4,402,256	(12,536,002)	(9,284,120)	61,784	11,239
Ending Fund Balance	18,573,659	6,221,583	9,289,539	14,392,728	9,289,539
<i>Contingency - Operating</i>		53,460			
<i>Contingency - Renewal & Replacement</i>		1,056,059			
<i>Contingency - TLT Pooled Capital</i>		5,112,064			
Ending Fund Balance		6,221,583			
<u>MERC Fund</u>					
Beginning Fund Balance	51,963,209	59,543,671	58,423,839	52,086,982	56,836,884
Fund Balance Inc (Dec)	6,460,630	(4,421,180)	(564,437)	2,295,611	1,022,518
Ending Fund Balance	58,423,839	55,122,491	57,859,402	54,382,593	57,859,402

OCC Capital Project Status Report

Project Phases: **Planning** - Initiating/Planning, **Design** - Design & Engineering, **Contracting** - in process of vendor selection & signing contract with selected vendor, **Construction/In Progress** - in progress, **Complete** - substantially complete, **Ongoing** - capital maintenance

Category			FY 2017-18 Budget		
Project Title	Management	Phase	Amended	Actual	Remaining
Food & Beverage					
Food & Beverage Point of Sale System (POS) Replacement	ARA / IS	Contracting	230,000	-	230,000
Renewal & Replacement					
Plaza, Entries, & Major Interior Remodel	CPMO	Design	4,640,000	1,082,883	3,557,117
Building Envelop Assessment	CPMO	Contracting	150,000	34,975	115,025
Cooling System Design Consulting (Cooling Towers & Chillers)	CPMO	Design	80,000	16,788	63,212
Loading Dock Improvements (Dock Locks, Enclosures, Levelers)	CPMO	Contracting	360,000	38,679	321,321
Movable Partition Refurbishment	OCC	In Progress	180,000	21,606	158,394
Staff & Setup Supervisor Support Space Renovation	CPMO	In Progress	644,000	585,732	58,268
Security & Access					
Security Camera Replacements	CPMO	Contracting	450,000	-	450,000
Alerton Global Controller & Software Upgrade	OCC	Ongoing	70,000	66,701	3,299
Integrated Door Access Controls	CPMO	Planning	300,000	-	300,000
Life & Safety					
Telecom MDF Fire Suppression Upgrade	OCC	On hold	55,000	-	55,000
Emergency Notification Upgrade	OCC	Complete	41,000	23,135	17,865
Fire Sprinkler System Design Consulting	OCC	Cancelled	50,000	-	50,000
Lighting & Electrical					
Exhibit Hall Lighting Control Replacement	CPMO	Design	275,000	25,040	249,960
Technology					
Telephone - Voice Over Internet Protocol (VOIP) Implementation	IS	Construction	352,500	57,993	294,507
Equipment					
AV Equipment	OCC	Ongoing	150,000	159,955	(9,955)
Tug Tow Tractor Purchase	OCC	In Progress	28,000	-	28,000
480V Show Equipment	OCC	In Progress	90,000	-	90,000
Holladay Suites Furniture Purchase	OCC	In Progress	50,000	17,944	32,056
Total			8,195,500	2,131,431	6,064,069
% of Budget				26%	74%
Project Phase Totals	# of Proj	% of Total			
Projects in Planning or Design phases	4	21%			
Projects in Contracting or Construction/In Progress phases	10	53%			
Completed Projects	1	5%			
Ongoing Projects	2	11%			
On-hold or Cancelled Projects	2	11%			
			19		

Portland'5 Center Capital Project Status Report

Project Phases: **Planning** - Initiating/Planning, **Design** - Design & Engineering, **Contracting** - in process of vendor selection & signing contract with selected vendor, **Construction/In Progress** - in progress, **Complete** - substantially complete, **Ongoing** - capital maintenance

Category			FY 2017-18 Budget		
Project Title	Management	Phase	Amended	Actuals	Remaining
Food & Beverage					
85108 ArtBar Bar Replacement (Aramark)	CPMO	Cancelled	75,000	-	75,000
85110 Aramark Point Of Sale System Replacement	ARA / IS	Contracting	130,000	-	130,000
Venue Management					
8R089/90 Newmark / Winningstad Lighting Overhaul	P5	Complete	946,613	850,395	96,218
8R143 Newmark LED Cyclorama Light Fixtures	P5	Complete	70,000	69,810	190
8R176 AHH Brunish Theater Electrical Improvements	P5	Complete	50,000	53,994	(3,994)
8R181 AHH, ASCH, Keller Assisted Listening System	P5	Complete	58,000	58,802	(802)
8R182 AHH, ASCH, Keller ADA Signage	P5	Planning	50,000	-	50,000
8R183 ASCH Soft Goods	P5	Design	100,000	-	100,000
8R184 Keller Balcony Front Fill Speakers	P5	Planning	50,000	-	50,000
8R185 Aerial Work Platform (Scissor lift)	P5	Complete	20,000	19,009	991
8R186 Banquet Chairs Replacement	P5	Planning	20,000	-	20,000
8R201 Keller light replacements	P5	In Progress	12,000	6,702	5,298
CpMO Management					
8R098 Keller - Roof & Drains Replacement	CPMO	Complete	90,000	28,327	61,673
8R099 ASCH - Portland Sign Assessment & Refurb Scoping	CPMO	Complete	150,000	147,905	2,095
8R092 Schnitzer Orchestra Shell Replacement	CPMO	Design	1,355,000	52,347	1,302,653
8R178 All Buildings Access Controls CCTV Replacement	CPMO	Construction	200,000	-	200,000
8R179 AHH Roof, Green Roof	CPMO	Design	150,000	38,677	111,323
8R120 ASCH - Cooling System Replacement	CPMO	Cancelled	10,000	-	10,000
8R177 ASCH Audience Chamber Lighting	CPMO	Cancelled	25,000	25,644	(644)
Information Technology					
65701B AHH/ASCH/Keller VOIP Implementation	IS	Design	72,600	-	72,600
65701C AHH/ASCH/Keller VOIP Implementation	IS	Design	141,520	-	141,520
Total			3,775,733	1,351,612	2,424,121
% of Budget				36%	64%
Project Phase Totals	# of Proj	% of Total			
Projects in Planning or Design phases	8	38%			
Projects in Contracting or Construction/In Progress phases	3	14%			
Completed Projects	7	33%			
On hold or Cancelled Projects	3	14%			
21					

Expo Center Capital Project Status Report

Project Phases: **Planning** - Initiating/Planning, **Design** - Design & Engineering, **Contracting** - in process of vendor selection & signing contract with selected vendor, **Construction/In Progress** - in progress, **Complete** - substantially complete, **Ongoing** - capital maintenance

Category				FY 2017-18 Budget		
Project Title	Management	Phase	Amended	Actuals	Remaining	
Food & Beverage						
85106 Connector Glass Door (ARA)	CPMO	Contracting	225,000	15,264	209,736	
85107 Concessions Upgrades (ARA)	EXPO	Planning	50,000	-	50,000	
85110 Aramark Point of Sale System Replacement	IS	Contracting	160,000	-	160,000	
Renewal & Replacement						
8N020 Audio Visual Equipment	EXPO	Ongoing	11,867	3,791	8,076	
8R040 Parking Lot Asphalt	CPMO	Ongoing	135,000	-	135,000	
8R151 Expo Water Efficiency Upgrades	EXPO	Construction	80,000	-	80,000	
8R169 Halls ABCDE Lighting Controls study and Replacement	CPMO	Planning	20,000	-	20,000	
8R170 New Hall A Shore Power	CPMO	Complete	220,000	219,777	223	
8R171 Interior & Exterior Lighting Replacements	EXPO	Planning	70,000	-	70,000	
8R172 Hall C HVAC Study	CPMO	Contracting	35,000	-	35,000	
8R173 Halls ABCDE HVAC Controls Replacement	EXPO	Planning	60,000	-	60,000	
8R202 PGE Upgrades	CPMO	Contracting	100,000	-	100,000	
Roofing						
8R135 ABC Roof Repairs (R&R)	EXPO	Ongoing	80,000	-	80,000	
8R136 Halls D & E Roof Replacement (R&R)	CPMO	Construction	1,744,689	970,709	773,980	
Equipment						
8N011 Electronic Signage	CPMO	Contracting	47,548	689	46,859	
8R112 Security Camera Access Control System	CPMO	In Progress	82,138	-	82,138	
8R150 Radio Replacements	EXPO	Ongoing	20,000	-	20,000	
Information Technology						
65701B Voice Over IP (VoIP) Infrastructure	IS	In Progress	107,940	5,928	102,012	
8R139 WiFi Upgrade	EXPO	Ongoing	80,000	-	80,000	
Total			3,329,182	1,216,158	2,113,024	
% of Budget				37%	63%	
Project Phase Totals		# of Proj	% of Total			
Projects in Planning or Design phases		4	21%			
Projects in Contracting or Construction/In Progress phases		9	47%			
Completed Projects		1	5%			
Ongoing Projects		5	26%			
On hold or Cancelled Projects		0	0%			
			19			

Upcoming Large Contract Opportunities

Lighting Control System Upgrades (OCC)

Invitation to Bid (ITB) – estimated value \$2.7 million

- 1) Replacement of failing and end of life lighting control system to improve reliability, increase energy efficiency, and enhance control and energy use data reporting. Project includes:
 - a. Installation of new head end controls for security and electricians
 - b. Replacement of lighting controls and relays for all exhibit hall lighting fixtures
 - c. Replacement of lighting control relays for all lobby spaces
 - d. Installation of control Hub to connect meeting rooms and ballrooms when they are renovated in future
- 2) This work will be procured via formal Invitation to Bid (ITB) with a public improvement contract awarded at the conclusion. The contract period is expected to be through 6/30/2019, and the estimated value is \$2.7 million.
- 3) Draft timeline
 - a. Apr 2018 – Draft ITB
 - b. May 2018 – Publish ITB and Advertise
 - c. Jun 2018 – Contract awarded
- 4) Advertisement and Outreach:
 - a. Advertisement
 - i. Metro Procurement Services will post ITB on ORPIN, and will advertise in Portland Tribune and one minority paper.
 - b. Outreach planned
 - i. Direct notification of the opportunity to OAME, MCIP, and NAMC-Oregon.
 - ii. Search of COBID registry for MBE, WBE, SDV, and ESB firms and direct notification of opportunity.
 - iii. Direct notification to firms who have contacted Metro in the last 12 months and notified of their interest in providing these services.
 - iv. Pre-bid conference with Subcontractor Equity Program presentation.
- 5) Bids received will be evaluated for bid submittal requirements, including Subcontractor Equity Program procedures. The award is based on lowest responsive, responsible bid.

Cooling System Upgrades (OCC)

Invitation to Bid (ITB) – estimated value \$2.5 million

- 1) Replacement of aging facility cooling system to improve reliability and energy efficiency of system. Project includes:
 - a. Installation of four new cooling towers and associated piping and pumps
 - b. Installation of two new 500 ton chillers and associated pumps
 - c. Rebuilding of two 800 ton chillers that have lower run hours
 - d. Installation of new process water pumps for building refrigeration equipment
- 2) This work will be procured via formal Invitation to Bid (ITB) with a public improvement contract awarded at the conclusion. The contract period is expected to be through 6/30/2019, and the estimated value is \$2.5 million.
- 3) Draft timeline

- a. Apr 2018 – Draft ITB
 - b. May 2018 – Publish ITB and Advertise
 - c. Jun 2018 – Contract awarded
- 4) Advertisement and Outreach:
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 - i. Metro Procurement Services will post ITB on ORPIN, and will advertise in Portland Tribune and one minority paper.
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 - ii. Search of COBID registry for MBE, WBE, SDV, and ESB firms and direct notification of opportunity.
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 - iv. Pre-bid conference with Subcontractor Equity Program presentation.
- 5) Bids received will be evaluated for bid submittal requirements, including Subcontractor Equity Program procedures. The award is based on lowest responsive, responsible bid.

MERC Commission Meeting

April 4, 2018
12:30 pm

7.0 Travel Portland
Second Quarter 2018 Report

travel PORTLAND

Highlights:

Executive Summary - Page 3



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Jeff Miller	President and CEO
Brian Doran	Chief Financial Officer
Greg Newland	Chief Marketing Officer
Steve Faulstick	Chief Sales Officer
Megan Conway	Senior Vice President of Communications and Regional Strategy
James Jessie	Senior Vice President of Convention Sales

100 SW Main
Suite 1100
Portland, OR 97204
503.275.9750



Executive Summary

ACCOMPLISHMENTS

- For the second quarter OCC realized \$1.9 million in revenue from Travel Portland booked business. Community impact ROI from all future bookings was 48.9 to 1.
- Fifteen new and two repeat OCC conventions were booked for future years in the quarter worth \$14.7 million in OCC revenue and community economic impact over \$54.3 million. Total Travel Portland bookings, including single hotel will result in over \$74.4 million of economic impact.
- Travel Portland booked one minority meeting in the quarter with an EEI of over \$65,000.
- Travel Portland generated 201 media placements, with a total circulation of over 442.7 million. Of that, 8 articles were meetings related with a circulation of over 1.6 million.

TRENDS, SUCCESSES, OBSTACLES

- Transient Lodging Tax is flattening after 5 years of significant increases. YTD collections of the city's tax were up 1.6%.
- Central City occupancy decreased 1.9% for calendar YTD through December; ADR was flat, RevPar decreased 1.9%, demand increased 4.3%, and room revenue increased 4.3%.
- TID hotels occupancy decreased 1.1% for calendar YTD through December; ADR increased 2.0%, RevPar increased 0.9%, demand increased 2.2%, and room revenue increased 4.2%.

MERC CONTRACT TARGETS

TARGET #	TARGET DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL TARGET
1	OCC revenue target	\$5,141,333	\$11.0 Million
2	ROI on future OCC business	6.8	3.8
3	Lead conversion	24%	40%
4	Services performance survey	3.7	3.8
5	Public relations/media	See page 13 & 14	Report
6	Community economic impact	38.5	42.0

CITY CONTRACT GOALS

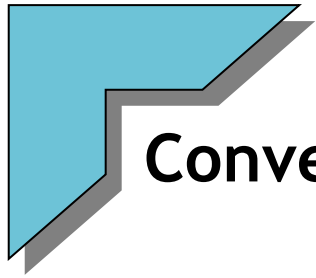
OBJECTIVE #	GOAL DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL GOAL
1	Convention Sales and Marketing Economic Impact ROI	36.8	25.0



Convention Sales

OREGON CONVENTION CENTER BOOKING REVENUE FROM TRAVEL PORTLAND			
	OCC Revenue	Annuals	Total Potential Future Business
FY 17/18	\$ 11,615,735	\$ -	\$ 11,615,735
FY 18/19	\$ 11,762,508	\$ 412,857	\$ 12,175,365
FY 19/20	\$ 9,313,352	\$ 1,184,396	\$ 10,497,748
FY 20/21	\$ 4,819,538	\$ 1,482,070	\$ 6,301,608
FY 21/22	\$ 8,862,786	\$ 1,184,396	\$ 10,047,182
FY 22/23	\$ 6,853,587	\$ 1,482,070	\$ 8,335,657
FY 23/24	\$ 2,269,665	\$ 1,184,396	\$ 3,454,061
FY 24/25	\$ 2,136,448	\$ 1,482,070	\$ 3,618,518
FY 25/26	\$ -	\$ 1,184,396	\$ 1,184,396
FY 26/27	\$ -	\$ 1,482,070	\$ 1,482,070
TOTAL	\$ 57,633,619	\$ 8,412,255	\$ 66,045,874

Oregon Convention Center Projected Future Revenue			
Total Travel Portland Contract:	Quarter	YTD	Target
New OCC Bookings	15	24	
Repeat OCC Bookings	2	2	
Total OCC Bookings	17	26	
Room Nights from OCC Bookings	57,996	89,243	
Future OCC Revenue Booked during FY 2017/18	\$ 14,721,465	\$ 20,491,695	
ROI OCC Bookings	\$ 9.7	\$ 6.8	3.8 to 1
Community Economic Impact from OCC Bookings	\$ 54,371,136	\$ 78,054,596	
Total Room Nights Booked	97,603	155,763	
Total Community Economic Impact from Bookings	\$ 74,467,189	\$ 116,599,756	
ROI on Total Community Economic Impact	\$ 48.9	\$ 38.5	42.0 to 1
OCC Revenue Realized During FY 2017/18	\$ 1,909,157	\$ 5,141,333	\$11.0 Million



Convention Sales

OREGON CONVENTION CENTER FUTURE GROUP BOOKINGS					
AS OF JANUARY 1, 2018					
	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22 and beyond
Current	53	34	24	9	19
4 Year Average	Current	1 yr. out	2 yrs. out	3 yrs. out	Beyond 3 yrs.
(FY 14/15 – FY 17/18)	41	23	13	8	9

2ND QUARTER - ROOM NIGHTS FROM OREGON CONVENTION CENTER BOOKINGS					
Year	Groups	Total Room Nights	Attendees	OCC Revenue	Community Economic Impact
FY 17/18	1	240	5,000	\$ 311,135	\$ 757,738
FY 18/19	6	9,308	22,750	\$ 2,461,993	\$ 9,312,062
FY 19/20	2	5,327	2,200	\$ 811,927	\$ 3,455,769
FY 20/21	1	3,710	4,200	\$ 674,294	\$ 2,477,856
FY 21/22	2	10,054	5,500	\$ 2,454,428	\$ 8,944,075
FY 22/23	3	18,447	12,500	\$ 5,738,023	\$ 20,477,708
FY 23/24	2	10,910	5,300	\$ 2,269,665	\$ 8,945,928
Total	17	57,996	57,450	\$ 14,721,465	\$ 54,371,136

