
MERC Commission Meeting

January 2, 2019
12:30 pm

Brunish Theatre
1111 SW Broadway

Karis Stoudamire-Phillips
Chair

John Erickson
Vice chair

Deidra Krys-Rusoff
Secretary-treasurer

Damien Hall

Ray Leary

Dañel Malán

Deanna Palm

Meeting Agenda

January 2, 2019

12:30 to 2:30 p.m.

Brunish Theatre – 1111 SW Broadway

- | | |
|-------------------|---|
| 12:30 p.m. | Call to Order and Roll Call |
| 12:35 | Citizen Communication |
| 12:40 | Commission / Council Liaison Communications |
| 12:45 | General Manager Communications
Scott Cruickshank |
| 12:50 | Financial Report
Rachael Lembo |
| 12:55 | Venue Business Reports
Craig Stroud, Matthew P. Rotchford, Robyn Williams |
| 1:15 | Consent Agenda <ul style="list-style-type: none">Record of MERC Actions, Dec. 5, 2018 |
| 1:20 | Travel Portland 1st Quarter 2018-19 Report
Steve Faulstick |
| 1:50 | Bullets, Treadmills and the Power of a Good Banana
<i>The surprising tools the Oregon Zoo uses to save endangered species.</i>
Don Moore |

MERC Commission Meeting

January 2, 2019
12:30 pm

Financial Report

NOVEMBER 2018

FINANCIAL INFORMATION

For Management Purposes only



OREGN

Oregon
Convention
Center



Memo

Date: January 3, 2019
 To: Commissioner Karis Stoudamire-Phillips, Chair
 Commissioner John Erickson, Vice Chair
 Commissioner Deidra Krys-Rusoff, Secretary-Treasurer
 Commissioner Damien Hall
 Commissioner Ray Leary
 Commissioner Dañel Malán
 Commissioner Deanna Palm

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

Transient Lodging Tax (TLT)

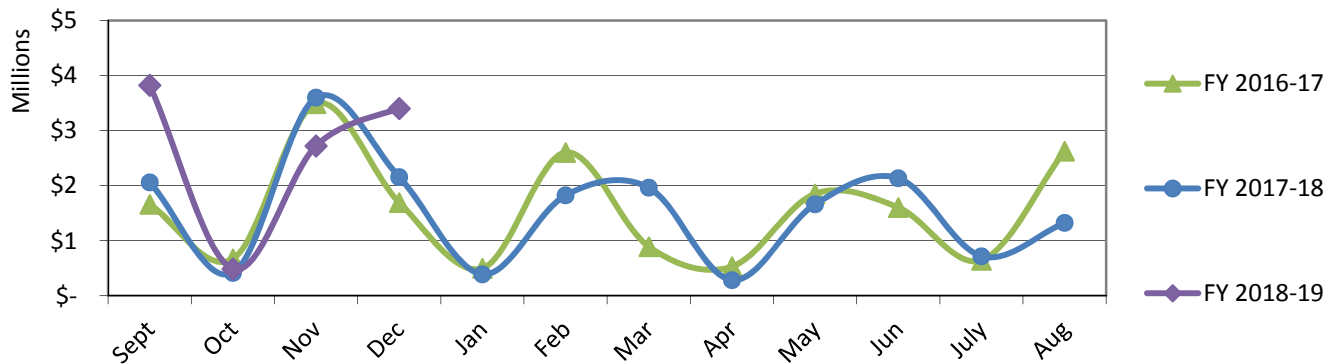
The November payment is usually the largest payment of the year, representing the July-September period for quarterly filers. However, as we saw with the previous quarter, some of those quarterly payments were received in the subsequent month. While Metro has not yet received the December payment, the amount to be received was confirmed with the County so we can make the comparison to the prior year.

Metro TLT Excise Tax receipts	FY2017-18	FY2018-19	\$ Var	% Var
Nov/Dec	5,759,350	6,124,745	365,395	6%

Year to date TLT payments are up significantly, \$2.2 million, primarily due to large first payment which included payments received later than prior years.

Metro TLT Excise Tax receipts	FY2017-18	FY2018-19	\$ Var	% Var
YTD	8,234,927	10,437,811	2,202,884	27%

TLT Collections by Month



Capital Projects

To date the venues have spent over \$7 million on capital projects. Major projects in progress or completed include:

Project	Status	FY 2018-19 YTD Capital Spending
OCC renovation	In progress	\$4,110,000
OCC CCTV replacement and upgrades	Complete	\$184,000
OCC food and beverage point of sale	Complete	\$120,000
Keller electrical infrastructure update	In progress	\$927,000
Arlene Schnitzer Concert Hall elevators update	Complete	\$230,000
Expo Shore Power housing	Complete	\$123,000
Expo Voiceover IP	In progress	\$116,000

	FY 2018-19 YTD Total Capital Spending	FY 2018-19 YTD % Budget Spent
OCC	\$5,136,000	13%
P5	\$1,504,000	25%
Expo	\$517,000	28%
MERC Total	\$7,157,000	15%

Upcoming Large Procurements

The Oregon Convention Center is preparing to release a procurement opportunity for the tower/crown glazing waterproofing project. Additional information is at the end of the financial report.

Oregon Convention Center

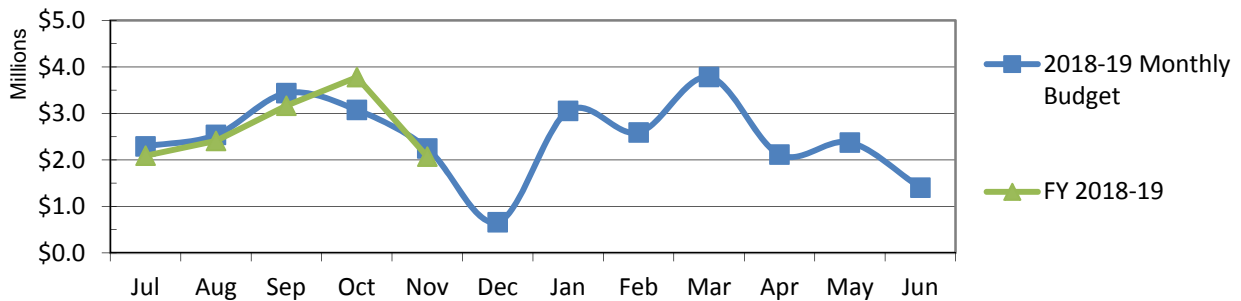
Event revenues were just over \$2 million in November, a bit slower than the busy months we've seen this fall. YTD event revenues are in line with the YTD revenue budget. Food and beverage sales were also lower than recent months and saw a drop in the monthly margin to 4%. However, thanks to the busy fall the YTD margin is 29%, well above the budgeted margin of 22%. Operating expenses are lower than expected based on the FY 2018-19 budget.

	2018-19		3-year average		Food & Beverage		
	Events	Attendance	Events	Attendance	Revenue	Margin \$	Margin %
Nov	46	42,000	51	40,000	1,073,113	41,551	3.9%
YTD	217	234,000	221	208,000	7,512,138	2,180,724	29.0%

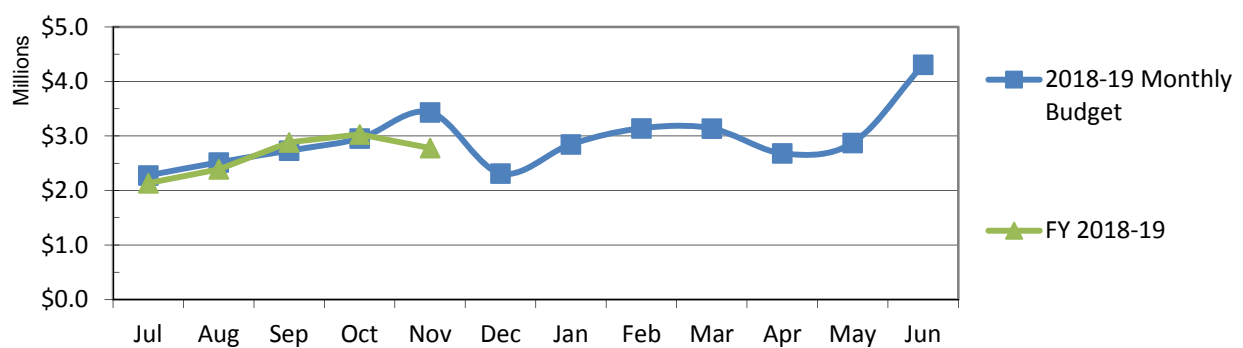
Highest Grossing Events	Current Month* Event Revenue	% of Event Revenue
2018 APS Division of Plasma Physics Meeting	\$266,307	13%
Festival of Trees 2018	263,288	13%
Abbey Foundation of Oregon	159,755	8%
Hoffman Construction	149,152	7%
All other Events	1,237,114	60%
Total Event Revenues	\$2,075,616	100%

*Note: If an event spans multiple months only revenue from the current month is shown here.

OCC Event Revenues: Charges for Services and Food & Beverage



OCC Operating Expenses: Personnel, Materials & Services and Food & Beverage



Portland's Centers for the Arts

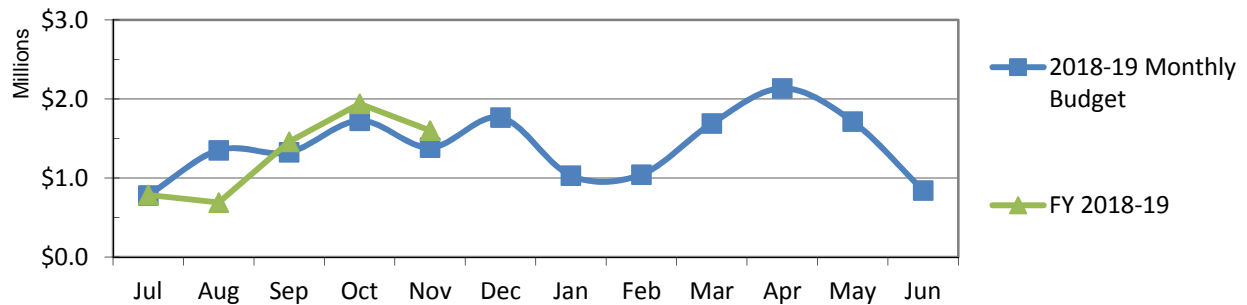
Event revenues were \$1.6 million in November, which included a bump in ticket service charge revenue from Wicked and Aladdin single ticket sales. Food and beverage sales were \$255,000 and maintained a margin of over 30%. Operating expenses are in line with the expected amount based on the FY 2018-19 budget.

