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# **MERC Commission Meeting**

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March 6, 2019  
12:30 pm

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Oregon Zoo  
Conservation Hall

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# Metro respects civil rights

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

## Thông báo về sự Metro không kỳ thị của

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

## Повідомлення Metro про заборону дискримінації

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

## Metro 的不歧視公告

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

## Ogeysiiska takooris la'aanta ee Metro

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

## Metro의 차별 금지 관련 통지서

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

## Metroの差別禁止通知

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

**ការម** Metro  
ការគោរពសិទ្ធិពលរដ្ឋរបស់ ១ សំរាប់ព័ត៌មានអំពីកម្មវិធីសិទ្ធិពលរដ្ឋរបស់ Metro  
ឬដើម្បីទទួលបានការបណ្តឹង រឿងអំពីសូមចូលទស្សនាការប្រកាស  
[www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights)  
បើសិនជាអ្នកត្រូវការអនុបកប្រែភាសានៅពេលអង្គ  
ប្រជុំសាធារណៈ សូមទូរស័ព្ទលេខ 503-797-1890 (ម៉ោង 8 រឿងក្នុងម៉ោង 5 ល្ងាច  
ថ្ងៃអាទិត្យ) ប្រាំពីរថ្ងៃ  
មុនថ្ងៃប្រជុំដើម្បីអាចឲ្យគេសម្រួលភាសាសំណើរបស់លោកអ្នក

## إشعار بحقوق مدني من Metro

تحتزم Metro الحقوق والمدنية للمزيد من المعلومات حول برنامج Metro لحقوق والمدنية أو لإبداء شكوى خذات مديري رجي زيارة الموقع الإلكتروني [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). إن كنت بحاجة إلى مساعدة في اللغة، ي ج ب ع ل ي ك الاتصال مقدم ب ر ق ل ه ا ت ف 503-797-1890 من الساعة 8 صباحاً حتى الساعة 5 مساءً، أيام الاثنين إلى الجمعة قبل خمسة ( ) أيام عمل من موعد الاجتماع.

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

## Notificación de no discriminación de Metro

Metro respeta los derechos civiles. Para obtener información sobre el programa de derechos civiles de Metro o para obtener un formulario de reclamo por discriminación, ingrese a [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). Si necesita asistencia con el idioma, llame al 503-797-1890 (de 8:00 a. m. a 5:00 p. m. los días de semana) 5 días laborales antes de la asamblea.

## Уведомление о недопущении дискриминации от Metro

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

## Avizul Metro privind nediscriminarea

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

## Metro txoj kev ntxub ntxaug daim ntawv ceeb toom

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





Karis Stoudamire-Phillips  
Chair

John Erickson  
Vice chair

Deidra Krys-Rusoff  
Secretary-treasurer

Damien Hall

Ray Leary

Dañel Malán

Deanna Palm

### Meeting Agenda

March 6, 2019  
12:30 to 2:30 p.m.  
Oregon Zoo – Conservation Hall

- 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 Consent Agenda**
- Record of MERC Actions, Feb. 6, 2019
  - Ethics authorization for Commissioner Erickson to attend a Travel Portland sales mission to Washington DC April 29 – May 2, 2019
  - Ethics authorization for Commissioner Stoudamire-Phillips to attend a Travel Portland sales mission to Chicago, Ill on May 20-23, 2019
- 1:00 p.m. Travel Portland Quarterly Report**  
Steve Faulstick and Tamara Kennedy-Hill,  
Travel Portland
- 1:30 p.m. Action Agenda**
- **Resolution 19-02**-For the purpose of approving and transmitting to the Metro Council a FY 2018-19 Budget and Capital Improvement Plan (CIP) amendment to the MERC Fund  
Rachael Lembo
- 1:35 FY2019-20 Proposed Budget Presentation**  
Rachael Lembo
- 2:15 Action Agenda**
- **Resolution 19-03**- FY19-20 budget approval  
Rachael Lembo

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# **MERC Commission Meeting**

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March 6, 2019  
12:30 pm

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Financial Report

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JANUARY 2019

FINANCIAL INFORMATION

*For Management Purposes only*



**OREGN**

Oregon  
Convention  
Center



# Memo

Date: March 6, 2019  
 To: Commissioner Karis Stoudamire-Phillips, Chair  
 Commissioner John Erickson, Vice Chair  
 Commissioner Deidra Kryz-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 January 2019

## Upcoming Large Procurements

There are two upcoming large contract opportunities. Additional information is at the end of the financial report.

- Portland’s Centers for the Arts is preparing to release one procurement for on call painting and related services and another for pianos.