2ND QUARTER - ROOM NIGHTS FROM SINGLE HOTEL BOOKINGS				
Year	Groups	Total Room Nights	Room Tax Generated	Community Economic Impact
FY 17/18	38	18,532	\$ 374,520	\$ 8,560,780
FY 18/19	26	8,510	\$ 171,982	\$ 4,791,700
FY 19/20	10	7,564	\$ 152,864	\$ 4,117,043
FY 20/21	3	2,310	\$ 46,684	\$ 1,353,823
FY 21/22	2	2,691	\$ 54,383	\$ 1,272,707
TOTAL OTHER BOOKINGS	79	39,607	\$ 800,432	\$ 20,096,053

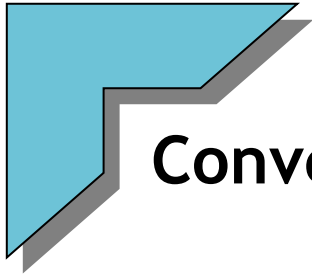
Convention Sales

Oregon Convention Center Revenue: Three Year Average						
	Total Contract		Chicago Office		Washington, DC Office	
	Quarter	YTD	Quarter	YTD	Quarter	YTD
OCC Revenue Generated (3 yr. average)	\$ 2,164,981	\$ 6,311,124	\$ 102,989	\$ 796,851	\$ 584,557	\$ 1,887,303
Travel Portland Contract Costs	\$ 1,523,116	\$ 3,030,590	\$ 44,083	\$ 83,104	\$ 93,454	\$ 188,896
ROI (Revenue / Costs)	1.42	2.08	2.34	9.59	6.26	9.99

LEAD CONVERSION						
	Travel Portland Office		Chicago Office		Washington, DC Office	
	Quarter	YTD	Quarter	YTD	Quarter	YTD
OCC Leads	71	146	12	27	29	63
OCC Lost Leads due to OCC space & availability	5	17	1	3	1	4
Lead Conversion Percentage	28%	24%	44%	25%	20%	17%
Annual Target – 40%						

2ND QUARTER - OREGON CONVENTION CENTER LOST BUSINESS

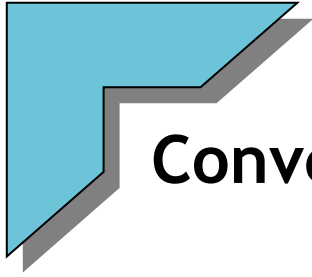
Account	Groups	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact
Subtotal	6	Geographic	25,129	11,500	\$ 4,472,340	\$ 18,146,175
Subtotal	5	Date Availability - OCC	20,650	7,770	\$ 2,334,161	\$ 11,711,023
Subtotal	4	Board Decision	9,761	6,300	\$ 1,820,708	\$ 7,915,573
Subtotal	4	Client Postponed Search	16,548	13,200	\$ 3,348,554	\$ 16,511,347
Subtotal	3	Hotel Package - Number Hotels Needed	8,930	5,300	\$ 1,766,897	\$ 8,860,281
Subtotal	3	Selected Another Year	14,895	6,900	\$ 2,692,926	\$ 10,675,082
Subtotal	3	Hotel - Under One Roof	8,199	2,800	\$ 1,240,578	\$ 5,015,783
Subtotal	2	Rates/Cost - Hotel	6,901	2,327	\$ 1,222,959	\$ 4,932,460
Subtotal	2	OCC - Meeting Space Issue	20,959	9,000	\$ 2,168,777	\$ 13,247,167
Subtotal	2	No Response from Client	3,665	1,600	\$ 602,158	\$ 1,863,346
Subtotal	1	Nationwide Search - RFQ	2,725	3,000	\$ 297,934	\$ 1,690,861
Subtotal	1	OCC - Meeting Space Issue	1,025	800	\$ 89,088	\$ 403,333
Subtotal	1	Weather/Environmental Issues	2,615	1,000	\$ 596,498	\$ 2,088,375
Subtotal	1	Perceived Destination Draw - 1st Tier City Opportunity	8,078	4,000	\$ 2,181,817	\$ 7,259,105
Subtotal	1	Not Enough Space to Accommodate Group	1,965	4,000	\$ 884,393	\$ 2,848,684
Total	39		152,045	79,497	\$ 25,719,788	\$ 113,168,595



Convention Sales

2ND QUARTER - OREGON CONVENTION CENTER CANCELLATIONS							
Account Name	Groups	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact	Arrival Date
N/A	0	N/A	0	0	\$ -	\$ -	N/A

2ND QUARTER INDUSTRY TRADE SHOWS AND EVENTS	
Trade Show/Event	Location
Customer Advisory Board	Portland, OR
IMEX America: The Worldwide Meetings and Incentive Travel Exhibition	Las Vegas, NV
Professional Convention Management Association Convening Leaders 2018Philly/Road Show	Pittsburgh/Cleveland/Philadelphia
Connect Faith	Cincinnati, OH
Single Hotel Chicago Sales Mission	Chicago, IL
Certified Meeting Planner Conclave	Baltimore, MD
Nursing Organizations Alliance Fall Summit	Birmingham, AL
Inter[action]	Orlando, FL
HPN Global Partners Meeting	San Francisco, CA
National Coalition of Black Meeting Planners Educational Conference	Oakland, CA
Travel Portland Fall Familiarization Tour	Portland, OR
Oregon Society of Association Management Annual Meeting	Portland, OR
Connect DC	Washington, D.C.
Holiday Showcase	Chicago, IL



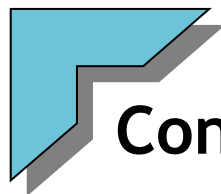
Convention Sales

MINORITY PROJECTED FUTURE REVENUE

Total Travel Portland Contract:	2nd Quarter	YTD
New Minority Bookings	1	3
Total Minority Bookings	1	3
Room Nights from Minority Bookings	175	7,588
Minority Leads	9	17
Minority Lost Leads	2	13
Minority Lost Leads Due to OCC Space & Availability	0	2
Minority Lost Leads Due to Hotel Package & Availability	0	1

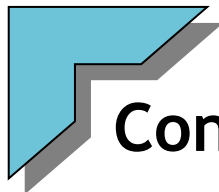
For the second quarter of FY 2017/18, minority bookings created an estimated economic impact to the greater metro Portland community of about \$65,000. Booked groups included the following:

National Disability Rights Network	\$ 65,597
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Convention Sales

Program	Date	Location	Debbie Everett	Shawna Wellman	Cathy Kretz	Chanel Sherry	Ana Liberty	Tori Pontrelli	Bri DeMarco	Jamie McCool	Erica Vanauddoll	Kayla Davis	Julie Smith	Danielle Crough	Cara Tobias Ingram	Tracey Chapman	Maureen Clappitt	Kristine Becker	James Jessie	Steve Faulstich	Jeff Miller	Total Travel Portland
Jan-18																						
Professional Convention Management Association Convening Leaders 2018	January 7 - 10, 2018	Nashville, TN	1	1	1		1								1	1	1	1	1			9
Religious Conference Management Association Emerge Conference	January 30 - February 1, 2018	Omaha, NE				1																1
Council of Manufacturing Association	January 10 - 12, 2018	Philadelphia, PA					1											1				2
Feb-18																						
Council of Engineering and Scientific Society Executives Annual Meeting/CEO	February 18-21, 2018	Ft. Myers, FL													1							1
Connect Diversity	February 2 - 8, 2018	Portland, OR	1							1						1				1	1	6
MPI Northern California	February 27, 2018	San Francisco, CA						1	1													2
Single Hotel Sales Mission in California	February 28 - March 2, 2018	California	1					1	1						1	1			1			6
Society of Government Meeting Professionals National Education Conference & Expo	TBD	Oregon							1													1
Road Show	TBD	Colorado Springs/Indy			1	1																2
Mar-18																						
Experient Envision	March 14 - 16, 2017	Detroit, MI															1					1
MPI Cascadia	March 4 - 7, 2017	Reno, NV							1													1
Destination Showcase D.C.	TBD	Washington, D.C.	1												1	1						3
CBI Pharma Forum	March 25 - 28, 2018	Philadelphia, PA						1										1				2
ConferenceDirect	March 24 - 29, 2018	Hollywood, CA					1															1
Meet NY	March 6 - 9, 2018	New York, NY		1																		1
Convention Sales Professional International Annual Conference	TBD	Washington, D.C.	1																			1
Apr-18																						
Women's Executive Session - Association Forum	April 5-8, 2017	Portland, OR	1	1				1		1	1						1					6
HelmsBriscoe	TBD	Orlando				1		1														2
CDX Client & Partner Event	TBD	TBD	1																			1
XDP - ASAE	April 19-20, 2018	Washington, D.C.													1	1			1			3
National Association of Sports Commissions Sports Event Symposium	April 23 - 26, 2018	Indianapolis, IN			1																	1
May-18																						
Simpleview Summit	May 7-10, 2018	Scottsdale, AZ									1											1
D.C. client event week	TBD	Washington, D.C.	1		1	1	1	1							1	1			1	1		9
Chicago client events	TBD	Chicago, IL	1	1		1			1								1		1		1	7
IMEX America: The Worldwide Meetings and Incentive Travel Exhibition	May 15 - 18, 2017	Frankfurt, Germany			1																	1
Jun-18																						
Oregon Association of Nurseries Golf Tournament	TBD	Portland, OR																	1	1		2
Oregon Dental Association Golf Tournament	TBD	Portland, OR																	1	1		2
Travel Portland Spring Familiarization Tour	June 7 - 10, 2018	Portland, OR	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	19
Professional Convention Management Association Convening Leaders 2018 Education	June 10 - 13, 2018	Cleveland, OH					1	1		1					1	1		1				6
Meeting Professionals International World Education Congress	June 2 - 5, 2018	Indianapolis, IN			1																	1
Society of Government Meeting Professionals National Education Conference	June 4 - 8, 2018	Norfolk, VA							1							1						2
Jul-18																						
Cvent	July 23-26, 2018	Las Vegas, NV	1																			1
Oregon Society of Association Management and Meeting Professionals International - Oregon Chapter Golf Tournaments		Portland, OR					1			1												2
Destination Marketing Association International Annual Conference	July 10-13, 2018	Anaheim, CA	1																1	1		3
Council of Engineering and Scientific Society Executives Annual Meeting	TBD	TBD													1							1



Convention Sales

Program	Date	Location	Deiree Everett	Shawna Wellman	Cathy Kretz	Chanel Shery	Anna Liberty	Tori Pontrelli	Bri DeMarco	Jamie McCool	Erica Vanausdell	Kayla Davis	Julie Smith	Danielle Crough	Cara Tobias Ingram	Tracey Chapman	Maureen Ciampitt	Kristine Becker	Jamie Jessie	Steve Faulstich	Jeff Miller	Total Travel Portland
Aug-18																						
Expiert e4	August 12-15, 2018	Anaheim, CA	1																1			2
Council of Manufacturing Association	August 8-10, 2018	Chicago, IL				1												1				2
IEEE Panel of Conference Organizers	TBD	TBD		1																		1
ASAE	August 18-21, 2018	Chicago, IL	1												1				1	1	1	5
Kellen Management	TBD	TBD															1					1
Connect Marketplace	August 23-25, 2018	Salt Lake City, UT			1	1										1						3
Sep-18																						
HelmsBriscoe Cares	TBD	TBD															1					1
Destination Marketing Association of the West Education Summit	TBD	TBD										1	1									2
ASAE 5 Star Weekend	September 13-16, 2018	San Antonio, TX																	1		1	2
CDX Client & Partner Event	TBD	TBD	1																			1
Congressional Black Caucus Annual Legislative Conference	September 19 - 23, 2018	Washington, DC			1										1	1			1	1	1	6
DC Multicultural Event	TBD	TBD			1										1	1			1	1	1	6
Oct-18																						
Professional Convention Management Association Convening Leaders 2018Philly/Road Show	TBD	TBD		1		1																2
Customer Advisory Board	TBD	TBD	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1	18
IMEX America: The Worldwide Meetings and Incentive Travel Exhibition	October 16 - 18, 2018	Las Vegas, NV	1	1														1				4
Connect Faith	TBD	Ontario, CA			1																	1
Nov-18																						
HPN Global Partners Meeting	TBD	Miami, FL	1																			1
Single Hotel Chicago Sales Mission	TBD	TBD	1				1		1								1		1			5
Certified Meeting Planner Conclave	November 16-18, 2018	Birmingham, AL			1							1										2
Nursing Organizations Alliance Fall Summit	TBD	TBD		1																		1
Inter[action]	TBD	TBD			1																	1
National Coalition of Black Meeting Planners Educational Conference	TBD	TBD			1										1							2
Dec-18																						
Travel Portland Fall Familiarization Tour	TBD	TBD	1	1			1	1	1	1	1	1	1	1	1		1	1	1	1	1	16
Oregon Society of Association Management Annual Meeting	December 5, 2018	Portland, OR							1													1
Connect DC	TBD	Washington, D.C.													1	1						2
Holiday Showcase	TBD	Chicago, IL	1														1		1			4
Jan-19																						
Professional Convention Management Association Convening Leaders 2018	TBD	Pittsburgh, PA	1	1	1		1								1	1	1	1	1			9
Religious Conference Management Association Emerge Conference	TBD	TBD			1																	1
Council of Manufacturing Association	TBD	TBD				1												1				2
Feb-19																						
Council of Engineering and Scientific Society Executives Annual MeetingCEO	TBD	TBD													1							1
Connect Diversity	TBD	TBD	1							1						1				1	1	6
MPI Northern California	TBD	TBD					1	1														2
Single Hotel Sales Mission in California	TBD	TBD	1				1	1							1	1			1			6
Society of Government Meeting Professionals National Education Conference & Expo	TBD	TBD						1														1
Road Show	TBD	TBD			1	1																2
Mar-19																						
Expiert Envision	TBD	TBD															1					1
MPI Cascadia	TBD	TBD							1													1
Destination Showcase D.C.	TBD	TBD	1												1	1						3
CBI Pharma Forum	TBD	TBD						1											1			2
ConferenceDirect	TBD	TBD					1															1
Meet NY	TBD	TBD		1																		1
Convention Sales Professional International Annual Conference	TBD	TBD	1																			1



Convention Services

ACTIVITY DESCRIPTION	2ND QUARTER	YTD
OCC groups occurring during the quarter	10	23
Distribution of promotional pieces	22,455	52,835
Meeting planning assistance - Services leads	216	500
Pre-convention attendance building - Site tours	11	17
Pre-convention attendance building - Promo trips, e-newsletters and materials	4	10
Housing-convention room nights	2,787	9,238

2ND QUARTER INDUSTRY SITE TOURS, TRADE SHOWS AND PROMO TRIPS					
Organization	Organization Location	Promotional Trip	Site Visit	OCC	Non-OCC
IEEE Power & Energy Society	Piscataway, NJ		X	X	
National Association of Sports Commissions	Cincinnati, OH		X	X	
US Department of Energy	Washington, DC		X	X	
Society for American Archeology	Washington, DC		X	X	
Association of Career and Technical Education	Alexandria, VA		X		X
Radiological Society of North America	Oak Brook, IL		X		X
United States Travel Association	Washington, DC		X		X
National Radio Astronomy Observatory	Charlottesville, VA		X		X
American Bar Association - Chicago	Chicago, IL		X		X
CityMatCH	Omaha, NE		X		X
National Association of State Directors of Migrant Education	Washington, DC		X		X



TRAVEL PORTLAND POST CONVENTION SURVEY							
Overall impression of the following:							
Answer Options	Excellent= 4	Good= 3	Fair= 2	Poor= 1	N/A	Rating Average	Response Count
Travel Portland sales staff	3	2	0	0	0	3.60	5
Travel Portland convention services staff	3	2	0	0	0	3.60	5
Travel Portland housing services (if utilized)	1	1	0	0	3	3.50	2
Travel Portland collateral/promotional materials	3	2	0	0	0	3.60	5
Quality and user-friendliness of the Travel Portland website	3	1	0	0	1	3.75	4
Average rating for the quarter						3.61	
Average rating YTD						3.74	
Target						3.8	
Is there anything Travel Portland could have done to enhance your experience?							
Nope- perfect!							
Groups Serviced/Surveyed:							
Viewpoint Construction Software <i>*Completed Survey</i>							
Division for Early Childhood <i>*Completed Survey</i>							
Coffee Fest <i>*Completed Survey</i>							
American Physical Therapy Association							
Kumoricon							
National Association for College Admission Counseling							
American Water Works Association							
American Cheer & Dance Championships							
USA Fencing							
North American Association of State and Provincial Lotteries <i>*Completed Survey</i>							
Institute of Navigation <i>*Completed Survey</i>							



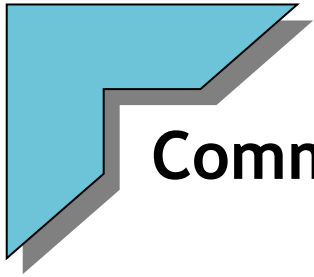
Communications & PR

KEY MESSAGES/CONTENT		
Circulation Totals - 2017-18		
Top 10 of 31 key messages		
	2nd Quarter	Total
Food	198,003,455	471,106,779
Lodging	148,268,366	444,156,667
Drink	164,027,311	435,398,266
Character	154,875,846	370,229,154
Arts	116,202,336	307,168,218
Outdoor Recreation	85,406,593	239,503,643
Quirky	115,411,688	234,828,202
TravelPortland.com	47,597,848	158,563,183
Gardens	66,216,732	150,146,217
Designers & Makers	100,776,619	146,485,444

	2nd Quarter	YTD	Target
City of Portland Totals (Broadcast, Print, & Online)			
Circulation	442,738,108	1,107,465,414	
Placements	201	362	
International (Broadcast, Print, & Online)			
Circulation	142,161,545	367,835,822	
Placements	142	203	
MERC*			Report
Circulation	1,603,681	20,621,854	
Placements	8	49	

* MERC Value - Counts all media placements that mention the Oregon Convention Center or cover industry topics related to Portland as a meetings destination.

