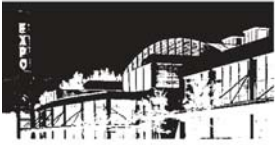

MERC Commission Meeting

June 6, 2018
12:30 pm

Oregon Convention Center
777 NE MLK Jr. Ave
Room A 107-08



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, June 6, 2018
 Time: 12:30-2:30 p.m.
 Place: Oregon Convention Center, Room A107-08

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 | Tom Hughes
Karis Stoudamire-Phillips |
| 12:45 | 4. | GM COMMUNICATIONS | Scott Cruickshank |
| 12:50 | 5. | FINANCIAL REPORT | Rachael Lembo |
| 12:55 | 6. | VENUE BUSINESS REPORTS | Robyn Williams, Matthew P.
Rotchford, Craig Stroud |
| 1:15 | 7. | CONSENT AGENDA | |
| | | <ul style="list-style-type: none"> • Record of MERC Actions, May 2, 2018 | |
| 1:20 | 8. | TRAVEL PORTLAND THIRD QUARTER 2018 REPORT | Steve Faulstick |
| 1:40 | 9. | RECRUITING A DIVERSE WORKFORCE – INTRODUCTION TO METRO’S RECRUITMENT MARKETING STRATEGY | Janice Larson |
| 1:50 | 10. | ACTION AGENDA | |
| | | Resolution 18-10: For the purpose of electing the slate of MERC officers for FY 2018-19 | Stoudamire-Phillips |

ADJOURN

MERC Commission Meeting

June 6, 2018
12:30 pm

5.0 Financial Report

APRIL 2018

FINANCIAL INFORMATION

For Management Purposes only



OREGN

Oregon
Convention
Center



Memo

Date: June 6, 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 April 2018

April 2018 Financial Summary – All Venues

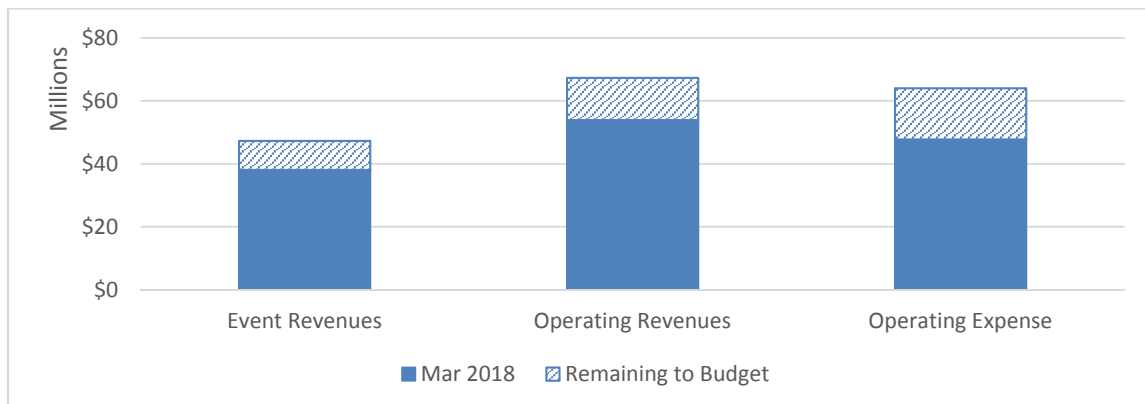
Events & Attendance

Total attendance was up in April, primarily due to scheduling changes that brought more consumer shows to the Convention Center in April. For the year the number of events is flat, and attendance is up 3 percent across the venues.

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%
Q3	469	654,702	451	681,980	(18), (4%)	27,278, 4%
April	197	201,881	182	222,299	(15), (8%)	20,418, 10%
YTD	1,394	1,712,854	1,394	1,784,953	15, 1%	51,681, 3%

Revenues & Expense through April

Event revenues (charges for services and food & beverage) are \$43 million, 91% of annual budget. Total operating revenues are \$60 million, 90% of annual budget. Overall operating expenses are \$53 million, 83% of annual budget. Total MERC net operations are \$7 million.



Food & Beverage

Food and beverage margins are similar to the prior month at OCC and P5, and up significantly at Expo thanks to a busy April. OCC margins have seen improvements this spring, however the year-end margin is not expected to reach the goal of 16.9%.

	Current YTD	Prior YTD	Budget
OCC	14.8%	17.9%	16.9%
P5	27.6%	30.2%	21.2%
Expo	17.4%	18.6%	17.0%

Transient Lodging Tax (TLT) Excise Tax

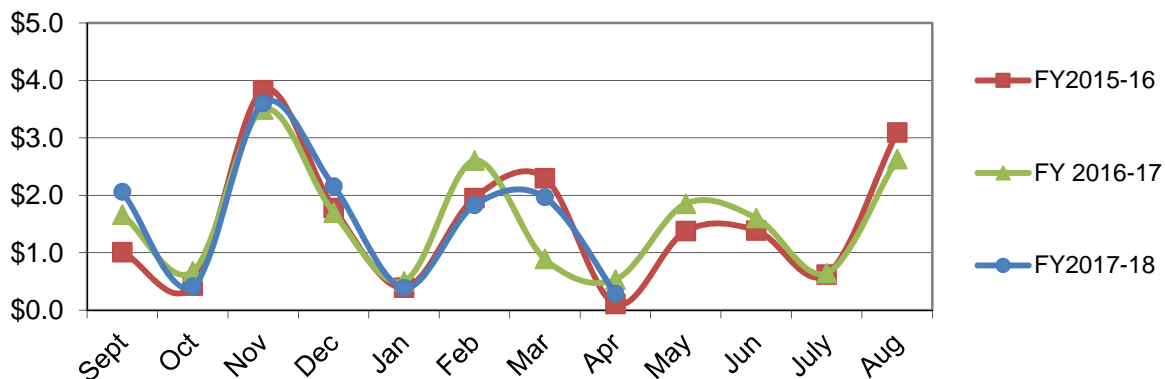
Total TLT collections in April were down \$50,000, or 10% from the prior year. Of interest is that this month total collections exceeded the amount needed to fund OCC and P5 operations, Travel Portland and RACC, meaning that Pooled Capital received some revenue for the first time this year. The last two years this didn't happen until May. All receipts from May-August will be for Pooled Capital, and will be split between OCC, 85%, and Expo, 15%.

Please note the chart below is *Metro* TLT Excise Tax receipts, not *Total* TLT Excise Tax receipts. Since this year the \$200,000 to RACC was funded in April, vs. May last year, Metro receipts are down \$250,000 compared to May 2017. That will even out next month. Total collections are up 7% YTD from prior year.

Metro TLT Excise Tax 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%
March	892,732	1,964,594	1,071,862	120%
April	530,611	284,544	(246,067)	-46%
YTD	12,049,575	12,699,989	650,414	5%
Total Excise Tax Collections	12,262,868	13,135,492	872,624	7%

TLT Collections by Month

Shown in Millions



Capital Projects

The venues continue to be busy with numerous capital projects, many of which are currently in construction and on track to be completed by the end of the fiscal year or this summer. The spending rate is expected to pick up as these projects are completed.

	% Budget Spent	% Projects Contracted/ in Construction	% Projects Completed
OCC	41%	40%	30%
P5	46%	32%	32%
Expo	37%	47%	11%

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			14,744,286	16,590,477	15,394,971	16,753,151	15,576,578	7.6%	8.8%
Charges for Services			21,091,781	24,739,837	24,573,005	26,496,588	23,468,208	12.9%	7.8%
<i>Subtotal Event Revenues</i>			<i>35,836,067</i>	<i>41,330,314</i>	<i>39,967,976</i>	<i>43,249,739</i>	<i>39,044,786</i>	<i>10.8%</i>	<i>8.2%</i>
Lodging Tax			9,435,687	11,790,751	12,049,575	12,583,853	11,092,004	13.4%	4.4%
Other			476,468	911,236	1,645,762	4,491,875	1,011,155	344.2%	172.9%
Total Revenues			45,748,222	54,032,301	53,663,313	60,325,467	51,147,945	17.9%	12.4%
Expenses									
Food and Beverage			11,461,041	12,644,091	12,264,380	13,833,265	12,123,170	14.1%	12.8%
Personnel Services			14,708,661	15,961,777	16,514,990	17,832,494	15,728,476	13.4%	8.0%
Materials and Services			10,615,798	13,459,585	13,503,059	14,596,079	12,526,147	16.5%	8.1%
Other Operating Expense			4,421,826	4,622,698	4,817,282	6,778,820	4,620,602	46.7%	40.7%
Total Operating Expense			41,207,325	46,688,151	47,099,710	53,040,658	44,998,395	17.9%	12.6%
Net Operations			4,540,897	7,344,150	6,563,603	7,284,809	6,149,550	18.5%	11.0%
Food & Beverage Margin \$			3,283,245	3,946,386	3,130,591	2,919,886	3,453,407	-15.4%	-6.7%
Food & Beverage Margin %			22.3%	23.8%	20.3%	17.4%	22.1%		

Oregon Convention Center

Event revenues were \$2.3 million in April, up 17% over the prior year due to a new event with Boeing and Wizard World Comic Con moving to April. Year-to-date event revenues are up 10%. Food and beverage sales were strong, \$1.0 million, with a margin of 18%. The YTD spending rate is slightly higher than the prior year – total operating expenses, excluding one-time costs, are at 81% of budget, compared to 76% in the prior year. Overall OCC operating expenses are projected to be under budget at year-end.

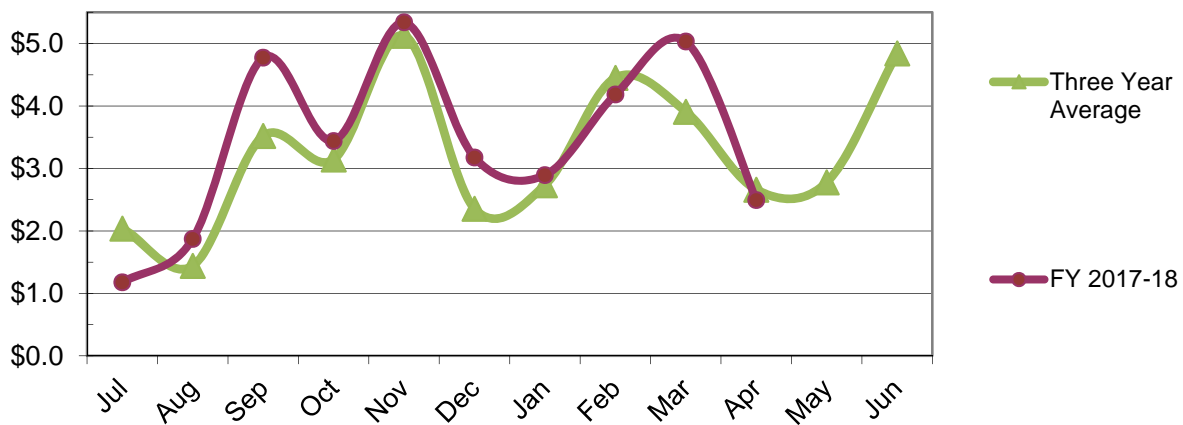
Highest Grossing Events

Event*	Gross Event Revenue	% of Event Revenue
Boeing Global Supplier Conference	\$375,495	19%
Oregon Dental Association	321,838	16%
Wizard World Comic Con	210,686	10%
St. Mary's Academy Auction	103,602	5%
All other Events	1,009,709	50%
Total Event Revenues	\$2,021,329	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.

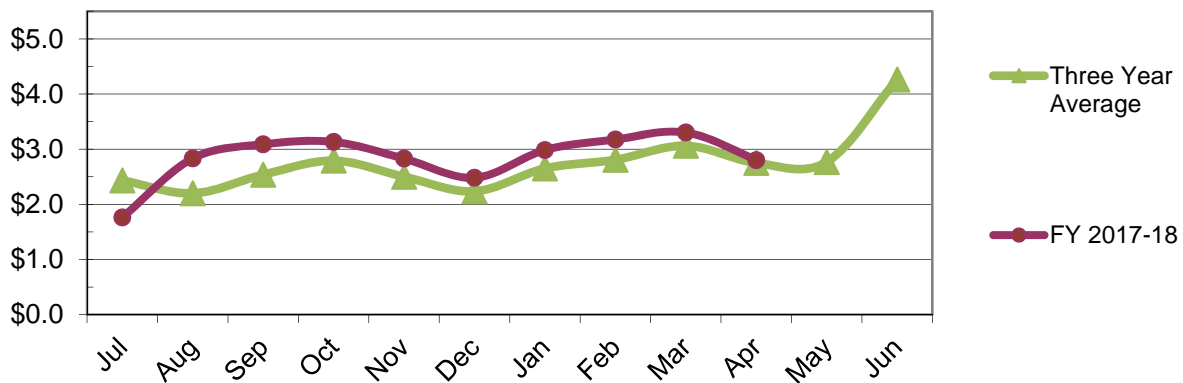
OCC Program Revenues by Month

Shown in Millions



OCC Program Expense by Month

Shown in Millions



Portland's Centers for the Arts

April included the final week of Hamilton and the show settlement. YTD event revenues are up \$655k, 5%, over the prior year. Food and beverage margin for the month was 27%. The YTD spending rate is slightly less than the prior year – total operating expenses are at 85% of budget, compared to 91% in the prior year. Spending is expected to pick up in the final two months of the year as the Operations division, a major expense driver, becomes fully staffed.

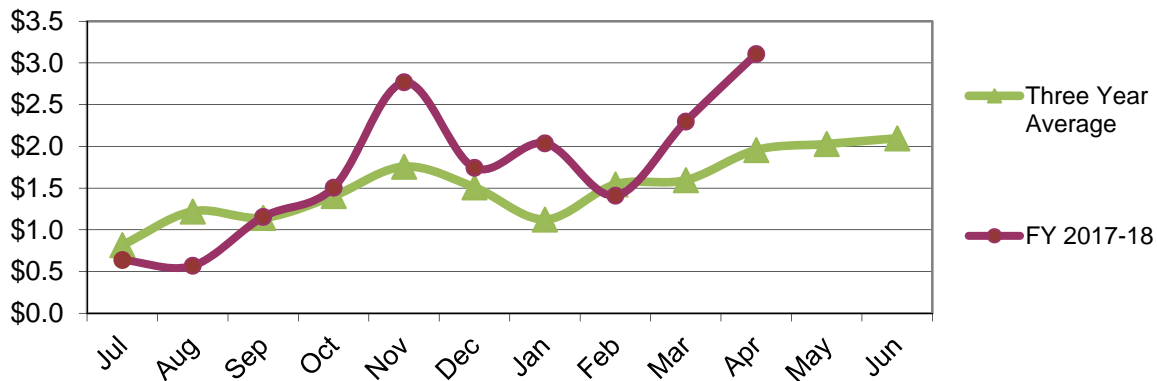
Highest Grossing Events

Event*	Gross Event Revenue	% of Event Revenue
Hamilton	\$864,337	41%
RAIN – A Tribute to the Beatles	243,934	12%
Alvin Ailey American Dance Theater	90,383	4%
Erykah Badu	71,550	3%
All other Events	846,947	40%
Total Event Revenues	\$2,117,150	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.

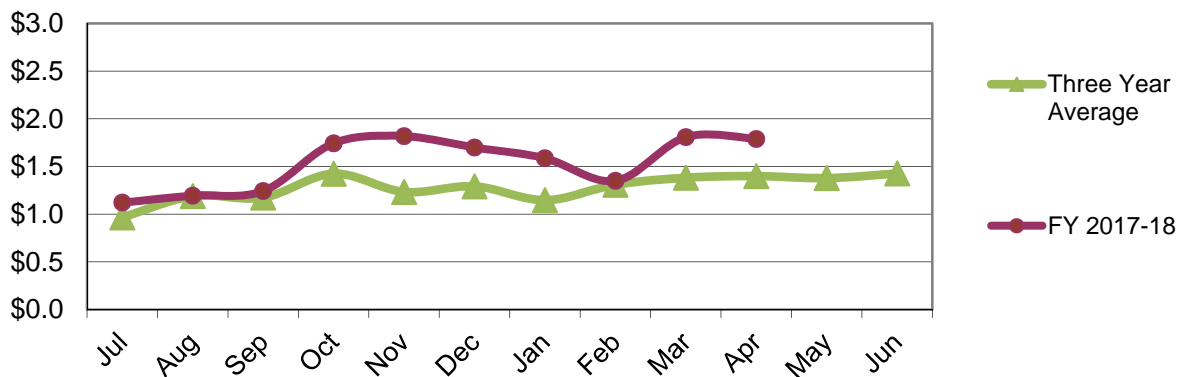
P5 Program Revenue by Month

Shown in Millions



P5 Program Expense by Month

Shown in Millions



Portland Expo Center

Expo had a very busy April; event revenues were up \$150,000, 24%, from the prior year, primarily due to the Columbia Empire Volleyball Association (CEVA) Tournament which moved over from OCC. That event spanned two weekends in April and May and is contracted to return in 2019. An additional driver was the NW Food Show which replaced the FSA Food Show in this timeline. YTD total revenues are 13% above the prior year, a trend expected to hold through year-end. Total Expo revenues are projected to end the year just shy of the revenue goal. The YTD spending rate is slightly less than the prior year – total operating expenses are at 85% of budget, compared to 88% in the prior year.