	2018-19		3-year average		Food & Beverage		
	Events	Attendance	Events	Attendance	Revenue	Margin \$	Margin %
Nov	99	86,000	107	103,000	254,723	79,060	31.0%
YTD	325	305,000	326	305,000	1,377,999	360,877	26.2%

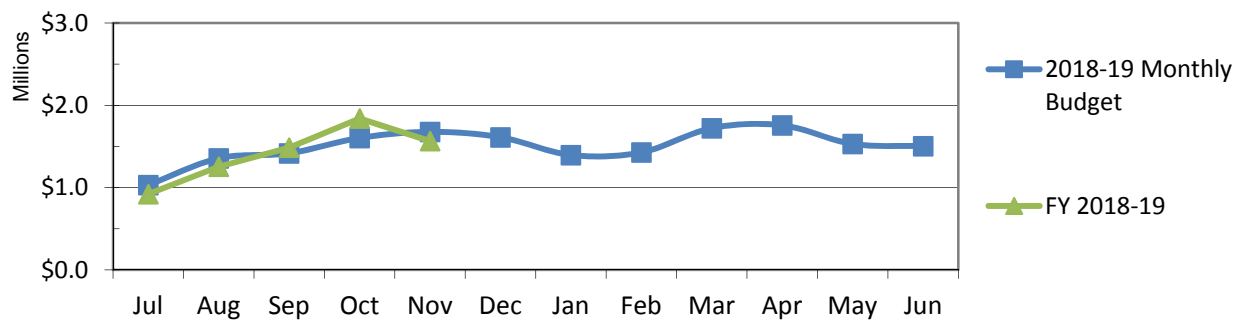
Highest Grossing Events	Current Month* Event Revenue	% of Event Revenue
Portland's Singing Christmas Tree	\$114,669	7%
La Traviata	95,717	6%
The Hip Hop Nutcracker	95,467	6%
Neil deGrasse Tyson	79,124	5%
All other Events	1,216,648	76%
Total Event Revenues	\$1,601,624	100%

*Note: If an event spans multiple months only revenue from the current month is shown here.

P5 Event Revenues: Charges for Services and Food & Beverage



P5 Operating Expenses: Personnel, Materials & Services and Food & Beverage



Portland Expo Center

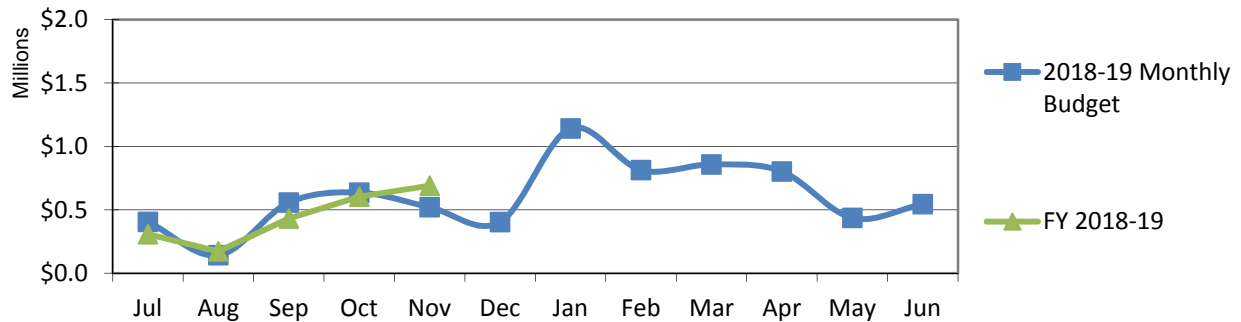
November was Expo's highest grossing month so far this year, primarily due to significant parking revenue. YTD event revenues are 1% shy of the YTD budgeted revenues, but the spring is looking solid. Operating expenses are lower than expected based on the FY 2018-19 budget.

	2018-19		3-year average		Food & Beverage		
	Events	Attendance	Events	Attendance	Revenue	Margin \$	Margin %
Nov	10	26,000	9	31,000	151,205	(2,063)	-1.4%
YTD	56	157,000	49	119,000	553,998	(6,818)	-1.2%

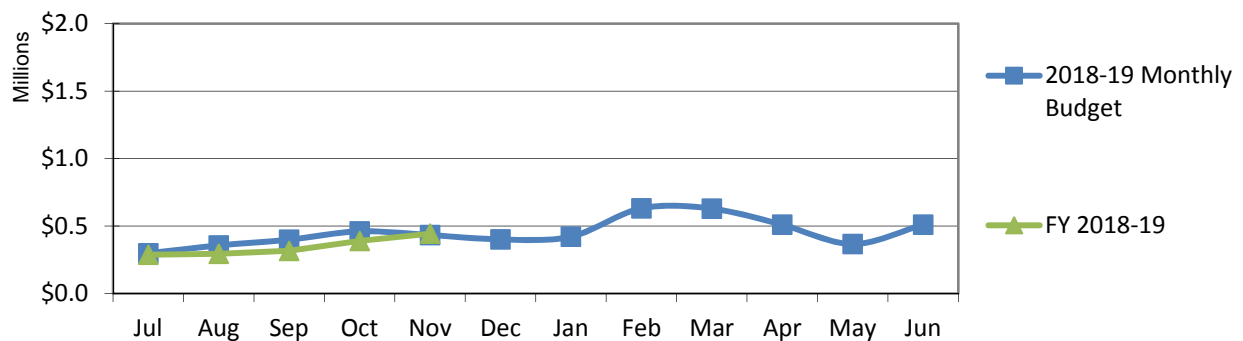
Highest Grossing Events	Current Month* Event Revenue	% of Event Revenue
America's Largest Christmas Bazaar	\$234,505	34%
Portland Metro RV Dealers Fall RV Show	166,992	24%
Portland Skifever and Snowboard Show	91,374	13%
Rose City Gun and Knife Show	30,485	4%
All other Events	166,223	24%
Total Event Revenues	\$689,579	100%

*Note: If an event spans multiple months only revenue from the current month is shown here.

Expo Event Revenues: Charges for Services and Food & Beverage



Expo Operating Expenses: Personnel, Materials & Services and Food & Beverage



MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

All Venues

November 2018

	Prior Year Month Actual	Current Month Actual	Prior Year to Date Actual	Current Year to Date Actuals	% of Prior Year to Date	Current Year Budget	% of Annual Budget
Operations							
Charges for Services	3,848,526	2,882,435	12,197,425	12,748,366	104.5%	31,605,196	40.3%
Food and Beverage Revenue	2,080,259	1,479,041	8,096,909	9,444,134	116.6%	22,008,213	42.9%
Local Government Shared Revenues	3,601,444	2,975,700	8,077,022	7,035,453	87.1%	16,123,536	43.6%
Contributions from Governments	-	-	-	-		911,677	
Contributions from Private Sources	-	-	300,000	-	0.0%	125,000	0.0%
Grants	60,594	-	134,553	-	0.0%	-	
Interest Earnings	69,645	110,349	239,307	457,347	191.1%	690,798	66.2%
Miscellaneous Revenue	22,224	14,538	50,248	43,103	85.8%	156,328	27.6%
Transfers-R	33,332	106,699	166,665	533,494	320.1%	1,280,389	41.7%
Total Revenues	9,716,024	7,568,762	29,262,130	30,261,896	103.4%	72,901,137	41.5%
Personnel Services	1,835,595	1,791,531	8,556,882	8,231,761	96.2%	23,137,224	35.6%
Materials and Services	1,711,745	1,689,914	6,989,365	7,253,228	103.8%	19,924,532	36.4%
Food & Beverage Services	1,308,597	1,360,493	6,295,309	6,909,350	109.8%	17,183,517	40.2%
Management Fee	250,295	195,093	1,005,489	975,463	97.0%	1,877,840	51.9%
Transfers-E	1,297,546	1,420,430	2,839,430	4,086,801	143.9%	7,606,244	53.7%
Total Expenditures	6,403,778	6,457,460	25,686,475	27,456,603	106.9%	69,729,357	39.4%
Net Operations	3,312,246	1,111,303	3,575,655	2,805,293		3,171,780	
Capital							
Total Revenues	-	-	4,712,500	-	0.0%	11,327,745	0.0%
Total Expenditures	543,318	4,564,875	3,371,351	7,157,860	212.3%	47,074,237	15.2%
Net Capital	(543,318)	(4,564,875)	1,341,149	(7,157,860)		(35,746,492)	
Change in Fund Balance	2,768,928	(3,453,573)	4,916,804	(4,352,567)		(32,574,712)	
Ending Fund Balance			63,340,644	57,460,502			

Note: Prior year revenues previously subject to excise tax have been adjusted to reflect gross revenue, not net of excise tax. A comparable Management Fee has been included in Materials and Services.

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Oregon Convention Center

November 2018

	Prior Year Month Actual	Current Month Actual	Prior Year to Date Actual	Current Year to Date Actuals	% of Prior Year to Date	Current Year Budget	% of Annual Budget
Operations							
Charges for Services	968,920	997,947	5,411,395	6,000,164	110.9%	13,507,270	44.4%
Food and Beverage Revenue	1,221,917	1,073,113	6,081,891	7,512,138	123.5%	16,054,616	46.8%
Local Government Shared Revenues	3,203,426	2,661,611	7,405,412	6,292,851	85.0%	13,976,553	45.0%
Contributions from Private Sources	-	-	300,000	-	0.0%	-	-
Grants	60,594	-	84,553	-	0.0%	-	-
Interest Earnings	27,250	68,198	97,117	251,912	259.4%	300,000	84.0%
Miscellaneous Revenue	9,895	6,140	24,387	28,697	117.7%	28,828	99.5%
Transfers-R	(78,161)	-	(390,803)	-	0.0%	-	-
Total Revenues	5,413,841	4,807,009	19,013,952	20,085,762	105.6%	43,867,267	45.8%
Personnel Services	897,284	931,984	4,482,607	4,391,067	98.0%	11,973,782	36.7%
Materials and Services	737,545	815,395	3,287,792	3,491,709	106.2%	10,698,912	32.6%
Food & Beverage Services	975,635	1,031,562	4,779,552	5,331,414	111.5%	12,547,299	42.5%
Management Fee	152,849	156,487	801,857	782,433	97.6%	1,877,840	41.7%
Transfers-E	219,750	285,426	1,098,750	2,147,080	195.4%	4,170,065	51.5%
Total Expenditures	2,983,063	3,220,853	14,450,558	16,143,702	111.7%	41,267,898	39.1%
Net Operations	2,430,778	1,586,155	4,563,394	3,942,059		2,599,369	
Capital							
Total Revenues	-	-	4,000,000	-	0.0%	6,903,270	0.0%
Total Expenditures	215,933	4,152,404	918,343	5,136,205	559.3%	39,261,690	13.1%
Net Capital	(215,933)	(4,152,404)	3,081,657	(5,136,205)		(32,358,420)	
Change in Fund Balance	2,214,845	(2,566,248)	7,645,051	(1,194,146)		(29,759,051)	
Ending Fund Balance			32,669,289	38,670,211			

Note: Prior year revenues previously subject to excise tax have been adjusted to reflect gross revenue, not net of excise tax. A comparable Management Fee has been included in Materials and Services.