* Totals represent broadcast, print, and online media



Communications & PR

Articles			MERC	
Publication/ Air Date	Outlet	Headline	Total Circulation	Placements
9/1/2017	Meetings & Conventions Magazine	Pacific Northwest Guide	130,266	1
10/1/2017	Meetings Today	Oregon features an abundance of inimitable venues	31,012	1
10/1/2017	Meetings Today	Beaver State Bounty	55,151	1
11/3/2017	KOIN News	New trend has hotels built without parking lots	1,209,890	1
11/3/2017	KOIN News	New trend has hotels built without parking lots	91,099	1
11/3/2017	Successful Meetings	How DMOs Can Help You Plan Your Next Event	60,698	1
10/13/2017	The Meetings Magazine	Going local, staying authentic	15,565	1
11/1/2017	Groups Today Magazine	Portland: A North American Foodie Locale	10,000	1
Total			1,603,681	8

*Entries that appear to be duplicate articles represent different media placements, i.e. print, online and broadcast.

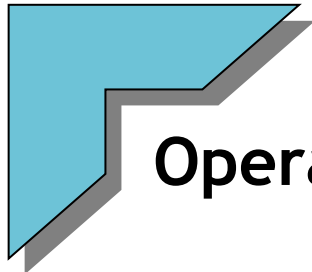


Marketing & Tourism Sales

MARKETING		
TravelPortland.com*	2nd Quarter	YTD
Visits	779,723	1,850,105
International Visits	80,575	215,026
Referrals	152,733	410,129
Business and Event Detail Views	433,192	1,027,165
Meetings.TravelPortland.com*		
Venue Finder Page Views	1,962	3,440
Social Media**		
Estimated Economic Impact of Social Media Activity (Monthly Average)		\$ 479,342

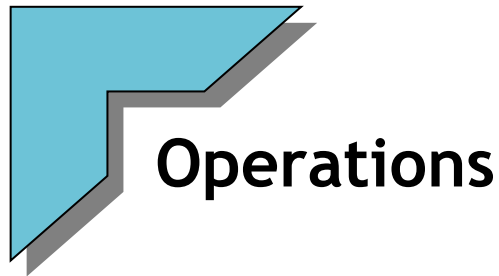
*Source: Google Analytics / **Source: Edelman Worldwide

TOURISM SALES		
	2nd Quarter	YTD Total
Client Contacts		
Trade Shows, Events, Inquiries and Sales Calls	1,094	29,498
FAMS/Research & Site Visits		
# of Fams	13	36
# of Companies	32	41
# of Attendees	50	102
Published Itineraries	88	169
Number of Room Nights by County		
Clackamas County	26	889
Columbia County	0	0
Multnomah County	4,061	12,142
Washington County	26	26



Operations

DIVERSITY EMPLOYMENT STATISTICS 2017-18					
TRAVEL PORTLAND GOALS AND OBJECTIVES BY JOB CATEGORIES					
	December 31, 2017		2017-18		
Job Category	Category Number	Total	Actual Percentage	Goal Percentage	Objective
	Number of Females	Number of Staff			
Office/Clerical	18	19	95%	65%	Monitor
Officials/Administration	4	10	40%	50%	Improve
Professionals	13	19	68%	50%	Monitor
Sales	18	19	95%	50%	Monitor
Technicians	3	7	43%	10%	Monitor
Total	56	74	76%	45%	Monitor
	Number of Minorities	Number of Staff			
Office/Clerical	4	19	21%	15%	Monitor
Officials/Administration	3	10	30%	10%	Monitor
Professionals	2	19	11%	10%	Monitor
Sales	3	19	16%	10%	Monitor
Technicians	0	7	0%	10%	Improve
Total	12	74	16%	11%	Monitor
This report is based on current full and part-time staff.					



FIRST OPPORTUNITY TARGET AREA (FOTA)

HIRING

Travel Portland hired six new employees in the second quarter. Recruiting and special considerations are always made for applicants in the MERC FOTA. Travel Portland currently has eleven employees who reside in the MERC FOTA. Job openings were posted to the following: The Skanner, El Hispanic News, The Asian Reporter, Urban League, Mosaic Metier, Hispanic Chamber, Oregon Native American Chamber, Partners in Diversity, Monster.com, Indeed, PDC Pipeline, Portland State University, Marylhurst University, Washington State University-Vancouver, Mac's List, HCareers, Society of American Travel Writers, Destination International, DMA West, Jooble, Travel Portland website, and LinkedIn.

PURCHASING

Travel Portland expended a total of \$235,136 with businesses in the FOTA area for ending FY quarter December 2017.

PARTNERSHIP

Travel Portland currently has 140 member businesses within FOTA and 54 minority and 89 women-owned businesses as its partners.

MBE/DBE/WBE PURCHASING PARTICIPATION

For the last 29 years Travel Portland has implemented a voluntary MBE/DBE/WBE purchasing program that strives to ensure a high level of participation with certified minority-owned, disadvantaged or women-owned businesses when securing services and supplies that are purchased using lodging tax dollars.

For fiscal year 2017-18, Travel Portland expended \$744,425 of lodging tax dollars in the purchasing of services and supplies where it had the discretion to purchase from outside vendors. Of this amount, \$499,980 or 67% percent was spent with minority/women-owned or emerging small business enterprises.

OCC SALES AND MARKETING BUDGET

Expenses

Direct Sales:

Portland office:

	Annual Budget	QTR Ending 12-31-17	Sum of YTD 06-30-2018	Percent
Personnel Costs	1,154,309	303,295	569,039	
Direct expenses	127,623	31,906	63,811	
Total Portland office	1,281,932	335,200	632,850	49%

Washington DC office:

Personnel Costs	278,800	74,415	150,819	
DC client events	13,000	3,250	6,500	
Direct expenses	63,155	15,789	31,577	
Total DC office	354,955	93,454	188,896	53%

Chicago office:

Personnel Costs	130,900	35,921	66,778	
Chicago client events	12,000	3,000	6,000	
Direct expenses	20,651	5,163	10,326	
Total Chicago expenses	163,551	44,083	83,104	51%

Fall & Spring Fam	113,000	48,215	48,367	
Site Visits	70,500	26,527	49,735	
Bid/Sales Trips	41,600	47,431	86,620	
Local Promotions	5,500	1,375	2,750	
Tradeshows	285,661	188,430	541,497	
Road Shows/Client Events-Chicago & Washington DC	93,500	23,375	46,750	
Research/Lead Generation	42,600	20,359	70,292	
Three City Alliance	55,000	31,763	47,205	
Advisory Council	102,000	24,752	32,997	
Multicultural Sales & Opportunities	259,487	78,619	112,441	
Sub-Total	1,068,848	490,846	1,038,655	

Total Direct Sales	2,869,286	963,583	1,943,505	68%
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Marketing:

Total Marketing	738,248	318,862	691,559	94%
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Publication Relations:

Total PR	147,350	71,112	97,913	66%
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Convention Services:

Total Convention Services	431,054	139,191	225,705	52%
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Contract Administration:

Personnel Costs	145,861	30,368	71,908	
Total Contract Admin	145,861	30,368	71,908	49%

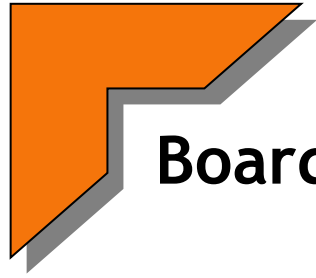
Total Budget	\$ 4,331,797	\$1,523,116	\$ 3,030,590	70%
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Travel Portland
Income Statement
(Statement of Financial Activities)

	Actual (Prior Year) YTD 12/31/2016 Column A	Actual YTD 12/31/2017 Column B	Budget YTD 12/31/2017 Column C	Actual (Prior Year) Full Year 6/30/2017 Column D	Budget Full Year 6/30/2018 Column E
Revenue					
City/County Lodging Tax (1%)	3,664,586	3,723,336	3,638,250	6,371,458	6,615,000
Tourism Improvement District (TID) (2%)	6,517,443	6,640,026	6,476,080	11,198,661	11,774,078
MERC (OCC contract)	2,043,059	2,165,899	2,165,897	4,078,453	4,331,797
Partnership Dues	243,440	258,720	237,500	490,741	475,000
Fees earned	116,192	141,234	273,500	178,311	547,000
Other Income	-27,274	46,024	1,400	50,467	2,800
Tradeout/In-Kind	0	0	0	18,345	0
Cooperative programs	84,115	266,092	112,000	362,628	224,000
Regional RCTP (from Travel Oregon)	425,000	971,885	1,004,500	425,000	2,009,000
Cultural Tourism	109,005	113,558	150,000	329,490	300,000
Visitor Development Fund (VDF)	0	75,000	64,565	2,406	129,130
Total Revenue	13,175,566	14,401,773	14,123,691	23,505,960	26,407,805
Expenses					
Convention Sales	2,266,043	2,544,639	2,475,365	4,308,789	4,950,000
Tourism Sales	1,025,291	1,124,481	1,273,934	2,610,273	2,547,872
Marketing & Communications	2,892,709	4,961,954	4,900,597	11,783,473	12,310,000
Regional RCTP (from Travel Oregon)	219,573	1,549,548	1,004,499	688,673	2,009,000
Convention & Housing Services	487,921	552,573	612,498	987,229	1,225,000
Partnership Services & Events	300,834	325,365	429,998	763,525	860,000
Visitor Services (Fulfillment & VIC)	163,981	170,798	194,999	348,432	390,000
Program Support	1,665,367	2,066,252	2,113,963	3,463,076	4,227,933
Total Expenses	9,021,718	13,295,610	13,005,853	24,953,469	28,519,805
NET SURPLUS/(DEFICIT)	4,153,849	1,106,163	1,117,838	-1,447,509	-2,112,000

Travel Portland
Balance Sheet
(Statement of Financial Position)

	Actual 12/31/2017 Column A	Actual as of 6/30/2017 Column B	Increase (Decrease) Column C
Assets			
Cash and Cash Equivalents	\$5,117,357.61	\$3,253,533.29	57%
Investments	\$4,428,493.78	\$4,391,572.08	1%
Accounts Receivable	\$524,585.19	\$996,922.33	-47%
Prepaid Assets	\$706,717.40	\$754,753.83	-6%
Fixed Assets, net	\$1,756,603.19	\$1,945,937.10	-10%
Other Assets	\$135.42	\$0.00	0%
Total Assets	\$12,533,892.59	\$11,342,718.63	11%
Liabilities and Net Assets			
Liabilities			
Accounts Payable & Accrued Expenses	\$804,903.51	\$1,428,922.66	-44%
Accrued Personnel	\$1,724,825.78	\$1,694,941.83	2%
Deferred Revenue	(\$53,319.06)	\$239,418.97	-122%
Other Fiduciary Liabilities - RCTP	\$971,884.50	\$0.00	0%
Total Liabilities	\$3,448,294.73	\$3,363,283.46	3%
Net Assets			
Undesignated-Balance Sheet	\$5,855,232.97	\$4,749,070.28	23%
Board Designated-Balance Sheet	\$1,284,427.79	\$1,284,427.79	0%
Net Property and Equipment-Balance Sheet	\$1,945,937.10	\$1,945,937.10	0%
Total Net Assets	\$9,085,597.86	\$7,979,435.17	14%
Total Liabilities and Net Assets	\$12,533,892.59	\$11,342,718.63	11%



Board of Directors

Last Name	First Name	Company	Officers	Committee Chair
Ackman	Tim	Alaska Airlines		
Bebo	Chris	Provenance Hotels		
Craddick	Shirley	Metro		
Daley	Mike	Sheraton Portland Airport Hotel		
Dawes	Alex	Embassy Suites by Hilton Portland Downtown		
Goeman	Mark	CoHo Services		
Goldman	Terry	Canopy by Hilton Portland Pearl District		
Hasan	Naim	Naim Hasan Photography @ N2H Media Group	Chair	
Holt	Charles	The Mark Spencer Hotel		
Johnson	Dennis	CPA	Treasurer	Budget and Finance Committee
Kunzer	Ryan	Kimpton Monaco Portland		
Murray	Dave	Courtyard Portland City Center		
Patel	Jatin	Lodging Mgmt NW, LLC		
Penilton	David	America's Hub World Tours	Past Chair	
Ponzi	Maria	Ponzi Vineyards		
Pyne	Tim	Portland Marriott Downtown Waterfront	Chair-elect	Convention Sales Steering Committee
Rank Ignacio	Renee	McMenamins Pubs, Breweries & Historic Hotels		
Shelly	Ruth	Portland Children's Museum		Partner Services Committee
Smith	Loretta	Multnomah County		
Walters	Eric	Hilton Portland Downtown & The Duniway	Vice Chair	TID Committee
Weston	Linda	Rapporto		Community Action Committee
Wheeler	Ted	City of Portland		

MERC Commission Meeting

April 4, 2018
12:30 pm

9.0 Consent Agenda

Metropolitan Exposition Recreation Commission
Record of MERC Commission Actions
February 7, 2018
Oregon Convention Center, Room F150

Present:	Karis Stoudamire-Phillips, Deidra Krys-Rusoff, John Erickson, Damien Hall, Dañel Malán
Absent:	Deanna Palm, Ray Leary
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Karis Stoudamire-Phillips at 12:39 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 AND COUNCIL COMMUNICATIONS <ul style="list-style-type: none"> Council President Hughes, Commissioners Stoudamire-Phillips, Malán and Erickson commented on attendance at Travel Portland's Connect Diversity reception. Commissioner Krys-Rusoff reported that January's Budget Committee meeting was successful.
4.0	GM COMMUNICATIONS Scott Cruickshank provided these updates: <ul style="list-style-type: none"> Welcomed Julie Bunker, Operations Manager at Portland's 5 to the meeting. She was attending in Robyn Williams' absence. Welcomed Heather Back, the new Venues Communications and Policy Development Manager. Venue budgets for FY2019 are being completed. The full budget will be presented to the Commission at the March meeting. Venue annual reports for FY17 have been completed. The Bill Tolbert Diversity Award plaque has been installed near Metro's main reception desk. The MERC retreat is scheduled for March 7th with the March MERC meeting following. Scott Sadler of Creative Conflict Solutions will facilitate the retreat. Metro's Small Business Open House is scheduled for February 21 at OCC. Commissioner Hall was recently named a Partner at Ball Janik.
5.0	FINANCIAL REPORT Rachael Lembo, MERC Finance Manager, presented the report. <ul style="list-style-type: none"> Krys-Rusoff asked how Portland's new CPI might affect COLAs. Lembo responded that Metro HR is moving away from using CPI adjustments as a driver for COLA increases. Krys-Rusoff inquired about the decline in food and beverage margins. Lembo responded that the venues are examining the reasons for the decline in margins and are discussing ways to improve them. Cruickshank added that the Aramark VP will be in town tomorrow and they will also discuss the issue. Krys-Rusoff asked about the increase in Materials and Services expenses. Lembo stated that she would need to look into the issue and will get back to the Commission.
6.0	VENUE BUSINESS REPORTS Julie Bunker, Matthew P. Rotchford and Craig Stroud updated the Commission on venue business. Stroud presented an update on the OCC renovation project.
7.0	FY 2016-2017 FINANCIAL AUDIT Ashley Osten of Moss Adams presented the audit results.

8.0	<p>CONSTRUCTION CAREERS PATHWAYS PROJECT UPDATE</p> <p>David Fortney updated the commission on the project.</p> <ul style="list-style-type: none"> Commissioner Hall enquired about the members in the Public Owner Workgroup and whether Metro is looking for additional names or help in adding to the list. Fortney responded that the group listed seems to be the right group for now adding that, in the next 6-12 months, the list could change and additional groups may be invited to join. Commissioner Krys-Rusoff noted that the state was not included in the Workgroup . Fortney responded that he is looking at ways to connect with the state. Commissioner Erickson suggested that Women in Construction be included in the project. <p><i>Commissioner Stoudamire-Phillips departed the meeting at 2:13 p.m.</i></p>
9.0	<p>METRO DIVERSITY EQUITY AND INCLUSION PROGRAM UPDATE</p> <p>Raahi Reddy, Director of Diversity, Equity and Inclusion at Metro, updated the commission on the work being done by her team.</p>
10.0	<p>CONSENT AGENDA</p> <ul style="list-style-type: none"> Record of MERC Actions, January 3, 2018 <p>A motion was made by Commissioner Malán and seconded by Commissioner Erickson to approve the Consent Agenda.</p> <p>VOTING: AYE: 4 (Krys-Rusoff, Erickson, Hall, Malán) NAY: 0 MOTION PASSED</p>
11.0 11.1	<p>ACTION AGENDA</p> <p>Resolution 18-02: For the purpose of approving and transmitting to the Metro Council budget amendments to the Metropolitan Exposition Recreation Commission (MERC) Fund Approved Budget for fiscal year 2017-18, and requesting amendment of the Capital Improvement Plan (CIP) FY 2017-18.</p> <p>Rachael Lembo presented the resolution.</p> <p>A motion was made by Commissioner Erickson and seconded by Commissioner Malán to approve the Resolution 18-02.</p> <p>VOTING: AYE: 4 (Krys-Rusoff, Erickson, Hall, Malán) NAY: 0 MOTION PASSED</p>
	<p>As there was no further business to come before the Commission, the meeting was adjourned at 2:35 p.m.</p>

Metropolitan Exposition Recreation Commission
Record of MERC Commission Actions
March 7, 2018
Oregon Convention Center, Holladay Suites