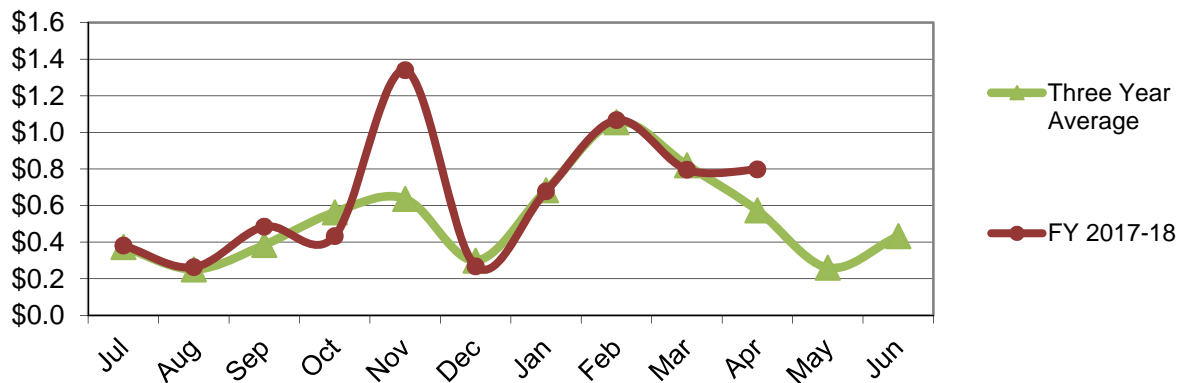
Highest Grossing Events

Event*	Gross Event Revenue	% of Event Revenue
2018 Portland Auto Swap Meet	\$275,056	39%
CEVA Volleyball Tournament	160,073	23%
Performance Warehouse – 2018 Jobber Trade Show	53,796	8%
2018 Northwest Food Show	39,424	6%
All other Events	178,915	25%
Total Event Revenues	\$707,265	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.

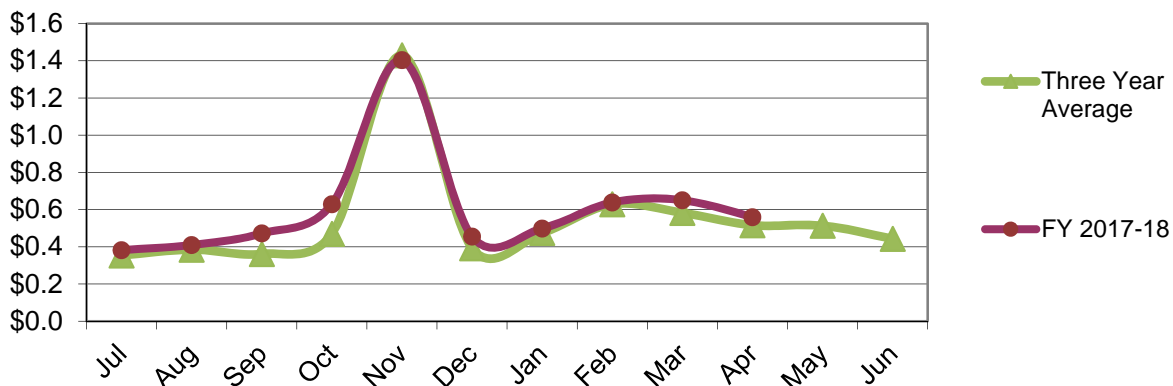
Expo Program Revenue by Month

Shown in Millions



Expo Program Expense by Month

Shown in Millions



MERC Statement of Activity with Annual Budget
Metropolitan Exposition-Recreation Commission
All Departments
April 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	3,347,307	3,278,616	26,496,588	24,573,005	28,783,091	109.36%	93.37%
Contributions from Governments	888,823	866,299	888,823	866,299	889,441	102.60%	99.93%
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	1,832,878	1,499,733	16,753,151	15,394,971	18,524,543	109.90%	91.33%
Grants	-	-	138,861	8,055	38,000	1723.91%	365.42%
Interest Earnings	108,302	53,799	654,586	307,934	445,000	212.57%	147.10%
Lodging Tax	168,408	530,611	12,583,853	12,049,575	13,052,470	104.43%	96.41%
Miscellaneous Revenue	30,089	13,574	148,423	180,144	113,765	82.39%	130.46%
Transfers-R	61,185	23,333	361,182	283,330	427,852	127.48%	84.42%
Visitor Development Fund Alloc	-	-	2,000,000	-	4,488,395	0.00%	44.56%
Total Revenues	6,436,991	6,265,966	60,325,467	53,663,313	67,328,679	113.43%	90.41%
Capital Outlay	-	-	18,911	-	-	0.00%	0.00%
Food & Beverage Services	1,413,268	1,227,244	13,833,265	12,264,380	15,252,656	112.79%	90.69%
Materials and Services	1,591,893	1,750,313	14,596,079	13,503,059	18,326,503	108.09%	79.64%
Personnel Services	1,890,715	1,718,373	17,832,494	16,514,990	22,106,786	107.98%	80.67%
Transfers-E	384,096	338,918	4,759,910	4,817,282	5,830,412	98.81%	81.64%
Visitor Development Marketing	-	-	2,000,000	-	2,508,282	0.00%	79.74%
Total Expenditures	5,279,973	5,034,848	53,040,658	47,099,710	64,024,639	112.61%	82.84%
Net Operations	1,157,018	1,231,117	7,284,809	6,563,602	3,304,040		
Capital							
Contributions from Private Sources	50,000	-	456,250	318,750	762,501	143.14%	59.84%
Grants	-	-	-	108,512	-	0.00%	0.00%
Lodging Tax	116,136	-	116,136	-	6,741,441	0.00%	1.72%
Miscellaneous Revenue	-	-	2,290	4,317	-	53.03%	0.00%
Transfers-R	-	26,667	-	266,670	-	0.00%	0.00%
Total Revenues	166,136	26,667	574,676	698,249	7,503,942	82.30%	7.66%
Capital Outlay	555,891	136,100	3,974,084	2,366,751	14,508,548	167.91%	27.39%
Materials and Services	155,961	3,461	2,327,443	1,177,648	1,041,867	197.63%	223.39%
Total Expenditures	711,852	139,560	6,301,526	3,544,398	15,550,415	177.79%	40.52%
Net Capital	(545,716)	(112,893)	(5,726,850)	(2,846,149)	(8,046,473)		
12 Month Fund Balance Increase	611,302	1,118,224	1,557,958	3,717,453	(4,742,433)		

MERC Statement of Activity with Annual Budget
Metropolitan Exposition-Recreation Commission
Convention Center Operating Fund
April 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	1,211,385	1,041,668	10,841,143	9,959,369	11,789,193	111.4%	94.1%
Contributions from Private Sources	-	-	300,000	-	-	0.0%	0.0%
Enhanced Marketing VDF	-	-	-	-	491,122	0.0%	0.0%
Food and Beverage Revenue	1,084,671	915,321	11,624,223	10,492,665	13,050,157	112.3%	90.3%
Grants	-	-	88,861	8,055	-	1103.2%	0.0%
Interest Earnings	46,147	21,826	287,640	114,301	190,000	251.7%	151.4%
Lodging Tax	149,796	471,904	11,193,132	10,716,390	11,661,784	104.4%	96.0%
Miscellaneous Revenue	3,894	7,197	53,005	75,297	17,700	70.4%	299.5%
Transfers-R	(50,309)	(67,396)	(753,753)	(623,959)	(910,074)	120.8%	82.8%
Visitor Development Fund Alloc	-	-	2,000,000	-	3,784,454	0.0%	52.8%
Total Revenues	2,445,584	2,390,519	35,634,250	30,742,118	40,074,336	117.3%	90.0%
Capital Outlay	-	-	18,911	-	-	0.0%	0.0%
Food & Beverage Services	891,539	800,030	9,900,088	8,612,813	10,840,964	114.9%	91.3%
Materials and Services	767,427	831,682	7,116,526	6,793,917	9,848,744	104.7%	72.3%
Personnel Services	924,390	832,349	9,165,341	8,443,552	11,199,173	108.5%	81.8%
Transfers-E	219,750	199,731	2,197,500	2,200,244	2,830,488	99.9%	77.6%
Visitor Development Marketing	-	-	2,000,000	-	2,491,122	0.0%	80.3%
Total Expenditures	2,803,106	2,663,792	30,398,365	26,050,525	37,210,491	116.7%	81.7%
Net Operations	(357,522)	(273,273)	5,235,885	4,691,593	2,863,845		
Capital							
Contributions from Private Sources	-	-	267,642	199,219	476,563	134.3%	56.2%
Grants	-	-	-	97,548	-	0.0%	0.0%
Lodging Tax	98,716	-	98,716	-	-	0.0%	0.0%
Miscellaneous Revenue	-	-	2,290	4,317	-	53.0%	0.0%
Transfers-R	-	26,667	12,000,000	266,670	16,000,000	4499.9%	75.0%
Total Revenues	98,716	26,667	12,368,648	567,754	16,476,563	2178.5%	75.1%
Capital Outlay	332,631	119,326	1,917,473	855,337	7,840,500	224.2%	24.5%
Materials and Services	155,214	(784)	1,048,244	970,206	355,000	108.0%	295.3%
Total Expenditures	487,845	118,542	2,965,718	1,825,543	8,195,500	162.5%	36.2%
Net Capital	(389,129)	(91,875)	9,402,930	(1,257,789)	8,281,063		
12 Month Fund Balance Increase	(746,651)	(365,148)	14,638,815	3,433,804	11,144,908		

MERC Statement of Activity with Annual Budget
Metropolitan Exposition-Recreation Commission
Portland's 5 Centers for the Arts Fund
April 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	1,723,286	1,910,216	11,683,251	11,073,850	12,170,223	106.6%	97.0%
Contributions from Governments	888,823	866,299	888,823	866,299	889,441	102.6%	99.9%
Contributions from Private Sources	-	-	-	-	75,000	0.0%	0.0%
Food and Beverage Revenue	409,412	306,600	2,986,529	2,940,465	3,175,764	101.7%	94.1%
Grants	-	-	-	-	38,000	0.0%	0.0%
Interest Earnings	49,798	16,622	226,914	103,608	170,000	219.0%	133.5%
Lodging Tax	18,612	58,708	1,390,721	1,333,184	1,390,686	104.3%	100.0%
Miscellaneous Revenue	16,938	3,581	58,758	76,667	61,590	76.6%	95.4%
Transfers-R	(40,519)	(36,852)	(405,188)	(368,522)	(486,226)	109.9%	83.3%
Visitor Development Fund Alloc	-	-	-	-	703,941	0.0%	0.0%
Total Revenues	3,066,351	3,125,173	16,829,809	16,025,551	18,188,419	105.8%	93.2%
Food & Beverage Services	297,641	215,393	2,163,595	2,053,737	2,503,553	105.3%	86.4%
Materials and Services	675,310	735,267	5,851,123	5,202,224	6,323,561	112.5%	92.5%
Personnel Services	705,278	660,653	6,236,968	5,992,281	7,862,673	104.1%	79.3%
Transfers-E	110,177	96,587	1,101,770	1,063,015	1,322,109	103.6%	83.3%
Total Expenditures	1,788,407	1,707,900	15,353,455	14,311,257	18,011,896	107.3%	85.2%
Net Operations	1,277,944	1,417,273	1,476,353	1,714,294	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	222,830	3,377	1,805,339	1,317,822	3,550,733	137.0%	50.8%
Materials and Services	747	-	307,972	54,223	225,000	568.0%	136.9%
Total Expenditures	223,577	3,377	2,113,312	1,372,045	3,775,733	154.0%	56.0%
Net Capital	(223,577)	(3,377)	(2,065,022)	(1,290,362)	(3,661,358)		
12 Month Fund Balance Increase	1,054,367	1,413,896	(588,669)	423,932	(3,484,835)		

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Expo Fund

April 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	412,636	326,732	3,972,194	3,539,786	4,823,675	112.2%	82.3%
Food and Beverage Revenue	338,795	277,812	2,142,399	1,961,841	2,298,622	109.2%	93.2%
Interest Earnings	3,997	2,584	24,454	13,209	35,000	185.1%	69.9%
Miscellaneous Revenue	9,257	2,796	36,660	28,180	34,475	130.1%	106.3%
Transfers-R	33,333	23,333	333,330	233,330	400,000	142.9%	83.3%
Total Revenues	798,017	633,258	6,509,037	5,776,346	7,591,772	112.7%	85.7%
Food & Beverage Services	224,088	211,821	1,769,582	1,597,831	1,908,139	110.7%	92.7%
Materials and Services	121,454	158,378	1,296,950	1,258,095	1,615,813	103.1%	80.3%
Personnel Services	160,033	147,874	1,580,302	1,502,061	1,939,455	105.2%	81.5%
Transfers-E	53,984	42,425	1,453,290	1,520,523	1,670,090	95.6%	87.0%
Visitor Development Marketing	-	-	-	-	17,160	0.0%	0.0%
Total Expenditures	559,559	560,498	6,100,125	5,878,509	7,150,657	103.8%	85.3%
Net Operations	238,458	72,759	408,912	(102,164)	441,115		
Capital							
Contributions from Private Sources	50,000	-	140,318	47,813	171,563	293.5%	81.8%
Grants	-	-	-	1,000	-	0.0%	0.0%
Lodging Tax	17,420	-	17,420	-	-	0.0%	0.0%
Transfers-R	-	-	2,137,500	-	2,850,000	0.0%	75.0%
Total Revenues	67,420	-	2,295,239	48,813	3,021,563	4702.2%	76.0%
Capital Outlay	430	13,397	251,271	193,591	2,867,315	129.8%	8.8%
Materials and Services	-	4,244	971,226	153,219	461,867	633.9%	210.3%
Total Expenditures	430	17,642	1,222,497	346,810	3,329,182	352.5%	36.7%
Net Capital	66,990	(17,642)	1,072,741	(297,998)	(307,619)		
12 Month Fund Balance Increase	305,449	55,118	1,481,654	(400,161)	133,496		

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

MERC Admin Sub Fund

April 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	8,360	12,767	115,578	76,816	50,000	150.5%	231.2%
Transfers-R	118,679	104,248	1,186,793	1,042,481	1,424,152	113.8%	83.3%
Total Revenues	127,039	117,015	1,352,371	1,119,297	1,474,152	120.8%	91.7%
Materials and Services	27,702	24,986	331,480	248,823	538,385	133.2%	61.6%
Personnel Services	101,015	77,497	849,883	577,096	1,105,485	147.3%	76.9%
Transfers-E	185	175	7,350	33,500	7,725	21.9%	95.1%
Total Expenditures	128,902	102,658	1,188,713	859,419	1,651,595	138.3%	72.0%
Net Operations	(1,862)	14,357	163,658	259,878	(177,443)		
Capital							
Lodging Tax	-	-	-	-	6,741,441	0.0%	0.0%
Transfers-R	-	-	(14,137,500)	-	(18,850,000)	0.0%	75.0%
Total Revenues	-	-	(14,137,500)	-	(12,108,559)	0.0%	116.8%
Capital Outlay	-	-	-	-	250,000	0.0%	0.0%
Total Expenditures	-	-	-	-	250,000	0.0%	0.0%
Net Capital	-	-	(14,137,500)	-	(12,358,559)		
12 Month Fund Balance Increase	(1,862)	14,357	(13,973,842)	259,878	(12,536,002)		

MERC Food and Beverage Margins

April 2018

	Current 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	1,084,671	915,321	11,624,223	10,492,665	13,050,157
Food & Beverage Services	891,539	800,030	9,900,088	8,612,813	10,840,964
Food and Beverage Gross Margin	193,132	115,290	1,724,135	1,879,852	2,209,193
Food and Beverage Gross Margin %	17.81%	12.60%	14.83%	17.92%	16.93%
Portland'5 Centers for the Arts Fund					
Food and Beverage Revenue	409,412	306,600	2,986,529	2,940,465	3,175,764
Food & Beverage Services	297,641	215,393	2,163,595	2,053,737	2,503,553
Food and Beverage Gross Margin	111,771	91,208	822,935	886,728	672,211
Food and Beverage Gross Margin %	27.30%	29.75%	27.55%	30.16%	21.17%
Expo Fund					
Food and Beverage Revenue	338,795	277,812	2,142,399	1,961,841	2,298,622
Food & Beverage Services	224,088	211,821	1,769,582	1,597,831	1,908,139
Food and Beverage Gross Margin	114,707	65,991	372,817	364,011	390,483
Food and Beverage Gross Margin %	33.86%	23.75%	17.40%	18.55%	16.99%
MERC Fund Total					
Food and Beverage Revenue	1,832,878	1,499,733	16,753,151	15,394,971	18,524,543
Food & Beverage Services	1,413,268	1,227,244	13,833,265	12,264,380	15,252,656
Food and Beverage Gross Margin	419,610	272,489	2,919,886	3,130,591	3,271,887
Food and Beverage Gross Margin %	22.89%	18.17%	17.43%	20.34%	17.66%