## Transient Lodging Tax

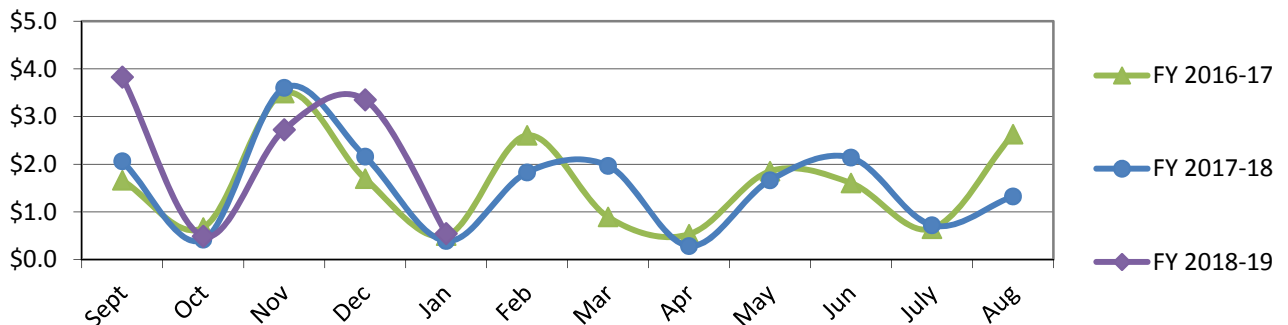
The January payment is typically one of the smaller ones, but it was up 40% from the prior year.

Metro TLT Excise Tax receipts	FY2017-18	FY2018-19	\$ Var	% Var
January	389,733	543,875	154,142	40%
YTD	8,624,660	10,928,437	2,303,777	27%

Year-to-date collections are up significantly, primarily due to receipts paid in September this year that were received in August in the prior fiscal year. If we exclude September the YTD increase is 8%. This is a better indicator of the change in collections, excluding the timing impact.

Metro TLT Excise Tax receipts	FY2017-18	FY2018-19	\$ Var	% Var
YTD, excl Sept	6,564,786	7,103,833	539,047	8%

## TLT Collections by Month



## Oregon Convention Center

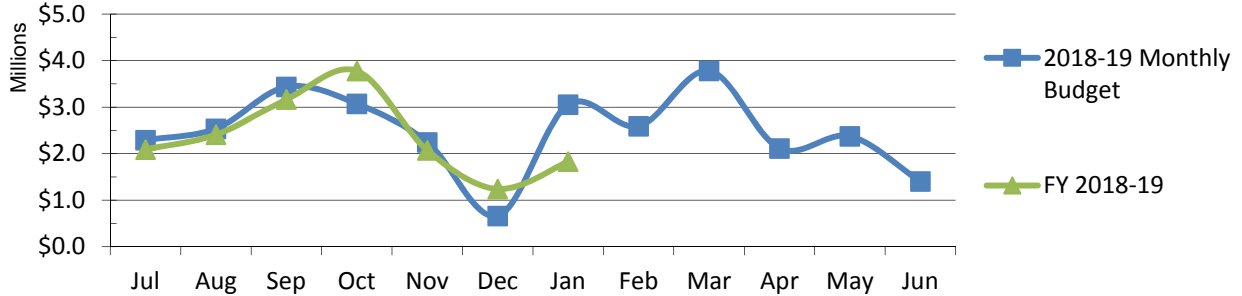
January event revenues were \$1.8 million, slower than the fall and last January for OCC. The Auto Show was by far the largest event, with nearly \$1 million in revenue. Food and beverage was below breakeven and had a negative margin, but the YTD margin of 23% is still above budget. Operating expenses were slightly less than the expected monthly budget.

	2018-19		3-year average		Food & Beverage		
	Events	Attendance	Events	Attendance	Revenue	Margin \$	Margin %
Jan	21	85,000	35	85,000	664,000	(126,000)	-19%
YTD	269	360,000	297	335,000	8,862,000	2,039,000	23%
Budget					16,055,000	3,507,000	22%

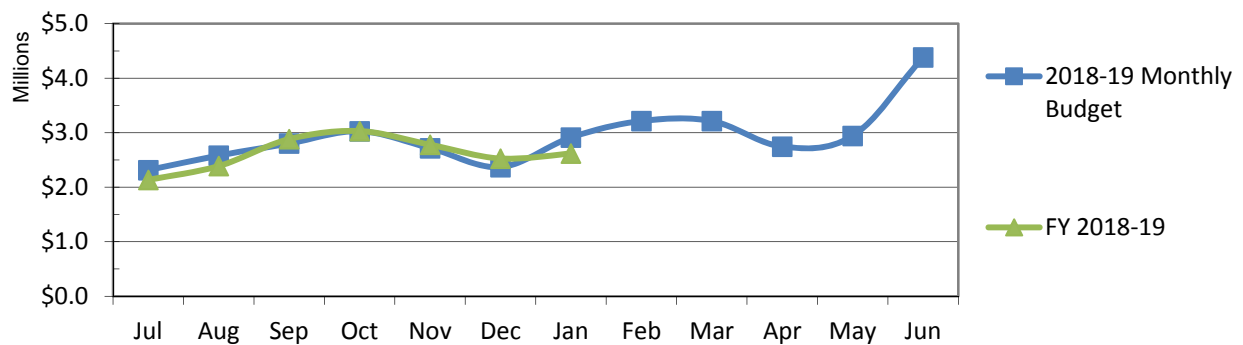
Highest Grossing Events	Current Month* Event Revenue	% of Event Revenue
2019 Portland International Auto Show	\$946,918	52%
2019 NW Food and Beverage World	337,548	18%
Western Winter Sports Reps Association	68,398	4%
2019 Portland Bridal Show	62,107	3%
All other Events	416,030	23%
<b>Total Event Revenues</b>	<b>\$1,831,000</b>	<b>100%</b>