Present:	Karis Stoudamire-Phillips, Deidra Krys-Rusoff, John Erickson, Damien Hall, Dañel Malán, Ray Leary
Absent:	Deanna Palm
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Karis Stoudamire-Phillips at 3:35 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 AND COUNCIL COMMUNICATIONS <ul style="list-style-type: none"> Commissioner Krys-Rusoff congratulated the Oregon Convention Center for their work in ensuring a successful Classic Wines Auction. Cruickshank noted that the organization and experience of the auction's staff also led to a successful event. Commissioner Stoudamire-Phillips reported on her attendance at the Black History Month celebration at P'5.
4.0	GM COMMUNICATIONS Scott Cruickshank provided these updates: <ul style="list-style-type: none"> Today's agenda has been revised to move the budget resolution to the first action item. Noted that Matthew P. Rotchford is unable to join today's meeting due to illness. Thanked the commission for its work at today's retreat. Another will be scheduled in six months. Robyn Williams was named 2018 winner of the Charles A. McElravy Award – the highest honor awarded by the International Association of Venue Managers (IAVM). She will receive the award at the association's annual meeting in Toronto this August. Reminded the Commission that Scott Robinson's retirement party will be in the Saloon in Hall A at Expo on March 15. Announced that Margie Helton is retiring on May 4. Due to the shortened agenda time today, the Venue Directors will not present business reports and the financial report is in the packet but will not be presented.
5.0	ACTION AGENDA
5.1	Resolution 18-06: For the purpose of approving the Metropolitan Exposition Recreation Commission (MERC) 2018-19 Proposed Budget and 2018-19 through 2022-23 Capital Improvement Plan. Budget Committee Chair, Deidra Krys-Rusoff, opened the presentation with a few words on the budget process. MERC Finance Manager, Rachael Lembo, then presented the proposed budget and the resolution for its approval. Included in the presentation was a discussion led by each venue director (Lembo presented for Rotchford) regarding their budget priorities proposed for FY18-19. A motion was made by Commissioner Krys-Rusoff and seconded by Commissioner Malán to approve resolution 18-06. VOTING: AYE: 6 (Krys-Rusoff, Erickson, Hall, Leary, Malán, Stoudamire-Phillips) NAY: 0 MOTION PASSED
5.2	Resolution 18-03: For the purpose of delegating authority to the General Manager of Visitor Venues to

	<p>approve contracts on behalf of the Metropolitan Exposition Recreation Commission (MERC) and revoking MERC's Contracting and Purchasing Rules.</p> <p>The resolution was presented by Scott Cruickshank.</p> <p>A motion was made by Commissioner Erickson and seconded by Commissioner Hall to approve resolution 18-03.</p> <p>Chair Stoudamire-Phillips called for further discussion.</p> <p>A motion was made by Commissioner Hall to amend the resolution by adding the stipulation that the commission will revisit the resolution in six months. The motion was seconded by Commissioner Krys-Rusoff.</p> <p>VOTING: AYE: 6 (Krys-Rusoff, Erickson, Hall, Leary, Malán, Stoudamire-Phillips) NAY: 0 MOTION PASSED</p> <p>Chair Stoudamire-Phillips called for a vote on Resolution 18-03 as amended.</p> <p>VOTING: AYE: 6 (Krys-Rusoff, Erickson, Hall, Leary, Malán, Stoudamire-Phillips) NAY: 0 MOTION PASSED</p>
5.3	<p>Resolution 18-04: For the purpose of delegating authority to the Metro Chief Operating Officer (Metro COO) to approve and adopt personnel policies on behalf of the Metropolitan Exposition Recreation (MERC).</p> <p>The resolution was presented by Scott Cruickshank</p> <p>A motion was made by Commissioner Erickson and seconded by Commissioner Krys-Rusoff to approve resolution 18-04 as presented.</p> <p>VOTING: AYE: 6 (Krys-Rusoff, Erickson, Hall, Leary, Malán, Stoudamire-Phillips) NAY: 0 MOTION PASSED</p>
5.4	<p>Resolution 18-05: For the purpose of approving the Oregon Convention Center's Updated Scheduling Policies.</p> <p>The resolution was presented by Cindy Wallace.</p> <p>A motion was made by Commissioner Leary and seconded by Commissioner Erickson to approve resolution 18-05 as presented.</p> <p>VOTING: AYE: 6 (Krys-Rusoff, Erickson, Hall, Leary, Malán, Stoudamire-Phillips) NAY: 0 MOTION PASSED</p>
	<p>As there was no further business to come before the Commission, the meeting was adjourned at 4:51 p.m.</p>

**Authorization to Represent MERC/METRO
on Trade-Promotion Mission; Fact-Finding Mission;
Economic Development Activity; or Negotiation
(Food Travel, Lodging Expenses Approved in Advance - exception (H))**

In accordance with ORS 244.020(7)(b)(H), the following public officials:
MERC Commissioner Karis Stoudamire-Phillips is hereby authorized to represent Metro/MERC in an official capacity; and

The MERC Commission hereby approves in advance, the receipt of reasonable expenses for food, travel, and lodging for the above-named public official and his accompanying relative, household member, or staff member, for attendance at:

<u>xx</u>	trade-promotion mission;
—	fact-finding mission;
xx	economic development activity; OR
—	negotiation;

as follows:

While attending activities related to the Travel Portland business relationship where meals, room and travel expenses will be paid for by Travel Portland, to introduce and familiarize potential meeting planners and association executives with Portland and the Oregon Convention Center, and to facilitate Oregon and Portland tourism and economic development, which activity(ies) will take place in Washington, DC, on April 24-26, 2018.

Being approved by the MERC Commission at its regular meeting on April 4, 2018, the above activity is hereby officially sanctioned by MERC.

Deidra Krys-Rusoff
MERC Commission Vice Chair

**Authorization to Represent MERC/METRO
on Trade-Promotion Mission; Fact-Finding Mission;
Economic Development Activity; or Negotiation
(Food Travel, Lodging Expenses Approved in Advance - exception (H))**

In accordance with ORS 244.020(7)(b)(H), the following public officials:
MERC Commissioner Deidra Kryz-Rusoff is hereby authorized to represent
Metro/MERC in an official capacity; and

The MERC Commission hereby approves in advance, the receipt of
reasonable expenses for food, travel, and lodging for the above-named
public official and his accompanying relative, household member, or staff
member, for attendance at:

<u>xx</u>	trade-promotion mission;
—	fact-finding mission;
xx	economic development activity; OR
—	negotiation;

as follows:

While attending activities related to the Travel Portland business
relationship where meals, room and travel expenses will be paid for
by Travel Portland, to introduce and familiarize potential meeting
planners and association executives with Portland and the Oregon
Convention Center, and to facilitate Oregon and Portland tourism
and economic development, which activity(ies) will take place in
Washington, DC, on April 24-26, 2018.

Being approved by the MERC Commission at its regular meeting on April
4, 2018, the above activity is hereby officially sanctioned by MERC.

Karis Stoudamire-Philips
MERC Commission Chair

**Authorization to Represent MERC/METRO
on Trade-Promotion Mission; Fact-Finding Mission;
Economic Development Activity; or Negotiation
(Food Travel, Lodging Expenses Approved in Advance - exception (H))**

In accordance with ORS 244.020(7)(b)(H), the following public officials:
MERC Commissioner John Erickson is hereby authorized to represent
Metro/MERC in an official capacity; and

The MERC Commission hereby approves in advance, the receipt of
reasonable expenses for food, travel, and lodging for the above-named
public official and his accompanying relative, household member, or staff
member, for attendance at:

<u>xx</u>	trade-promotion mission;
—	fact-finding mission;
xx	economic development activity; OR
—	negotiation;

as follows:

While attending activities related to the Travel Portland business
relationship where meals, room and travel expenses will be paid for
by Travel Portland, to introduce and familiarize potential meeting
planners and association executives with Portland and the Oregon
Convention Center, and to facilitate Oregon and Portland tourism
and economic development, which activity(ies) will take place in
Chicago, Ill, on May 22-24, 2018.

Being approved by the MERC Commission at its regular meeting on April
4, 2018, the above activity is hereby officially sanctioned by MERC.

Karis Stoudamire-Philips
MERC Commission Chair

MERC Commission Meeting

April 4, 2018
12:30 pm

10.0 Action Agenda

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 18-07

For the purpose of approving Facility Rental Rates for the Fiscal Years 2020 and 2021 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 market and other considerations regarding discounted space.

BE IT THEREFORE RESOLVED, that the Commission approves the Expo's facility rental rates for fiscal years 2020 and 2021 as set forth in Exhibit A.

Passed by the Commission on April 4, 2018.

Approved as to form:

Alison R. Kean, Metro Attorney

Chair

By: _____

Nathan A. S. Sykes, Deputy Metro Attorney

Secretary/Treasurer

MERC Staff Report

Agenda Item/Issue: For the purpose of approving Facility Rental Rates for the Fiscal Years 2020 & 2021 at the Portland Expo Center

Resolution No.: 18-07

Presented By: Alicia Crawford Loos

Date: April 4, 2018

Background and Analysis: As previously described at the MERC Commission meeting held on October 7, 2015, the Portland Expo Center facility rates have undergone a full review and evaluation. Staff completed an industry rate review of comparable venues and determined that the Expo Center remains very competitive in the region while still offering a significant value for a myriad of customers. In addition, staff will continue utilizing a set of standard discount and yield management methods for the sales team to utilize with new and developing events. This ensures that the Expo Center remains competitive in the market now, and into the future.

During the development of the fiscal year 2019 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 Expo Sales & Marketing Manager and with the approval of the Expo Center Executive Director.

The Commission previously took steps 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 contracted with MERC facilities for ten continuous years or longer. Having multiple year agreements in place has saved countless 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 all our clients and the facility.

In keeping with this methodology, staff has reviewed the previously approved the rate detail for fiscal years 2017-2019 and has provided a schedule of rental rates for fiscal years 2020 and 2021 for your consideration. Overall, this allows for standard 3 percent increases for individual areas, no increase for outdoor exhibition space (to remain competitive in the market), and includes multi-hall discounts. This also secures Expo's major client base while focusing sales efforts on developing new business. We feel these rate increases are prudent to drive top sales revenues into the future.

Fiscal Impact: This action anticipates an overall increase in rental revenues through focused attention on combination hall discounting, multi-year pricing procedures and standard room rental increases of 3 percent per year from FY2020 to FY2021. The prior 3 year agreement produced over \$3.3 million in rental revenues.

Attachments to Resolution and/or Staff Report: Attachment A Rental Rates and Discount Package.

Recommendation: Staff recommends that the Metropolitan Exposition-Recreation Commission adopt Resolution 18-07, Portland Expo Center Rental Rates for fiscal years 2020 and 2021.

Locations	Fiscal Year FY19	Percentage Increase	Dollar Increase	Total with Increase	Total Rounded	Percentage Increase	Dollar Increase	Square Footage	Cost Per Square Footage
Exhibit Halls									
A	2,960	3.00%	89	3,049	3,050	3.04%	90	48,000	0.064
B	2,340	3.00%	70	2,410	2,410	2.99%	70	36,000	0.067
C	3,850	3.00%	116	3,966	3,965	2.99%	115	60,000	0.066
D1	3,140	3.00%	94	3,234	3,330	6.05%	190	36,000	0.093
D2	3,140	3.00%	94	3,234	3,330	6.05%	190	36,000	0.093
D	6,280	3.00%	188	6,468	6,660	6.05%	380	72,000	0.093
E1	4,645	3.00%	139	4,784	4,785	3.01%	140	54,000	0.089
E2	4,645	3.00%	139	4,784	4,785	3.01%	140	54,000	0.089
E	9,290	3.00%	279	9,569	9,570	3.01%	280	108,000	0.089
Meeting Rooms									
A101	235	3.00%	7	242	240	2.13%	5	700	0.343
D101	170	3.00%	5	175	175	2.94%	5	494	0.354
D102	145	3.00%	4	149	150	3.45%	5	330	0.455
D101-2	315	3.00%	9	324	325	3.17%	10	824	0.394
D201	430	3.00%	13	443	440	2.33%	10	1,300	0.338
D202	235	3.00%	7	242	240	2.13%	5	784	0.306
D203	235	3.00%	7	242	240	2.13%	5	812	0.296
D204	235	3.00%	7	242	240	2.13%	5	784	0.306
D205	175	3.00%	5	180	180	2.86%	5	204	0.882
D202-3	470	3.00%	14	484	480	2.13%	10	1,596	0.301
D202-4	705	3.00%	21	726	720	2.13%	15	2,380	0.303
D203-4	470	3.00%	14	484	480	2.13%	10	1,596	0.301
D201-4	1,135	3.00%	34	1,169	1,160	2.20%	25	3,680	0.315
D201-5	1,310	3.00%	39	1,349	1,340	2.29%	30	3,884	0.345
E101	180	3.00%	5	185	185	2.78%	5	525	0.352
E102	210	3.00%	6	216	215	2.38%	5	600	0.358
E101-2	390	3.00%	12	402	400	2.56%	10	1,125	0.356

Locations	Fiscal Year FY19	Percentage Increase	Dollar Increase	Total with Increase	Total Rounded	Percentage Increase	Dollar Increase	Square Footage	Cost Per Square Footage
Miscellaneous									
Connector	390	3.00%	12	402	400	2.56%	10	4,500	0.089
East Hall	850	3.00%	26	876	875	2.94%	25	4,400	0.199
A Lobby	510	3.00%	15	525	525	2.94%	15	4,400	0.119
A Lounge	240	3.00%	7	247	245	2.08%	5	1,500	0.163
D Lobby	2,185	3.00%	66	2,251	2,250	2.97%	65	6,400	0.352
D Lounge	610	3.00%	18	628	625	2.46%	15	1,240	0.504
E Lobby	2,460	3.00%	74	2,534	2,535	3.05%	75	7,200	0.352
Parking Lots									
All Parking Lots	18,480	0.00%	-	18,482	18,480	0.00%	-	803,556	0.023 *
Boneyard	390	3.00%	12	402	400	2.56%	10	16,000	0.025
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	390	3.00%	12	402	400	2.56%	10	11,300	0.035

Locations	Fiscal Year FY19	Percentage Increase	Dollar Increase	Total with Increase	Total Rounded	Percentage Increase	Dollar Increase	Square Footage	Cost Per Square Footage
Exhibit Halls									
A	3,630	3.00%	109	3,739	3,740	3.03%	110	48,000	0.078
B	2,710	3.00%	81	2,791	2,790	2.95%	80	36,000	0.078
C	4,560	3.00%	137	4,697	4,700	3.07%	140	60,000	0.078
D1	3,740	3.00%	112	3,852	3,850	2.94%	110	36,000	0.107
D2	3,740	3.00%	112	3,852	3,850	2.94%	110	36,000	0.107
D	7,480	3.00%	224	7,704	7,700	2.94%	220	72,000	0.107
E1	5,475	3.00%	164	5,639	5,640	3.01%	165	54,000	0.104
E2	5,475	3.00%	164	5,639	5,640	3.01%	165	54,000	0.104
E	10,950	3.00%	329	11,279	11,280	3.01%	330	108,000	0.104
Meeting Rooms									
A101	235	3.00%	7	242	240	2.13%	5	700	0.343
D101	170	3.00%	5	175	175	2.94%	5	494	0.354
D102	145	3.00%	4	149	150	3.45%	5	330	0.455
D101-2	315	3.00%	9	324	325	3.17%	10	824	0.394
D201	430	3.00%	13	443	440	2.33%	10	1300	0.338
D202	235	3.00%	7	242	240	2.13%	5	784	0.306
D203	235	3.00%	7	242	240	2.13%	5	784	0.306
D204	235	3.00%	7	242	240	2.13%	5	784	0.306
D205	175	3.00%	5	180	180	2.86%	5	204	0.882
D202-3	470	3.00%	14	484	480	2.13%	10	1568	0.306
D202-4	705	3.00%	21	726	720	2.13%	15	2352	0.306
D203-4	470	3.00%	14	484	480	2.13%	10	1568	0.306
D201-4	1,135	3.00%	34	1,169	1,160	2.20%	25	3652	0.318
D201-5	1,310	3.00%	39	1,349	1,340	2.29%	30	3856	0.348
E101	180	3.00%	5	185	185	2.78%	5	525	0.352
E102	210	3.00%	6	216	215	2.38%	5	600	0.358
E101-2	390	3.00%	12	402	400	2.56%	10	1125	0.356

Locations	Fiscal Year FY19	Percentage Increase	Dollar Increase	Total with Increase	Total Rounded	Percentage Increase	Dollar Increase	Square Footage	Cost Per Square Footage
Miscellaneous									
Connector	390	3.00%	12	402	400	2.56%	10	4,500	0.089
East Hall	850	3.00%	26	876	875	2.94%	25	4,400	0.199
A Lobby	510	3.00%	15	525	525	2.94%	15	4,400	0.119
A Lounge	240	3.00%	7	247	245	2.08%	5	1,500	0.163
D Lobby	2,185	3.00%	66	2,251	2,250	2.97%	65	6,400	0.352
D Lounge	610	3.00%	18	628	625	2.46%	15	1,240	0.504
E Lobby	2,460	3.00%	74	2,534	2,535	3.05%	75	7,200	0.352
Parking Lots									
All Parking Lots	18,480	0.00%	-	18,482	18,480	0.00%	-	803,556	0.023 *
Boneyard	390	3.00%	12	360	400	2.56%	10	16,000	0.025
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	390	3.00%	12	402	400	2.56%	10	11,300	0.035

Locations	Fiscal Year FY20	Percentage Increase	Dollar Increase	Total with Increase	Total Rounded	Percentage Increase	Dollar Increase	Square Footage	Cost Per Square Footage
Exhibit Halls									
A	3,050	3.00%	92	3,142	3,140	2.95%	90	48,000	0.065
B	2,410	3.00%	72	2,482	2,480	2.90%	70	36,000	0.069
C	3,965	3.00%	119	4,084	4,085	3.03%	120	60,000	0.068
D1	3,330	3.00%	100	3,430	3,430	3.00%	100	36,000	0.095
D2	3,330	3.00%	100	3,430	3,430	3.00%	100	36,000	0.095
D	6,660	3.00%	200	6,860	6,860	3.00%	200	72,000	0.095
E1	4,785	3.00%	144	4,929	4,930	3.03%	145	54,000	0.091
E2	4,785	3.00%	144	4,929	4,930	3.03%	145	54,000	0.091
E	9,570	3.00%	287	9,857	9,860	3.03%	290	108,000	0.091
Meeting Rooms									
A101	240	3.00%	7	247	245	2.08%	5	700	0.350
D101	175	3.00%	5	180	180	2.86%	5	494	0.364
D102	150	3.00%	5	155	155	3.33%	5	330	0.470
D101-2	325	3.00%	10	335	335	3.08%	10	824	0.407
D201	440	3.00%	13	453	450	2.27%	10	1,300	0.346
D202	240	3.00%	7	247	245	2.08%	5	784	0.313
D203	240	3.00%	7	247	245	2.08%	5	812	0.302
D204	240	3.00%	7	247	245	2.08%	5	784	0.313
D205	180	3.00%	5	185	185	2.78%	5	204	0.907
D202-3	480	3.00%	14	494	490	2.08%	10	1,596	0.307
D202-4	720	3.00%	22	742	735	2.08%	15	2,380	0.309
D203-4	480	3.00%	14	494	490	2.08%	10	1,596	0.307
D201-4	1,160	3.00%	35	1,195	1,185	2.16%	25	3,680	0.322
D201-5	1,340	3.00%	40	1,380	1,370	2.24%	30	3,884	0.353
E101	185	3.00%	6	191	190	2.70%	5	525	0.362
E102	215	3.00%	6	221	220	2.33%	5	600	0.367
E101-2	400	3.00%	12	412	410	2.50%	10	1,125	0.364