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

OCC	April 2015		April 2016		April 2017		April 2018		Net Change from Prior Year		April 2018	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Tradeshows/Conventions	5	16,368	5	10,028	5	19,499	8	12,456	3	(7,043)	930,515	43%
Consumer Public Shows	5	26,141	9	35,726	4	23,953	9	51,307	5	27,354	552,436	26%
Miscellaneous									-	-		0%
Miscellaneous -In-House	14	263	13	351	26	1,119	12	531	(14)	(588)	10,766	0%
Meetings	14	5,762	23	14,183	17	9,382	19	8,307	2	(1,075)	233,800	11%
Catering	9	6,175	11	4,820	8	4,510	9	4,455	1	(55)	437,428	20%
Totals	47	54,709	61	65,108	60	58,463	57	77,056	(3)	18,593	\$ 2,164,945	100%

Expo Center	April 2015		April 2016		April 2017		April 2018		Net Change from Prior Year		April 2018	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Consumer Public Shows	7	37,444	7	32,358	5	27,939	5	27,935	-	(4)	541,662	77%
<i>Cirque Du Soleil</i>	-	-	-	-	-	-	-	-	-	-	-	0%
Miscellaneous	2	404	2	2,205	1	20	1	-	-	(20)	11,934	2%
Meetings	1	40	1	30	3	570	1	30	(2)	(540)	57	0%
Catering	-	-	-	-	-	-	-	-	-	-	-	0%
Tradeshows/Conventions	-	-	2	1,281	3	4,310	4	9,327	1	5,017	153,612	22%
Totals	10	37,888	12	35,874	12	32,839	11	37,292	(1)	4,453	\$ 707,265	100%
Totals w/Cirque du Soleil	10	37,888	12	35,874	12	32,839	11	37,292	(1)	4,453	\$ 707,265	100%

Portland '5	April 2015		April 2016		April 2017		April 2018		Net Change from Prior Year		April 2018	
	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Revenue	% of Rev.
Commercial (Non-Broadway)	5	11,514	6	13,131	6	13,727	7	15,053	1	1,326	708,729	33%
Broadway	8	16,801	8	21,414	8	12,715	10	29,236	2	16,521	904,590	42%
Resident Company	42	28,575	39	28,858	39	29,370	42	27,703	3	(1,667)	219,643	10%
Non-Profit	27	16,092	35	22,128	25	23,537	18	15,204	(7)	(8,333)	283,273	13%
Promoted/ Co-Promoted	1	215	4	3,069	6	4,985	4	3,332	(2)	(1,653)	56,309	3%
Student	36	19,473	36	14,183	41	26,245	32	17,287	(9)	(8,958)	2,409	0%
Miscellaneous			-	-	-	-	1	136	1	136	491	0%
Totals	119	92,670	128	102,783	125	110,579	114	107,951	(11)	(2,628)	\$ 2,175,444	100%

MERC Statement of Fund Balances and Reserves

April 2018

	Annual Basis			Monthly Basis	
	FY 2016-17 Actuals	FY 2017-18 Budget	FY 2017-18 YTD Actuals	FY 2016-17 April	FY 2017-18 April
<u>Oregon Convention Center</u>					
Beginning Fund Balance	21,770,042	24,966,039	25,024,238	25,568,993	40,409,704
Fund Balance Inc (Dec)	3,254,196	9,757,056	14,638,815	(365,148)	(746,651)
Ending Fund Balance	25,024,238	34,723,095	39,663,053	25,203,845	39,663,053
<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	12,188,695	11,240,961
Fund Balance Inc (Dec)	(294,663)	(2,038,222)	(588,669)	1,413,896	1,054,367
Ending Fund Balance	12,883,997	11,254,813	12,295,328	13,602,591	12,295,328
<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	2,387,825	3,118,151
Fund Balance Inc (Dec)	(901,158)	395,988	1,481,653	55,118	305,449
Ending Fund Balance	1,941,946	2,923,000	3,423,600	2,442,943	3,423,600
<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	14,416,924	4,601,679
Fund Balance Inc (Dec)	4,402,256	(12,536,002)	(13,973,842)	14,357	(1,862)
Ending Fund Balance	18,573,659	6,221,583	4,599,817	14,431,281	4,599,817
<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	54,562,437	59,370,495
Fund Balance Inc (Dec)	6,460,630	(4,421,180)	1,557,958	1,118,223	611,302
Ending Fund Balance	58,423,839	55,122,491	59,981,798	55,680,660	59,981,798

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 Project Title	Management	Phase	FY 2017-18 Budget		
			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	1,811,859	2,828,141
Building Envelop Assessment	CPMO	In Progress	85,000	85,450	(450)
Cooling System Design Consulting (Cooling Towers & Chillers)	CPMO	Design	80,000	35,476	44,524
Loading Dock Improvements (Dock Locks, Enclosures, Levelers)	CPMO	Construction	425,000	240,442	184,558
Movable Partition Refurbishment	OCC	In Progress	145,000	109,485	35,515
Staff & Setup Supervisor Support Space Renovation	CPMO	Complete	644,000	593,631	50,369
Security & Access					
Security Camera Replacements	CPMO	In Progress	490,000	-	490,000
Alerton Global Controller & Software Upgrade	OCC	Complete	70,000	68,179	1,821
Integrated Door Access Controls	CPMO	On hold	260,000	-	260,000
Life & Safety					
Telecom MDF Fire Suppression Upgrade	OCC	On hold	55,000	-	55,000
Emergency Notification Upgrade	OCC	Complete	41,000	44,333	(3,333)
Fire Sprinkler System Design Consulting	OCC	Cancelled	50,000	-	50,000
Lighting & Electrical					
Exhibit Hall Lighting Control Replacement	CPMO	Design	275,000	46,870	228,130
NFPA 70 E Arc Flash Assess	OCC	Complete	15,000	24,100	(9,100)
Technology					
Telephone - Voice Over Internet Protocol (VOIP) Implementation	IS	Construction	352,500	58,841	293,659
Equipment					
AV Equipment	OCC	Complete	150,000	159,955	(9,955)
Tug Tow Tractor Purchase	OCC	Complete	28,000	18,101	9,899
480V Show Equipment	OCC	In Progress	90,000	56,957	33,043
Holladay Suites Furniture Purchase	OCC	In Progress	70,000	27,688	42,312
Total			8,195,500	3,381,367	4,814,133
% of Budget				41%	59%
Project Phase Totals					
	# of Proj	% of Total			
Projects in Planning or Design phases	3	15%			
Projects in Contracting or Construction/In Progress phases	8	40%			
Completed Projects	6	30%			
On-hold or Cancelled Projects	3	15%			
	20				

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	Project Title	Management	Phase	FY 2017-18 Budget		
				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	172,000	-	172,000
Venue Management						
	8R089/90 Newmark / Winningstad Lighting Overhaul	P5	Complete	946,613	1,029,561	(82,948)
	8R143 Newmark LED Cyclorama Light Fixtures	P5	Complete	70,000	69,810	190
	8R155 P5 KA Switch Gear & Elec Pnl Rplcmnt	P5	In Progress	300,000	33,842	266,158
	8R176 AHH Brunish Theater Electrical Improvements	P5	Complete	50,000	54,119	(4,119)
	8R181 AHH, ASCH, Keller Assisted Listening System	P5	Complete	58,000	58,802	(802)
	8R182 AHH, ASCH, Keller ADA Signage	P5	On hold	50,000	-	50,000
	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	1,455,000	248,551	1,206,449
	8R178 All Buildings Access Controls CCTV Replacement	CPMO	Construction	200,000	166,315	33,685
	8R179 AHH Roof, Green Roof	CPMO	Design	150,000	77,519	72,481
	8R120 ASCH - Cooling System Replacement	CPMO	Cancelled	10,000	-	10,000
	8R177 ASCH Audience Chamber Lighting	CPMO	Cancelled	25,000	29,836	(4,836)
	8R204 P5 ASCH BOH Elevators Overhaul	CPMO	In Progress	320,000	107,455	212,545
	8R205 P5 ASCH FOH Elevators Overhaul	CPMO	In Progress	240,000	79,654	160,346
Information Technology						
	65701 AHH/ASCH/Keller VOIP Implementation	IS	In Progress	214,121	-	214,121
Total				4,677,734	2,157,407	2,520,327
% of Budget					46%	54%
Project Phase Totals		# of Proj	% of Total			
Projects in Planning or Design phases		4	18%			
Projects in Contracting or Construction/In Progress phases		7	32%			
Completed Projects		7	32%			
On hold or Cancelled Projects		4	18%			
		22				

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, **Delayed** - project still exists but unfunded in the current year

Category	Project Title	Management	Phase	FY 2017-18 Budget		
				Amended	Actuals	Remaining
Food & Beverage						
	85106 Connector Glass Door (ARA)	CPMO	In Progress	225,000	17,962	207,038
	85107 Concessions Upgrades (ARA)	EXPO	Delayed	50,000	-	50,000
	85110 Aramark Point of Sale System Replacement	IS	Contracting	160,000	-	160,000
Renewal & Replacement						
	8N020 Audio Visual Equipment	EXPO	In Progress	11,867	3,791	8,076
	8R040 Parking Lot Asphalt	CPMO	Delayed	135,000	-	135,000
	8R151 Expo Water Efficiency Upgrades	EXPO	Cancelled	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	Contracting	70,000	-	70,000
	8R172 Hall C HVAC Study	CPMO	In Progress	35,000	-	35,000
	8R173 Halls ABCDE HVAC Controls Replacement	EXPO	Delayed	60,000	-	60,000
	8R202 PGE Upgrades	CPMO	Contracting	100,000	-	100,000
Roofing						
	8R135 ABC Roof Repairs (R&R)	EXPO	In Progress	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	Complete	47,548	689	46,859
	8R112 Security Camera Access Control System	CPMO	Delayed	82,138	-	82,138
	8R150 Radio Replacements	EXPO	Planning	20,000	-	20,000
Information Technology						
	65701B Voice Over IP (VoIP) Infrastructure	IS	Contracting	107,940	5,928	102,012
	8R139 WiFi Upgrade	EXPO	Planning	80,000	-	80,000
Total				3,329,182	1,218,856	2,110,326
% of Budget					37%	63%
Project Phase Totals		# of Proj	% of Total			
Projects in Planning or Design phases		3	16%			
Projects in Contracting or Construction/In Progress phases		9	47%			
Completed Projects		2	11%			
On hold, Cancelled or Delayed Projects		5	26%			
		19				

Upcoming Large Contract Opportunities

Opportunity: Stacking Chair Purchase

Estimated Value: \$2,800,000

- 1) OCC has approximately 20,000 chairs used throughout the facility, purchased in 1990 and 2003. The chair inventory consists of four styles with two different types/color of meeting room/ballroom chairs and two different types of folding chairs. This project will modernize all facility chairs to a single style throughout the facility adding to the appearance, durability and increasing efficiency of setting chairs. Key project aspects include:
 - a. OCC will purchase new stacking chairs and chair storage racks. The chairs will be of the same style and the finish colors will complement the renovation project's colors and finishes.
 - b. The renovation project lead design firm, LMN Architects, will assist OCC in selecting the fabric.
 - c. Metal will be a satin nickel chrome plated finish for scratch resistance.
 - d. The new chair racks will allow 10 stacks of 10 chairs. This more efficient racking will reduce the storage footprint for chairs.
- 2) This is a Goods & Service that will be solicited as an ITB with a Public Contact award at the conclusion. The contract period will cover the two fiscal years and is expected not to exceed the amount of \$2,800,000.
- 3) The current proposed timeline includes:
 - a. Prepare ITB language: July 20, 2018
 - b. Publish ITB and advertise: August 9, 2018
 - c. Award Contract: October 25, 2018
- 4) Advertisement and Outreach:
 - a. Advertisement
 - i. Metro Procurement Services will post the ITB on ORPIN, and will advertise in via the Business Tribune and one minority newspaper
 - b. Planned Outreach
 - i. Direct notification of the opportunity to OAME, MCIP, and NAMCO
 - ii. Search of COBID registry for MBE, WBE, SDV, and ESB firms and direct notification of opportunity
 - iii. Notification of firms who have contacted OCC in the last 12 months and notified of their interest in providing stackable chair products.
- 5) Bids received will be evaluated for meeting the specifications listed in the ITB, including Subcontractor Equity Program procedures. The award is based on lowest responsive, responsible bid.

Opportunity: Portable Ticketing Kiosks Purchase

Estimated Value: \$250,000

- 1) OCC intends to select a single provider to purchase eight portable ticketing kiosks. Key project aspects include:
 - a. OCC is looking for a company to provide mobile, unmanned ticketing kiosks compatible with Tickets West to replace eight traditional box office windows that will be dismantled as part of an upcoming renovation.
 - b. OCC is looking for mobile kiosks will allow for set up flexibility during large, on-sale activities as well as ticket sales near show entrances when required.
 - c. OCC is looking for kiosks to handle both credit card and cash transactions.
- 6) This is a Goods & Services that will be solicited as an RFP with a Public Contract award at the conclusion. The contract period will be for one year and is expected not to exceed \$250,000
- 7) The current proposed timeline includes:
 - a. Prepare RFP language: June 29, 2018
 - b. Publish RFP and advertise: July, 10, 2018
 - c. Award Contract: September 25, 2018
- 8) Advertisement and Outreach:
 - a. Advertisement
 - i. Metro Procurement Services will post the RFP on ORPIN, and will be advertised via the Business Tribune and one minority newspaper.
 - b. Planned Outreach
 - i. Direct notification of the opportunity to OAME, MCIP, and NAMCO
 - ii. Search of COBID registry for MBE, WBE, SDV, and ESB firms and direct notification of opportunity
 - iii. Notification of firms who have contacted OCC in the last 12 months and notified of their interest in providing ticketing kiosks.
- 9) Proposals received will be evaluated for equipment capability, integration with multiple ticketing systems, experience, including Subcontractor Equity Program procedures. The award is based on highest scoring proposer who can meet OCC's requirements in a portable ticketing kiosk.

Opportunity: Digital Signage Content Software Supply, Consultation, Implementation and On-Going Support

Estimated Value: \$200,000 over five years

- 1) OCC intends to select a **single visual communication platform** with ongoing support to ensure the client experience is complemented by the chosen platform. Vendor shall provide software, necessary appliance hardware, design insight and ongoing user support.
- 2) This is a Goods and Service that will be solicited as an RFP with a public contract award at the conclusion. The contract period will be five years and is expected not to exceed \$200,000.
- 3) The current proposed timeline includes:
 - a. Prepare RFP language: May 10, 2018
 - b. Publish RFP and advertise: May 17, 2018
 - c. Award Contract: August 2018
- 4) Advertisement and Outreach:
 - a. Advertisement
 - i. Metro Procurement Services will post the ITB on ORPIN, and will advertise in via the Business Tribune and one minority newspaper
 - b. Planned Outreach
 - i. Direct notification of the opportunity to OAME, MCIP, and NAMCO
 - ii. Search of COBID registry for MBE, WBE, SDV, and ESB firms and direct notification of opportunity
 - iii. Notification of firms who have contacted OCC in the last 12 months and notified of their interest in providing Digital Content Software services
- 5) Bids received will be evaluated for their approach to the work, detailed work plan, experience of personnel and firm, including Subcontractor Equity Program procedures. The award is based on highest scoring proposer.