\*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

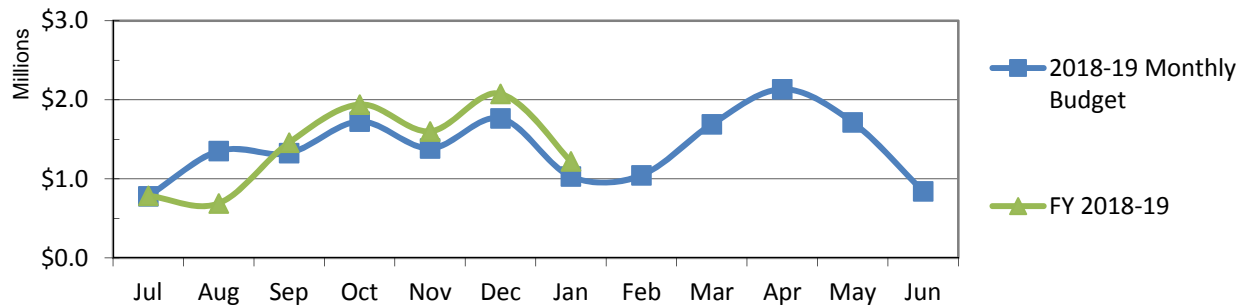
January event revenues were \$1.2 million, lower than prior months, but again above the monthly budget goal. Food and beverage revenues were also lower and had a monthly margin of 12%. The YTD margin is still above budget, at 26%. Operating expenses were slightly less than the expected monthly budget.

	2018-19		3-year average		Food & Beverage		
	Events	Attendance	Events	Attendance	Revenue	Margin \$	Margin %
Jan	60	60,000	63	75,000	184,000	22,000	12%
YTD	477	470,000	475	490,000	1,977,000	509,000	26%
Budget					3,451,000	807,000	23%

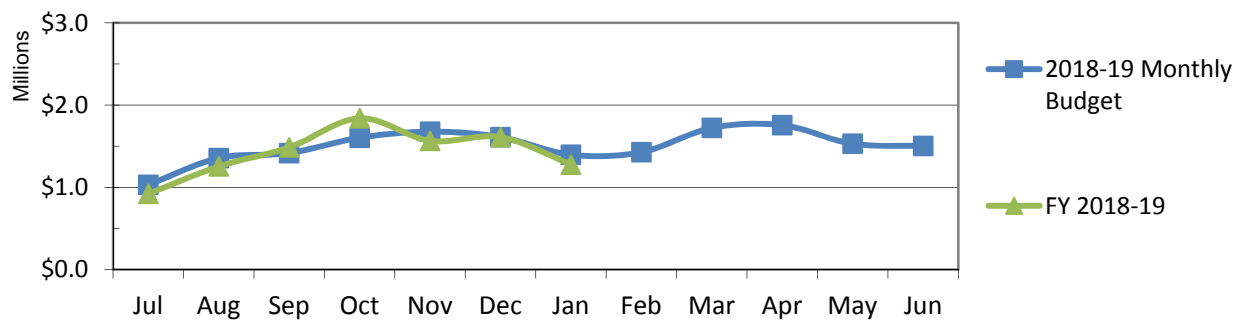
Highest Grossing Events	Current Month* Event Revenue	% of Event Revenue
The King & I	\$298,192	24%
Andy Borowitz	146,244	12%
The Nutcracker	110,052	9%
Black Violin	64,570	5%
All other Events	602,853	49%
<b>Total Event Revenues</b>	<b>\$1,221,911</b>	<b>100%</b>