Locations	Fiscal Year FY20	Percentage Increase	Dollar Increase	Total with Increase	Total Rounded	Percentage Increase	Dollar Increase	Square Footage	Cost Per Square Footage
Miscellaneous									
Connector	400	3.00%	12	412	410	2.50%	10	4,500	0.091
East Hall	875	3.00%	26	901	900	2.86%	25	4,400	0.205
A Lobby	525	3.00%	16	541	540	2.86%	15	4,400	0.123
A Lounge	245	3.00%	7	252	250	2.04%	5	1,500	0.167
D Lobby	2,250	3.00%	68	2,318	2,315	2.89%	65	6,400	0.362
D Lounge	625	3.00%	19	644	640	2.40%	15	1,240	0.516
E Lobby	2,535	3.00%	76	2,611	2,610	2.96%	75	7,200	0.363
Parking Lots									
All Parking Lots	18,480	0.00%	-	18,482	18,480	0.00%	-	803,556	0.023 *
Boneyard	400	3.00%	12	412	400	0.00%	-	16,000	0.025
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	400	3.00%	12	412	400	0.00%	-	11,300	0.035

Locations	Fiscal Year FY20	Percentage Increase	Dollar Increase	Total with Increase	Total Rounded	Percentage Increase	Dollar Increase	Square Footage	Cost Per Square Footage
Exhibit Halls									
A	3,740	3.00%	112	3,852	3,850	2.94%	110	48,000	0.080
B	2,790	3.00%	84	2,874	2,875	3.05%	85	36,000	0.080
C	4,700	3.00%	141	4,841	4,840	2.98%	140	60,000	0.081
D1	3,850	3.00%	116	3,966	3,965	2.99%	115	36,000	0.110
D2	3,850	3.00%	116	3,966	3,965	2.99%	115	36,000	0.110
D	7,700	3.00%	231	7,931	7,930	2.99%	230	72,000	0.110
E1	5,640	3.00%	169	5,809	5,810	3.01%	170	54,000	0.108
E2	5,640	3.00%	169	5,809	5,810	3.01%	170	54,000	0.108
E	11,280	3.00%	338	11,618	11,620	3.01%	340	108,000	0.108
Meeting Rooms									
A101	240	3.00%	7	247	245	2.08%	5	700	0.350
D101	175	3.00%	5	180	180	2.86%	5	494	0.364
D102	150	3.00%	5	155	155	3.33%	5	330	0.470
D101-2	325	3.00%	10	335	335	3.08%	10	824	0.407
D201	440	3.00%	13	453	450	2.27%	10	1300	0.346
D202	240	3.00%	7	247	245	2.08%	5	784	0.313
D203	240	3.00%	7	247	245	2.08%	5	784	0.313
D204	240	3.00%	7	247	245	2.08%	5	784	0.313
D205	180	3.00%	5	185	185	2.78%	5	204	0.907
D202-3	480	3.00%	14	494	490	2.08%	10	1568	0.313
D202-4	720	3.00%	22	742	735	2.08%	15	2352	0.313
D203-4	480	3.00%	14	494	490	2.08%	10	1568	0.313
D201-4	1,160	3.00%	35	1,195	1,185	2.16%	25	3652	0.324
D201-5	1,340	3.00%	40	1,380	1,370	2.24%	30	3856	0.355
E101	185	3.00%	6	191	190	2.70%	5	525	0.362
E102	215	3.00%	6	221	220	2.33%	5	600	0.367
E101-2	400	3.00%	12	412	410	2.50%	10	1125	0.364

Locations	Fiscal Year FY20	Percentage Increase	Dollar Increase	Total with Increase	Total Rounded	Percentage Increase	Dollar Increase	Square Footage	Cost Per Square Footage
Miscellaneous									
Connector	400	3.00%	12	412	410	2.50%	10	4,500	0.091
East Hall	875	3.00%	26	901	900	2.86%	25	4,400	0.205
A Lobby	525	3.00%	16	541	540	2.86%	15	4,400	0.123
A Lounge	245	3.00%	7	252	250	2.04%	5	1,500	0.167
D Lobby	2,250	3.00%	68	2,318	2,315	2.89%	65	6,400	0.362
D Lounge	625	3.00%	19	644	640	2.40%	15	1,240	0.516
E Lobby	2,535	3.00%	76	2,611	2,610	2.96%	75	7,200	0.363
Parking Lots									
All Parking Lots	18,480	0.00%	-	18,482	18,480	0.00%	-	803,556	0.023 *
Boneyard	400	3.00%	12	360	400	0.00%	-	16,000	0.025
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 *
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Upper Parking Lot Plaza	400	3.00%	12	412	400	0.00%	-	11,300	0.035

Expo Center Discounting Package FY2020 – 2021:

The following yield-management techniques will be utilized at the discretion of the Sales & Marketing Manager and at the approval of the Expo Center Executive 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 1st year booked
 - 15% rental discount for 2nd year booked
 - 5% rental discount for 3rd year booked
 - Discount would go away in the 4th year
- New business booked on Labor Day or Memorial Day Weekends
 - 30% rental discount in 1st year
 - 20% rental discount in 2nd year
 - 10 rental discount in 3rd year
 - Discount would go away in the 4th year
- Incentive discount for booking a new consumer/public event – to be used at Executive Director and Expo Sales & Manager's discretion
 - Same discount as the 1st option, but can be applied to any new consumer/public event at any point in the calendar
 - The idea behind this package is based on the idea of diversifying our calendar – example, if comparable venues around the country have a dinosaur show and we don't, this is how we can entice that type of business to come our way.
- Tradeshow incentive rental credit
 - 15% rental credit given for new weekday tradeshow business with food orders over \$30,000 in 1st year
 - 10% rental credit given for new weekday tradeshow business with food orders over \$30,000 in 2nd year
 - 5% rental credit given for new weekday tradeshow business with food orders over \$30,000 in 3rd year
 - Rental credit would go away in 4th year

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

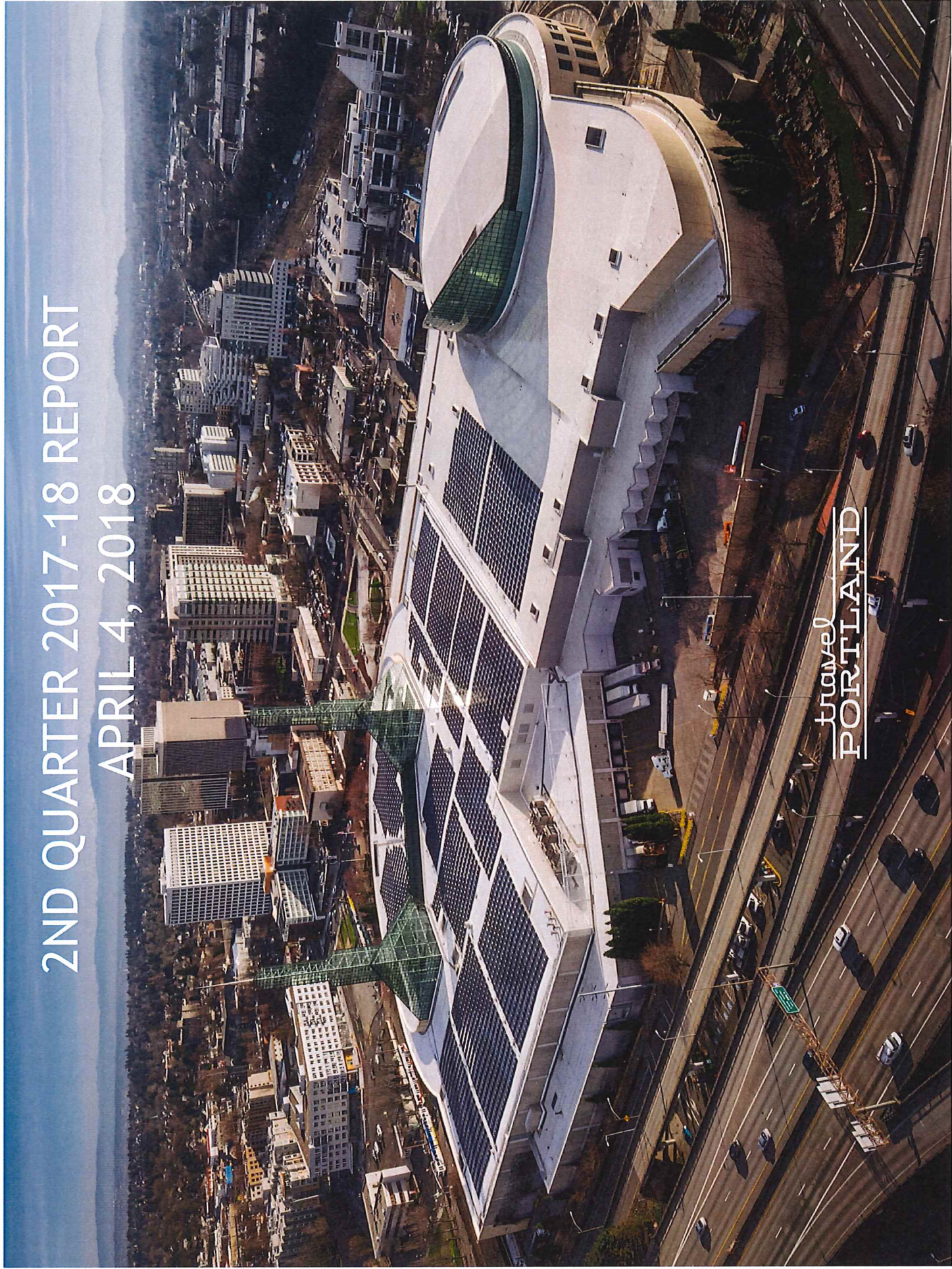
SIGN-IN SHEET

[illegible]