MERC Commission Meeting

June 6, 2018
12:30 pm

5.0 Financial Report

MERC Commission Meeting

June 6, 2018
12:30 pm

7.0 Consent Agenda

Metropolitan Exposition Recreation Commission
Record of MERC Commission Actions
 May 2, 2018
 Portland Exposition Center, Room D202-2003

Present:	Karis Stoudamire-Phillips, Deidra Krys-Rusoff, Ray Leary; John Erickson, Deanna Palm, Damien Hall
Absent:	Dañel Malán
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Karis Stoudamire-Phillips at 12:35 p.m.
1.0	QUORUM CONFIRMED A quorum of Commissioners was present.
2.0	OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS Jeff Miller, President and CEO, Travel Portland, announced that at the upcoming Annual Awards Lunch, the <i>Portland Award</i> would be given to Metro Council President Tom Hughes for his work on moving the headquarters hotel across the finish line. Miller went on to thank those commissioners who attended the recent sales trip to DC.
3.0	COMMISSION COMMUNICATIONS <ul style="list-style-type: none"> • President Hughes was not present. • Commissioner Krys-Rusoff reported on her trip to D.C. with Travel Portland staff. • Chair Stoudamire-Phillip also reported on her attendance in DC and thanked Travel Portland staff, OCC staff and the hoteliers who attended.
4.0	GM COMMUNICATIONS Scott Cruickshank updated the commission on the following: <ul style="list-style-type: none"> • Margie Helton’s retirement and invited Commissioners to a goodbye social on May 4 at 5pm. Lisa Brown will be filling in as interim Executive Assistant until new recruitment process is completed. The commission recognized Helton’s service and expressed their appreciation for all her efforts. • Reported on the progress of the recruitment process for the Deputy COO. • Thanked Chair Stoudamire-Phillips and Commissioner Krys-Rusoff for attending the sales trip to DC with Travel Portland staff. • A MERC/Metro joint session has been scheduled for July 11 to update Council and Commission on the hotel project – status, progress, subcontracting information as well as potential tours of the demo rooms. • Provided updates on the VF IGA. A revised agreement is anticipated by the end of calendar year.
5.0	FINANCIAL REPORT Rachael Lembo presented the March 2018 financial report.
6.0	VENUE BUSINESS REPORTS Julie Bunker (P5); Matthew P. Rotchford (Expo) and Craig Stroud (OCC) provided March highlights of their respective venues.
7.0	ARAMARK THIRD QUARTER 2018 REPORT David Woodman, Diane Marshall and Justin Riedl presented the third quarter report. <ul style="list-style-type: none"> • Commissioner Krys-Rusoff asked if diversity numbers were increased from last year. D. Marshall responded in the affirmative. • Commissioner Leary noted the positive results from D. Marshall’s recruitment efforts.
8.0	CONSENT AGENDA <ul style="list-style-type: none"> • Record of MERC Actions, April 4, 2018 A motion was made by Commissioner Hall and seconded by Commissioner Krys-Rusoff to approve the Consent Agenda.

	<p>VOTING: AYE: 6 (Krys-Rusoff, Erickson, Hall , Leary, Palm, Stoudamire-Phillips) NAY: 0 MOTION PASSED</p>
9.0	<p>ACTION AGENDA</p>
9.1	<p>Resolution 18-08: For the purpose of approving and transmitting to the Metro Council budget amendments to the Metropolitan Exposition Recreation Commission (MERC) Funds Budget for FY2017-18, and requesting amendment of the FY2017-18 through FY 2021-22 Capital Improvement Plan (CIP).</p> <p>Rachel Lembo presented the resolution.</p> <p>A motion was made by Commissioner Krys-Rusoff and seconded by Commissioner Leary to approve Resolution 18-08 as presented.</p> <p>VOTING: AYE: 6 (Krys-Rusoff, Erickson, Hall, Leary, Palm, Stoudamire-Phillips) NAY: 0 MOTION PASSED</p>
9.2	<p>Resolution 18-09: For the purpose of approving and transmitting to the Metro Council budget amendments to the Metropolitan Exposition Recreation Commission (MERC) Fund Budget for FY2018-19; and requesting amendment of the FY2018-19 through FY2022-23 Capital Improvement Plan (CIP).</p> <p>Rachel Lembo presented the resolution.</p> <p>A motion was made by Commissioner Hall and seconded by Commissioner Krys-Rusoff to approve Resolution 18-09 as presented.</p> <p>VOTING: AYE: 6 (Krys-Rusoff, Erickson, Hall, Leary, Palm, Stoudamire-Phillips) NAY: 0 MOTION PASSED</p>
10.	<p>Chair Stoudamire-Phillips called the MERC Commission into EXECUTIVE SESSION to conduct deliberations with persons designated by the Commission to carry on labor negotiations under ORS 192.660(2)(d).</p>
	<p>As there was no further business to come before the Commission, the meeting was adjourned at 1:51 p.m.</p>

MERC Commission Meeting

June 6, 2018
12:30 pm

8.0 Travel Portland Third
Quarter 2018 Report

travel
PORTLAND

Highlights:
Executive Summary - Page 3

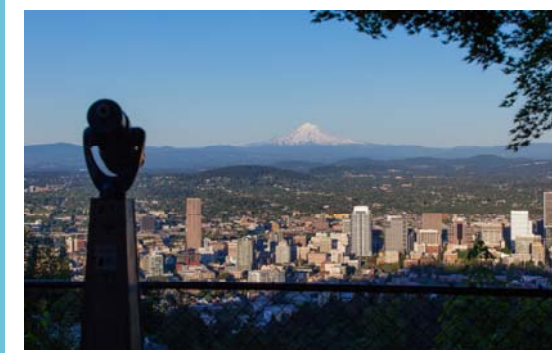


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Jeff Miller.....	President and CEO
Brian Doran.....	Chief Financial Officer
Greg Newland.....	Chief Marketing Officer
Steve Faulstick.....	Chief Sales Officer
Megan Conway.....	Senior Vice President of Communications and Regional Strategy
James Jessie.....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

100 SW Main
Suite 1100
Portland, OR 97204
503.275.9750



Executive Summary

ACCOMPLISHMENTS

- For the third quarter OCC realized over \$3.8 million in revenue from Travel Portland booked business. Community impact ROI from all future bookings was 18.8 to 1.
- Eight new and zero repeat OCC conventions were booked for future years in the quarter worth \$3.0 million in OCC revenue and community economic impact over \$13.1 million. Total Travel Portland bookings, including single hotel will result in over \$20.3 million of economic impact.
- Travel Portland booked two minority meetings in the quarter with an community economic impact over \$2.7 million.
- Travel Portland generated 180 media placements, with a total circulation of over 464.1 million. Of that, 18 articles were meetings related with a circulation of over 2.4 million.

TRENDS, SUCCESSES, OBSTACLES

- Transient Lodging Tax is flattening after 5 years of significant increases. YTD collections of the city's tax were up 2.9%.
- Central City hotels' occupancy decreased 0.3% for calendar YTD through March; ADR decreased 2.1%, RevPar decreased 2.4%, demand increased 5.4%, and room revenue increased 3.2%.
- TID hotels' occupancy decreased 1.8% for calendar YTD through March; ADR increased 0.1%, RevPar decreased 1.7%, demand increased 1.0%, and room revenue increased 1.1%.

MERC CONTRACT TARGETS

TARGET #	TARGET DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL TARGET
1	OCC revenue target	\$9,039,882	\$11.0 Million
2	ROI on future OCC business	5.3	3.8
3	Lead conversion	22%	40%
4	Services performance survey	3.8	3.8
5	Public relations/media	See page 13 & 14	Report
6	Community economic impact	32.1	42.0

CITY CONTRACT GOALS

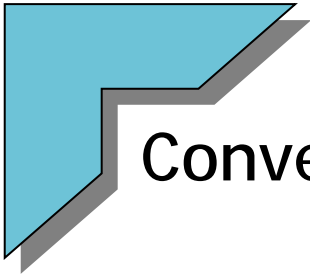
OBJECTIVE #	GOAL DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL GOAL
1	Convention Sales and Marketing Economic Impact ROI	30.0	25.0



Convention Sales

OREGON CONVENTION CENTER BOOKED REVENUE FROM TRAVEL PORTLAND BOOKINGS			
	OCC Revenue	Annuals	Total Potential Future Business
FY 17/18	\$ 11,995,069	\$ -	\$ 11,995,069
FY 18/19	\$ 12,356,768	\$ 412,857	\$ 12,769,625
FY 19/20	\$ 10,368,189	\$ 1,049,461	\$ 11,417,650
FY 20/21	\$ 3,927,311	\$ 1,482,070	\$ 5,409,381
FY 21/22	\$ 8,862,786	\$ 1,049,461	\$ 9,912,247
FY 22/23	\$ 7,644,733	\$ 1,482,070	\$ 9,126,803
FY 23/24	\$ 2,079,759	\$ 1,049,461	\$ 3,129,220
FY 24/25	\$ 2,136,448	\$ 1,482,070	\$ 3,618,518
FY 25/26	\$ -	\$ 1,049,461	\$ 1,049,461
FY 26/27	\$ -	\$ 1,482,070	\$ 1,482,070
FY 27/28	\$ -	\$ 1,049,461	\$ 1,049,461
TOTAL	\$ 59,371,063	\$ 11,588,442	\$ 69,910,044

Oregon Convention Center Projected Future Revenue			
Total Travel Portland Contract:	Quarter	YTD	Target
New OCC Bookings	8	32	
Repeat OCC Bookings	0	2	
Total OCC Bookings	8	33	
Room Nights from OCC Bookings	14,179	101,149	
Future OCC Revenue Booked during FY 2017/18	\$ 3,007,311	\$ 21,706,947	
ROI OCC Bookings	\$ 2.8	\$ 5.3	3.8 to 1
Community Economic Impact from OCC Bookings	\$ 13,107,806	\$ 86,340,330	
Total Room Nights Booked	28,636	184,399	
Total Community Economic Impact from Bookings	\$ 20,311,000	\$ 132,088,684	
ROI on Total Community Economic Impact	\$ 18.8	\$ 32.1	42.0 to 1
OCC Revenue Realized During FY 2017/18	\$ 3,898,549	\$ 9,039,882	\$11.0 Million



Convention Sales

OREGON CONVENTION CENTER FUTURE GROUP BOOKINGS					
AS OF APRIL 1, 2018					
	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22 and beyond
Current	53	38	26	8	21
4 Year Average	Current	1 yr. out	2 yrs. out	3 yrs. out	Beyond 3 yrs.
(FY 14/15 - FY 17/18)	56	38	21	12	16

3RD QUARTER - ROOM NIGHTS FROM OREGON CONVENTION CENTER BOOKINGS					
Year	Groups	Total Room Nights	Attendees	OCC Revenue	Community Economic Impact
FY 18/19	4	1,979	12,450	\$ 558,841	\$ 2,684,312
FY 19/20	2	4,500	4,300	\$ 1,069,867	\$ 4,148,305
FY 22/23	1	3,582	3,000	\$ 967,254	\$ 3,615,300
FY 23/24	1	4,118	1,500	\$ 411,349	\$ 2,659,889
Total	8	14,179	21,250	\$ 3,007,311	\$ 13,107,806

3RD QUARTER - ROOM NIGHTS FROM SINGLE HOTEL BOOKINGS				
Year	Groups	Total Room Nights	Room Tax Generated	Community Economic Impact
FY 17/18	27	3,067	\$ 61,982	\$ 1,196,911
FY 18/19	15	6,158	\$ 124,449	\$ 3,143,620
FY 19/20	2	672	\$ 13,581	\$ 345,510
FY 20/21	4	3,655	\$ 73,865	\$ 1,848,987
FY 21/22	1	905	\$ 18,289	\$ 668,166
Total Other Bookings	49	14,457	\$ 292,167	\$ 7,203,194

Convention Sales

Oregon Convention Center Revenue: Three Year Average

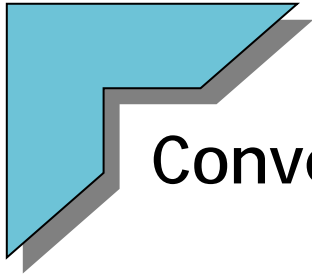
	Total Contract		Chicago Office		Washington, DC Office	
	Quarter	YTD	Quarter	YTD	Quarter	YTD
OCC Revenue Generated (3 yr. average)	\$ 3,554,262	\$ 9,865,385	\$ 322,632	\$ 1,119,484	\$ 591,380	\$ 2,478,683
Travel Portland Contract Costs	\$ 1,080,666	\$ 4,111,256	\$ 44,815	\$ 127,919	\$ 96,652	\$ 285,547
ROI (Revenue / Costs)	3.29	2.40	7.20	8.75	6.12	8.68

LEAD CONVERSION

	Travel Portland Office		Chicago Office		Washington, DC Office	
	Quarter	YTD	Quarter	YTD	Quarter	YTD
OCC Leads	66	212	17	44	34	97
OCC Lost Leads due to OCC space & availability	15	32	3	6	9	13
Lead Conversion Percentage	18%	22%	9%	19%	13%	15%
Annual Target - 40%						

3RD QUARTER - OREGON CONVENTION CENTER LOST BUSINESS

Account	Groups	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact
Subtotal	16	Date Availability - OCC	50,139	28,750	\$ 10,164,607	\$ 40,361,306
Subtotal	12	Board Decision	32,462	48,300	\$ 9,729,073	\$ 34,839,306
Subtotal	7	Rates/Cost - Hotel	17,536	31,800	\$ 4,407,665	\$ 15,688,256
Subtotal	6	No Response from Client	22,032	15,050	\$ 3,933,253	\$ 17,669,699
Subtotal	3	Hotel - Under One Roof	7,790	2,950	\$ 1,433,337	\$ 5,199,972
Subtotal	2	Conference Cancelled - Not Happening	3,898	2,300	\$ 617,855	\$ 3,139,079
Subtotal	2	OCC - Meeting Space Issue	10,039	6,475	\$ 2,355,777	\$ 8,328,023
Subtotal	2	Geographic	9,750	8,000	\$ 2,911,263	\$ 10,689,687
Subtotal	2	Client Postponed Search	10,348	6,000	\$ 1,351,671	\$ 9,748,532
Subtotal	1	Perceived Destination Draw	4,015	1,000	\$ 421,551	\$ 1,803,685
Subtotal	1	Rates/Cost - OCC	4,060	3,000	\$ 781,093	\$ 3,083,641
Subtotal	1	Hotel Package - Number Hotels Needed	6,155	2,350	\$ 1,059,635	\$ 4,176,371
Subtotal	1	Not Enough Committable Hotel Rooms - Unable to Bid	6,280	2,100	\$ 425,030	\$ 2,923,018
Subtotal	1	Weather/Environmental Issues	2,990	8,000	\$ 403,535	\$ 2,596,378
Subtotal	1	Flights-Cost/Convenience	2,565	2,000	\$ 738,983	\$ 2,818,015
Subtotal	1	Conference Cancelled - Moved to Another Year	6,245	2,900	\$ 949,678	\$ 4,052,188
Total	59		196,304	170,975	\$ 41,684,006	\$ 167,117,156



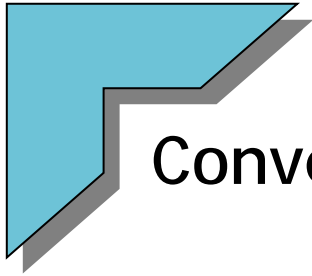
Convention Sales

3RD QUARTER - OREGON CONVENTION CENTER CANCELLATIONS

Account Name	Groups	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact	Arrival Date
Bible Study Fellowship	1	Conference Cancelled - Not Happening	2,273	3,500	\$ 892,227	\$ 3,460,444	3/23/21

3RD QUARTER INDUSTRY TRADE SHOWS AND EVENTS

Trade Show/Event	Location
Professional Convention Management Association Convening Leaders 2018	Nashville, TN
Religious Conference Management Association Emerge Conference	Omaha, NE
Smart Meetings Northern California	San Francisco, CA
Council of Manufacturing Association	Philadelphia, PA
Council of Engineering and Scientific Society Executives Annual MeetingCEO	Ft. Myers, FL
ConferenceDirect CDX17	Chicago, IL
Connect Diversity	Portland, OR
MPI Northern California	San Francisco, CA
Single Hotel Sales Mission in California	California
Experient Envision	Detroit, MI
MPI Cascadia	Reno, NV
Destination Showcase D.C.	Washington, D.C.
CBI Pharma Forum	Philadelphia, PA
ConferenceDirect	Hollywood, CA
Meet NY	New York, NY
Women's Executive Leadership Forum - Association Forum	Portland, OR



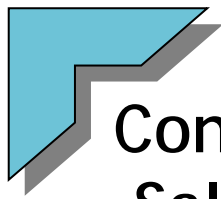
Convention Sales

MINORITY PROJECTED FUTURE REVENUE

Total Travel Portland Contract:	3rd Quarter	YTD
New Minority Bookings	2	5
Total Minority Bookings	2	5
Room Nights from Minority Bookings	4,224	11,812
Minority Leads	11	28
Minority Lost Leads	14	27
Minority Lost Leads Due to OCC Space & Availability	1	3
Minority Lost Leads Due to Hotel Package & Availability	0	1

For the third quarter of FY 2017/18, minority bookings created an estimated economic impact to the greater metro Portland community of about \$2.7 million. Booked groups included the following:

National Indian Child Welfare Association	\$	49,046
Association on Higher Education and Disability	\$	2,659,889