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland's Centers for the Arts

November 2018

	Prior Year Month Actual	Current Month Actual	Prior Year to Date Actual	Current Year to Date Actuals	% of Prior Year to Date	Current Year Budget	% of Annual Budget
Operations							
Charges for Services	2,002,969	1,346,254	4,779,503	5,100,026	106.7%	13,346,980	38.2%
Food and Beverage Revenue	338,254	254,723	1,102,826	1,377,999	125.0%	3,450,895	39.9%
Local Government Shared Revenues	398,018	314,089	671,610	742,601	110.6%	2,146,983	34.6%
Contributions from Governments	-	-	-	-		911,677	0.0%
Contributions from Private Sources	-	-	-	-		125,000	0.0%
Interest Earnings	23,521	24,826	70,020	141,090	201.5%	225,000	62.7%
Miscellaneous Revenue	6,941	7,326	15,194	7,527	49.5%	89,000	8.5%
Transfers-R	(40,519)	-	(202,594)	-	0.0%	-	
Total Revenues	2,729,184	1,947,218	6,436,559	7,369,243	114.5%	20,295,535	36.3%
Personnel Services	690,705	663,102	2,886,022	2,925,661	101.4%	8,488,561	34.5%
Materials and Services	801,389	726,902	2,867,250	3,124,734	109.0%	6,901,417	45.3%
Food & Beverage Services	215,342	175,662	815,825	1,017,121	124.7%	2,644,320	38.5%
Transfers-E	110,177	137,260	550,885	686,301	124.6%	1,647,114	41.7%
Total Expenditures	1,817,613	1,702,926	7,119,982	7,753,817	108.9%	19,681,412	39.4%
Net Operations	911,571	244,292	(683,423)	(384,574)		614,123	
Capital							
Total Revenues	-	-	-	-		3,067,813	0.0%
Total Expenditures	53,944	311,606	1,281,730	1,504,229	117.4%	5,944,367	25.3%
Net Capital	(53,944)	(311,606)	(1,281,730)	(1,504,229)		(2,876,554)	
Change in Fund Balance	857,627	(67,314)	(1,965,153)	(1,888,803)		(2,262,431)	
Ending Fund Balance			10,918,844	10,216,042			

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland Expo Center

November 2018

	Prior Year Month Actual	Current Month Actual	Prior Year to Date Actual	Current Year to Date Actuals	% of Prior Year to Date	Current Year Budget	% of Annual Budget
Operations							
Charges for Services	876,637	538,235	2,006,527	1,648,175	82.1%	4,750,946	34.7%
Food and Beverage Revenue	520,088	151,205	912,192	553,998	60.7%	2,502,702	22.1%
Interest Earnings	2,308	6,011	10,254	22,455	219.0%	35,000	64.2%
Miscellaneous Revenue	5,388	1,073	10,667	6,879	64.5%	38,500	17.9%
Transfers-R	33,333	33,333	166,665	166,665	100.0%	400,000	41.7%
Total Revenues	1,437,754	729,856	3,106,306	2,398,171	77.2%	7,727,148	31.0%
Personnel Services	169,653	143,307	782,237	649,536	83.0%	1,953,278	33.3%
Materials and Services	149,313	147,183	631,464	521,118	82.5%	1,939,006	26.9%
Food & Beverage Services	117,620	153,268	699,932	560,815	80.1%	1,991,898	28.2%
Management Fee	97,446	38,606	203,632	193,029	94.8%	-	
Transfers-E	967,434	991,639	1,183,370	1,222,895	103.3%	1,715,798	71.3%
Total Expenditures	1,501,466	1,474,004	3,500,635	3,147,393	89.9%	7,599,980	41.4%
Net Operations	(63,712)	(744,148)	(394,329)	(749,222)		127,168	
Capital							
Total Revenues	-	-	712,500	-	0.0%	1,356,662	0.0%
Total Expenditures	273,441	100,865	1,171,278	517,425	44.2%	1,868,180	27.7%
Net Capital	(273,441)	(100,865)	(458,778)	(517,425)		(511,518)	
Change in Fund Balance	(337,153)	(845,013)	(853,107)	(1,266,647)		(384,350)	
Ending Fund Balance			1,088,839	1,972,545			

Note: Prior year revenues previously subject to excise tax have been adjusted to reflect gross revenue, not net of excise tax. A comparable Management Fee has been included in Materials and Services.

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

MERC Administration

November 2018

	Prior Year Month Actual	Current Month Actual	Prior Year to Date Actual	Current Year to Date Actuals	% of Prior Year to Date	Current Year Budget	% of Annual Budget
Operations							
Grants	-	-	50,000	-	0.0%	-	
Interest Earnings	16,566	11,314	61,916	41,890	67.7%	130,798	32.0%
Transfers-R	118,679	73,366	593,397	366,829	61.8%	880,389	41.7%
Total Revenues	135,245	84,679	705,313	408,719	57.9%	1,011,187	40.4%
Personnel Services	77,953	53,137	406,016	265,497	65.4%	721,603	36.8%
Materials and Services	23,498	434	202,859	115,668	57.0%	385,197	30.0%
Transfers-E	185	6,105	6,425	30,525	475.1%	73,267	41.7%
Total Expenditures	101,636	59,677	615,300	411,690	66.9%	1,180,067	34.9%
Net Operations	33,609	25,003	90,013	(2,971)		(168,880)	
Capital							
Total Revenues	-	-	(4,712,500)	-			
Change in Fund Balance	33,609	25,003	(4,622,487)	(2,971)		(168,880)	
Ending Fund Balance			13,951,172	6,601,704			

MERC Food and Beverage Margins

November 2018

	Prior Year Month Actual	Current Month Actual	Prior Year to Date Actual	Current Year to Date	Annual Budget
Convention Center Operating Fund					
Food and Beverage Revenue	1,221,917	1,073,113	6,081,891	7,512,138	16,054,616
Food & Beverage Services	975,635	1,031,562	4,779,552	5,331,414	12,547,299
Food and Beverage Gross Margin	246,282	41,551	1,302,339	2,180,724	3,507,317
Food and Beverage Gross Margin %	20.16%	3.87%	21.41%	29.03%	21.85%
Portland'5 Centers for the Arts Fund					
Food and Beverage Revenue	338,254	254,723	1,102,826	1,377,999	3,450,895
Food & Beverage Services	215,342	175,662	815,825	1,017,121	2,644,320
Food and Beverage Gross Margin	122,912	79,060	287,001	360,877	806,575
Food and Beverage Gross Margin %	36.34%	31.04%	26.02%	26.19%	23.37%
Expo Fund					
Food and Beverage Revenue	520,088	151,205	912,192	553,998	2,502,702
Food & Beverage Services	117,620	153,268	699,932	560,815	1,991,898
Food and Beverage Gross Margin	402,468	(2,063)	212,260	(6,818)	510,804
Food and Beverage Gross Margin %	77.38%	-1.36%	23.27%	-1.23%	20.41%
MERC Fund Total					
Food and Beverage Revenue	2,080,259	1,479,041	8,096,909	9,444,134	22,008,213
Food & Beverage Services	1,308,597	1,360,493	6,295,309	6,909,350	17,183,517
Food and Beverage Gross Margin	771,662	118,548	1,801,600	2,534,783	4,824,696
Food and Beverage Gross Margin %	37.09%	8.02%	22.25%	26.84%	21.92%

Note: Prior year revenues previously subject to excise tax have been adjusted to reflect gross revenue, not net of excise tax. A comparable Management Fee has been included in Materials and Services.

**MERC Visitor Venues
Events-Performances-Attendance
FY 2018-19**

OCC	November 2015		November 2016		November 2017		November 2018		Net Change from Prior Year		November 2018	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Tradeshows/Conventions	5	6,302	7	10,935	5	7,300	6	14,418	1	7,118	87,092	5%
Consumer Public Shows	8	19,467	3	9,811	7	27,688	4	18,481	(3)	(9,207)	354,388	19%
Miscellaneous									-	-	4,745	0%
Miscellaneous -In-House	12	301	9	375	14	508	15	271	1	(237)	17,059	1%
Meetings	15	4,218	16	6,544	24	10,675	15	6,534	(9)	(4,141)	564,375	31%
Catering	7	2,997	8	5,177	13	6,835	6	2,945	(7)	(3,890)	799,780	44%
Totals	47	33,285	43	32,842	63	53,006	46	42,649	(17)	(10,357)	\$ 1,827,439	100%

Expo Center	November 2015		November 2016		November 2017		November 2018		Net Change from Prior Year		November 2018	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Consumer Public Shows	5	24,312	3	23,529	5	28,666	6	22,527	1	(6,139)	590,663	89%
<i>Cirque Du Soleil</i>	-	-	-	-	-	-	-	-	-	-	-	0%
Miscellaneous	3	2,422	2	488	2	350	2	390	-	40	16,920	3%
Meetings	3	157	1	40	-	-	2	2,790	2	2,790	29,801	5%
Catering	-	-	-	-	-	-	-	-	-	-	-	0%
Tradeshows/Conventions	2	10,246	1	3,069	1	1,000	-	-	(1)	(1,000)	22,681	3%
Totals	13	37,137	7	27,126	8	30,016	10	25,707	2	(4,309)	\$ 660,065	100%
Totals w/Cirque du Soleil	13	37,137	7	27,126	8	30,016	10	25,707	2	(4,309)	\$ 660,065	100%

Portland '5	November 2015		November 2016		November 2017		November 2018		Net Change from Prior Year		November 2018	
	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Revenue	% of Rev.
Commercial (Non-Broadway)	6	10,318	20	35,288	11	15,761	14	16,305	3	544	553,666	36%
Broadway	7	14,544	8	18,976	8	17,090	-	-	(8)	(17,090)	115,436	7%
Resident Company	22	22,238	23	28,263	23	29,868	25	31,549	2	1,681	320,066	21%
Non-Profit	42	14,100	20	9,910	33	21,575	36	17,721	3	(3,854)	275,296	18%
Promoted/Co-Promoted	2	854	6	2,517	7	5,437	8	7,376	1	1,939	241,030	16%
Student	14	8,514	12	8,750	16	13,107	15	13,016	(1)	(91)	3,338	0%
Miscellaneous	1	101	2	245	9	315	1	92	(8)	(223)	45,212	3%
Totals	94	70,669	91	103,949	107	103,153	99	86,059	(8)	(17,094)	\$ 1,554,044	100%

OCC Capital Project Status Report FY 2018-19

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

Project Title	Management	Phase	Budget	Actual	Remaining
Plaza, Entries and Interior Renovations	cPMO	Construction	29,030,000	4,111,607	24,918,393
Cooling System Rplcmnt	cPMO	In Progress	2,900,000	150,457	2,749,543
Lighting Control System	cPMO	In Progress	2,255,000	23,684	2,231,316
Chair Replacement	Venue	Design	1,300,000	-	1,300,000
Orbit Café Improvements	cPMO	Design	793,000	21,058	771,942
Waterproofing: Tower/Crown Glazing	cPMO	Design	500,000	-	500,000
Elevator Upgrades	Venue	In Progress	375,000	243,943	131,057
Integrated Door Access Controls	cPMO	In Progress	260,000	57,415	202,585
Exterior Waterproofing	cPMO	Complete	250,000	174,052	75,948
Portable Ticketing Kiosks Purchase	Venue	On hold	250,000	-	250,000
Dragon Café HVAC & Space Mods	cPMO	Design	275,000	60,013	214,987
Office Renovations	cPMO	Design	80,000	-	80,000
Rain Garden Updates	Venue	On hold	80,000	-	80,000
Key Management System Upgrade	Venue	Contracting	75,000	-	75,000
Parking Pay on Foot Stations	Venue	On hold	75,000	-	75,000
Water Heater Replacement	cPMO	Planning	50,000	10,310	39,691
A/V Equipment	Venue	Complete	150,000	13,388	136,612
WiFi & Show Network Upgrades	Venue	In Progress	120,000	21,613	98,387
Alerton Upgrades	Venue	In Progress	60,000	22,522	37,478
<i>Costs related to projects budgeted in FY17-18</i>					-
Point of Sale	IS	Complete	-	118,580	(118,580)
CCTV Replacement (R & R)	cPMO	Complete	-	183,995	(183,995)
Total			38,878,000	5,212,636	33,665,364
% of Budget				13%	87%