\*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

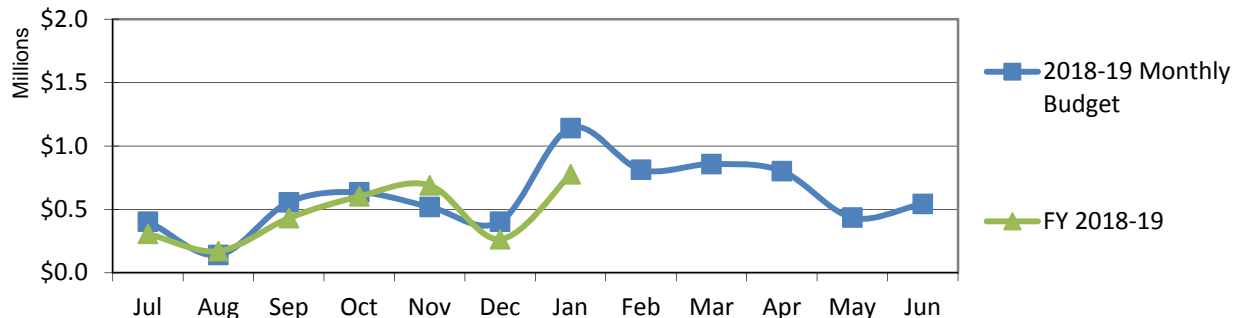
January event revenues were \$775k, a \$130k increase from the prior year, due to increased revenues at both the Dog Show and Boat Show, and the new International Cat Show at Expo. Food and beverage had a small profit, however the YTD margin remains negative. February is typically the largest month for food and beverage and we hope to see the margin turn positive then, though year-end food and beverage revenues are expected to be short of the goal. Expo continues to spend carefully and operating expenses are below the FY18-19 budget.

	2018-19		3-year average		Food & Beverage		
	Events	Attendance	Events	Attendance	Revenue	Margin \$	Margin %
Jan	8	35,000	7	30,000	213,000	13,000	6%
YTD	69	225,000	62	185,000	838,000	(37,000)	-4%
Budget					2,503,000	511,000	20%

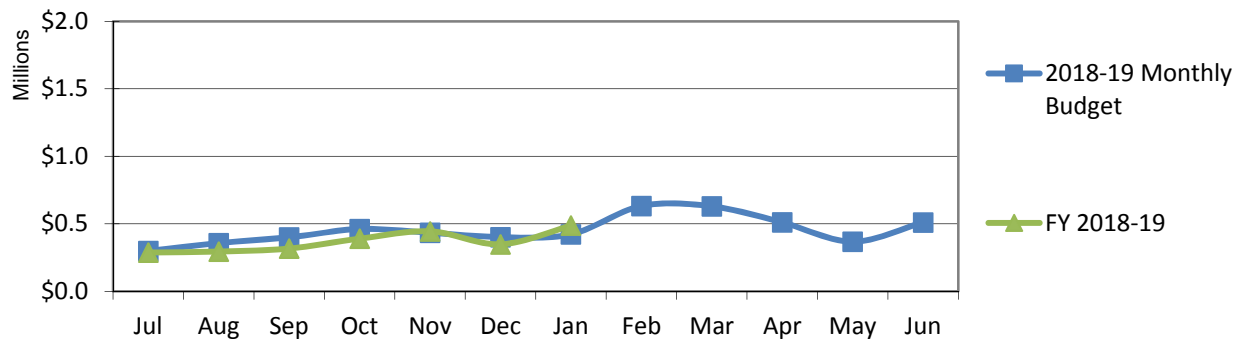
Highest Grossing Events	Current Month* Event Revenue	% of Event Revenue
2019 Rose City Classic Dog Show	\$297,737	38%
2019 Portland Boat Show	226,060	29%
Cannabis Collaborative Conference	55,793	7%
International Cat Show	54,973	7%
All other Events	141,813	18%
<b>Total Event Revenues</b>	<b>\$776,375</b>	<b>100%</b>

\*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

January 2019

	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
<b>Operations</b>							
Charges for Services	3,826,132	2,767,528	17,856,007	17,922,639	100.4%	31,605,196	56.7%
Food and Beverage Revenue	1,448,569	1,061,169	10,758,965	11,677,796	108.5%	22,008,213	53.1%
Local Government Shared Revenues	389,733	543,875	10,624,661	10,928,437	102.9%	16,123,536	67.8%
Contributions from Governments	-	-	-	-		911,677	0.0%
Contributions from Private Sources	-	-	300,000	-	0.0%	125,000	0.0%
Grants	1,000	-	138,553	-	0.0%	-	
Interest Earnings	43,470	111,430	339,317	651,648	192.0%	690,798	94.3%
Miscellaneous Revenue	110,182	19,861	173,571	74,058	42.7%	156,328	47.4%
Transfers-R	33,332	106,699	233,330	746,891	320.1%	1,280,389	58.3%
<b>Total Revenues</b>	<b>5,852,419</b>	<b>4,610,561</b>	<b>40,424,404</b>	<b>42,001,469</b>	<b>103.9%</b>	<b>72,901,137</b>	<b>57.6%</b>
Personnel Services	1,858,550	1,594,051	12,163,868	11,541,554	94.9%	23,137,224	49.9%
Materials and Services	1,608,705	1,699,545	10,027,087	10,687,356	106.6%	19,461,262	54.9%
Food & Beverage Services	1,328,256	1,152,054	8,806,817	9,165,675	104.1%	17,183,517	53.3%
Management Fee	237,156	195,093	1,351,836	1,365,648	101.0%	2,341,110	58.3%
Transfers-E	384,096	73,366	3,607,622	4,647,749	128.8%	7,606,244	61.1%
<b>Total Expenditures</b>	<b>5,416,763</b>	<b>4,714,108</b>	<b>35,957,230</b>	<b>37,407,982</b>	<b>104.0%</b>	<b>69,729,357</b>	<b>53.6%</b>
<b>Net Operations</b>	<b>435,656</b>	<b>(103,547)</b>	<b>4,467,174</b>	<b>4,593,487</b>		<b>3,171,780</b>	
<b>Capital</b>							
Total Revenues	381,250	-	9,808,540	765,875	7.8%	11,327,745	6.8%
Total Expenditures	673,636	3,547,339	4,437,668	12,579,071	283.5%	47,074,237	26.7%
<b>Net Capital</b>	<b>(292,386)</b>	<b>(3,547,339)</b>	<b>5,370,872</b>	<b>(11,813,196)</b>		<b>(35,746,492)</b>	
<b>Change in Fund Balance</b>	<b>143,270</b>	<b>(3,650,886)</b>	<b>9,838,046</b>	<b>(7,219,709)</b>		<b>(32,574,712)</b>	
<b>Ending Fund Balance</b>			<b>68,261,886</b>	<b>54,593,360</b>			