Convention Sales

Program	Date	Location	Total Travel Portland Staff
April 2018			
HelmsBriscoe	April 30-May 2, 2018	Orlando	2
CDX Client & Partner Event	TBD	TBD	1
XDP - ASAE	April 19-20, 2018	Washington, D.C.	3
D.C. client event week	April 23 - 26, 2018	Washington, D.C.	9
National Association of Sports Commissions Sports Event Symposium	April 23 - 26, 2018	Indianapolis, IN	1
May 2018			
Simpleview Summit	May 7-10, 2018	Scottsdale, AZ	1
Chicago client events	May 21 - 25, 2018	Chicago, IL	7
IMEX America: The Worldwide Meetings and Incentive Travel	May 15 - 18, 2017	Frankfurt, Germany	1
June 2018			
Oregon Association of Nurseries Golf Tournament	TBD	Portland, OR	2
Oregon Dental Association Golf Tournament	TBD	Portland, OR	2
Travel Portland Spring Familiarization Tour	June 7 - 10, 2018	Portland, OR	19
Professional Convention Management Association Convening Leaders 2018 Education	June 10 - 13, 2018	Cleveland, OH	6
Meeting Professionals International World Education Congress	June 2 - 5, 2018	Indianapolis, IN	1
Society of Government Meeting Professionals National Education	June 4 - 8, 2018	Norfolk, VA	2
July 2018			
Cvent	TBD	Las Vegas, NV	1
Oregon Society of Association Management and Meeting Professionals International - Oregon Chapter Golf Tournaments	TBD	TBD	2
Exprient e4	TBD	TBD	2
Destination Marketing Association International Annual Conference	TBD	TBD	3
Council of Engineering and Scientific Society Executives Annual Meeting	TBD	TBD	1
August 2018			
Council of Manufacturing Association	TBD	TBD	2
IEEE Panel of Conference Organizers	TBD	TBD	1
ASAE	TBD	TBD	5
Kellen Management	TBD	TBD	1
Connect Marketplace	TBD	TBD	3
September 2018			
HelmsBriscoe Cares	TBD	TBD	1
Destination Marketing Association of the West Education Summit	TBD	TBD	2
ASAE 5 Star Weekend	TBD	TBD	2
CDX Client & Partner Event	TBD	TBD	1
Congressional Black Caucus Annual Legislative Conference	TBD	TBD	6
DC Multicultural Event	TBD	TBD	6
October 2018			
Professional Convention Management Association Convening Leaders 2018 Philly/Road Show	TBD	TBD	2
Customer Advisory Board	TBD	TBD	18
IMEX America: The Worldwide Meetings and Incentive Travel	TBD	TBD	4
Connect Faith	TBD	TBD	1
November 2018			
HPN Global Partners Meeting	TBD	TBD	1
Single Hotel Chicago Sales Mission	TBD	TBD	5
Certified Meeting Planner Conclave	TBD	TBD	2
Nursing Organizations Alliance Fall Summit	TBD	TBD	1
Inter[action]	TBD	TBD	1
National Coalition of Black Meeting Planners Educational Conference	TBD	TBD	2



Convention Sales

Program	Date	Location	Total Travel Portland Staff
December 2018			
Travel Portland Fall Familiarization Tour	TBD	TBD	16
Oregon Society of Association Management Annual Meeting	TBD	TBD	1
Connect DC	TBD	TBD	2
Holiday Showcase	TBD	TBD	4
January 2019			
Professional Convention Management Association Convening Leaders	TBD	TBD	9
Religious Conference Management Association Emerge Conference	TBD	TBD	1
Council of Manufacturing Association	TBD	TBD	2
February 2019			
Council of Engineering and Scientific Society Executives Annual	TBD	TBD	1
Connect Diversity	TBD	TBD	6
MPI Northern California	TBD	TBD	2
Single Hotel Sales Mission in California	TBD	TBD	6
Society of Government Meeting Professionals National Education Conference & Expo	TBD	TBD	1
Road Show	TBD	TBD	2
March 2019			
Experient Envision	TBD	TBD	1
MPI Cascadia	TBD	TBD	1
Destination Showcase D.C.	TBD	TBD	3
CBI Pharma Forum	TBD	TBD	2
ConferenceDirect	TBD	TBD	1
Meet NY	TBD	TBD	1
Convention Sales Professional International Annual Conference	TBD	TBD	1
April 2019			
Women's Executive Session - Association Forum	TBD	TBD	6
HelmsBriscoe	TBD	TBD	2
CDX Client & Partner Event	TBD	TBD	1
XDP - ASAE	TBD	TBD	3
National Association of Sports Commissions Sports Event Symposium	TBD	TBD	1
May 2019			
Simpleview Summit	TBD	TBD	1
D.C. client event week	TBD	TBD	9
Chicago client events	TBD	TBD	7
IMEX America: The Worldwide Meetings and Incentive Travel	TBD	TBD	1
June 2019			
Oregon Association of Nurseries Golf Tournament	TBD	TBD	2
Oregon Dental Association Golf Tournament	TBD	TBD	2
Travel Portland Spring Familiarization Tour	TBD	TBD	19
Professional Convention Management Association Convening Leaders 2018 Education	TBD	TBD	6
Meeting Professionals International World Education Congress	TBD	TBD	1
Society of Government Meeting Professionals National Education Conference	TBD	TBD	2
Cvent	TBD	TBD	1



Convention Services

ACTIVITY DESCRIPTION	3RD QUARTER	YTD
OCC groups occurring during the quarter	15	38
Distribution of promotional pieces	19,085	71,920
Meeting planning assistance - Services leads	423	923
Pre-convention attendance building - Site tours	10	27
Pre-convention attendance building - Promo trips, e-newsletters and materials	4	14
Housing-convention room nights	5,035	14,273

3RD QUARTER INDUSTRY SITE TOURS, TRADE SHOWS AND PROMO TRIPS

Organization	Organization Location	Promotional Trip	Site Tours	OCC	Non-OCC
American Association of Woodturners	St. Paul, MN		X	X	
Association of Professional Dog Trainers	Greenville, SC		X	X	
National Business Aviation Association	Washington, DC		X	X	
Society of American Foresters	Bethesda, MO		X	X	
Society for Industrial and Applied Mathematics	Philadelphia, PA		X	X	
Organization of American Kodaly Educators	Los Angeles, CA		X		X
Iceland Naturally	New York, NY		X		X
American Association of Veterinary State Boards	Kansas City, MO		X		X
Navy League of the United States	Arlington, VA		X		X
Exactech Inc.	Gainesville, FL		X		X



TRAVEL PORTLAND POST CONVENTION SURVEY

Overall impression of the following:

Answer Options	Excellent = 4	Good = 3	Average = 0	Poor = 1	N/A	Rating Average	Response Count
Travel Portland sales staff	3	1	0	0	0	3.8	4
Travel Portland convention services staff	3	1	0	0	0	3.8	4
Travel Portland housing services (if utilized)	0	0	0	0	4	0	0
Travel Portland collateral/promotional materials	2	1	0	0	1	3.7	3
Quality and user-friendliness of the Travel Portland website	2	0	0	0	2	4.0	2
<i>Average rating for the quarter</i>						3.8	
<i>Average rating YTD</i>						3.8	
<i>Target</i>						3.8	

In planning your event from start to finish, how would you describe your relationship with your Sales Manager and/or Services Manager?

Excellent. I love them both and truly appreciate their attentiveness and helpfulness.

Groups Serviced/Surveyed:

- | | |
|--|---|
| National Association of Women’s Gymnastic Judges | Portable Sanitation Association International |
| Northwest Food Processors Association | Forest Business Network |
| Food by Nature Expo | Water Environment Federation |
| Fan Fest | American Distilling Institute |
| Tektronix, Inc. <i>*Completed Survey</i> | |
| American Geophysical Union | |
| Pac West Spirit Group <i>*Completed Survey</i> | |
| Break The Floor Productions <i>*Completed Survey</i> | |
| Tilde Inc. <i>*Completed Survey</i> | |
| Key Club International | |
| Design-Build Institute of America | |



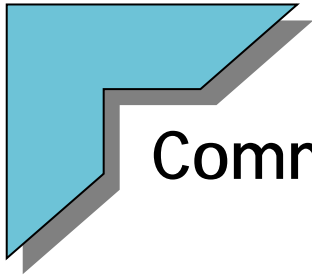
Communications & PR

KEY MESSAGES/CONTENT	
Circulation Totals - 2017-18	
Top 10 of 31 key messages	
	Total
Drink	650,339,751
Food	617,285,145
Lodging	550,943,775
Character	480,404,103
Arts	355,508,383
Outdoor Recreation	322,463,280
Designers & Makers	241,179,486
Quirky	236,362,753
Gardens	209,178,017
TravelPortland.com	197,493,288

	3rd Quarter	YTD	Target
City of Portland Totals (Broadcast, Print, & Online)			
Circulation	464,183,579	1,571,648,993	
Placements	180	542	
International (Broadcast, Print, & Online)			
Circulation	235,142,628	602,978,450	
Placements	107	310	
MERC*			Report
Circulation	2,488,399	23,110,253	
Placements	18	67	

* MERC - 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
7/17/17	Prevue Meetings Magazine	4 New Culinary Trends From Portland's Insanely Creative Maker Culture	17,560	1
12/1/17	Connect Magazine	Eccentric Appeal	8,500	1
12/1/17	Northwest Meetings & Events Magazine	Ask the Experts	48,000	1
12/1/17	Smart Meetings Magazine	BIG TIME: Citywides give Planners Access to Wide Range of Experiences	44,000	1
12/12/17	Smart Meetings Magazine	Citywides Spell Big Time for Planners	150,406	1
1/1/18	Alaska Airlines Magazine	Business + Leisure	30,855	1
1/1/18	Meetings Today	Experiences	31,012	1
1/1/18	Meetings Today	Teamwork: The Pacific Northwest is Rife with Group Bonding Experiences	55,151	1
1/1/18	Northwest Meetings & Events Magazine	Moving Forward, Staying Local	48,000	1
1/1/18	Northwest Meetings & Events Magazine	Moving Forward, Staying Local	16,000	1
1/4/18	Portland Business Journal	Book it! Mega-conventions eye Portland as Convention Center hotel rises	10,327	1
1/4/18	Portland Business Journal	The 10 Largest Conventions Coming to the Oregon Convention Center	10,327	1
1/19/18	Portland Business Journal	Book it! Hotel Boom Boosts OCC's Appeal	10,327	1
2/20/18	Skift	Skift trends report: The rise of midsize cities in the meetings industry	519,087	1
2/27/18	Skift	Portland Embraces its Local Maker Culture to win over Meeting Planners	1,199,885	1
3/1/18	Meetings & Conventions Magazine	The Best Green Convention Centers	150,000	1
3/2/18	Connect Magazine	Takeaways from Connect Diversity 2018	122,000	1
3/12/18	Meetings + Events	Ask the Experts at Convention and Visitors Bureaus	16,962	1
Total			2,488,399	18

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

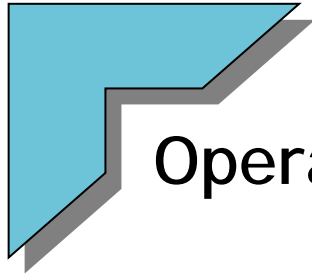


Marketing & Tourism Sales

MARKETING		
TravelPortland.com*	3rd Quarter	YTD
Visits	1,075,505	2,925,610
International Visits	118,331	333,357
Referrals	293,793	703,922
Business and Event Detail Views	510,118	1,537,283
Meetings.TravelPortland.com*		
Venue Finder Page Views	1,546	4,986
Social Media**		
Estimated Economic Impact of Social Media Activity (Monthly Average)		\$ 1,898,721

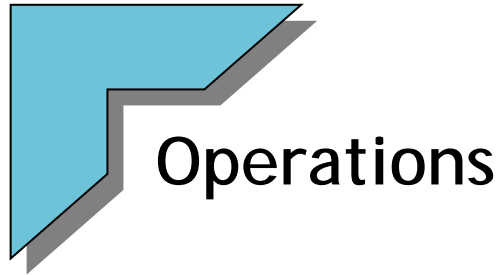
*Source: Google Analytics / **Source: Edelman Worldwide

TOURISM SALES		
	3rd Quarter	YTD Total
Client Contacts		
Trade Shows, Events, Inquiries and Sales Calls	4,909	34,407
FAMS/Research & Site Visits		
# of Fams	15	51
# of Companies	72	113
# of Attendees	82	184
Published Itineraries	32	201
Number of Room Nights by County		
Clackamas County	0	889
Columbia County	0	0
Multnomah County	1,065	13,207
Washington County	0	26



Operations

DIVERSITY EMPLOYMENT STATISTICS 2017-18					
TRAVEL PORTLAND GOALS AND OBJECTIVES BY JOB CATEGORIES					
	March 31, 2018		2017-18		
Job Category	Category Number	Total	Actual Percentage	Goal Percentage	Objective
	Number of Females	Number of Staff			
Office/Clerical	17	18	94%	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	55	73	75%	45%	Monitor
	Number of Minorities	Number of Staff			
Office/Clerical	4	18	22%	15%	Monitor
Officials/Administration	3	10	30%	15%	Monitor
Professionals	2	19	11%	15%	Improve
Sales	3	19	16%	15%	Monitor
Technicians	0	7	0%	15%	Improve
Total	12	73	16%	15%	Monitor
This report is based on current full and part-time staff.					



FIRST OPPORTUNITY TARGET AREA (FOTA)

HIRING

While there were no new hires during this quarter, there was a posting for an open position late in the quarter and the recruitment completed at the beginning of quarter four. 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, Joodle, Travel Portland website, and LinkedIn.

PURCHASING

Travel Portland expended a total of \$398,890 with businesses in the FOTA area for ending FY quarter March 2018.

PARTNERSHIP

Travel Portland currently has 121 member businesses within FOTA and 52 minority and 92 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 \$1,003,055 of lodging tax dollars in the purchasing of services and supplies where it had the discretion to purchase from outside vendors. Of this amount, \$576,230 or 57% percent was spent with minority/women-owned or emerging small business enterprises.

OCC SALES AND MARKETING BUDGET

Expenses

	Annual Budget	QTR Ending 03-31-18	Sum of YTD 06-30-2018	Percent
Direct Sales:				
Portland office:				
Personnel Costs	1,154,309	278,075	847,113	
Direct expenses	127,623	31,906	95,717	
Total Portland office	1,281,932	309,980	942,830	74%
Washington DC office:				
Personnel Costs	278,800	77,613	228,432	
DC client events	13,000	3,250	9,750	
Direct expenses	63,155	15,789	47,366	
Total DC office	354,955	96,652	285,547	80%
Chicago office:				
Personnel Costs	130,900	36,652	103,430	
Chicago client events	12,000	3,000	9,000	
Direct expenses	20,651	5,163	15,489	
Total Chicago expenses	163,551	44,815	127,919	78%
Fall & Spring Fam	113,000	8,339	56,707	
Site Visits	70,500	31,483	81,218	
Bid/Sales Trips	41,600	16,595	103,214	
Local Promotions	5,500	1,375	4,125	
Tradeshows	285,661	188,875	730,373	
Road Shows/Client Events-Chicago & Washington DC	93,500	23,375	70,125	
Research/Lead Generation	42,600	15,375	85,667	
Three City Alliance	55,000	13,414	60,619	
Advisory Council	102,000	415	33,412	
Multicultural Sales & Opportunities	259,487	13,229	125,670	
Sub-Total	1,068,848	312,476	1,351,130	
Total Direct Sales	2,869,286	763,922	2,707,427	94%
Marketing:				
Total Marketing	738,248	148,395	839,954	114%
Publication Relations:				
Total PR	147,350	20,059	117,972	80%
Convention Services:				
Total Convention Services	431,054	117,986	343,691	80%
Contract Administration:				
Personnel Costs	145,861	30,304	102,212	
Total Contract Admin	145,861	30,304	102,212	70%
Total Budget	\$ 4,331,797	\$1,080,666	\$ 4,111,256	95%