Project Phase Totals	# of Proj	% of Total
Projects in Planning or Design phases	6	29%
Projects in Contracting or Construction/In Progress phases	8	38%
Completed Projects	4	19%
On-hold or Cancelled Projects	3	14%
	21	

P5 Capital Project Status Report FY 2018-19

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

Project Title	Management	Phase	Budget	Actual	Remaining
Schnitzer Orchestra Shell Replacement	cPMO	Design	2,195,000	46,122	2,148,878
AHH Roof	cPMO	Design	1,107,000	12,411	1,094,589
Keller Electrical Infrastructure Update	Venue	In Progress	550,000	927,044	(377,044)
KA Generator Fuel Storage	Venue	Design	350,000	-	350,000
Keller café	Venue	Design	350,000	-	350,000
ASCH Piano Replacement	Venue	Planning	200,000	-	200,000
Newmark Main Speakers	Venue	Design	200,000	-	200,000
KA Camera/Security System	cPMO	Design	200,000	-	200,000
Newmark Piano Replacement	Venue	Planning	150,000	-	150,000
Voice over Internet Protocol (VoIP)	IS	In Progress	110,000	87,769	22,231
KA Fall Arrest	Venue	Planning	100,000	-	100,000
ASCH FOH Elevators Overhaul	cPMO	Complete	60,000	113,397	(53,397)
ASCH Broadway and Park Marquees	cPMO	Planning	50,000	-	50,000
ASCH BOH Elevators Overhaul	cPMO	Complete	80,000	117,104	(37,104)
AHH/ASCH/Keller ADA signage	Venue	Design	30,000	-	30,000
ASCH Roof Drains	cPMO	On hold	-	-	-
Portable Concession Kiosks	Venue	On hold	-	-	-
ASCH Chamber Lighting	cPMO	On hold	-	-	-
ArtBar/Lobby Furniture Replacement	Venue	On hold	-	-	-
ASCH Cooling Airflow Study	cPMO	On hold	-	-	-
AHH Stage door area rebuild	cPMO	On hold	-	-	-
<i>Costs related to projects budgeted in FY17-18</i>					
Point of Sale	IS	In Progress	-	116,746	(116,746)
Total			5,732,000	1,420,593	4,311,407
% of Budget				25%	75%

Project Phase Totals	# of Proj	% of Total
Projects in Planning or Design phases	11	50%
Projects in Contracting or Construction/In Progress phases	3	14%
Completed Projects	2	9%
On-hold or Cancelled Projects	6	27%
	22	

Expo Capital Project Status Report FY 2018-19

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

Project Title	Management	Phase	Budget	Actual	Remaining
Hall C Refurbishment	cPMO	Cancelled	300,000	-	300,000
Lower Parking lot 1 Improvements	cPMO	Planning	200,000	-	200,000
Voice over Internet Protocol (VoIP)	IS	In Progress	198,000	116,337	81,663
Show Net	IS	In Progress	165,000	-	165,000
Security Cameras / Access Controls	cPMO	In Progress	157,138	79,134	78,004
Lighting Control review/install - Halls ABCDE	cPMO	Design	150,000	-	150,000
Hall C Roof Recoat	cPMO	Cancelled	125,000	-	125,000
Halls ABCDE HVAC Controls Replacement	Venue	Contracting	60,000	-	60,000
Parking Lot Asphalt Maintenance	cPMO	Contracting	60,000	-	60,000
Security Gates and Fencing	cPMO	Planning	42,000	-	42,000
UP4 New Storage Building	cPMO	Cancelled	40,000	-	40,000
Expo Website Update	Venue	Delayed	40,000	-	40,000
Facility Wide Door review / install / security	Venue	Planning	20,000	-	20,000
Hall A Carpet Paint	Venue	Planning	10,000	-	10,000
Costs related to projects budgeted in FY17-18					
Connector Glass Door	cPMO	Complete	-	88,534	(88,534)
PGE Upgrades	cPMO	In Progress	-	123,000	(123,000)
Aramark Point of Sale System Replacement	IS	In Progress	-	647	(647)
Total			1,567,138	407,652	1,159,486
% of Budget				26%	74%

Project Phase Totals	# of Proj	% of Total
Projects in Planning or Design phases	5	31%
Projects in Contracting or Construction/In Progress phases	7	44%
Completed Projects	1	6%
On-hold or Cancelled Projects	3	19%
	16	

Upcoming Large Contract Opportunities

Opportunity: Tower/Crown Glazing Project (OCC)

Estimated Value: \$470,000

- 1) Repair failing sloped glass seal to improve reliability and eliminate leaks. Project includes:
 - a. Prepare all glass and frame surfaces prior to applying new glazing material.
 - b. Install new glazing material at each sloped glass pane.
- 2) This work will be procured via formal Invitation to Bid (ITB) with a public improvement contract awarded at the conclusion. The contract period is expected to be through 9/30/2019, and the estimated value is \$470 thousand.
- 3) Draft timeline
 - a. Jan 2019 – Draft ITB
 - b. Feb 2019 – Publish ITB and Advertise
 - c. Apr 2019 – Contract awarded
- 4) Advertisement and Outreach:
 - a. Advertisement
 - i. Metro Procurement Services will post ITB on the Oregon Procurement Information Network (ORPIN), and will advertise in Portland Tribune and one minority paper.
 - b. Planned Outreach
 - i. Direct notification of the opportunity to organizations, including:
 1. Oregon Association of Minority Entrepreneurs (OAME);
 2. Metropolitan Contractor Improvement Partnership (MCIP); and
 3. National Association of Minority Contractors (NAMC)
 - ii. Direct notification of the opportunity to firms on Oregon’s Certification Office for Business Inclusion and Diveristy (COBID) registry, including:
 1. Minority Business Enterprise (MBE);
 2. Women Business Enterprise (WBE);
 3. Service Disabled Veteran (SDV); and
 4. Emerging Small Business (ESB)
 - iii. Direct notification to firms who have contacted Metro in the last 12 months and notified of their interest in providing these services
 - iv. Pre-bid conference with Subcontractor Equity Program presentation
- 5) Bids received will be evaluated for bid submittal requirements, including Subcontractor Equity Program procedures. The award is based on lowest responsive, responsible bid.

MERC Commission Meeting

January 2, 2019
12:30 pm

Consent Agenda

Metropolitan Exposition Recreation Commission
Record of MERC Commission Actions
December 5, 2018
Oregon Convention Center –Room E141-142

Present:	Karis Stoudamire-Phillips, John Erickson, Deidra Krys-Rusoff, Ray Leary, Deanna Palm, Dañel Malán, Damien Hall
Absent:	N/A
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Karis Stoudamire-Phillips at 12:38 p.m.
1.0	Quorum Confirmed A quorum of Commissioners was present.
2.0	Opportunity For Public Comment On Non-Agenda items None
3.0	Action Item Resolution 18-14 - For the purpose of recognizing Council President Tom Hughes’s contributions to the Metropolitan Exposition Recreation Commission (MERC). A motion was made by Commissioner Erickson and seconded by Commissioner Krys-Rusoff to approve Resolution 18-14. VOTING: AYE: 7 (Stoudamire-Phillips, Krys-Rusoff, Erickson, Hall, Malán, Leary, Palm) NAY: 0 MOTION PASSED
4.0	Commission and Council Communications <ul style="list-style-type: none"> • Council President Hughes thanked the Commission and noted the importance of connecting back to the community, recognizing the history of our venues and the value of FOTA.
5.0	GM Communications <ul style="list-style-type: none"> • Martha Bennett, Metro COO was invited to speak and thanked the Commission and Venue Directors for their important work in 2018. • Scott Cruickshank noted that Metro Council President Hughes’ exit interview will be held on Friday, Dec. 6 at the Sentinel Hotel. There will also be a farewell party for the outgoing Councilors on Friday, Dec. 14 at the Convention Center. The inauguration for our 3 new Councilors will be held on Jan. 7.
6.0	Financial Report Rachael Lembo presented the October 2018 Financial Report
7.0	Venue Business Reports Robyn Williams, Craig Stroud and Mathew P. Rotchford reported on business at the venues during the past month. <ul style="list-style-type: none"> • Commissioner Malán was pleased to learn of the Spanish classes offered at P5 and would like to see them offered at other venues. • Krys-Rusoff asked when the new Live Nation venue will open. Williams responded that it will likely be a year away but the details are currently unknown. Krys-Rusoff then asked if there are plans that have been filed with the city. Williams responded that they have not seen anything yet. • Leary asked if they have broken ground on the new venue yet. Williams responded that she was unsure but believes they are still in the design phase. • Krys-Rusoff thanked Rotchford for highlighting transfer business from the Oregon Convention Center. • Stoudamire-Phillips congratulated Metro on 80% staff participation in this year’s employee giving campaign.

<p>8.0</p>	<p>Consent Agenda</p> <ul style="list-style-type: none"> Record of MERC Actions, November 7, 2018 <p>A motion was made by Commissioner Kryz-Rusoff and seconded by Commissioner Erickson to approve the Consent Agenda.</p> <p>VOTING: AYE: 7 (Stoudamire- Phillips, Kryz-Rusoff, Malán, Erickson, Hall, Palm and Leary) NAY: 0 MOTION PASSED</p>
<p>9.0</p>	<p>Oregon Convention Center Renovation Project Presentation</p> <p>An OCC Renovation Project presentation was shown by Andrew Colas, Colas Construction and Brent Shelby, OCC.</p> <ul style="list-style-type: none"> Commissioner Leary highlighted the success of 56% COBID distribution on the project. Malán inquired about the long term safety and durability of the new ceiling. Colas responded that the material is very lightweight and there are seismic standards they adhere to as well as a comprehensive approval process.
<p>10.0</p>	<p>Annual Contract Equity Report</p> <p>A Procurement Annual Contract Equity report was presented by Gabi Schuster, Riko Tannenbaum, and Tracy Fisher from Metro.</p> <ul style="list-style-type: none"> Kryz-Rusoff asked if firms that were recently awarded small contracts have gone on to compete for larger Metro contracts. Fisher responded yes. Palm inquired about the location of the firms within the region. Fisher responded that they would need to be looked at individually and they have not done that in the past. Erickson asked where the financial workshops were held and Tannenbaum responded that they were mostly at Metro. It was noted that there might be a benefit to offering them at locations in other counties. Malán noted several programs that offer small business trainings in Spanish. Hughes recommended including groups that serve minority populations that don't necessarily present themselves as focused on small businesses. Leary asked if you could attribute the rise in contracting numbers to the increase in the investment in technical support. Shuster responded partially yes, and emphasized that the one on one technical assistance trainings are very popular with small business owners and helps them understand the format and process for submitting a bid to Metro. Leary stressed the importance of finding new networks other than print to reach community groups. Malán suggested KBOO radio as they have a number of popular Spanish language programs. Kryz-Rusoff applauded the work being done by Metro around contracting and would like to see cross training with other organizations.
	<p>As there was no further business to come before the Commission, the meeting was adjourned at 2:19 p.m.</p>

MERC Commission Meeting

January 2, 2019
12:30 pm

Travel Portland 1st Quarter
2018-19 Report

1ST QUARTER 2018-19 REPORT

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



Executive Summary

ACCOMPLISHMENTS

- For the 1st quarter OCC realized over \$5.7 million in revenue from Travel Portland booked business. Community impact ROI from all future bookings was 36.8 to 1.
- Thirteen new and zero repeat OCC conventions were booked for future years in the quarter worth \$4.7 million in OCC revenue and community economic impact over \$22.2 million. Total Travel Portland bookings, including single hotel will result in over \$36.4 million of economic impact.**
- Travel Portland booked two minority meetings in the quarter with an community economic impact of approximately \$100,000.
- Travel Portland generated 105 media placements, with a total circulation of over 240.2 million. Of that, 6 articles were meetings related with a circulation of over 1.8 million.