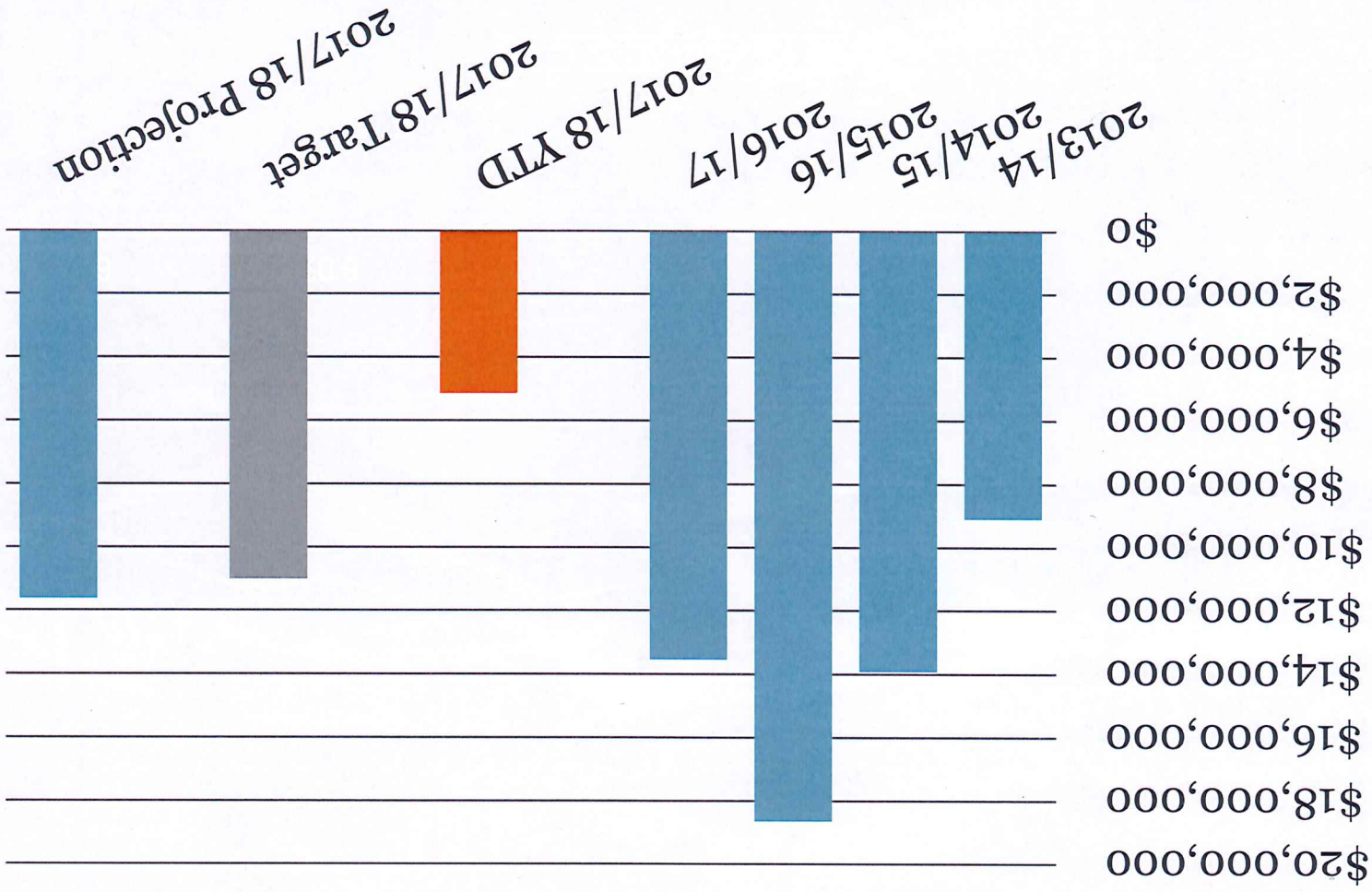
2ND QUARTER 2017-18 REPORT

APRIL 4, 2018

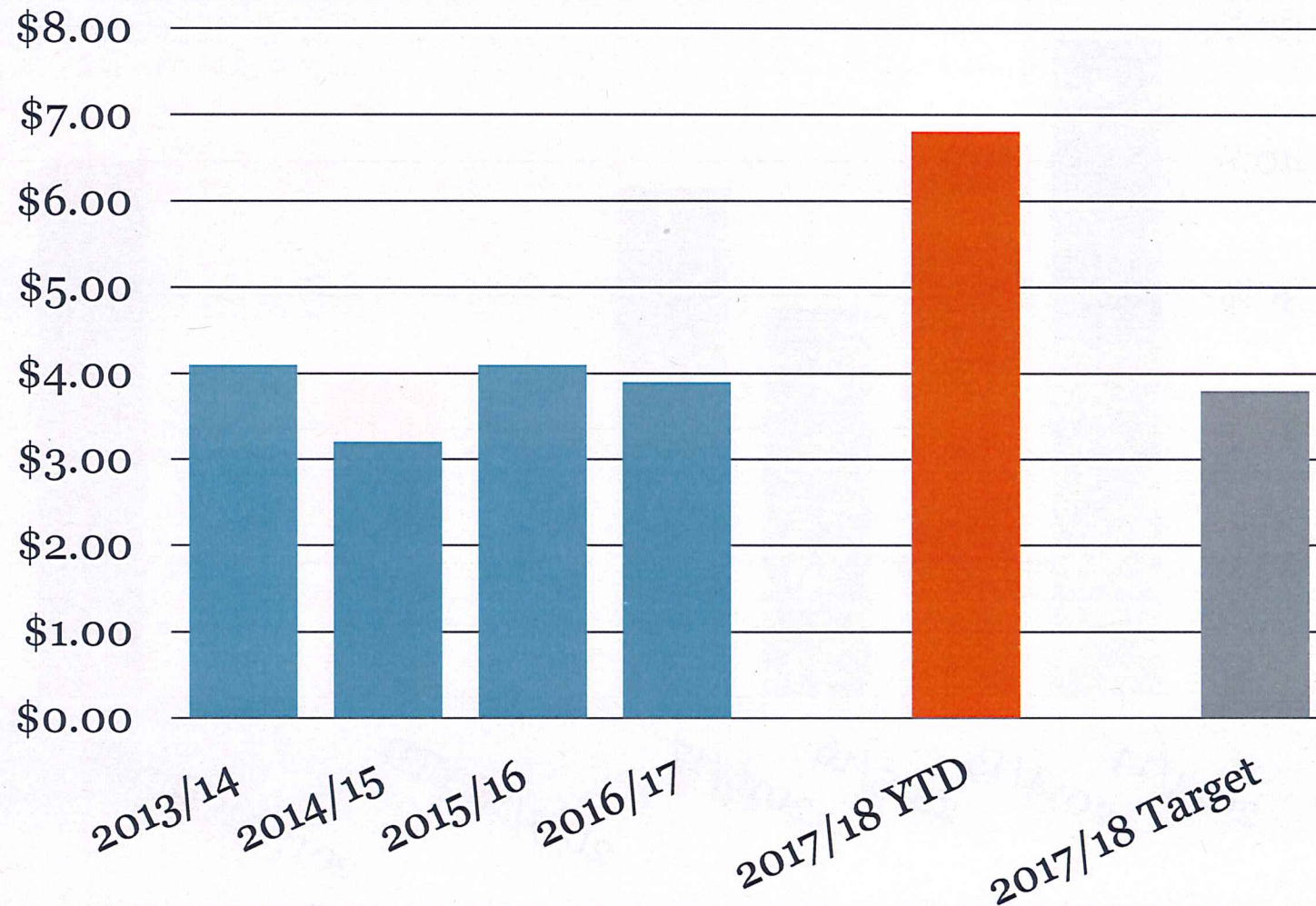
travel
PORTLAND



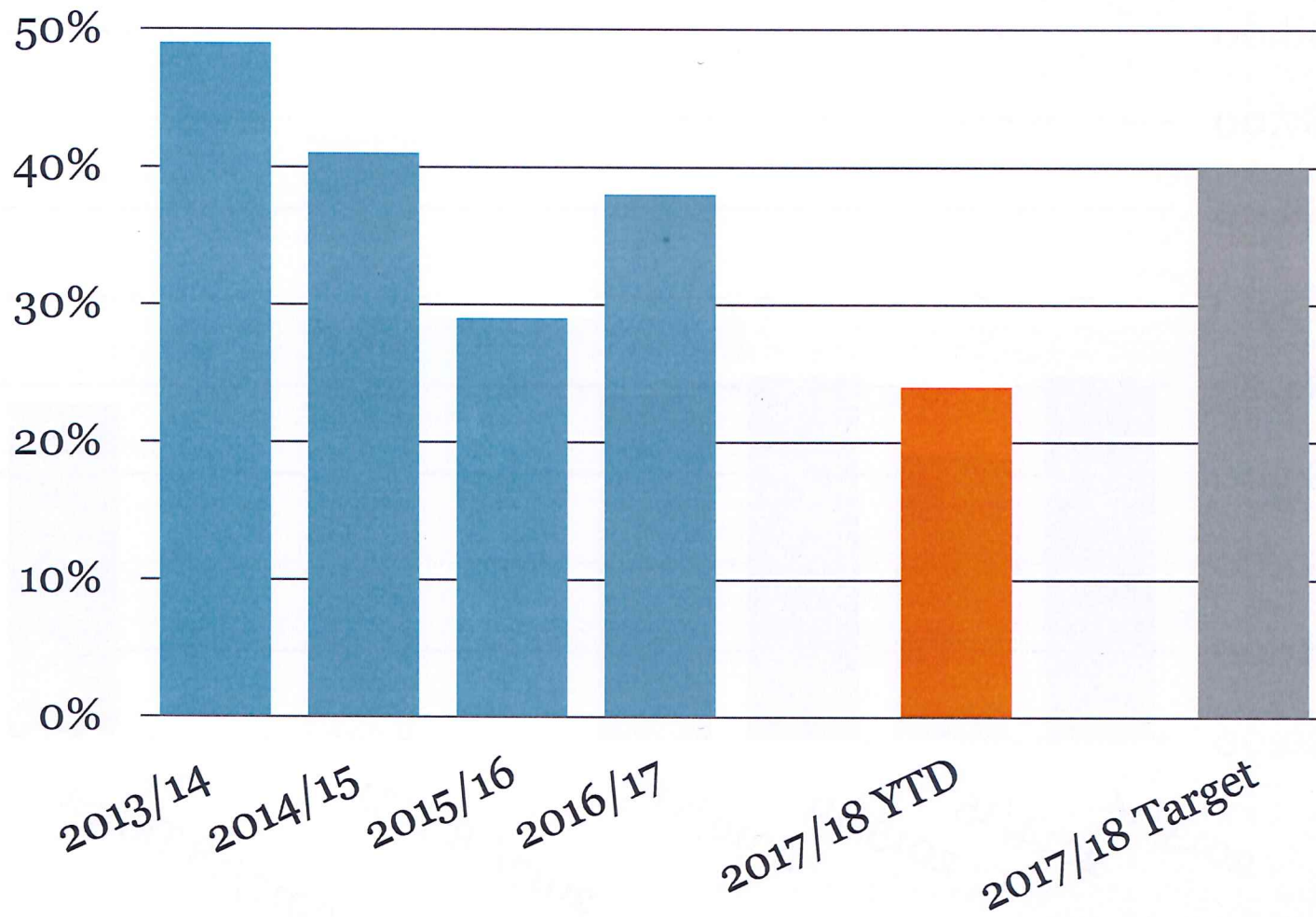
ACTUAL OCC REVENUE REALIZED-CURRENT



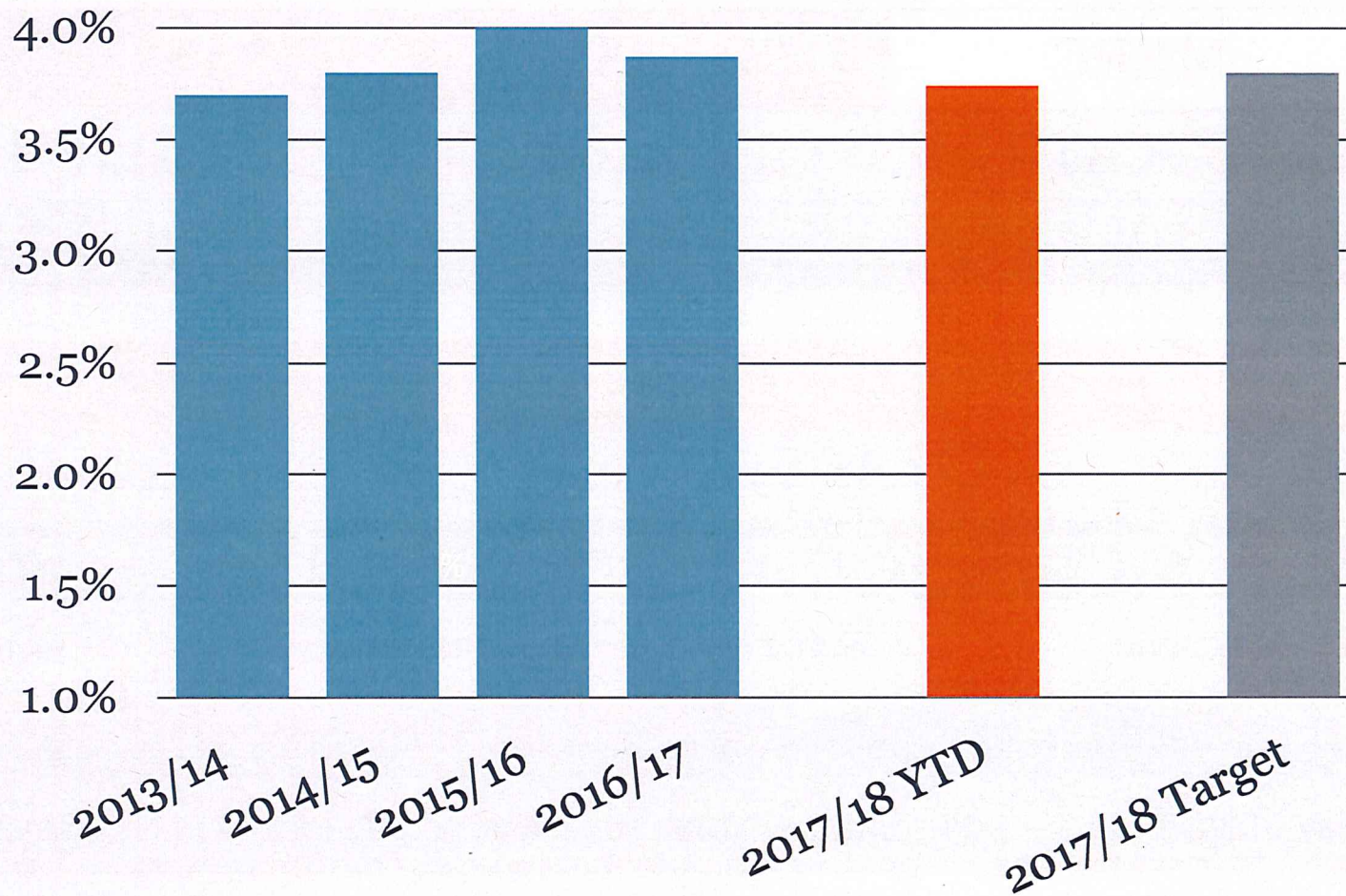
ROI ON FUTURE OCC REVENUE GENERATED



LEAD CONVERSION



CONVENTION SERVICES SATISFACTION SURVEY SCORE

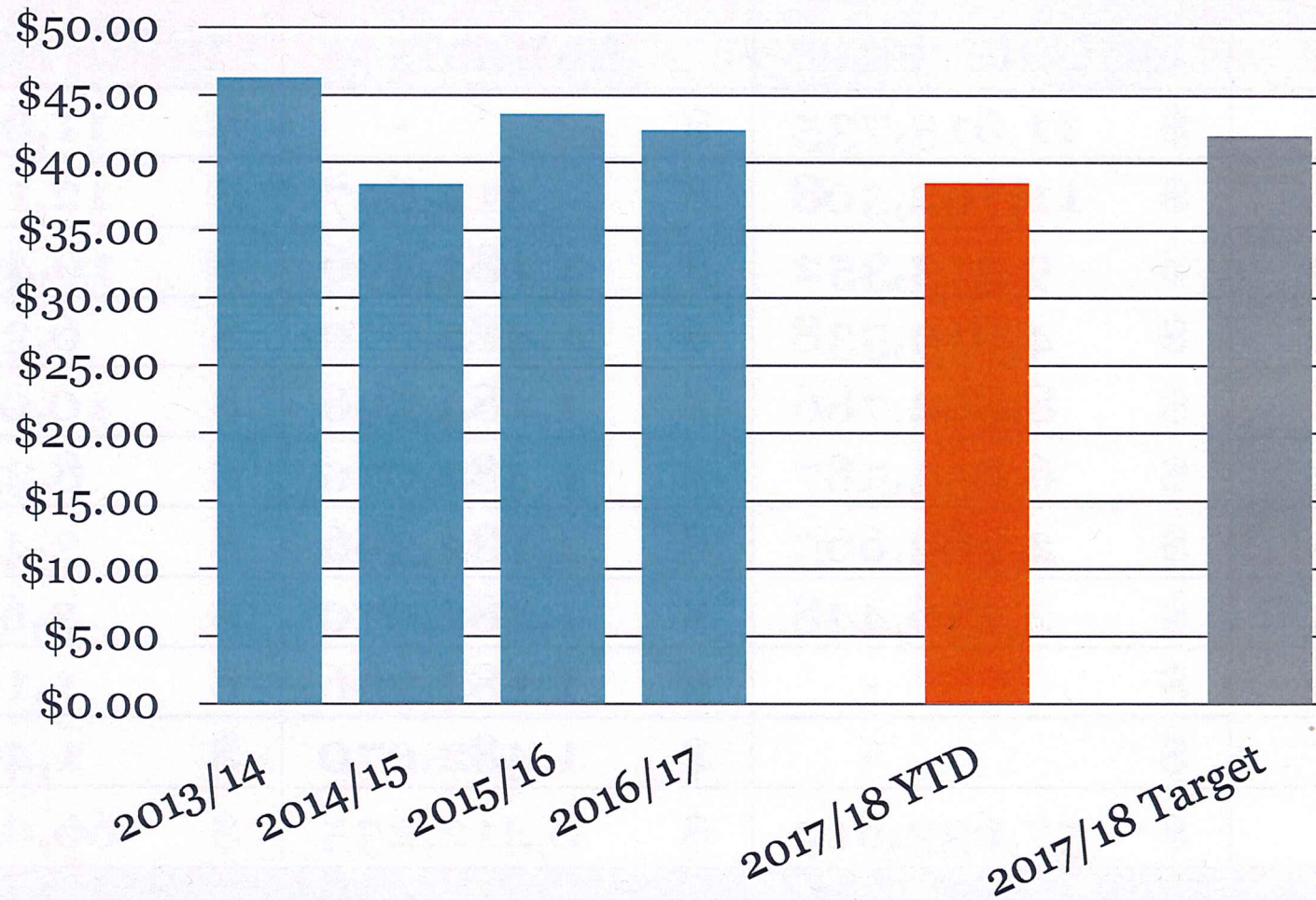


PUBLIC RELATIONS

MERC	2 ND QUARTER	YTD
CIRCULATION	1,603,681	20,621,854
PLACEMENTS	8	49

OUTLET	ARTICLE	DATE
Meetings Today	Oregon features an abundance of inimitable venues	October 2017
Meetings Today	Beaver State Bounty	October 2017
The Meetings Magazine	Going local, staying authentic	October 2017
Successful Meetings	How DMOs can help you plan your next event	November 2017
Groups Today Magazine	Portland: A North American foodie locale	November 2017

ROI ON TOTAL COMMUNITY ECONOMIC IMPACT



OREGON CONVENTION CENTER BOOKING REVENUE FROM TRAVEL PORTLAND

	OCC Revenue	Annuals	Total Potential Future Business
FY 17/18	\$ 11,615,735	\$ -	\$ 11,615,735
FY 18/19	\$ 11,762,508	\$ 412,857	\$ 12,175,365
FY 19/20	\$ 9,313,352	\$ 1,184,396	\$ 10,497,748
FY 20/21	\$ 4,819,538	\$ 1,482,070	\$ 6,301,608
FY 21/22	\$ 8,862,786	\$ 1,184,396	\$ 10,047,182
FY 22/23	\$ 6,853,587	\$ 1,482,070	\$ 8,335,657
FY 23/24	\$ 2,269,665	\$ 1,184,396	\$ 3,454,061
FY 24/25	\$ 2,136,448	\$ 1,482,070	\$ 3,618,518
FY 25/26	\$ -	\$ 1,184,396	\$ 1,184,396
FY 26/27	\$ -	\$ 1,482,070	\$ 1,482,070
TOTAL	\$ 57,633,619	\$ 8,412,255	\$ 66,045,874

DECEMBER 2018 YTD

SMITH TRAVEL RESEARCH	OCCUPANCY%		AVERAGE DAILY RATE		REV-PAR		ROOM REVENUE	ROOM DEMAND
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR		
PORTLAND MARKET	75.3%	76.4%	\$140.26	\$136.92	\$105.58	\$104.64		
% OF CHANGE	-1.5%		+2.4%		+0.9%		+2.8%	+0.4%
PORTLAND CENTRAL CITY	80.0%	81.5%	\$183.94	\$183.94	\$147.08	\$150.00		
% OF CHANGE	-1.9%		0.0%		-1.9%		+4.3%	+4.3%

PROGRAM OF WORK

FY 2017-18
2nd QUARTER

Program
October 2017
Customer Advisory Board
IMEX America: The Worldwide Meetings and Incentive Travel Exhibition
Professional Convention Management Association Convening Leaders 2018Philly/Road Show
Connect Faith
November 2017
Single Hotel Chicago Sales Mission
Certified Meeting Planner Conclave
Nursing Organizations Alliance Fall Summit
Inter[action]
HPN Global Partners Meeting
National Coalition of Black Meeting Planners Educational Conference
Travel Portland Fall Familiarization Tour
December 2017
Oregon Society of Association Management Annual Meeting
Connect DC
Holiday Showcase

PROGRAM OF WORK

FY 2017-18
3rd QUARTER

Program
January 2018
Professional Convention Management Association Convening Leaders 2018
Religious Conference Management Association Emerge Conference
Council of Manufacturing Association
February 2018
Council of Engineering and Scientific Society Executives Annual MeetingCEO
Connect Diversity
MPI Northern California
Single Hotel Sales Mission in California
Society of Government Meeting Professionals National Education Conference & Expo
Road Show
March 2018
Experient Envision
MPI Cascadia
Destination Showcase D.C.
CBI Pharma Forum
ConferenceDirect
Meet NY
Convention Sales Professional International Annual Conference
Women's Executive Leadership Forum

HYATT EFFECT

Oregon Convention Center related Booking Production through 12/31/2017:

- Total of 28 groups booked representing over 92,000 room nights
- 14 groups required Hyatt Blocks in order to confirm Portland
- 9 groups required greater than 1,100 peak rooms which caused room blocks to extend beyond The Lloyd district and into City Center hotels.