**Travel Portland
Income Statement**
(Statement of Financial Activities)

	Actual (Prior Year) YTD 3/31/2017 Column A	Actual YTD 3/31/2018 Column B	Budget YTD 3/31/2018 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%)	4,993,882	5,141,187	5,159,289	6,371,458	6,530,745
Tourism Improvement District (TID) (2%)	8,922,940	9,102,979	9,068,273	11,198,661	11,478,627
MERC (OCC contract)	3,064,589	3,248,848	3,248,845	4,078,453	4,331,797
Partnership Dues	365,679	385,464	356,250	490,741	475,000
Fees earned	130,270	173,101	410,250	178,311	547,000
Other Income	22,335	46,809	2,100	50,467	2,800
Tradeout/In-Kind	0	0	0	18,345	0
Cooperative programs	173,891	352,091	167,999	362,628	224,000
Regional RCTP (from Travel Oregon)	425,000	1,457,827	1,457,572	425,000	1,943,465
Cultural Tourism	298,791	295,289	225,000	329,490	300,000
Visitor Development Fund (VDF)	2,406	95,336	96,847	2,406	129,130
Total Revenue	18,399,784	20,298,930	20,192,424	23,505,960	25,962,564
Expenses					
Convention Sales	3,253,275	3,708,514	3,712,673	4,308,789	4,950,000
Int'l Tourism	1,768,671	1,747,979	1,910,901	2,610,273	2,547,872
Marketing & Communications	6,664,920	7,221,714	8,370,095	11,783,473	12,310,000
Regional RCTP (from Travel Oregon)	441,555	1,743,590	1,457,577	688,673	1,943,465
Convention & Housing Services	754,045	829,509	918,746	987,229	1,225,000
Partnership Services & Events	497,047	537,440	644,998	763,525	860,000
Visitor Services (Fulfillment & VIC)	246,937	256,840	292,498	348,432	390,000
Program Support	2,536,380	3,130,908	3,170,945	3,463,076	4,227,933
Total Expenses	16,162,831	19,176,495	20,478,433	24,953,469	28,454,270
NET SURPLUS/(DEFICIT)	2,236,953	1,122,435	-286,008	-1,447,509	-2,491,706

Travel Portland
Balance Sheet
(Statement of Financial Position)

	Actual 3/31/2018 Column A	Actual as of 6/30/2017 Column B	Increase (Decrease) Column C
Assets			
Cash and Cash Equivalents	\$5,184,493.01	\$3,253,533.29	59%
Investments	\$4,415,253.21	\$4,391,572.08	1%
Accounts Receivable	\$640,543.89	\$996,922.33	-36%
Prepaid Assets	\$693,650.82	\$754,753.83	-8%
Fixed Assets, net	\$1,654,867.26	\$1,945,937.10	-15%
Other Assets	\$16.03	\$0.00	0%
Total Assets	\$12,588,824.22	\$11,342,718.63	11%
Liabilities and Net Assets			
Liabilities			
Accounts Payable & Accrued Expenses	\$933,838.98	\$1,428,922.66	-35%
Accrued Personnel	\$1,895,094.81	\$1,694,941.83	12%
Deferred Revenue	\$172,078.24	\$239,418.97	-28%
Other Fiduciary Liabilities - RCTP	\$485,942.25	\$0.00	0%
Total Liabilities	\$3,486,954.28	\$3,363,283.46	4%
Net Assets			
Undesignated-Balance Sheet	\$6,123,098.87	\$4,749,070.28	29%
Board Designated-Balance Sheet	\$1,323,903.81	\$1,284,427.79	3%
Net Property and Equipment-Balance Sheet	\$1,654,867.26	\$1,945,937.10	-15%
Total Net Assets	\$9,101,869.94	\$7,979,435.17	14%
Total Liabilities and Net Assets	\$12,588,824.22	\$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		
Endorf	Erica	AC Hotel Portland Downtown		
Fleming	Peter	Enterprise Holdings		
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		
Huffman	Kurt	ChefStable		
Johnson	Dennis	CPA	Treasurer	Budget and Finance Committee
Kunzer	Ryan	Kimpton Monaco Portland		
Mann	Amanda	Rose Quarter		
McIlroy	Emma	Wildfang		
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		
Temple	Mike	PlusPoint Consulting		
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

June 6, 2018
12:30 pm

9.0 Recruiting a Diverse
Workforce – Introduction to
Metro Recruitment
Marketing Strategy



Recruiting a diverse workforce

Marketing recommendations November 2017

Diversity action plan
Racial equity strategy
People goal
Brand strategy

**Recruitment
marketing
strategy**

Benefits

Why do people of color want to work for Metro?

Barriers

What is keeping people of color from working at Metro?

Benefits

- Good jobs with benefits and competitive pay
- Commitment to diversity, equity and inclusion
- A wide variety of jobs
- A variety of venues and job locations
- Targeted hiring programs (FOTA, veterans)
- Stability
- Strong union relationships
- Strong partnerships with community-based organizations
- Great understanding of needs of communities

Barriers

- Low brand awareness in community
- Implicit and explicit racism
- Confusion with TriMet
- Name confusion
- Brand associated with government (inefficient, outdated, etc.)
- Relatively small budgets for the work they are trying to do
- Bureaucratic language and practices
- Negative previous experience
- Unsupported once they begin working at Metro
- Negative impression from peers

There is a lack of awareness of the services that Metro provides and Metro's role in the community.

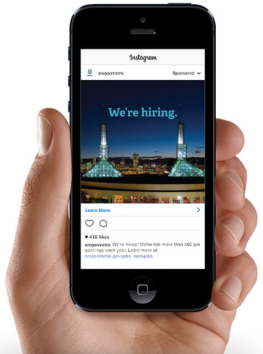
A top takeaway from Mosaic, a qualitative research project with 151 people of color in the greater Portland region, conducted in summer 2017.

A panoramic view of a city skyline, likely Portland, Oregon, featuring a prominent snow-capped mountain (Mount Hood) in the background under a clear blue sky. The foreground shows a dense urban area with various buildings and greenery.

Hello, we're Metro.



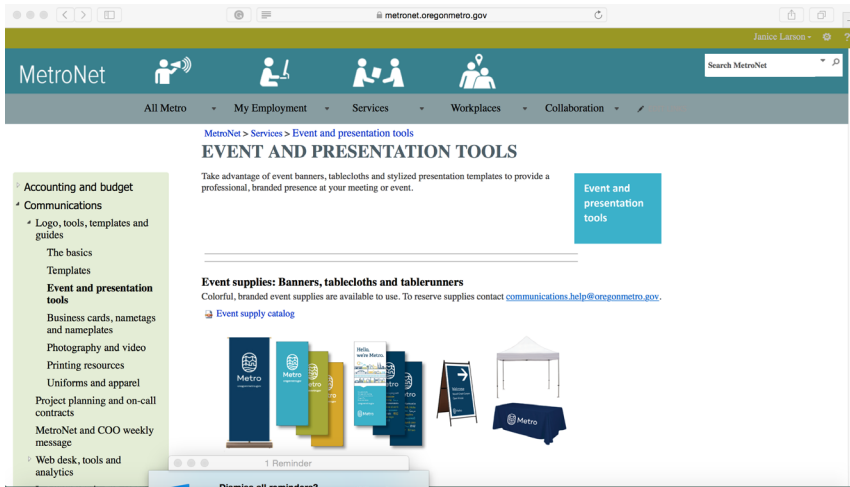
The new identity system is helping us raise Metro's visibility (apparel, signs, vehicles and more).





Update the website job page content.

Use slide-shows, videos and infographics to tell the Metro story and create welcoming, informative experience for job seekers. Update language bank of key messages about diversity, equity and inclusion.



Create recruitment marketing toolkit.

- Job description and recruitment correspondence templates
- NeoGov how-to guide.
- Employee photos across all jobs and locations.
- One-minute employee highlight videos.
- Create intro to Metro video ad template featuring animated illustration strip.
- Provide resources and tools on MetroNet so you can create custom branded outreach materials.

About Metro handouts - factsheet, postcard and bookmarks

Need a handout at your event or meeting? Download the Metro factsheet below to print out on your own or contact communications.help@oregonmetro.gov for a supply of Metro postcards and bookmarks already printed and ready to go.

Two versions of the factsheet are available to download and print, one version with several Metro photos, the other with a photo of the Metro Council.





<https://vimeo.com/229320766>

64 of 71



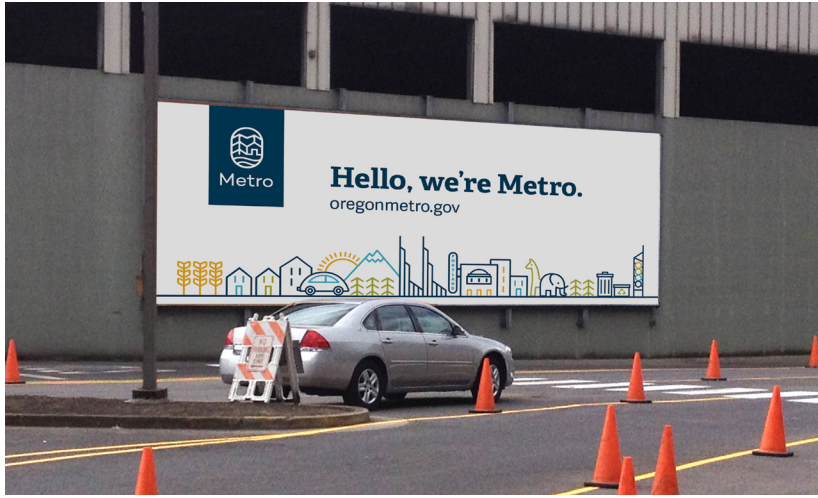
Create a partner kit.

Ask partners to share information through their networks. May include social media content, posters, announcement for churches or meetings. Ask partners what pieces work best for them.



Create more opportunities for face-to-face interaction.

Piggyback on existing outreach. Events, meetings, booths at key community events, office hours, open houses. Promote these events on social media and ads.



Make the most of Metro contact points to raise visibility and get the word out.

Use Metro and venues websites and social media channels. Make the most of high visibility contact points like windows, vehicles and digital displays.



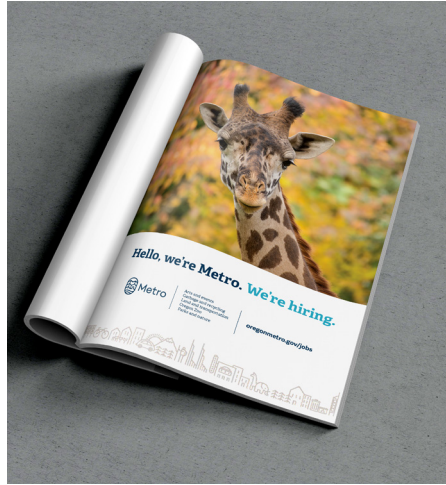
A good puddle beats a screen.

With 16 Metro parks and natural areas to explore, there's a lot to discover. Get out there.



Parks and nature
Arts and event centers
Garbage and recycling
Land and transportation
Oregon Zoo

oregonmetro.gov/parks



Create a paid media strategy for culturally specific web, social and print outlets

Negotiate media rates with outlets alongside other Metro programs to save money and maximize Metro's priority messages across platforms. Consider two big campaign pushes February to May and mid September to early November.





MERC Commission Meeting

June 6, 2018
12:30 pm

10. Action Agenda

METROPOLITAN EXPOSITION RECREATION COMMISSION
Resolution No. 18-10

For the Purpose of Electing Metropolitan Exposition Recreation Commission Officers for Fiscal Year 2018-19.

WHEREAS, at the June 6, 2018 regular meeting of the Metropolitan Exposition Recreation Commission, the following Commissioners were nominated and elected as the Metropolitan Exposition Recreation Commission officers for a one-year term, beginning July 1, 2018 and ending June 30, 2019:

- Chair:**
- Vice Chair:**
- Secretary-Treasurer:**

BE IT THEREFORE RESOLVED that the above slate of officers of the Metropolitan Exposition Recreation Commission is hereby confirmed for Fiscal Year 2018-19.

Passed by the Commission on June 6, 2018.

Approved as to form:
Alison R. Kean, Metro Attorney

Chair

Nathan A. S. Sykes, Deputy Metro Attorney

Secretary-Treasurer

Materials following this page are
attachments to the public record

Metropolitan Exposition Recreation Commission Meeting
June 6, 2018 – Oregon Convention Center
SIGN-IN SHEET

Name – Please Print	Organization
ANDY NEO	NA

Metropolitan Exposition-Recreation Commission Meeting
June 6, 2018 – Oregon Convention Center
ROLL CALL

Commissioner	Present/Absent
Erickson	Present
Hall	Present
Krys-Rusoff	Present
Leary	Present
Malan	Present
Palm	Present
Stoudamire-Phillips	Present



Oregon Convention Center Renovation Instructions to Bidders

SUBCONTRACTOR BIDS DUE: Tuesday, 6/26/2018 at 2:00 P.M. (PDT)

Lump-Sum BIDS will be received from interested Subcontractors and Suppliers at the Office of **Colas Construction, Inc.**, the Construction Manager/General Contractor, at 19 NW 5th Avenue, #203, Portland, Oregon 97209 for Multiple Scopes of Work on the following project:

COBID Subcontractor participation is strongly encouraged. Bids may be submitted via e-mail to Kevin Raborg at kevin@colasconstruction.com, On-line via www.colasplanroom.com, fax to (503) 292-4024, in person at the Colas Construction, Inc. office, or as otherwise noted in the bidding documents.

01 PROJECT:

Oregon Convention Center Plaza, Entries and Interiors project
777 NE Martin Luther King Jr. Blvd., Portland, OR 97232

02 PROJECT DESCRIPTION:

This project is a renovation to several areas of the existing Oregon Convention Center consisting of replacement of the main plaza area, various new finishes throughout, and major renovations to certain areas of the building.

03 ITEMS TO BE BID:

Includes, but is not limited to the following scopes of work: Survey, Demolition & Earthwork, Site Utilities, Paving, Unit Paving, Site Concrete, Pre-Cast Architectural Concrete, Landscaping & Irrigation, Reinforcing Steel, Building Concrete (minor), Brick Veneer Masonry, Structural & Misc. Steel, Architectural Exposed Structural Steel, Column Covers, Finish Carpentry, Solid Surfacing Materials, Hot Rubberized Asphalt Waterproofing, Water Repellant and Graffiti Protection, Insulation, Sheet Metal, Cementitious Fireproofing, Seismic Joint Covers, Doors & Hardware, Glass & Glazing (Deferred Submittal), Power (Low Energy) Door Operators, Metal Studs/Drywall (Deferred Submittal), Tile, Acoustical Panel Ceilings, Specialty Ceilings, Stretched-Fabric Ceiling Systems, Flooring, Wall Coverings, Stretched-Fabric Wall Panel Systems, Painting, Building Specialties, Signage, Glazed Canopies, Flagpoles, Pedestrian Control Devices, Roof Anchors, Entrance Mats, Fire Sprinklers (Deferred Submittal), Plumbing, HVAC, Electrical, Communications, and Final Cleanup.

04 NON-MANDATORY PRE-BID MEETING AND SITE WALK:

FOR ALL INTERESTED SUBCONTRACTORS: Wednesday, 6/6/2018 at 10:00 AM (PDT) at the Oregon Convention Center, 777 NE Martin Luther King Jr. Blvd., Portland, OR 97232, Room C124. Site walk to immediately follow meeting.

05 BID DOCUMENTS:

Bidding documents are available to be downloaded for free online at www.colasplanroom.com. It is the sole responsibility of the bidder to obtain all necessary bid documents and addenda.

Colas Construction, Inc. reserves the right to reject any and all bids. Bids must be submitted in accordance with these instructions and the requirements of the Bid Documents. Failure to conform to the requirements fully may result in the rejection of the bid by Colas Construction, Inc. Bids received after the bid time and date may be rejected. Bidders shall be licensed with the CCB in good standing. Subcontractors shall abide by the Bureau of Labor & Industries Prevailing Wage requirements (B.O.L.I.). Bid award may be subject to completion of Colas Construction, Inc. prequalification.

All questions should be directed to Kevin Raborg of Colas Construction, Inc. at (503)292-4025 or via e-mail at kevin@colasconstruction.com. Bidders SHALL NOT contact the Architect, Consultants, or Oregon Metro (Owner) regarding this bid process.

06 BID SUBMISSION & FORM OF PROPOSAL:

All bids must be submitted in accordance with the plans, specifications, addenda and supplemental instructions issued by Colas Construction, Inc. If there are items in the plans and/or specifications that cannot be achieved, those items should be specifically identified and listed as a clarification to your bid. If there are items that are substantially outside the lines of generally accepted industry standards and/or practices, clearly identify and provide a deductive alternate with a description of the industry standard material or method and variance thereof.

All proposals shall include the following:

- Proposal shall be submitted on the proposing company's letterhead.
- Include date submitted.
- List all addendum received.
- Provide lump-sum total cost of all Base-Bid items included in your proposal.
- Provide lump-sum total cost of all Alternate items included in your proposal. See specification section 012300, and plan sheet G050.
- Provide clarifications if necessary.
- Proposals shall include all applicable taxes, trade permits, prevailing wages, and allowances for labor and material escalations for the duration of the project (or clarify what has/has not been included).
- Include with your proposal the time needed to complete your portion of the work, critical work that needs to precede your work, and lead times required for material orders.

Colas Construction is an equal opportunity employer and strongly encourages participation from minority, women, disadvantaged, emerging small business enterprises, and COBID Certified Businesses. All bidders must comply with the most recent requirements of Affirmative Action Requirements and Prevailing Wage Law in ORS 279.348-365.