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

January 2019

	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
<b>Operations</b>							
Charges for Services	1,725,865	1,166,823	7,758,061	7,719,931	99.5%	13,507,270	57.2%
Food and Beverage Revenue	982,464	664,195	7,761,001	8,862,302	114.2%	16,054,616	55.2%
Local Government Shared Revenues	346,661	486,468	9,671,495	9,774,925	101.1%	13,976,553	69.9%
Contributions from Private Sources	-	-	300,000	-	0.0%	-	-
Grants	1,000	-	88,553	-	0.0%	-	-
Interest Earnings	17,012	62,545	140,643	370,780	263.6%	300,000	123.6%
Miscellaneous Revenue	10,209	16,225	36,890	47,476	128.7%	28,828	164.7%
Transfers-R	(78,161)	-	(547,124)	-	0.0%	-	-
<b>Total Revenues</b>	<b>3,005,050</b>	<b>2,396,257</b>	<b>25,209,519</b>	<b>26,775,415</b>	<b>106.2%</b>	<b>43,867,267</b>	<b>61.0%</b>
Personnel Services	995,868	816,765	6,328,252	6,056,834	95.7%	11,973,782	50.6%
Materials and Services	804,396	1,012,045	4,775,344	5,479,870	114.8%	10,698,912	51.2%
Food & Beverage Services	965,285	790,534	6,473,931	6,823,102	105.4%	12,547,299	54.4%
Management Fee	188,953	156,487	1,082,725	1,095,407	101.2%	1,877,840	58.3%
Transfers-E	219,750	48,911	1,538,250	2,481,416	161.3%	4,170,065	59.5%
<b>Total Expenditures</b>	<b>3,174,252</b>	<b>2,824,741</b>	<b>20,198,502</b>	<b>21,936,628</b>	<b>108.6%</b>	<b>41,267,898</b>	<b>53.2%</b>
<b>Net Operations</b>	<b>(169,202)</b>	<b>(428,484)</b>	<b>5,011,017</b>	<b>4,838,787</b>		<b>2,599,369</b>	
<b>Capital</b>							
Total Revenues	267,642	-	8,269,932	502,466	6.1%	6,903,270	7.3%
Total Expenditures	608,902	3,270,687	1,836,834	10,026,638	545.9%	39,261,690	25.5%
<b>Net Capital</b>	<b>(341,260)</b>	<b>(3,270,687)</b>	<b>6,433,098</b>	<b>(9,524,172)</b>		<b>(32,358,420)</b>	
<b>Change in Fund Balance</b>	<b>(510,462)</b>	<b>(3,699,172)</b>	<b>11,444,115</b>	<b>(4,685,385)</b>		<b>(29,759,051)</b>	
<b>Ending Fund Balance</b>			<b>36,468,353</b>	<b>35,178,972</b>			