***Note, the FY 17/18 executive summary year end report stated \$44.3 million in future OCC revenue, when it should have been \$39.3 million as correctly stated on page 6 of the year end report.*

TRENDS, SUCCESSES, OBSTACLES

- Although Transient Lodging Tax has been flattening over the last two years, there has been an increase so far this year. Fiscal YTD collections of the city's tax through August were up 10.9%.
- Central City hotels' occupancy decreased 1.1% for calendar YTD through September; ADR decreased 1.2%, RevPar decreased 2.3%, demand increased 6.3%, and room revenue increased 5.0%.
- TID hotels' occupancy decreased 1.8% for calendar YTD through September; ADR increased 0.5%, RevPar decreased 1.3%, demand increased 2.3%, and room revenue increased 2.8%.

MERC CONTRACT TARGETS

TARGET #	TARGET DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL TARGET
1	OCC revenue target	\$5,714,548	\$13.1 Million
2	ROI on future OCC business	4.8	4.8
3	Lead conversion	17%	16%
4	Services performance survey	4.0	3.8
5	Public relations/media	See page 13 & 14	Report
6	Community economic impact	36.8	44.0

CITY CONTRACT GOALS

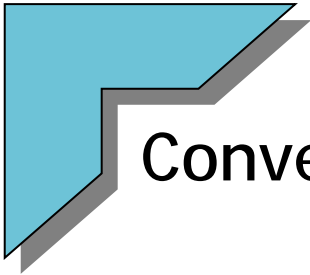
OBJECTIVE #	GOAL DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL GOAL
1	Convention Sales and Marketing Economic Impact ROI	21.7	25.0



Convention Sales

OREGON CONVENTION CENTER BOOKING REVENUE FROM TRAVEL PORTLAND BOOKINGS			
	OCC Revenue	Annuals	Total Potential Future Business
FY 18/19	\$ 15,335,106	\$ -	\$ 15,335,106
FY 19/20	\$ 12,631,944	\$ 745,280	\$ 13,377,224
FY 20/21	\$ 8,177,658	\$ 1,177,889	\$ 9,355,547
FY 21/22	\$ 13,170,490	\$ 745,280	\$ 13,915,770
FY 22/23	\$ 13,613,614	\$ 1,177,889	\$ 14,791,503
FY 23/24	\$ 3,020,184	\$ 745,280	\$ 3,765,464
FY 24/25	\$ 3,258,244	\$ 1,177,889	\$ 4,436,133
FY 25/26	\$ -	\$ 745,280	\$ 745,280
FY 26/27	\$ 1,857,528	\$ 1,177,889	\$ 3,035,417
FY 27/28	\$ -	\$ 745,280	\$ 745,280
TOTAL	\$ 71,064,768	\$ 8,437,956	\$ 79,502,724

Oregon Convention Center Projected Future Revenue			
Total Travel Portland Contract:	Quarter	YTD	Target
New OCC Bookings	13	13	
Repeat OCC Bookings	0	0	
Total OCC Bookings	13	13	
Room Nights from OCC Bookings	23,028	23,028	
Future OCC Revenue Booked during FY 2018/19	\$ 4,711,795	\$ 4,711,795	
ROI OCC Bookings	\$ 4.8	\$ 4.8	4.8 to 1
Community Economic Impact from OCC Bookings	\$ 22,246,953	\$ 22,246,953	
Total Room Nights Booked	46,520	46,520	
Total Community Economic Impact from Bookings	\$ 36,432,712	\$ 36,432,712	
ROI on Total Community Economic Impact	\$ 36.8	\$ 36.8	44.0 to 1
OCC Revenue Realized During FY 2018/19	\$ 5,714,548	\$ 5,714,548	\$13.1 Million

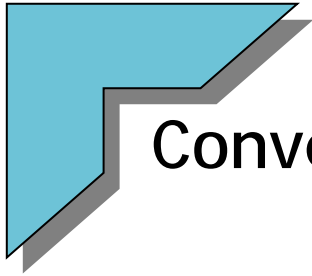


Convention Sales

OREGON CONVENTION CENTER FUTURE GROUP BOOKINGS					
AS OF OCTOBER 1, 2018					
	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23 and beyond
Current	45	35	17	16	21
4 Year Average (FY 15/16-18/19)	Current 50	1 yr. out 28	2 yrs. out 16	3 yrs. out 11	Beyond 3 yrs. 17

1ST QUARTER - ROOM NIGHTS FROM OREGON CONVENTION CENTER BOOKINGS					
Year	Groups	Total Room Nights	Attendees	OCC Revenue	Community Economic Impact
FY 18/19	3	3,893	27,000	\$ 951,082	\$ 6,305,998
FY 19/20	4	4,500	5,300	\$ 878,213	\$ 3,715,123
FY 20/21	2	4,766	4,700	\$ 866,598	\$ 3,781,018
FY 21/22	1	2,580	1,400	\$ 557,334	\$ 2,062,991
FY 22/23	3	7,289	3,800	\$ 1,458,568	\$ 6,381,823
TOTAL OCC BOOKINGS	13	23,028	42,200	\$ 4,711,795	\$ 22,246,953

1ST QUARTER - ROOM NIGHTS FROM SINGLE HOTEL BOOKINGS				
Year	Groups	Total Room Nights	Room Tax Generated	Community Economic Impact
FY 18/19	41	10,677	\$ 215,775	\$ 5,556,510
FY 19/20	19	9,966	\$ 201,406	\$ 5,889,266
FY 20/21	2	1,058	\$ 21,381	\$ 1,199,390
FY 21/22	1	886	\$ 17,905	\$ 1,159,048
FY 22/23	1	905	\$ 18,289	\$ 381,545
TOTAL OTHER BOOKINGS	64	23,492	\$ 474,758	\$ 14,185,759

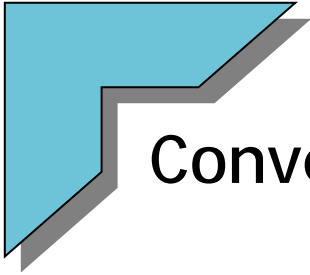


Convention Sales

OREGON CONVENTION CENTER REVENUE: THREE YEAR AVERAGE		
	Total Contract	
	Quarter	YTD
OCC Revenue Generated (3 yr. average)	\$ 4,108,421	\$ 4,108,421
Travel Portland Contract Costs	\$ 990,599	\$ 990,599
ROI (Revenue / Costs)	4.1	4.1

LEAD CONVERSION	
	As of October 1, 2018
Lead Conversion Percentage	17%
Annual Target -16%	

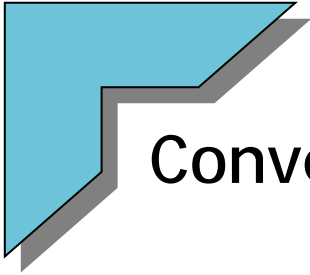
1ST QUARTER - OREGON CONVENTION CENTER LOST BUSINESS						
Account	Groups	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact
Subtotal	20	Date Availability - OCC	75,869	40,000	\$ 9,355,873	\$ 46,055,379
Subtotal	7	Hotel - Under One Roof	27,962	12,600	\$ 4,185,271	\$ 18,396,341
Subtotal	3	No Response from Client	7,007	2,950	\$ 1,475,140	\$ 5,384,343
Subtotal	3	Rates/Cost - OCC	3,682	1,250	\$ 1,048,879	\$ 1,360,412
Subtotal	2	Hotel - Meeting Space Issue	12,711	5,300	\$ 1,444,243	\$ 7,350,848
Subtotal	2	OCC - Does Not Meet Booking Guidelines	3,251	1,750	\$ 335,289	\$ 1,953,538
Subtotal	2	Weak Local Support	8,715	5,500	\$ 2,369,736	\$ 8,198,955
Subtotal	1	3rd Party Lost Account	1,407	1,000	\$ 351,563	\$ 1,262,443
Subtotal	1	Board Decision	1,475	1,300	\$ 368,416	\$ 1,475,209
Subtotal	1	Conference Cancelled - Not Happening	3,267	1,100	\$ 438,750	\$ 2,154,859
Subtotal	1	OCC - Meeting Space Issue	11,445	3,500	\$ 1,885,257	\$ 7,242,470
Subtotal	1	Selected Another Year	1,238	700	\$ 156,491	\$ 753,576
Subtotal	1	Geographic	2,810	1,400	\$ 531,905	\$ 2,021,563
Subtotal	1	Hotel Package - Number Hotels Needed	8,402	4,000	\$ 3,629,392	\$ 17,741,951
Subtotal	46		169,241	82,350	\$ 27,576,205	\$ 121,351,887



Convention Sales

1ST QUARTER - OREGON CONVENTION CENTER CANCELLATIONS							
Account Name	Groups	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact	Arrival Date
N/A	0	N/A	0	0	\$ -	\$ -	N/A

1ST QUARTER INDUSTRY TRADE SHOWS AND EVENTS	
Trade Show/Event	Location
CESSE	Pasadena, CA
Destinations International Annual Conference	Anaheim, CA
IEEE Convene	Berlin, Germany
Cvent	Las Vegas, NV
Travel Portland Customer Advisory Board Meeting	Portland, OR
Kansas City - Prestige Event	Kansas City, KS
Council of Manufacturing Association	Chicago, IL
Experient e4	Anaheim, CA
ASAE	Chicago, IL
Connect Marketplace	Salt Lake City, UT
Kellen Managers Summit	Atlanta, GA
NE Region Sales Calls	Cleveland, Philadelphia



Convention Sales

MINORITY PROJECTED FUTURE REVENUE		
Total Travel Portland Contract:	1st Quarter	YTD
New Minority Bookings	2	2
Total Minority Bookings	2	2
Room Nights from Minority Bookings	198	198
Minority Leads	8	8
Minority Lost Leads	7	7
Minority Lost Leads Due to OCC Space & Availability	0	0
Minority Lost Leads Due to Hotel Package & Availability	1	1

For the first quarter of FY 2018/19, minority bookings created an estimated economic impact to the greater metro Portland community of about \$100,000. Booked groups included the following:

Lithuanian American Community, Inc.	\$	85,236
US - China Peoples Friendship Association	\$	22,466