Oregon Convention Center Renovation

Subcontractor Bidding of Multiple Scopes

SUBCONTRACTOR BIDS DUE: Tuesday, 6/26/2018 at 2:00 P.M. (PDT)

INVITATION TO BID: Lump-Sum BIDS will be received from interested Subcontractors and Suppliers at the Office of **Colas Construction, Inc.**, the Construction Manager/General Contractor, at 19 NW 5th Avenue, #203, Portland, Oregon 97209 for Multiple Scopes of Work on the following project:

Oregon Convention Center Plaza, Entries and Interiors project

777 NE Martin Luther King Jr. Blvd., Portland, OR 97232

COBID Subcontractor participation is strongly encouraged. Bids may be submitted via e-mail to Kevin Raborg at kevin@colasconstruction.com, On-line via www.colasplanroom.com, fax to (503) 292-4024, in person at the Colas Construction, Inc. office, or as otherwise noted in the bidding documents.

PROJECT DESCRIPTION: This project is a renovation to several areas of the existing Oregon Convention Center consisting of replacement of the main plaza area, various new finishes throughout, and major renovations to certain areas of the building.

BID PACKAGE SCOPES: Survey, Demolition & Earthwork, Site Utilities, Paving, Unit Paving, Site Concrete, Pre-Cast Architectural Concrete, Landscaping & Irrigation, Reinforcing Steel, Building Concrete (minor), Brick Veneer Masonry, Structural & Misc. Steel, Architectural Exposed Structural Steel, Column Covers, Finish Carpentry, Solid Surfacing Materials, Hot Rubberized Asphalt Waterproofing, Water Repellant and Graffiti Protection, Insulation, Sheet Metal, Cementitious Fireproofing, Seismic Joint Covers, Doors & Hardware, Glass & Glazing (Deferred Submittal), Power (Low Energy) Door Operators, Metal Studs/Drywall (Deferred Submittal), Tile, Acoustical Panel Ceilings, Specialty Ceilings, Stretched-Fabric Ceiling Systems, Flooring, Wall Coverings, Stretched-Fabric Wall Panel Systems, Painting, Building Specialties, Signage, Glazed Canopies, Flagpoles, Pedestrian Control Devices, Roof Anchors, Entrance Mats, Fire Sprinklers (Deferred Submittal), Plumbing, HVAC, Electrical, Communications, and Final Cleanup.

NON-MANDATORY PRE-BID MEETING AND SITE WALK FOR ALL INTERESTED SUBCONTRACTORS: Wednesday, 6/6/2018 at 10:00 AM (PDT) at the Oregon Convention Center, 777 NE Martin Luther King Jr. Blvd., Portland, OR 97232, Room C124. Site walk to immediately follow meeting.

BID DOCUMENTS: Bidding documents are available to be downloaded for free online at www.colasplanroom.com. It is the sole responsibility of the bidder to obtain all necessary bid documents and addenda.

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Metro

Arts and event venues and Metro

As part of the Metro family, Metro arts and event venues help make greater Portland a great place to call home.

Metro brings people together to shape the future of greater Portland and provides parks, destinations, services and tools that work best at a regional scale.

Metro is taking steps to hire staff who reflect the diversity of the people we serve. At the same time, we are working to create a safe and welcoming workplace for people of color. When Metro's staff represents many backgrounds and experiences, we do better work. Diverse voices make the region better.

Learn more about the opportunities and benefits of working at Metro. Visit our website at oregonmetro.gov/jobs

Need more information?

oregonmetro.gov/jobs

503-797-1570

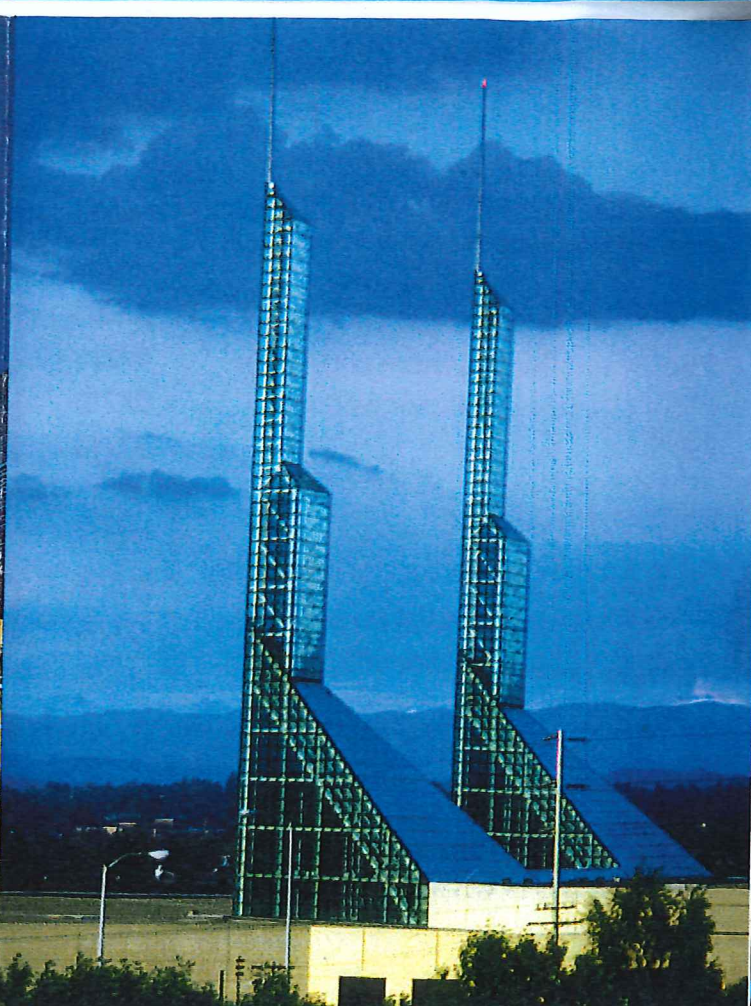


Metro

Oregon Convention Center
Portland's Centers for the Arts
Portland Expo Center

Take the first step

Your next great job could be with Metro. Find out if you can be a **First Opportunity** candidate for jobs at the Oregon Convention Center, Portland's Centers for the Arts and Portland Expo Center.





Be part of the team that hosts greater Portland's premier performances, conventions, trade shows and visitor attractions.

Metro arts and event venues include the Oregon Convention Center, Portland Expo Center and Portland's Centers for the Arts – Arlene Schnitzer Concert Hall, Keller Auditorium and the Winningstad, Newmark and Brunish theatres.

The venues offer a range of job opportunities, from maintenance and security to sales, marketing and outreach.



Printed on recycled-content paper.

Do you live in one of the ZIP codes listed here? If so, you may be able to apply for jobs at Metro venues with a First Opportunity advantage. As a priority candidate your qualifications are considered before general applicants, increasing your chance of being interviewed and hired.

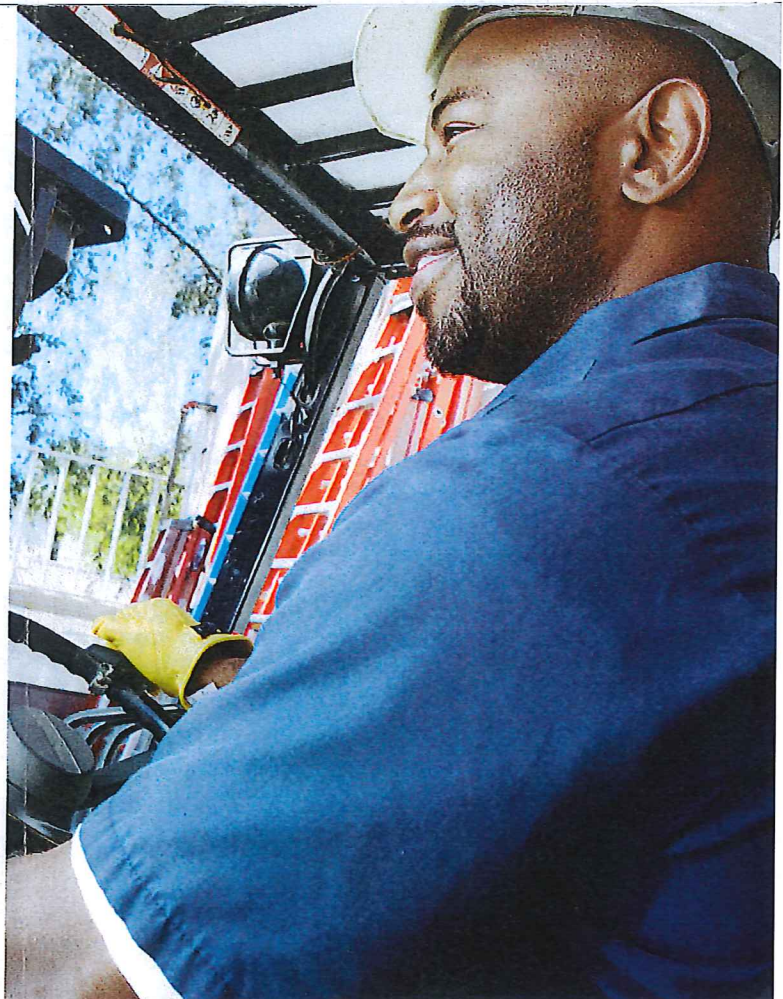
People who qualify:

- live inside the program boundary
- have a household income less than \$47,000 for households of one or two people, and \$65,000 for households of three or more people.

Check the ZIP code list to find out if your address is within the program boundary.

ZIP codes

- 97024
- 97030
- 97203
- 97211
- 97212
- 97213
- 97216
- 97217
- 97218
- 97220
- 97227
- 97230
- 97233
- 97236
- 97266