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

January 2019

	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
<b>Operations</b>							
Charges for Services	1,598,685	1,036,975	7,423,613	7,798,611	105.1%	13,346,980	58.4%
Food and Beverage Revenue	276,784	184,274	1,815,041	1,977,034	108.9%	3,450,895	57.3%
Local Government Shared Revenues	43,072	57,407	953,166	1,153,511	121.0%	2,146,983	53.7%
Contributions from Governments	-	-	-	-		911,677	0.0%
Contributions from Private Sources	-	-	-	-		125,000	0.0%
Interest Earnings	19,061	33,490	104,653	187,174	178.9%	225,000	83.2%
Miscellaneous Revenue	99,414	3,755	122,883	15,326	12.5%	89,000	17.2%
Transfers-R	(40,519)	-	(283,632)	-	0.0%	-	
<b>Total Revenues</b>	<b>1,996,497</b>	<b>1,315,900</b>	<b>10,135,724</b>	<b>11,131,656</b>	<b>109.8%</b>	<b>20,295,535</b>	<b>54.8%</b>
Personnel Services	616,088	591,388	4,181,003	4,195,053	100.3%	8,488,561	49.4%
Materials and Services	647,270	522,160	4,122,018	4,291,467	104.1%	6,901,417	62.2%
Food & Beverage Services	213,737	162,113	1,332,546	1,467,588	110.1%	2,644,320	55.5%
Transfers-E	110,177	24,455	771,239	848,017	110.0%	1,647,114	51.5%
<b>Total Expenditures</b>	<b>1,587,272</b>	<b>1,300,116</b>	<b>10,406,806</b>	<b>10,802,124</b>	<b>103.8%</b>	<b>19,681,412</b>	<b>54.9%</b>
<b>Net Operations</b>	<b>409,225</b>	<b>15,784</b>	<b>(271,082)</b>	<b>329,532</b>		<b>614,123</b>	
<b>Capital</b>							
Total Revenues	48,290	-	48,290	142,795	295.7%	3,067,813	4.7%
Total Expenditures	61,218	88,410	1,390,679	1,712,614	123.1%	5,944,367	28.8%
<b>Net Capital</b>	<b>(12,928)</b>	<b>(88,410)</b>	<b>(1,342,389)</b>	<b>(1,569,819)</b>		<b>(2,876,554)</b>	
<b>Change in Fund Balance</b>	<b>396,297</b>	<b>(72,626)</b>	<b>(1,613,471)</b>	<b>(1,240,286)</b>		<b>(2,262,431)</b>	
<b>Ending Fund Balance</b>			<b>11,270,526</b>	<b>10,864,559</b>			

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland Expo Center

January 2019

	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
<b>Operations</b>							
Charges for Services	501,582	563,730	2,674,333	2,404,096	89.9%	4,750,946	50.6%
Food and Beverage Revenue	189,321	212,700	1,182,922	838,460	70.9%	2,502,702	33.5%
Interest Earnings	1,076	4,036	13,145	30,699	233.5%	35,000	87.7%
Miscellaneous Revenue	559	(120)	13,798	11,256	81.6%	38,500	29.2%
Transfers-R	33,333	33,333	233,331	233,331	100.0%	400,000	58.3%
<b>Total Revenues</b>	<b>725,872</b>	<b>813,679</b>	<b>4,117,530</b>	<b>3,517,842</b>	<b>85.4%</b>	<b>7,727,148</b>	<b>45.5%</b>
Personnel Services	159,425	128,891	1,083,572	913,970	84.3%	1,953,278	46.8%
Materials and Services	135,991	159,181	875,571	777,774	88.8%	1,475,736	52.7%
Food & Beverage Services	149,234	199,406	1,000,340	874,986	87.5%	1,991,898	43.9%
Management Fee	48,203	38,606	269,111	270,241	100.4%	463,270	58.3%
Transfers-E	53,984	-	1,291,338	1,280,709	99.2%	1,715,798	74.6%
<b>Total Expenditures</b>	<b>546,837</b>	<b>526,084</b>	<b>4,519,932</b>	<b>4,117,679</b>	<b>91.1%</b>	<b>7,599,980</b>	<b>54.2%</b>
<b>Net Operations</b>	<b>179,035</b>	<b>287,594</b>	<b>(402,402)</b>	<b>(599,837)</b>		<b>127,168</b>	
<b>Capital</b>							
Total Revenues	65,318	-	1,490,318	120,614	8.1%	1,356,662	8.9%
Total Expenditures	3,516	188,241	1,210,155	839,819	69.4%	1,868,180	45.0%
<b>Net Capital</b>	<b>61,802</b>	<b>(188,241)</b>	<b>280,163</b>	<b>(719,206)</b>		<b>(511,518)</b>	
<b>Change in Fund Balance</b>	<b>240,837</b>	<b>99,353</b>	<b>(122,239)</b>	<b>(1,319,043)</b>		<b>(384,350)</b>	
<b>Ending Fund Balance</b>			<b>1,819,707</b>	<b>1,920,149</b>			