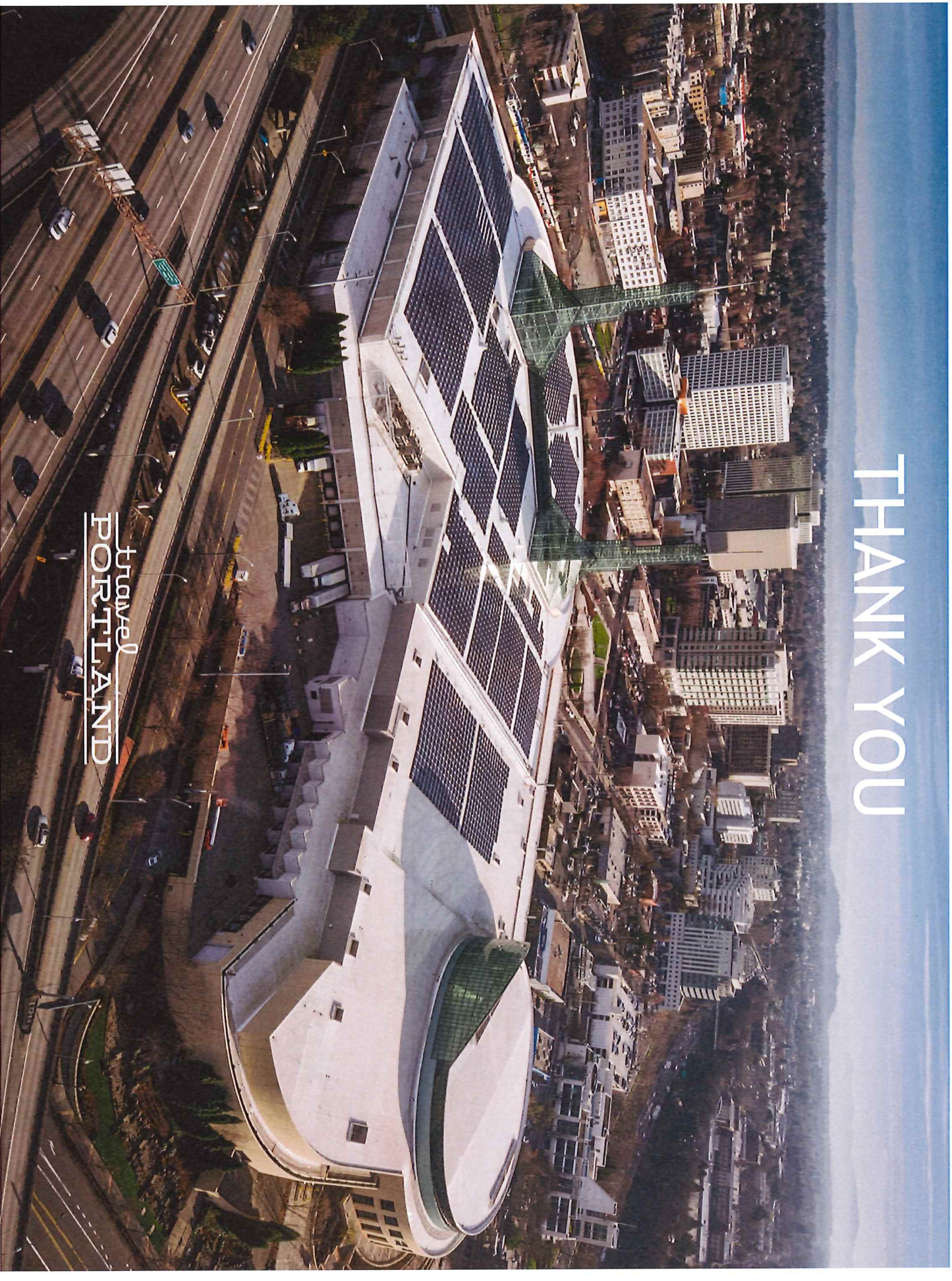
HIGH PROFILE GROUPS

NAACP – June 2020

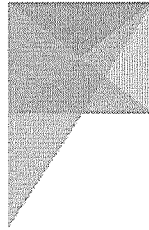
National Urban League – July 2020

NBA All-Star Game – February 2022 or 2023

THANK YOU



travel
PORTLAND



We Change the World Through the Arts

Setting The Stage:

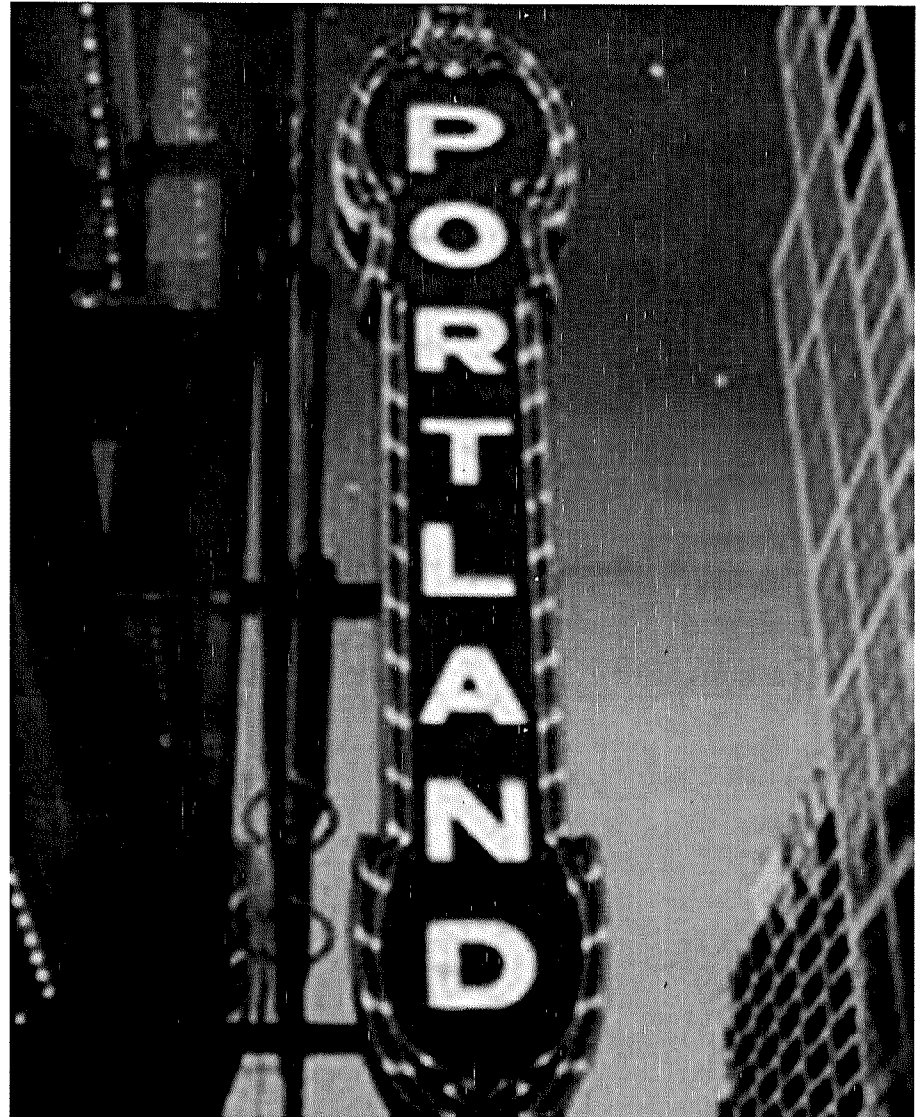
Excellence in venue management

Cultural impact

Economic impact

Financial dynamics

Request





2007 – Top 5 Women of Influence – *Venues Today Magazine*

2009 – IAVM President

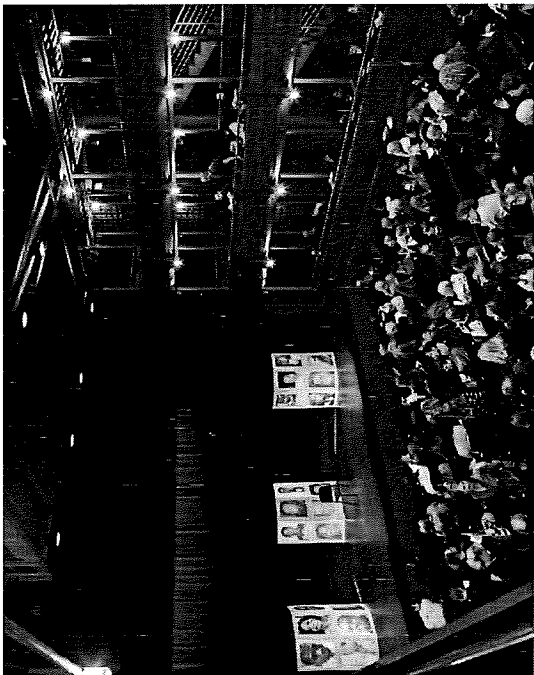
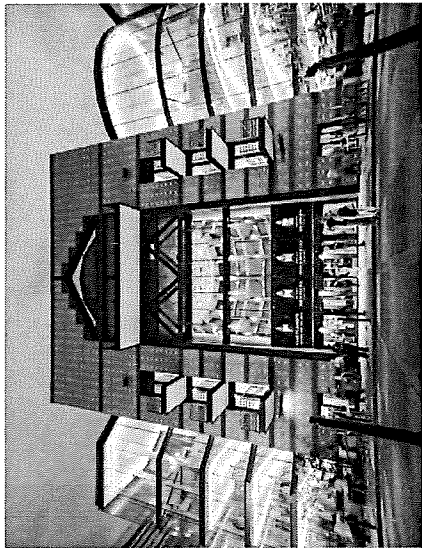
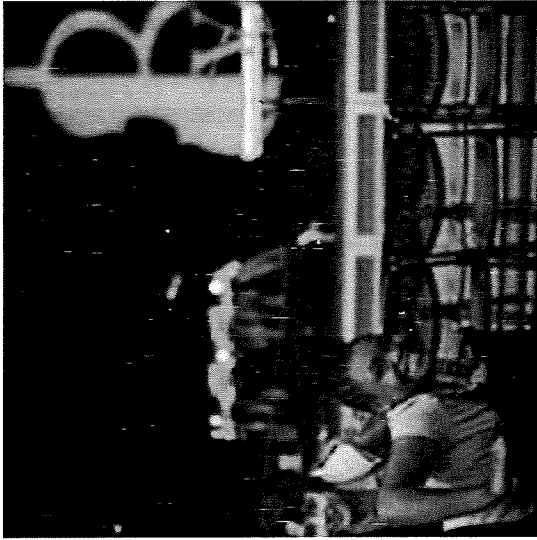
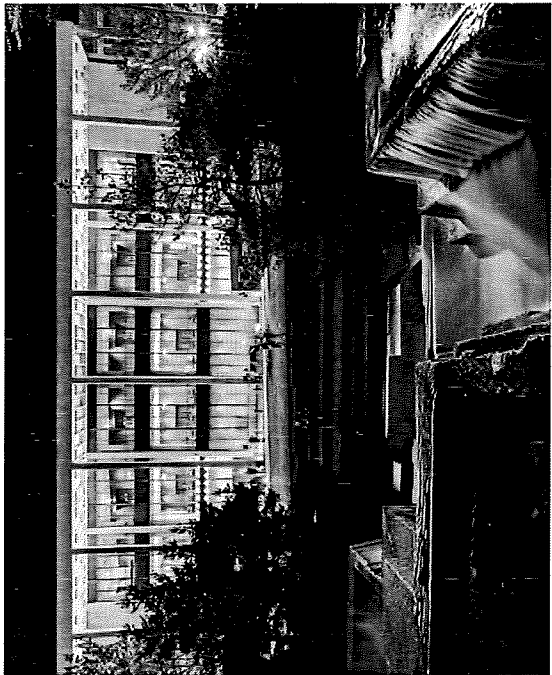
2014 – Venue Excellence Award – IAVM

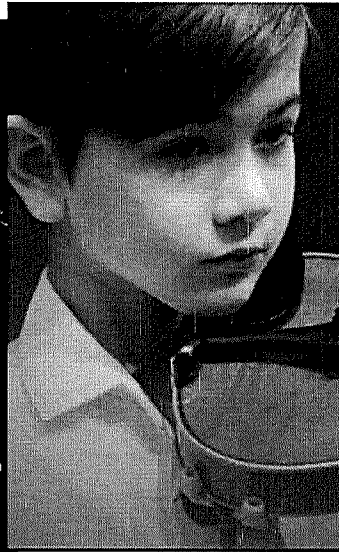
2015 – Portland'5 Presents Program

2015 – Education & Community Engagement Program

2018 – Charles A McElravy Lifetime Achievement Award







OREGON **BALLET** THEATRE

**PORTLAND YOUTH
PHILHARMONIC**

PORTLAND
OPERA

Oregon
Children's
Theatre



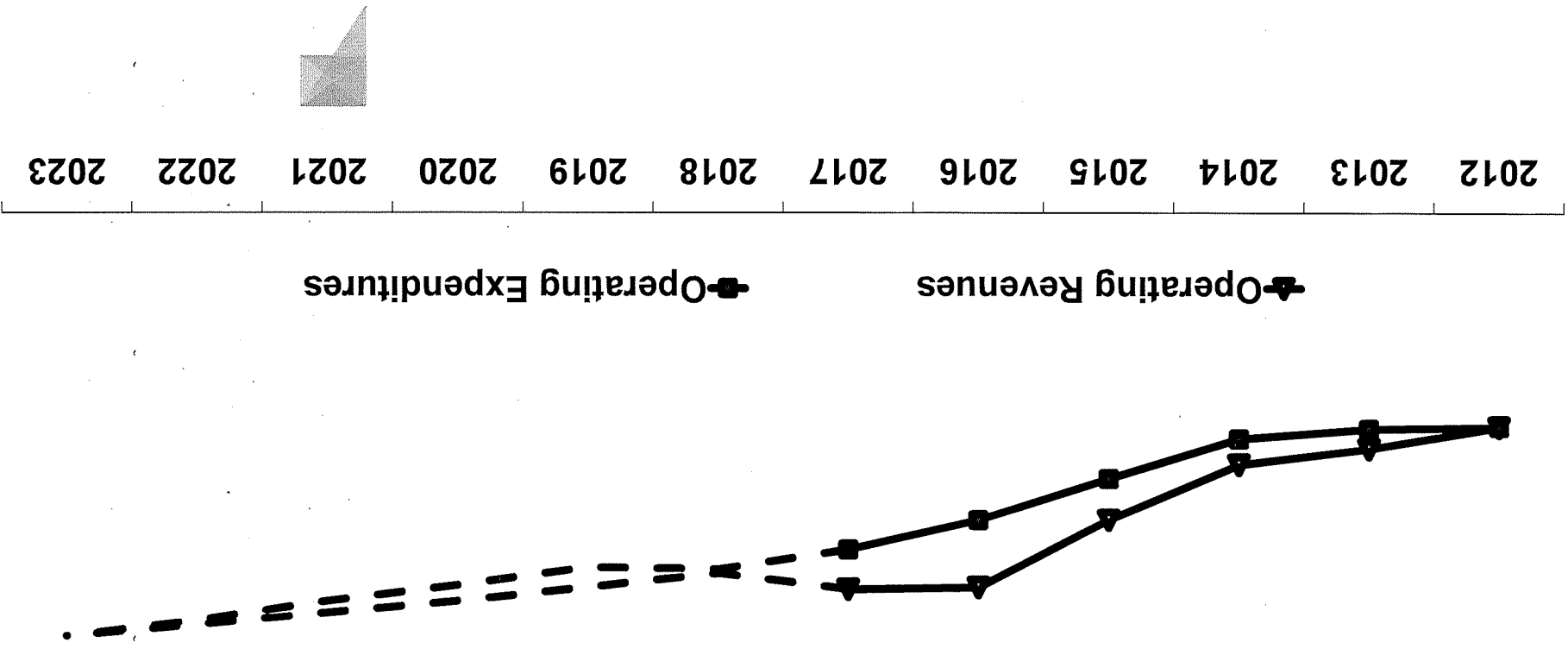
Economic Impact

\$105 million regional economic impact

\$1 expense \approx \$6 economic impact

1,000 Jobs





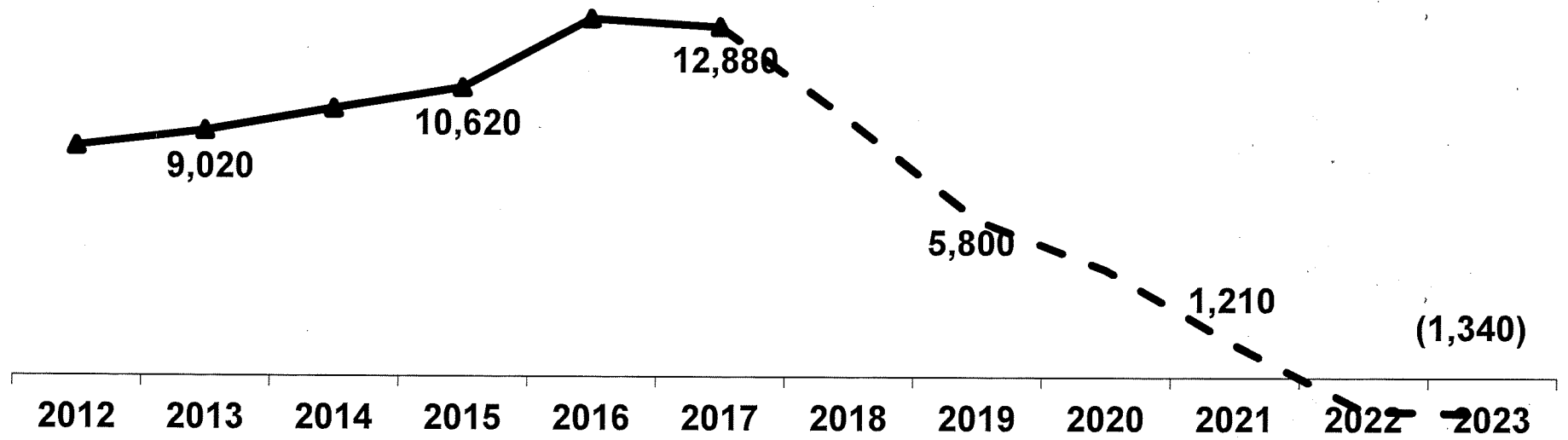
\$2,908,000

TLT VFTA & 3% Excise Tax
City General Fund

\$5,300,000

Resident Company Subsidies
Average Annual Capital Need

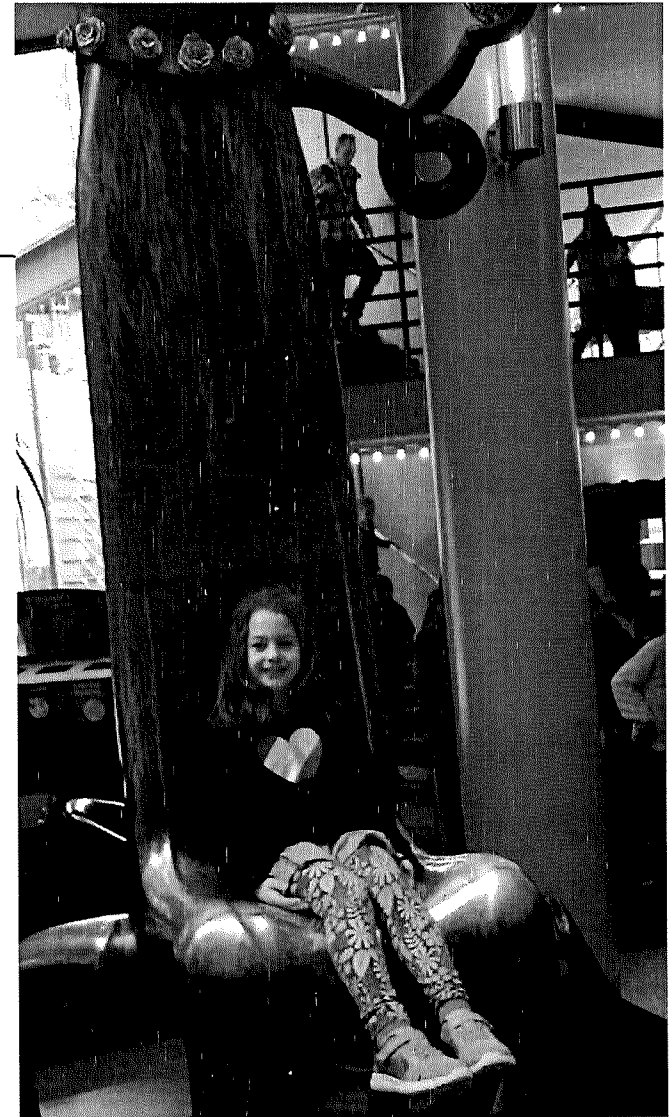
(\$ Thousands)

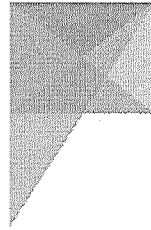


Ending Fund Balance

Request

- ▶ Compose your story:
- ▶ “How my world has been changed having a performing arts center in my community”





We Change the World Through the Arts



PORTLAND'S EDUCATION & COMMUNITY ENGAGEMENT



4/4/2018

2017-2018 SEASON REPORT

September 2017-March 2018

Portland'5 Education & Community Engagement

- NIKE GREENE



PROGRAM OVERVIEW | ONE

MISSION:

To offer culturally relevant education programming as part of Portland'5 Centers for the Arts' commitment to celebrate diversity and broaden access to the performing arts for people of all means, cultures, and ethnicities.