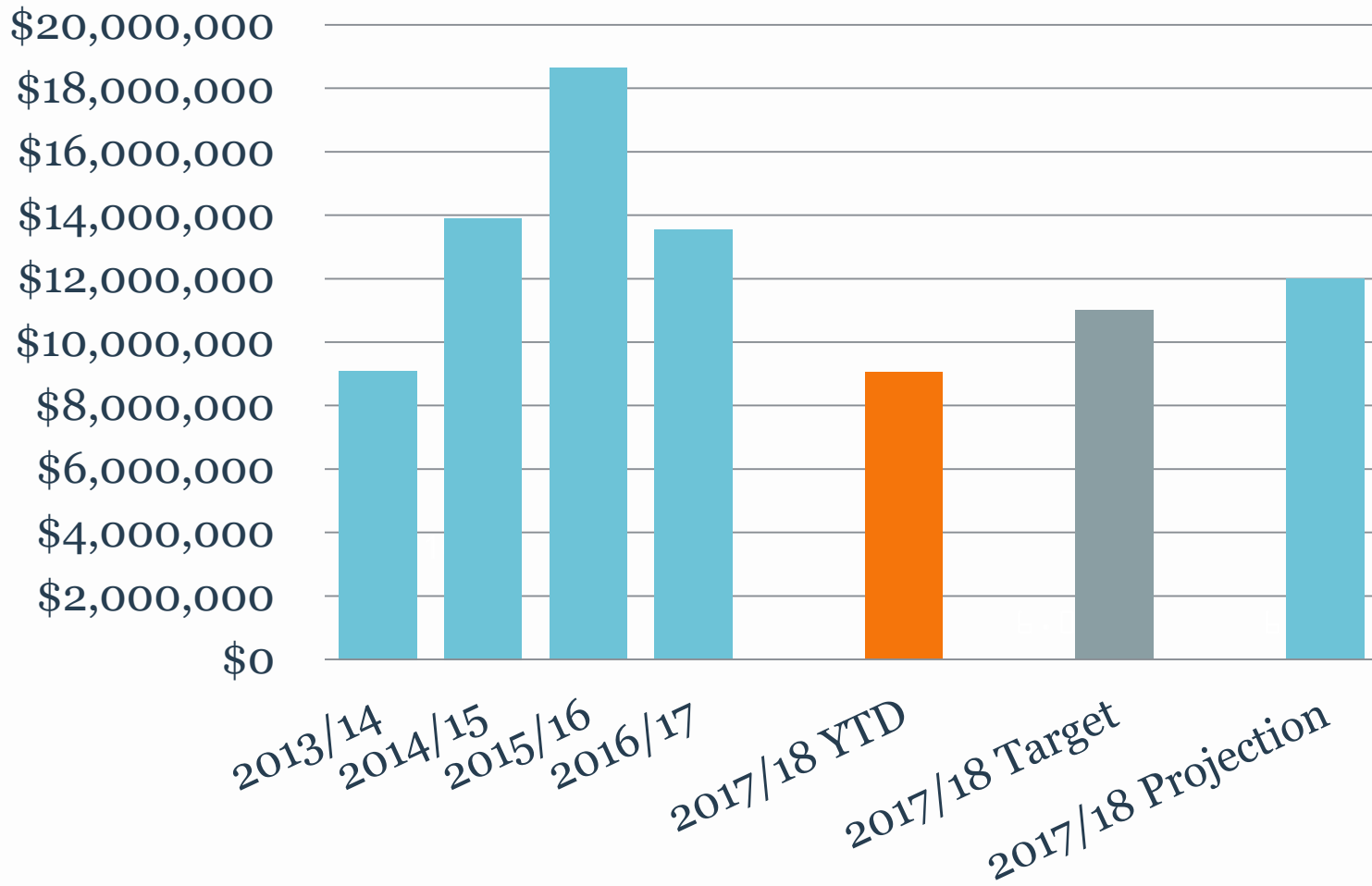
3RD QUARTER 2017-18 REPORT

JUNE 6, 2018

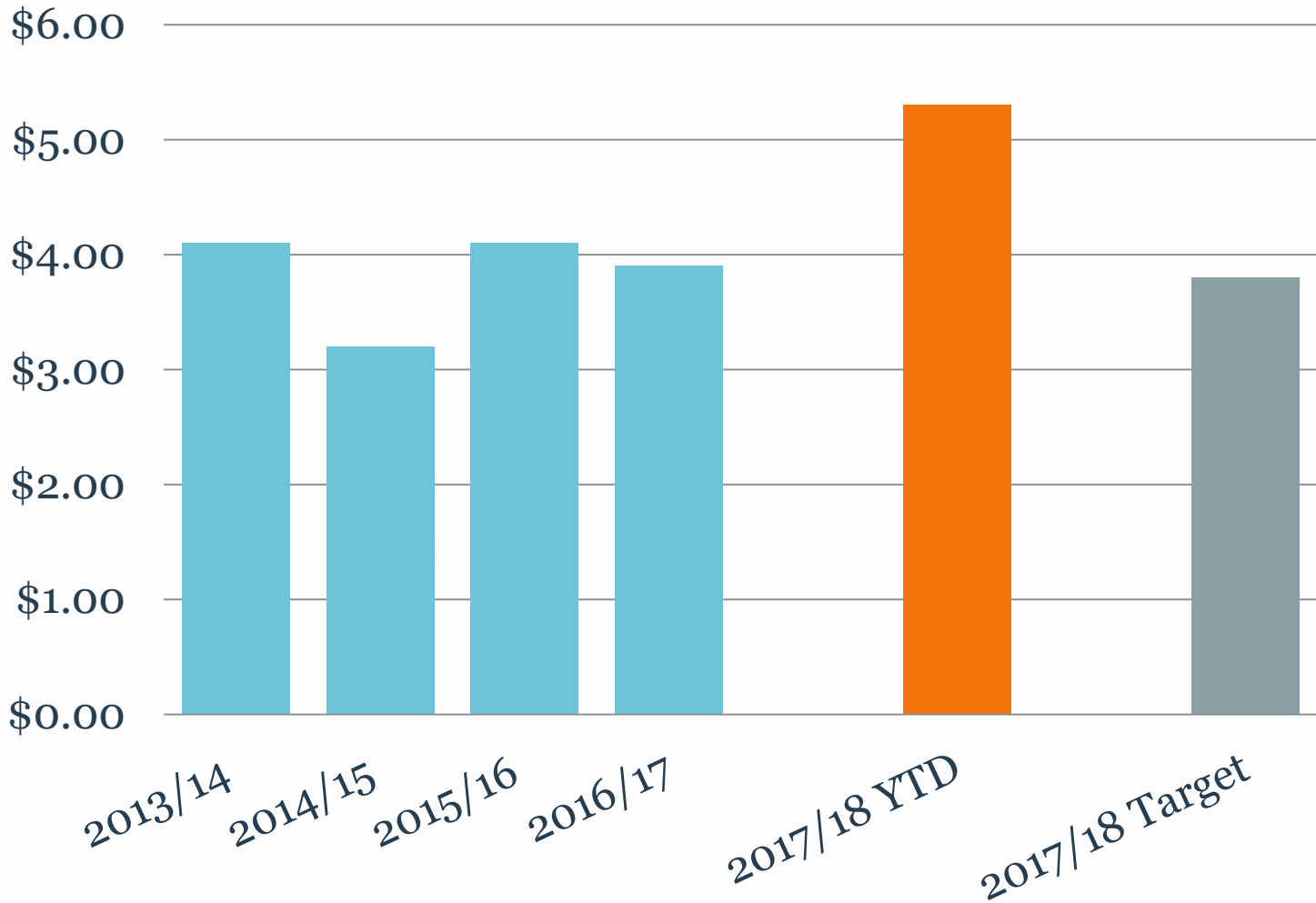


travel
PORTLAND

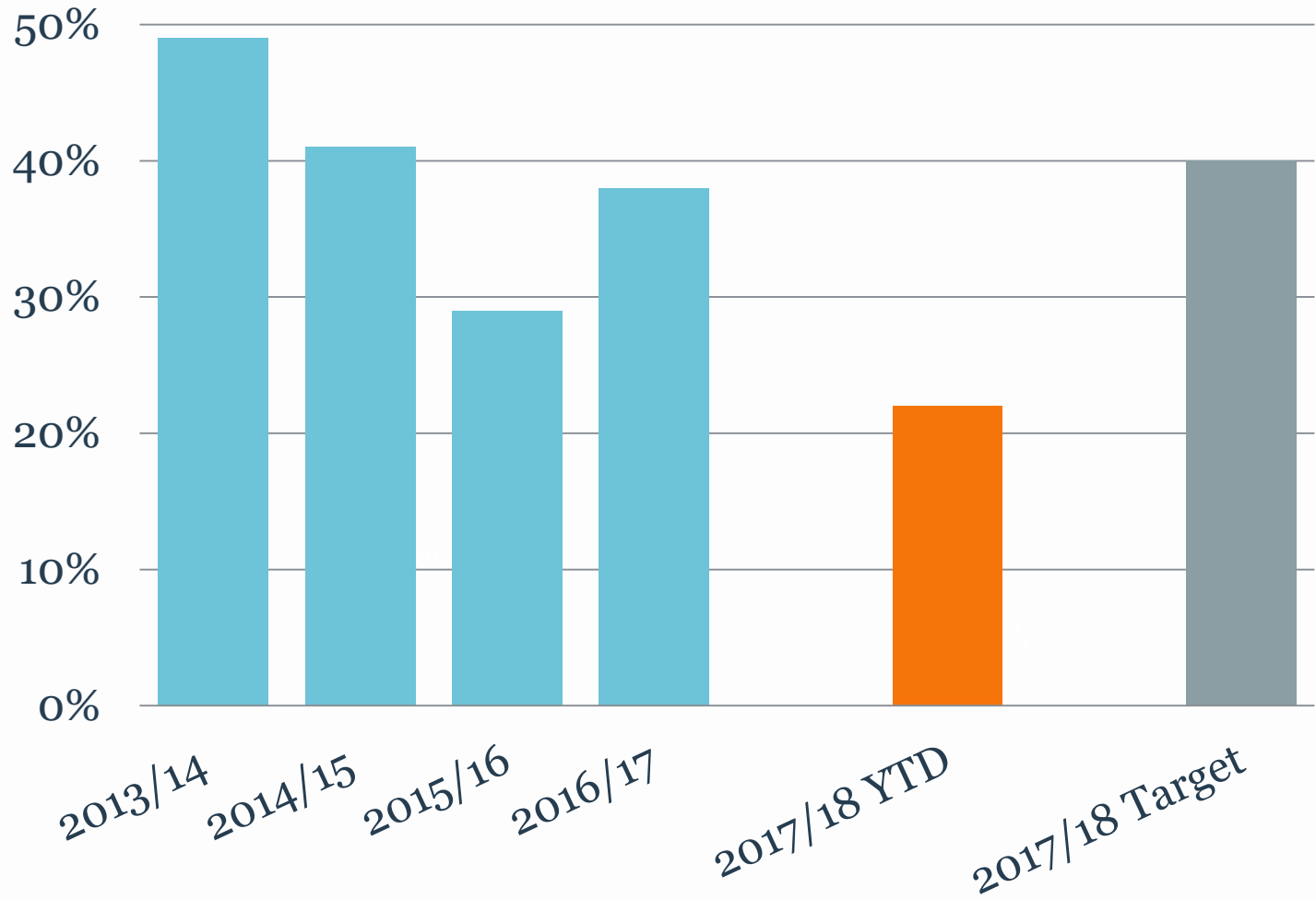
ACTUAL OCC REVENUE REALIZED-CURRENT



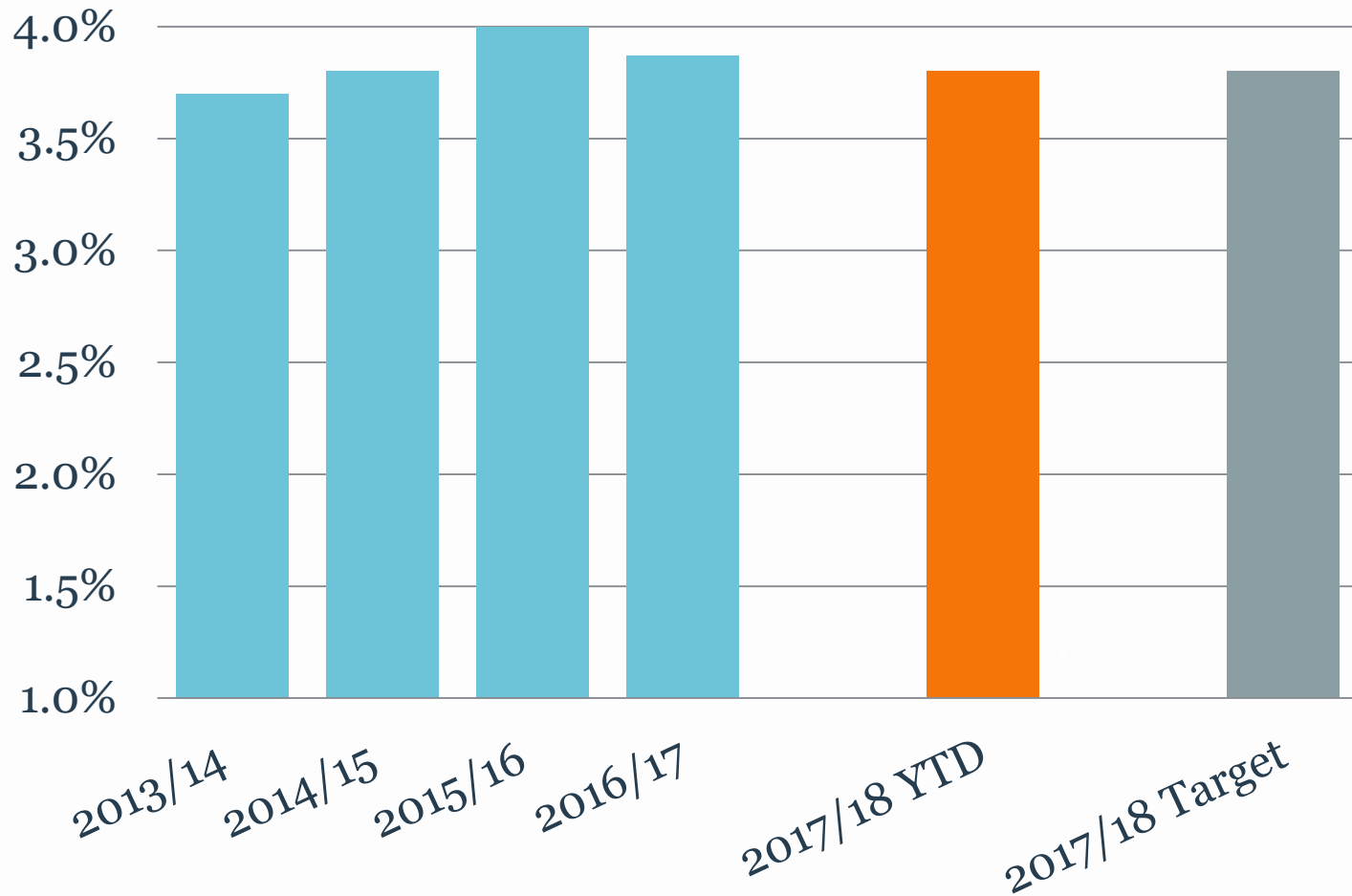
ROI ON FUTURE OCC REVENUE GENERATED



LEAD CONVERSION



CONVENTION SERVICES SATISFACTION SURVEY SCORE

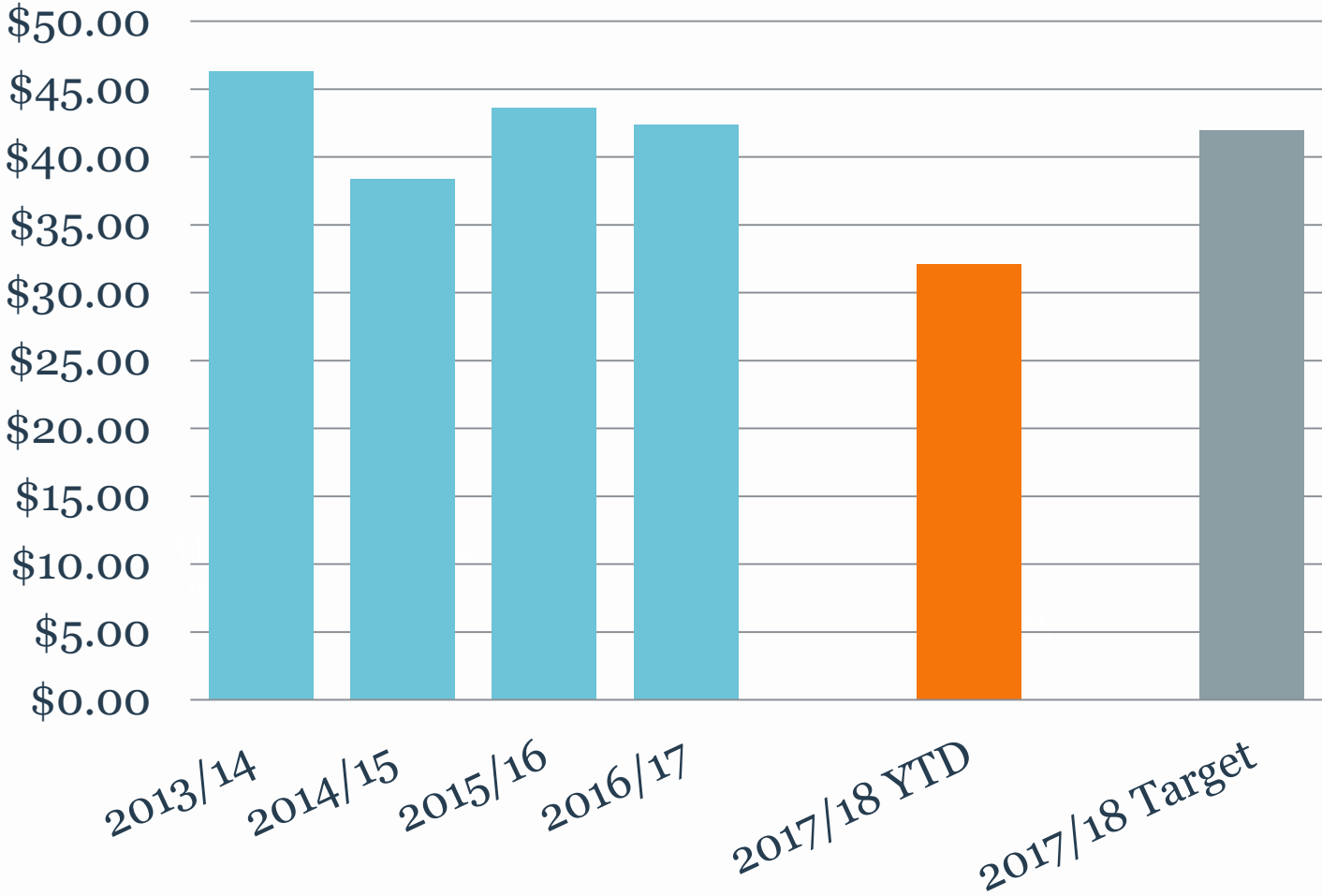


PUBLIC RELATIONS

MERC	3 rd QUARTER	YTD
CIRCULATION	2,488,399	23,110,253
PLACEMENTS	18	67

OUTLET	ARTICLE	DATE
Smart Meetings Magazine	Citywides Spell Big Time for Planners	December 2017
Portland Business Journal	Book it! Mega-conventions eye Portland as Convention Center hotel rises	January 2018
Skift	Portland Embraces its Local Maker Culture to win over Meeting Planners	February 2018
Meetings & Conventions Magazine	The Best Green Convention Centers	March 2018

ROI ON TOTAL COMMUNITY ECONOMIC IMPACT



OREGON CONVENTION CENTER BOOKED REVENUE FROM TRAVEL PORTLAND BOOKINGS

	OCC Revenue	Annuals	Total Potential Future Business
FY 17/18	\$ 11,995,069	\$ -	\$ 11,995,069
FY 18/19	\$ 12,356,768	\$ 412,857	\$ 12,769,625
FY 19/20	\$ 10,368,189	\$ 1,049,461	\$ 11,417,650
FY 20/21	\$ 3,927,311	\$ 1,482,070	\$ 5,409,381
FY 21/22	\$ 8,862,786	\$ 1,049,461	\$ 9,912,247
FY 22/23	\$ 7,644,733	\$ 1,482,070	\$ 9,126,803
FY 23/24	\$ 2,079,759	\$ 1,049,461	\$ 3,129,220
FY 24/25	\$ 2,136,448	\$ 1,482,070	\$ 3,618,518
FY 25/26	\$ -	\$ 1,049,461	\$ 1,049,461
FY 26/27	\$ -	\$ 1,482,070	\$ 1,482,070
FY 27/28	\$ -	\$ 1,049,461	\$ 1,049,461
TOTAL	\$ 59,371,063	\$ 11,588,442	\$ 69,910,044

MARCH 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	67.4%	68.9%	\$125.46	\$125.42	\$84.54	\$86.39		
% OF CHANGE	-2.2%		0.0%		-2.1%		-0.3%	-0.3%
PORTLAND CENTRAL CITY	73.7%	74.0%	\$159.84	\$163.21	\$117.84	\$120.75		
% OF CHANGE	-0.3%		-2.1%		-2.4%		+3.2%	+5.4%

Program
January 2018
Professional Convention Management Association Convening Leaders 2018
Religious Conference Management Association Emerge Conference
Council of Manufacturing Association Smart Meetings Northern California
February 2018
Council of Engineering and Scientific Society Executives Annual Meeting CEO
Connect Diversity
MPI Northern California
Single Hotel Sales Mission in California
March 2018
Conference Direct CDX17
Experient Envision
MPI Cascadia
Destination Showcase D.C.
CBI Pharma Forum
Conference Direct
Meet NY
Women's Executive Session - Association Forum

PROGRAM OF WORK

FY 2017-18
3rd QUARTER

PROGRAM OF WORK

FY 2017-18
4th QUARTER

Program
April 2018
HelmsBriscoe
CDX Client & Partner Event
XDP - ASAE
D.C. client event week
National Association of Sports Commissions Sports Event Symposium
May 2018
Simpleview Summit
Chicago client events
IMEX America: The Worldwide Meetings and Incentive Travel Exhibition
June 2018
Oregon Association of Nurseries Golf Tournament
Oregon Dental Association Golf Tournament
Travel Portland Spring Familiarization Tour
Professional Convention Management Association Convening Leaders 2018 Education
Meeting Professionals International World Education Congress
Society of Government Meeting Professionals National Education Conference

HYATT EFFECT

Oregon Convention Center related Booking Production through 04/30/2018:

- Total of 40 groups booked representing over 129,000 room nights
- 17 groups required Hyatt Blocks in order to confirm Portland
- 12 groups required greater than 1,100 peak rooms which caused room blocks to extend beyond The Lloyd district and into City Center hotels.

EQUITY PROGRAM SUPPORT UPDATES

- **Goal – Connect entrepreneurs of color of the travel and meetings industry.**
 - ✓ My People's Market x 2 for 2018
 - ✓ Mini-market at CBC in DC
- **Goal – Proactively work with community and partners to promote Portland as a welcoming destination.**
 - ✓ My People's Market MOU signed with Prosper Portland
 - ✓ Homelessness article published on website + Charity Cocktail program.
- **Goal – Deepen staff's and partner's awareness and commitment to diversity, equity and inclusion.**
 - ✓ Presentation on Vanport to staff at CSR day
 - Lunch and Learn on Racing to Change Unconscious bias training in partnership with Metro and Metro Venues – target for FY'18/19.



THANK YOU



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