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

January 2019

	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
<b>Operations</b>							
Grants			50,000				
Interest Earnings	6,321	11,360	80,876	62,996	77.9%	130,798	48.2%
Transfers-R	118,679	73,366	830,755	513,560	61.8%	880,389	58.3%
<b>Total Revenues</b>	<b>125,000</b>	<b>84,725</b>	<b>961,631</b>	<b>576,556</b>	<b>60.0%</b>	<b>1,011,187</b>	<b>57.0%</b>
Personnel Services	87,169	57,008	571,041	375,697	65.8%	721,603	52.1%
Materials and Services	21,048	6,159	254,154	138,246	54.4%	385,197	35.9%
Transfers-E	185	-	6,795	37,608	553.5%	73,267	51.3%
<b>Total Expenditures</b>	<b>108,402</b>	<b>63,167</b>	<b>831,990</b>	<b>551,550</b>	<b>66.3%</b>	<b>1,180,067</b>	<b>46.7%</b>
<b>Net Operations</b>	<b>16,598</b>	<b>21,559</b>	<b>129,641</b>	<b>25,006</b>		<b>(168,880)</b>	
<b>Capital</b>							
Total Revenues	-	-	(9,425,000)	-			
<b>Change in Fund Balance</b>	<b>16,598</b>	<b>21,559</b>	<b>(9,295,359)</b>	<b>25,006</b>		<b>(168,880)</b>	
<b>Ending Fund Balance</b>			<b>9,278,300</b>	<b>6,629,681</b>			

## MERC Food and Beverage Margins

January 2019

	Prior Year Month Actual	Current Month Actual	Prior Year to Date Actual	Current Year to Date	Annual Budget
<b>Convention Center Operating Fund</b>					
Food and Beverage Revenue	982,464	664,195	7,761,001	8,862,302	16,054,616
Food & Beverage Services	965,285	790,534	6,473,931	6,823,102	12,547,299
Food and Beverage Gross Margin	17,179	(126,339)	1,287,070	2,039,201	3,507,317
Food and Beverage Gross Margin %	1.75%	-19.02%	16.58%	23.01%	21.85%
<b>Portland's Centers for the Arts Fund</b>					
Food and Beverage Revenue	276,784	184,274	1,815,041	1,977,034	3,450,895
Food & Beverage Services	213,737	162,113	1,332,546	1,467,588	2,644,320
Food and Beverage Gross Margin	63,047	22,161	482,495	509,446	806,575
Food and Beverage Gross Margin %	22.78%	12.03%	26.58%	25.77%	23.37%
<b>Expo Fund</b>					
Food and Beverage Revenue	189,321	212,700	1,182,922	838,460	2,502,702
Food & Beverage Services	149,234	199,406	1,000,340	874,986	1,991,898
Food and Beverage Gross Margin	40,087	13,294	182,582	(36,526)	510,804
Food and Beverage Gross Margin %	21.17%	6.25%	15.43%	-4.36%	20.41%
<b>MERC Fund Total</b>					
Food and Beverage Revenue	1,448,569	1,061,169	10,758,965	11,677,796	22,008,213
Food & Beverage Services	1,328,256	1,152,054	8,806,817	9,165,675	17,183,517
Food and Beverage Gross Margin	120,313	(90,885)	1,952,148	2,512,121	4,824,696
Food and Beverage Gross Margin %	8.31%	-8.56%	18.14%	21.51%	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	January 2016		January 2017		January 2018		January 2019		Net Change from Prior Year		January 2019	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Tradeshows/Conventions	6	8,381	5	5,927	5	9,681	2	3,250	(3)	(6,431)	403,729	26%
Consumer Public Shows	4	78,216	5	61,659	4	74,112	5	79,981	1	5,869	1,080,941	69%
Miscellaneous									-	-		0%
Miscellaneous -In-House	17	299	14	255	17	550	8	147	(9)	(403)	(8,472)	-1%
Meetings	8	4,144	7	3,853	7	3,265	6	923	(1)	(2,342)	92,128	6%
Catering	3	1,710	2	2,200	1	260	-	-	(1)	(260)	619	0%
<b>Totals</b>	<b>38</b>	<b>92,750</b>	<b>33</b>	<b>73,894</b>	<b>34</b>	<b>87,868</b>	<b>21</b>	<b>84,301</b>	<b>(13)</b>	<b>(3,567)</b>	<b>1,568,945</b>	<b>100%</b>

Expo Center	January 2016		January 2017		January 2018		January 2019		Net Change from Prior Year		January 2019	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Consumer Public Shows	4	30,768	6	23,841	6	28,678	6	32,931	-	4,253		0%
<i>Cirque Du Soleil</i>	-	-	-	-	-	-	-	-	-	-		0%
Miscellaneous	-	-	-	-	1	350	-	-	(1)	(350)	7,457	1%
Meetings	1	60	-	-	-	-	1	150	1	150	-	0%
Catering	-	-	-	-	-	-	-	-	-	-	-	0%
Tradeshows/Conventions	1	3,395	1	2,611	1	3,349	1	1,985	-	(1,364)	734,922	99%
<b>Totals</b>	<b>6</b>	<b>34,223</b>	<b>7</b>	<b>26,452</b>	<b>8</b>	<b>32,377</b>	<b>8</b>	<b>35,066</b>	<b>-</b>	<b>2,689</b>	<b>742,379</b>	<b>100%</b>
<b>Totals w/Cirque du Soleil</b>	<b>6</b>	<b>34,223</b>	<b>7</b>	<b>26,452</b>	<b>8</b>	<b>32,377</b>	<b>8</b>	<b>35,066</b>	<b>-</b>	<b>2,689</b>	<b>742,379</b>	<b>100%</b>