Convention Sales

Program	Date	Location	Total Travel Portland
Oct-18			
Travel, Events and Managements in Sports	October 1 - 4, 2018	Louisville, KY	1
IMEX America: The Worldwide Meetings and Incentive Travel	October 16 - 18, 2018	Las Vegas, NV	4
Nov-18			
Connect Sports Women in Sports Tourism	November 5 - 7, 2018	Orlando, FL	1
HPN Global Partners	November 6-9, 2018	Miami Beach, FL	1
Connect Faith	November 12 - 14, 2018	Ontario, California	1
Nursing Organizations Alliance Fall Summit	November 15 - 17, 2018	Louisville, KY	1
Certified Meeting Planner Conclave	November 16-18, 2018	Birmingham, AL	1
Portland Close UP Sales Mission	November 13 - 16, 2018	Washington, D.C.	4
Washington DC Multicultural Event	November 17, 2018	Washington, DC	5
CD Forum 2018	November 27 - 30, 2018	Huntington Beach, CA	1
Travel Portland Fall Fam	Nov 28 - Dec. 2, 2018	Portland, OR	17
Association Forum Headquarters Leadship Forum/Sales Calls	November 12 - 15, 2018	Mt. Laurel, NJ	1
National Coalition of Black Meeting Planners Educational Conference	Nov. 28 - Dec 1, 2018	New Orleans, LA	2
Dec-18			
Oregon Society of Association Management Annual Meeting	December 5, 2018	Portland, OR	1
Inter[action]	December 13 - 16, 2018	San Diego, CA	1
Holiday Showcase	December 13, 2018	Chicago, IL	3
Jan-19			
Professional Convention Management Association Convening Leaders	January 6 - 9, 2019	Pittsburgh, PA	9
Religious Conference Management Association Emerge Conference	January 29 - 31, 2019	Greenboro, NC	1
Council of Manufacturing Association	January 9 - 11, 2019	Baltimore, MD	2
Feb-19			
Women's Executive Forum	February 7 - 10, 2019	Portland, OR	5
Destination Showcase D.C.	February 13, 2020	Washington, D.C.	3
MPI Northern California	February 26, 2019	San Francisco, CA	2
Council of Engineering and Scientific Society Executives Annual Meeting	February 24 - 27, 2019	Kiawah Island, SC	1
Greater Oregon Society of Government Meeting Professionals	TBD	TBD	1
Mar-19			
Experient Envision	March 12 - 15, 2019	Las Vegas, NV	2
MPI Cascadia	TBD	Tacoma, WA	1
West Coast Road Show	TBD	TBD	3
MCI Colorado	March 12-13, 2018	Denver, CO	2
Connect Diversity	March 18 - 20, 2019	Birmingham, AL	2
CBI Pharma Forum	March 24-27, 2018	New York, NY	2
ConferenceDirect	March 3-7, 2018	Atlanta, GA	1
Three City Collective Tea Event	TBD	Chicago, IL	1
Meet NY	March 4 - 7, 2019	New York, NY	2
Apr-19			
Portland Close UP Sales	April 1 - 5, 2019	Dallas, TX	4
National Association of Sports Commissions Women's Symposium	April 5-7, 2019	Tampa Bay, Fl	1
CDX19 Spring	TBD	TBD	1
XDP - ASAE	April 11 - 12, 2019	Washington, DC	3
D.C. Sales Mission	April 29 - May 3, 2019	Washington, DC	6
National Association of Sports Commissions Sports Event Symposium	April 23 - 26, 2019	Knoxville, TN	2
May-19			
Simpleview Summit	May 19-23, 2019	Phoenix, AZ	1
Travel Portland Customer Advisory Board	May 15-16, 2019	Portland, OR	14
Chicago Sales Mission	May 21 - 24, 2019	Chicago, IL	4
MPI Golf Tournament	May 20, 2019	Chicago, IL	1
HelmsBriscoe ABC	May 28-30, 2019	Houston, TX	2
IMEX Frankfurt	May 21 - 24, 2019	Frankfurt, Germany	3



Convention Sales

Program	Date	Location	Total Travel Portland
Jun-19			
Oregon Association of Nurseries Golf Tournament	TBD	Portland, OR	0
Oregon Dental Association Golf Tournament	TBD	Portland, OR	0
AMC FAM Trip	June 26-28, 2018	Portland, OR	5
Professional Convention Management Association Convening Leaders	June 23 - 25, 2019	Los Angeles, CA	5
Meeting Professionals International World Education Congress	June 15 - 18, 2019	Toronto, Canada	2
Society of Government Meeting Professionals National Education	June 25 - 7, 2019	Detroit, MI	1
Jul-19			
Oregon Society of Association Management and Meeting Professionals International - Oregon Chapter Golf Tournaments	TBD	TBD	2
Expriente4	TBD	TBD	2
Destination Marketing Association International Annual Conference	TBD	TBD	3
Council of Engineering and Scientific Society Executives Annual Meeting	TBD	TBD	1
Aug-19			
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
Sep-19			
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
Oct-19			
Professional Convention Management Association Convening Leaders	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
Nov-19			
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
Dec-19			
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



Convention Services

ACTIVITY DESCRIPTION	1ST QUARTER	YTD
OCC groups occurring during the quarter	17	17
Distribution of promotional pieces	31,354	31,354
Meeting planning assistance - Services leads	204	204
Pre-convention attendance building - Site tours	13	13
Pre-convention attendance building -Promo trips, e-mails and materials	11	11
Housing-convention room nights	7,241	7,241

1ST QUARTER INDUSTRY SITE TOURS, TRADE SHOWS AND PROMO TRIPS					
Organization	Organization Location	Promotional Trip	Site Visit	OCC	Non-OCC
International Chapter of P.E.O. Sisterhood	Des Moines, IA		X	X	
Specialty Coffee Association	Santa Ana, CA		X	X	
Church of God in Christ, Inc.	Memphis, TN		X	X	
American Society of Echocardiography	Durham, NC		X	X	
Society of Gastroenterology Nurses & Associates	Chicago, IL		X	X	
American College of Nurse-Midwives	Silver Spring, MD		X	X	
Go West Summit	Englewood, CO		X	X	
Intel Corporation	Santa Clara, CA		X	X	
One Call Concepts	Leesburg, VA		X		X
Association of Independent Welding Distributors	Overland Park, KS		X		X
The National NeedleArts Association	Chicago, IL		X		X
Medical Professional Liability Association	Rockville, MD		X		X
Disability Management Employer Coalition	San Diego, CA		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	5	0	0	0	1	4.0	5
Travel Portland convention services staff	6	0	0	0	0	4.0	6
Travel Portland housing services (if utilized)	0	0	0	0	6	0.0	0
Travel Portland collateral/promotional materials	4	1	0	0	0	3.8	5
Quality and user-friendliness of the Travel Portland website	5	0	0	0	1	4.0	5
<i>Average rating for the quarter</i>						4.0	
<i>Average rating YTD</i>						4.0	
<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?

Very open, great access and quick responses when requested. Very good.

Both were great! Anna and Michael did an outstanding job from start to finish. Michael checked in and made sure everything was running smoothly from our end. Much appreciated!

I did not start with the organization until after the sales process was complete. The service manager was excellent.

We just adore our Travel Portland team! They went out of their way to do everything they could to get us in the city and 100% legal (which can be difficult with our group). Yay, Sissy!!!!

I managed the process starting with Sissy in Operations. She was outstanding and make the execution seamless. I always had a reliable resource on any subject from food, hotels and vendor/partners at the convention center. I've enjoyed working with her.

Groups Serviced/Surveyed:

National Association of Home Builders	New England States Consortium Systems Organization <i>*Completed Survey</i>
IEEE Energy Conversion Congress & Exposition	Pacific Northwest Institute on Special Education and the Law
Society of American Foresters (SAF)	Association for Science and Information on Coffee
O'Reilly Media, Inc.	Ace Hardware Corporation <i>*Completed Survey</i>
Int'l Lactation Consultant Association <i>*Completed Survey</i>	Cannabis Science Conference
National Conference of Standards Laboratories Int'l	Compassion to Action
Oregon Association of Nurseries	American Association of Woodturners <i>*Completed Survey</i>
Society for Industrial and Applied Mathematics	American Brewers Association <i>*Completed Survey</i>
IEEE Power & Energy Society	Northwest District of the Lutheran Church-Missouri Synod <i>*Completed Survey</i>
IEEE Industry Applications Society	



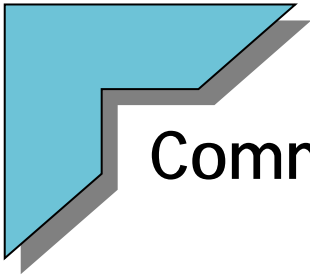
Communications & PR

KEY MESSAGES/CONTENT	
Circulation Totals - 2018-19	
Top 10 of 31 key messages	
	Total
Gardens	95,189,755
Drink	77,144,860
Lodging	65,139,419
Outdoor Recreation	58,369,488
Food	53,071,580
TravelPortland.com	40,342,180
Events	27,853,583
Family-Friendly	26,137,989
Quirky	23,958,158
Travel Portland Quote	11,021,864

	1st Quarter	YTD	Target
City of Portland Totals (Broadcast, Print, & Online)			
Circulation	240,269,393	240,269,393	
Placements	105	105	
International (Broadcast, Print, & Online)			
Circulation	39,258,070	39,258,070	
Placements	47	47	
MERC*			Report
Circulation	1,831,056	1,831,056	
Placements	6	6	

* 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
7/1/2018	Corporate & Incentive Travel	Emerging Destinations	120,021	1
8/8/2018	katu.com	Construction of 600-room Hyatt Regency Portland nears halfway point	1,528,906	1
8/8/2018	KATU Broadcast	Construction of 600-room Hyatt Regency Portland nears halfway point	70,822	1
8/28/2018	Willamette Week	Portland is in the Midst of a Hotel-Building Spree. Can Visitors Keep Up?	70,000	1
8/29/2018	Corporate & Incentive Travel	Emerging Destinations	40,007	1
8/29/2018	Association Conventions & Facilities	Bigger & Better	1,300	1
Total			1,831,056	6

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



Marketing & Tourism Sales

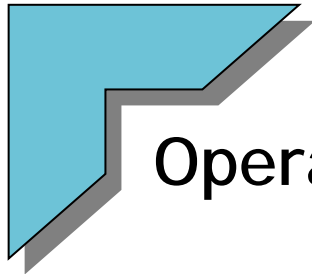
MARKETING		
TravelPortland.com*	1st Quarter	YTD
Visits	941,852	941,852
International Visits	87,865	87,865
Referrals***	226,909	226,909
Business and Event Detail Views	496,278	496,278
Meetings.TravelPortland.com*		
Venue Finder Page Views	1,490	1,490
Social Media**		
Estimated Economic Impact of Social Media Activity (Monthly Average)		\$ 312,757

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

TOURISM SALES		
	1st Quarter	YTD
Familiarization Tours		
# of Fam Tours	21	21
Room Nights		
Total	2,482	2,482
International Visits/Arrivals*		
Portland	N/A	N/A
Competitive Set**	N/A	N/A

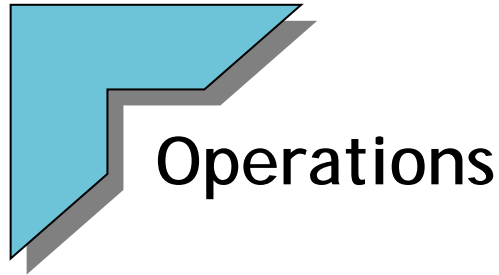
*Source: Oxford Tourism Economics Company reports twice during the calendar year.