THE EDUCATION PROGRAM:

Through our Education Program Portland'5 Centers for the Arts provides access for students to a diverse selection of world-class lectures and performing arts by offering free performances in our venues and in the community, career shadow opportunities, summer internships, and curriculum support.

Our Education Program intentionally seeks and supports teachers and students in Title-I schools. Focusing on Clackamas, Multnomah, and Washington counties, our programs enhance the education and arts experience by providing curricular materials that connect what students see on the stage with what they experience in the classroom. In our inaugural 2015–2016 season the Portland'5 education program served over 6,000 students and staff from Multnomah county schools. In our 2016–2017 season we served over 13,000 students and staff.

NEED:

Lack of arts education opportunities disproportionately affects students and families from low-income households and communities of color. Many attend schools that do not provide comprehensive arts programming if any at all. Additional barriers to the arts include limited access to transportation, lack of expendable time, lack of disposable income, little or no exposure to the arts, and a misperception that the arts are exclusive.

IMPACT:

The National Endowment for the Arts (NEA) has reported that youth exposed to the arts have better academic outcomes, higher standardized test scores, higher career goals, and are more civically engaged. The 2012 study The Arts and Achievement in At-Risk Youth: Findings from Four Longitudinal Studies found that eighth graders of low socioeconomic status who had high levels of arts engagement from kindergarten through elementary school showed higher test scores in science and writing than students who had lower levels of arts engagement.

SEASON EDUCATION SHOW DATA | TWO

Overall Education Shows - September 2017-March 2018

- 9 Shows – 12 Performances
- 4 Extended access shows
- 1 Education Luncheon
- 1 Master Class

Schools Served

- 31 Elementary Schools
- 22 Middle Schools
- 15 High School

Demographics:

- **Increase of Culturally relevant and Diverse shows:**
Included 9 Education Shows- *12 total performances Diversity in culture, STEAM, Lectures and more. Increase of Access to more students and schools.*

3 School-based shows

- Clackamas County- Lot Whitcomb- Carpe Diem
- Multnomah county- North Portland- Cesar Chavez K-8- Las Migas
- Multnomah- **East County**- Meadows K-8 – American Brass Quintet

- **Students served 2017-2018:**

Total # of Students: 13,328
100% Title –I Students

- **Student Demographics**

African American 20%
Asian 5%
Hispanic 35%
Native American/Alaskan Native 5%
Multiple 10%
Pacific Islander 5%
White 20%



- **Counties Served:**

Multnomah County 60%
Clackamas County 15% - 100% increase – area not served in 2016-2017
Washington County 25% - 100% increase – area not served in 2015-2016

EXTENDED ARTS & EDUCATION OPPORTUNITIES

- **Family Shared Experiences:**
 - o Billy Elliot, OBT Nutcracker,
 - o Beauty & the Beast, LIL' BUCK AND JON BOOGZ
- **Hands Up Show-** Portland Public Schools-Portland Police Bureau-P'5 partnership to get students access to the Show-
 - o Relationship building-Outcomes- Cop Out show- *pilot program with PPB-Families Fall 2018*
- **Master Class: Hip Hop Nutcracker** - In Nov .2017 over 60 Students attended our 1st Master class- Jefferson HS
- **Expansion into Clackamas County-** serving North Clackamas School District –
 - o Access to our Matinees- also booked a school-based performance at Lot Whitcomb Elementary School
- **Increase of informal and formal Community Collaboration and new partnerships**
SEI, RACC, The I Am Academy, Urban League, SUN Schools, East Rosemary Anderson POIC school, Step Up, Open Schools, Job Corps, PPB, PPS, Mayor's Office Youth Violence prevention, Resident Companies, OYA



INDIVIDUAL EDUCATION SHOW DATA | THREE

Show	Date	Type	Attendance	Narrative
*Billy Elliot	9.14.18	Extended Access	125	Family Night Access
Nat Geo Astronaut Terry Virts	10.02.2017	Matinee	798	
Hands Up Brutality	10.3-10.5	4 Matinees	1063	Collaboration for permission-Police
American Brass Quintet- District	10.06.2017	School Performance	450	Meadows Elementary- Centennial
Las Migas	10.30.2017	School Performance	520	Cesar Chavez K-8
Hip Hop Nutcracker	11.15.2017	Matinee	2574	
*Hip Hop Nutcracker Luncheon with	11.15.2017	Ed Luncheon	80	HHN Kurits Blow and dancers attended Community Members and students
Nat Geo Doubilet & Hayes	11.20.2017	Matinee	729	
*OBT Nutcracker	12.14.2017	Extended Access	29	Family Night Access
*Beauty and the Beast	12.21.2017	Extended access	110	Family Night Access
Lil'Buck and Jon Boogz	1.12.2018	Extended access	90	Family Night Access
Carpe Diem Performance	1.18.2018	School Performance	440	First Clackamas County School Lot Whitcomb K-8
Incredible Journey of Jazz	2.28.2018	2 Matinee	5505	
Nat Geo Mireya Mayor	3.5.2018	Matinee	820	



Schools Served

31 Elementary School

Ardenwald
Beaver Acres
Boise-Elliot
Cesar Chavez
East Gresham
Faubian
Grout
Harrison park
Highland
James John
Jason Lee
Kelly Creek
Lincoln Street
Lot Whitcomb K-5th
Markham
Marysville
McKinely
Meadows
MLK JR
North Gresham
Peninsula
Rigler
Riverside
Rosa Parks
Scott
Sitton

Vose
W.L Henry
Whitman
Woodlawn
Woodmere

22 Middle School

Boise
Bridger
Cesar Chavez
Davinci
Faubian K-8
George
Harrison Park
Humboldt
Ivy
Jason Lee
Lane
Lent
Meadows Middle School
Mt Tabor
OPEN- School East
Peninsula
Scott
Scott K-8
SEI
South Meadows
Vernon
Vestal

15 High School

Alliance
Benson
David Douglas
Franklin
Jefferson
Job Corps
Madison
Milwaukie
Oregon Youth Authority (OYA)
Parkrose
Reynolds
Roosevelt
Rosemary Anderson EAST
Rosemary Anderson NC
Rosemary Anderson POIC





Great Work Expo Ops Team!



Tentative calendar for the month of										Tentative calendar for the month of									
		SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY					
			1		2		3		4		5		6		7				
ASCH				WorldOregon David Frum 7:00pm		Monqui Haim 8:00pm				Literary Arts Mohsin Hamid 7:30pm		Seattle Theatre Grp Trailer Park Boys 8:00pm		OSO Classical #13 Rave!s Daphnis and Chloe 10:00am Open Rehearsal 7:30pm					
KA		Broadway Across America Hamilton 1:00pm and 6:30pm				Broadway Across America Hamilton 7:30pm		Broadway Across America Hamilton 7:30pm		Broadway Across America Hamilton 7:30pm		Broadway Across America Hamilton 7:30pm		Broadway Across America Hamilton 2:00pm and 7:30pm					
NMK										White Bird Stephen Petronio Company 7:30pm		White Bird Stephen Petronio Company 7:30pm		White Bird Stephen Petronio Company 7:30pm					
WIN		OCT Hungry Caterpillar 11:00am and 2:00pm						OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time		OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time		OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time		OCT Hungry Caterpillar 2:00pm and 5:00pm					
AHH																			
OCC	EXPO																		
ASCH		OSO Classical #13 Rave!s Daphnis and Chloe 7:30pm	8	OSO Classical #13 Rave!s Daphnis and Chloe 7:30pm	9	True West Peppa Pig 6:00pm	10	PYP/PYP Student Perf 9:45am and 11:30am Two shows, one call time Live Nation/Camila Cabello 8:00pm	11	OSO Special Rick Springfield 7:30pm	12		13	OSO Special Gala 6:00pm	14				
KA		Broadway Across America Hamilton 1:00pm and 6:30pm												POA Big Night Gala 7:30pm					
NMK								OBT Man/Woman 7:00pm Open Rehearsal		OBT Man/Woman 7:30pm		OBT Man/Woman 7:30pm		OBT Man/Woman 2:00pm and 7:30pm					
WIN		OCT Hungry Caterpillar 11:00am and 2:00pm						OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time		OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time		OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time		OCT Hungry Caterpillar 2:00pm and 5:00pm					
AHH				Portland'5 Ctrs for the Arts Noontime Showcase 12:00pm Rotunda Lobby Portland'5 Presents Poetry on Broadway 7:30pm															
OCC	EXPO																		
ASCH		Live Nation Bill Maher 8:00pm	15		16		17	Soul'd Out Productions Erykah Badu 8:00pm	18		19	Soul'd Out Productions Tipper + Toumani Diabate 8:00pm	20	OSO Classical #14 Saint-Saens' Organ Sym 7:30pm	21				
KA		True West Hannibal Buress 8:00pm				Portland'5 Presents Rain - Tribute to the Beatles 7:30pm		Portland'5 Presents Rain - Tribute to the Beatles 7:30pm						TedX Portland TedX Portland 8:00am					
NMK		OBT Man/Woman 2:00pm						OBT Man/Woman 12:00pm Student Perf		OBT Man/Woman 12:00pm Student Perf 7:30pm		OBT Man/Woman 7:30pm		OBT Man/Woman 1:00pm and 7:30pm					
WIN		OCT Hungry Caterpillar 11:00am and 2:00pm				OCT Hungry Caterpillar 9:45am		OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time		OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time		OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time		OCT Hungry Caterpillar 2:00pm and 5:00pm					
AHH																			
OCC	EXPO																		
ASCH		OSO Classical #14 Saint-Saens' Organ Sym 2:00pm	22	OSO Classical #14 Saint-Saens' Organ Sym 7:30pm	23	White Bird Alvin Ailey Dance 7:30pm	24	White Bird Alvin Ailey Dance 11:00am Student Perf 7:30pm	25	Literary Arts Verselandia 7:00pm	26		27	OSO Pops #4 The Hot Sardines 7:30pm	28				
KA																			
NMK		OBT Man/Woman 1:00pm								Jefferson Dancers Jefferson Dancers 11:00am Student Perf 7:30pm		Jefferson Dancers Jefferson Dancers 7:30pm		Jefferson Dancers Jefferson Dancers 2:00pm and 7:30pm					
WIN		OCT Hungry Caterpillar 11:00am and 2:00pm				OCT Hungry Caterpillar 9:45am		OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time		OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time		OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time		OCT Hungry Caterpillar 2:00pm and 5:00pm					
AHH										Stumptown Stages Evita 7:30pm		Stumptown Stages Evita 7:30pm		Stumptown Stages Evita 7:30pm					
OCC	EXPO																		
ASCH		OSO Pops #4 The Hot Sardines 2:00pm	29		30														
KA																			
NMK		OR Symphonic Band OR Symphonic Band 3:00pm																	
WIN		OCT Hungry Caterpillar 11:00am and 2:00pm																	
AHH		Stumptown Stages Evita 2:00pm																	
OCC	EXPO																		

NOTE: ALL LISTED EVENTS ARE SUBJECT TO CHANGE WITHOUT NOTICE

ASCH = Arlene Schnitzer Concert Hall KA = Keller Auditorium NMK = Newmark Theatre WIN = Dolores Winningstad Theatre AHH = Antoinette Hatfield Hall BT = Brunish Theatre

				Tentative calendar for the month of								Tentative calendar for the month of							
				SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY			
ASCH								1	World Oregon Evan Osnos 7:00pm	2	OSO/Youth Concerts 10:35am & 12:05pm Two shows, one call time OSO Presentation Yuja Wang Recital 7:30pm	3	OSO/Youth Concerts 10:35am & 12:05pm Two shows, one call time Portland'5 Presents Rob Lowe 8:00pm	4	OSO Special Chris Botti 7:30pm	5			
		KA							POA Rigoletto 7:00pm Open Rehearsal				POA Rigoletto 7:30pm						
NMK													OCT A Year w/Frog & Toad 7:00pm Open Rehearsal		OCT A Year w/Frog & Toad 2:00pm 5:00pm				
WIN									OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time		OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time		OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time		OCT Hungry Caterpillar 2:00pm 5:00pm				
AHH											Stumptown Stages Evita 7:30pm BT		Stumptown Stages Evita 7:30pm BT		Stumptown Stages Evita 7:30pm BT				
OCC	EXPO																		
ASCH		PYP PYP #4 4:00pm	6		7	PAL Viet Thahn Nguyen 7:30pm	8		9		10		11		OSO Classical #15 Joshua Bell 7:30pm	12			
KA		POA Rigoletto 2:00pm									POA Rigoletto 7:30pm				POA Rigoletto 7:30pm				
NMK		OCT A Year w/Frog & Toad 11:00am 2:00pm			OHSU Brain Institute Suzana Herculano-Houzel 7:00pm		OCT A Year w/Frog & Toad 9:45am and 11:45am Two shows, one call time		OCT A Year w/Frog & Toad 9:45am and 11:45am Two shows, one call time		OCT A Year w/Frog & Toad 9:45am and 11:45am Two shows, one call time		OCT A Year w/Frog & Toad 9:45am and 11:45am Two shows, one call time		OCT A Year w/Frog & Toad 2:00pm 5:00pm				
WIN		OCT Hungry Caterpillar 11:00am 2:00pm							OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time		OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time		OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time		OCT Hungry Caterpillar 2:00pm 5:00pm				
AHH		Stumptown Stages Evita 2:00pm BT									Stumptown Stages Evita 7:30pm BT		Stumptown Stages Evita 7:30pm BT		Stumptown Stages Evita 7:30pm BT				
OCC	EXPO																		
ASCH		OSO Classical #15 Joshua Bell 2:00pm	13		OSO Classical #15 Joshua Bell 7:30pm	14		15		16		17		Mt. St. Helens Institute Evening w/Bill Nye 7:30pm	18	OSO Classical #16 Mahler's Seventh Symphony 7:30pm	19		
KA							Broadway Across America Love Never Dies 7:30pm		Broadway Across America Love Never Dies 7:30pm		Broadway Across America Love Never Dies 7:30pm		Broadway Across America Love Never Dies 7:30pm		Broadway Across America Love Never Dies 2:00pm 7:30pm				
NMK		OCT A Year w/Frog & Toad 11:00am 2:00pm			OHSU Brain Institute Adele Diamond 7:00pm				OCT A Year w/Frog & Toad 9:45am and 11:45am Two shows, one call time		OCT A Year w/Frog & Toad 9:45am and 11:45am Two shows, one call time		OCT A Year w/Frog & Toad 9:45am and 11:45am Two shows, one call time		OCT A Year w/Frog & Toad 2:00pm 5:00pm				
WIN		OCT Hungry Caterpillar 11:00am 2:00pm							OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time		OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time		OCT Hungry Caterpillar 9:45am and 11:45am Two shows, one call time		OCT Hungry Caterpillar 2:00pm 5:00pm				
AHH		Stumptown Stages Evita 2:00pm BT			P'5 Centers for the Arts Noontime Showcase 12:00pm Rotunda Lobby														
OCC	EXPO																		
ASCH		OSO Classical #16 Mahler's Seventh Symphony 7:30pm	20		OSO Classical #16 Mahler's Seventh Symphony 7:30pm	21	OSO Special Audra McDonald 7:30pm	22		23	Monqui Bon Iver 8:00pm	24		25		26			
KA		Broadway Across America Love Never Dies 1:00pm 6:30pm			Live Nation David Blaine 8:00pm														
NMK		OCT A Year w/Frog & Toad 11:00am 2:00pm			OHSU Brain Institute Bita Moghaddam 7:00pm				OCT/Yr w/Frog & Toad 9:45am & 11:45am Powell's/Michael Pollan 7:30pm		OCT A Year w/Frog & Toad 9:45am and 11:45am Two shows, one call time		OCT A Year w/Frog & Toad 9:45am and 11:45am Two shows, one call time		OCT A Year w/Frog & Toad 2:00pm 5:00pm				
WIN		OCT Hungry Caterpillar 11:00am 2:00pm				The Northwest Academy The Northwest Academy 7:00pm			The Northwest Academy 10:00am Open Rehearsal 1:15pm Open Rehearsal 7:00pm					The Northwest Academy The Northwest Academy 1:00pm Open Rehearsal 7:00pm					
AHH																			
OCC	EXPO																		
ASCH			27			28		29		30		31							
KA		Seattle Theatre Group David Byrne 8:00pm																	
NMK		OCT A Year w/Frog & Toad 11:00am 2:00pm																	
WIN					Portland Choirs Year-End Concert 6:00pm						Bridger School Performance 7:00pm								
AHH																			
OCC	EXPO																		

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