**Competitive set = Austin, Seattle, Denver, Salt Lake City, Minneapolis



Operations

DIVERSITY EMPLOYMENT STATISTICS 2018-19					
TRAVEL PORTLAND GOALS AND OBJECTIVES BY JOB CATEGORIES					
	September 30, 2018		2018-19		
Job Category	Category Number	Total	Actual Percentage	Goal Percentage	Objective
	Number of Females	Number of Staff			
Office/Clerical	18	19	95%	65%	Monitor
Officials/Administration	4	10	40%	50%	Improve
Professionals	13	19	68%	50%	Monitor
Sales	18	19	95%	50%	Monitor
Technicians	3	7	43%	10%	Monitor
Total	56	74	76%	45%	Monitor
	Number of Minorities	Number of Staff			
Office/Clerical	4	19	21%	15%	Monitor
Officials/Administration	3	10	30%	15%	Monitor
Professionals	2	19	11%	15%	Improve
Sales	3	19	16%	15%	Monitor
Technicians	0	7	0%	15%	Improve
Total	12	74	16%	15%	Monitor
This report is based on current full and part-time staff.					



FIRST OPPORTUNITY TARGET AREA (FOTA)

HIRING

Travel Portland hired zero new employees in the first quarter. Recruiting and special considerations are always made for applicants in the MERC FOTA. Travel Portland currently has eleven employees who reside in the MERC FOTA. Job openings would have been 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, Jooble, Travel Portland website, and LinkedIn.

PURCHASING

Travel Portland expended a total of \$167,669 with businesses in the FOTA area for ending FY quarter September 2018.

PARTNERSHIP

Travel Portland currently has 128 member businesses within FOTA and 49 minority and 82 women-owned businesses as its partners.

MBE/DBE/WBE PURCHASING PARTICIPATION

For the last 30 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 2018-19, Travel Portland expended \$534,181 of lodging tax dollars in the purchasing of services and supplies where it had the discretion to purchase from outside vendors. Of this amount, \$159,959 or 30% percent was spent with minority/women-owned or emerging small business enterprises.

OCC SALES AND MARKETING BUDGET

Expenses

Direct Sales:

Portland office:

	Annual Budget	QTR Ending 09-30-18	Sum of YTD 06-30-2019	Percent
Personnel Costs	1,158,879	292,471	292,471	
Direct expenses	132,728	33,182	33,182	
Total Portland office	1,291,607	325,653	325,653	25%

Washington DC office:

Personnel Costs	278,800	68,429	68,429	
DC client events	13,000	-	-	
Direct expenses	65,682	16,420	16,420	
Total DC office	357,482	84,849	84,849	24%

Chicago office:

Personnel Costs	139,400	37,925	37,925	
Chicago client events	12,000	7	7	
Direct expenses	21,477	5,369	5,369	
Total Chicago expenses	172,877	43,301	43,301	25%

Fall & Spring Fam	100,000	1,968	1,968	
Site Visits	100,000	12,255	12,255	
Bid/Sales Trips	40,000	5,623	5,623	
Local Promotions	5,000	11,091	11,091	
Tradeshows	300,000	119,783	119,783	
Road Shows/Client Events-Chicago & Washington DC	95,000	499	499	
Research/Lead Generation	45,000	26,153	26,153	
Three City Alliance	50,000	7,990	7,990	
Advisory Council	100,000	31,775	31,775	
Multicultural Sales & Opportunities	260,000	22,274	22,274	
Sub-Total	1,095,000	239,412	239,412	

Total Direct Sales	2,916,966	693,216	693,216	24%
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Marketing:

Total Marketing	712,644	105,759	105,759	15%
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Publication Relations:

Total PR	150,000	38,254	38,254	26%
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Convention Services:

Total Convention Services	467,229	122,796	122,796	26%
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Contract Administration:

Personnel Costs	144,231	30,574	30,574	
Total Contract Admin	144,231	30,574	30,574	21%

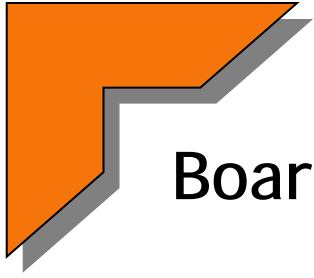
Total Budget	\$ 4,391,069	990,599	\$ 990,599	23%
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**Travel Portland
Income Statement**
(Statement of Financial Activities)

	Actual (Prior Year) YTD 9/30/2017 Column A	Actual YTD 9/30/2018 Column B	Budget YTD 9/30/2018 Column C	Actual (Prior Year) Full Year 6/30/2018 Column D	Budget Full Year 6/30/2019 Column E
Revenue					
City/County Lodging Tax (1%)	1,705,821	1,750,566	1,757,592	6,592,722	6,792,813
Tourism Improvement District (TID) (2%)	2,987,588	3,209,140	3,043,579	11,469,713	11,765,481
MERC (OCC contract)	1,082,949	1,097,767	1,097,766	4,338,746	4,391,069
Partnership Dues	130,127	114,499	107,500	514,943	430,000
Fees earned	70,040	42,889	39,050	263,932	156,200
Other Income	33,258	57,915	2,500	58,305	10,000
Tradeout/In-Kind	0	0	0	12,620	0
Cooperative programs	223,875	5,549	61,000	399,291	244,000
Regional RCTP (from Travel Oregon)	485,942	2,110,791	2,092,040	1,886,757	2,965,012
Cultural Tourism	0	0	75,000	335,503	300,000
Visitor Development Fund (VDF)	0	0	80,511	95,336	80,511
Total Revenue	6,719,600	8,389,117	8,356,538	25,967,868	27,135,086
Expenses					
Convention Sales	1,365,268	1,592,882	1,420,878	4,628,873	5,249,713
Int'l Tourism	475,651	446,019	600,000	2,554,909	2,500,000
Marketing & Communications	1,681,292	1,463,145	1,226,717	11,877,365	9,557,175
Regional RCTP (from Travel Oregon)	1,303,734	874,726	1,874,689	1,886,757	2,965,012
Convention & Housing Services	254,192	312,865	282,256	1,115,842	1,176,069
Partnership Services & Events	154,891	204,813	206,400	848,502	860,000
Visitor Services (Fulfillment & VIC)	88,429	86,420	93,600	361,390	390,000
Program Support	1,005,648	1,086,717	1,126,096	4,195,519	4,437,117
Total Expenses	6,329,105	6,067,587	6,830,635	27,469,157	27,135,086
NET SURPLUS/(DEFICIT)	390,495	2,321,529	1,525,904	-1,501,289	0

Travel Portland
Balance Sheet
(Statement of Financial Position)

	Actual 9/30/2018 Column A	Actual as of 6/30/2018 Column B	Increase (Decrease) Column C
Assets			
Cash and Cash Equivalents	\$5,916,024.10	\$3,158,579.47	87%
Investments	\$4,475,786.08	\$4,422,170.12	1%
Accounts Receivable	\$314,688.44	\$974,741.25	-68%
Prepaid Assets	\$975,673.35	\$969,178.97	1%
Fixed Assets, net	\$1,523,138.61	\$1,562,377.69	-3%
Other Assets	\$1,692.95	\$0.00	0%
Total Assets	\$13,207,003.53	\$11,087,047.50	19%
Liabilities and Net Assets			
Liabilities			
Accounts Payable & Accrued Expenses	\$1,910,252.54	\$2,139,138.46	-11%
Accrued Personnel	\$1,670,853.66	\$2,196,430.06	-24%
Deferred Revenue	(\$28,000.02)	\$216,320.54	-113%
Other Fiduciary Liabilities - RCTP	\$854,221.68	\$57,012.19	1398%
Total Liabilities	\$4,407,327.86	\$4,608,901.25	-4%
Net Assets			
Undesignated-Balance Sheet	\$6,015,784.84	\$3,877,329.11	55%
Board Designated-Balance Sheet	\$1,260,752.22	\$1,038,439.45	21%
Net Property and Equipment-Balance Sheet	\$1,523,138.61	\$1,562,377.69	-3%
Total Net Assets	\$8,799,675.67	\$6,478,146.25	36%
Total Liabilities and Net Assets	\$13,207,003.53	\$11,087,047.50	19%



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		Community Action Committee
Fleming	Peter	Enterprise Holdings		
Goeman	Mark	CoHo Services		
Hasan	Naim	Naim Hasan Photography @ N2H Media Group	Past Chair	
Holt	Charles	The Mark Spencer Hotel		
Huffman	Kurt	ChefStable		
Johnson	Dennis	CPA	Treasurer	Budget and Finance Committee
Kunzer	Ryan	The Duniway Portland, A Hilton Hotel		
Mann	Amanda	Rose Quarter		
McIlroy	Emma	Wildfang		
Murray	Dave	Courtyard Portland City Center		Convention Sales Steering Committee
Penilton	David	America's Hub World Tours		
Peralta	Paul	Doubletree by Hilton Portland		
Ponzi	Maria	Ponzi Vineyards		
Pyne	Tim	Portland Marriott Downtown Waterfront	Chair	
Rank Ignacio	Renee	McMenamins Pubs, Breweries & Historic Hotels		
Shelly	Ruth	Portland Children's Museum		Partner Services Committee
Smith	Loretta	Multnomah County		
Weston	Linda	Rapporto	Chair-elect	
Wheeler	Ted	City of Portland		



Bullets, treadmills and the power of a good banana

Using creative tools to save endangered species

Don Moore
July 2018

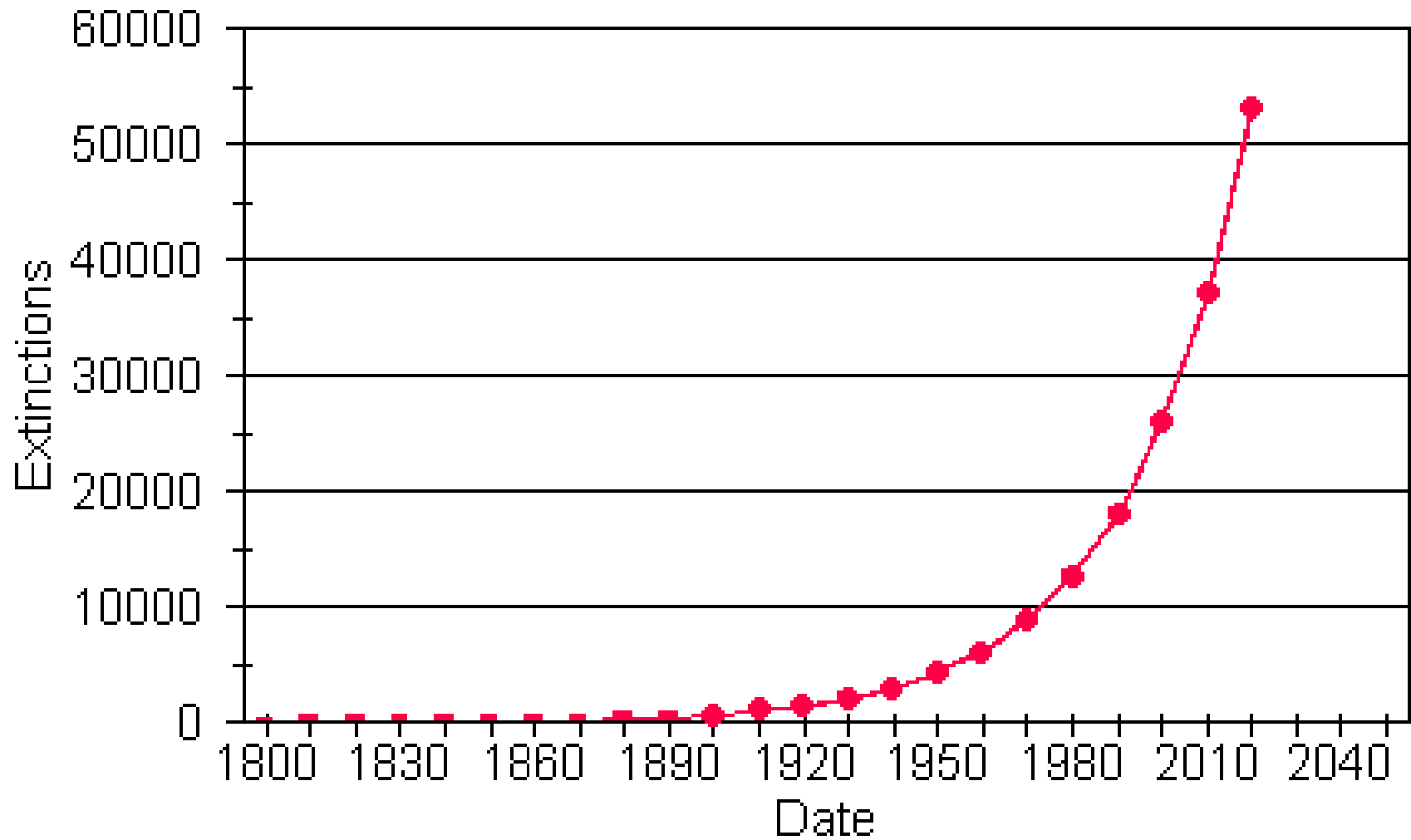
OREGON
ZOO

Growing numbers of endangered species

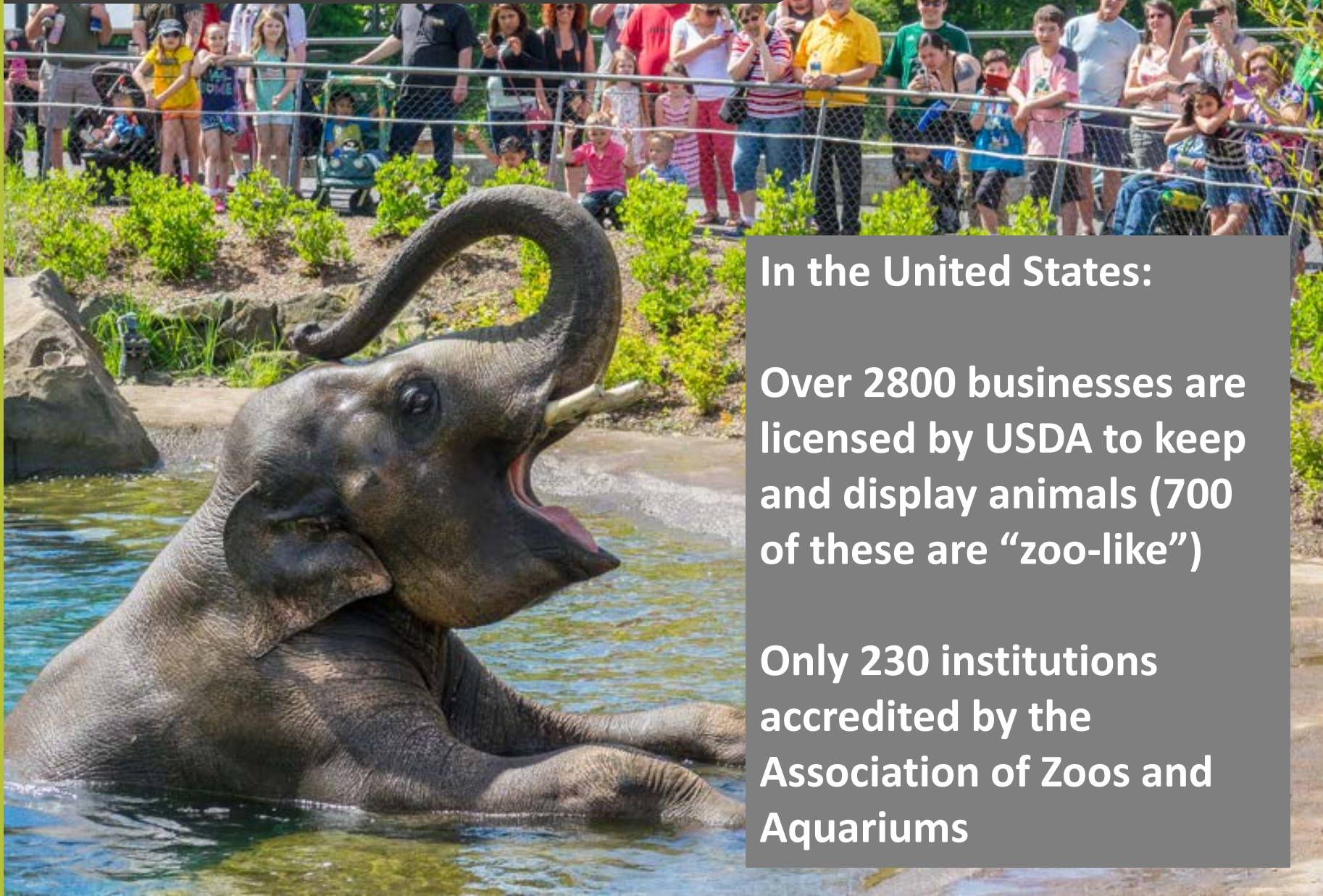


Rate of species extinction

Species Extinctions Since 1800



Accreditation standards count



In the United States:

Over 2800 businesses are licensed by USDA to keep and display animals (700 of these are “zoo-like”)

Only 230 institutions accredited by the Association of Zoos and Aquariums



Impact of accredited zoos

Across the country:

Over 183 million visitors

**\$216 million invested in conservation in 2017
(\$1 Billion in 5 years!)**

115 reintroduction programs, 40 for animals listed under the Endangered Species Act

Expanding, enhancing school science curriculum



Condors, polar bears and Borneo



Bullets: Bringing condors back



Captive rearing program



Getting the lead out





Zoo visitors meet condors





Treadmills: Supporting Arctic science





Gathering data for field scientists



Gathering data for field scientists



Great bananas: Borneo exchange



Habitat loss from deforestation



Knowledge exchange



Knowledge exchange

Orangutan Clinic





Supporting local researchers



2013-2018 Oregon Zoo Strategic Principles

Make animal welfare a guiding principle.

Be conservation leaders.

Educate and inspire our community

Implement phase one of the master plan

Further a culture of organizational excellence

Grow usable net resources to support our mission.



Animal welfare by the numbers 2013-2018

82%

of zoo staff and volunteers feel they have learned a moderate amount or a lot about animal welfare in the last 5 years

articles in peer-reviewed publications:

27

8

grad students participated in welfare studies at the zoo

1

new lab for animal welfare monitoring sciences



Conservation by the numbers 2013-2018

Raised and released **30** California Condors **107** western pond turtles

11,985 butterflies

75%

of zoo staff and volunteers feel they have learned a moderate amount or a lot about Oregon Zoo species recovery efforts in the last 5 years

22

articles published in peer-reviewed publications

72%

of zoo staff and volunteers feel they have learned a moderate amount or a lot about conservation issues facing wildlife in the last 5 years

\$5,675,000+

Contributed to field conservation by OZF



Education by the numbers 2013-2018

453,327 volunteer hours **2,246** ZooTeen & ZAP participants

950,532 education program participants

62% of staff and volunteers report changing a behavior over the last 5 years as a result of something they learned at the zoo

19,351 campers

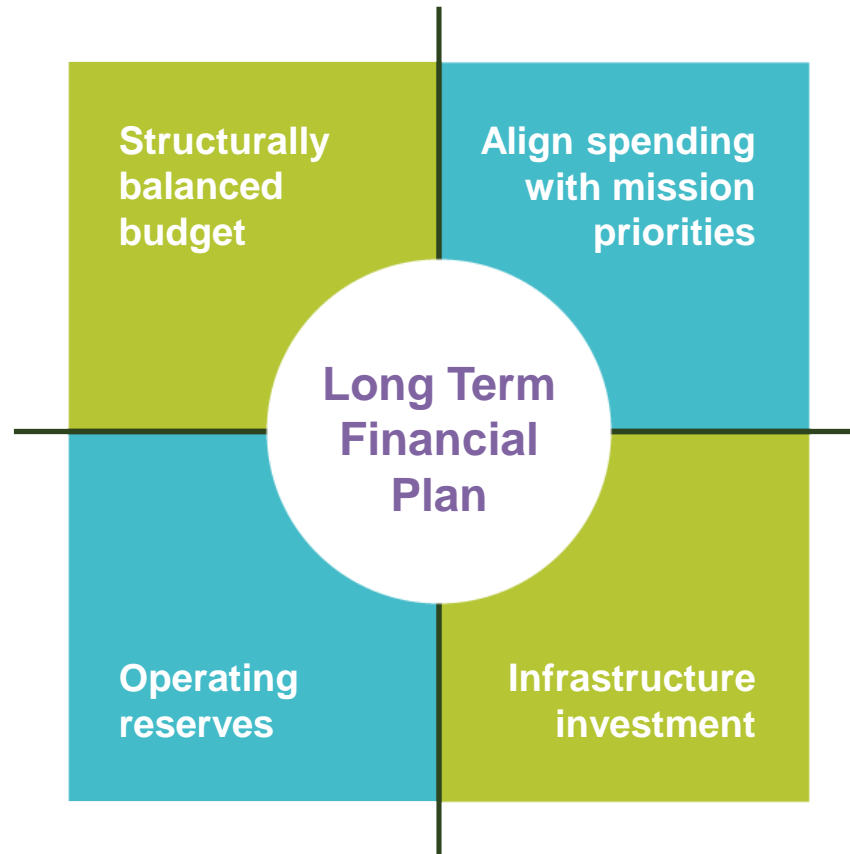
90% of Zoo Teens can identify a personal habit they have changed to help wildlife conservation as a result of participation in the program

1 first-of-its-kind education partnership with USFWS

* AND Expanded efforts to reach out to historically underserved audiences including low-income families (Zoo for All, Title 1 Zoo School program) and communities of color (racial equity strategy, community partner events)



Growing Usable Net Resources for Our Mission



New facilities support work

The Public Zoo Bond 2012-2020 Critical Infrastructure Investment!



Polar Passage
In Design



2020

Primate Forest
In Design



2020

Rhino Habitat
In Design



2020

Education Center



2017

Elephant Lands



2015

Condors of the Columbia



2014

Penguinarium Filtration



2012

Veterinary Medical Center



2012



Polar Passage





Primate Forest





Huge reach!

1.7 million zoo visitors



1,400,000 followers



92,000 followers



87,000 followers

You Tube 37,000 followers



Thank you!



OREGON
ZOO

Learn more at OregonZoo.org