Portland '5	January 2016		January 2017		January 2018		January 2019		Net Change from Prior Year		January 2019	
	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Revenue	% of Rev.
Commercial (Non-Broadway)	3	5,000	2	2,365	7	14,238	9	4,085	2	(10,153)	178,559	20%
Broadway	16	44,506	11	24,102	8	22,924	8	22,094	-	(830)	330,954	37%
Resident Company	22	24,157	23	23,336	20	28,334	20	19,551	-	(8,783)	134,629	15%
Non-Profit	14	3,896	3	4,811	6	3,608	8	3,623	2	15	6,136	1%
Promoted/ Co-Promoted	6	1,031	3	981	6	2,044	4	3,698	(2)	1,654	216,509	24%
Student	11	8,571	13	9,025	10	7,661	9	5,523	(1)	(2,138)		0%
Miscellaneous	2	56	2	37	1	22	2	337	1	315	20,824	2%
<b>Totals</b>	<b>74</b>	<b>87,217</b>	<b>57</b>	<b>64,657</b>	<b>58</b>	<b>78,831</b>	<b>60</b>	<b>58,911</b>	<b>2</b>	<b>(19,920)</b>	<b>887,611</b>	<b>100%</b>



## 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	7,436,160	21,593,840
Cooling System Rplcmnt	cPMO	In Progress	2,900,000	1,099,844	1,800,156
Lighting Control System	cPMO	In Progress	2,255,000	71,945	2,183,055
Chair Replacement	Venue	Design	1,300,000	-	1,300,000
Orbit Café Improvements	cPMO	Design	793,000	174,193	618,807
Waterproofing: Tower/Crown Glazing	cPMO	Design	500,000	2,385	497,615
Elevator Upgrades	Venue	Complete	375,000	265,234	109,766
Integrated Door Access Controls	cPMO	In Progress	260,000	83,622	176,379
Exterior Waterproofing	cPMO	Complete	250,000	174,302	75,698
Portable Ticketing Kiosks Purchase	Venue	On hold	250,000	-	250,000
Dragon Café HVAC & Space Mods	cPMO	Design	275,000	60,264	214,736
Office Renovations	cPMO	Contracting	80,000	-	80,000
Rain Garden Updates	Venue	On hold	80,000	-	80,000
Key Management System Upgrade	Venue	In Progress	75,000	-	75,000
Parking Pay on Foot Stations	Venue	On hold	75,000	-	75,000
Water Heater Replacement	cPMO	In Progress	50,000	10,310	39,691
A/V Equipment	Venue	Complete	150,000	135,541	14,459
WiFi & Show Network Upgrades	Venue	In Progress	120,000	25,499	94,501
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)
<b>Total</b>			<b>38,878,000</b>	<b>9,864,392</b>	<b>29,013,608</b>
<b>% of Budget</b>				<b>25%</b>	<b>75%</b>

Project Phase Totals	# of Proj	% of Total
Projects in Planning or Design phases	4	19%
Projects in Contracting or Construction/In Progress phases	9	43%
Completed Projects	5	24%
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
ASCH Acoustical Enhancements	cPMO	Design	2,195,000	57,975	2,137,026
AHH Roof	cPMO	Design	1,107,000	17,222	1,089,778
Keller Electrical Infrastructure Update	Venue	In Progress	760,000	955,833	(195,833)
KA Generator Fuel Storage	Venue	Design	350,000	6,686	343,315
Keller café	Venue	Design	350,000	4,425	345,575
ASCH Piano Replacement	Venue	Planning	140,000	-	140,000
Newmark Main Speakers	Venue	Design	100,000	-	100,000
KA Camera/Security System	cPMO	Design	200,000	3,996	196,004
Newmark Piano Replacement	Venue	Planning	100,000	-	100,000
Voice over Internet Protocol (VoIP)	IS	In Progress	110,000	106,265	3,735
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	Design	50,000	2,527	47,473
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	Cancelled	-	-	-
Portable Concession Kiosks	Venue	Cancelled	-	-	-
ASCH Chamber Lighting	cPMO	Cancelled	-	-	-
ArtBar/Lobby Furniture Replacement	Venue	Cancelled	-	-	-
ASCH Cooling Airflow Study	cPMO	Cancelled	-	-	-
AHH Stage door area rebuild	cPMO	Cancelled	-	-	-
<i>Costs related to projects budgeted in FY17-18</i>					
Point of Sale	IS	In Progress	-	116,746	(116,746)
<b>Total</b>			<b>5,732,000</b>	<b>1,502,175</b>	<b>4,229,825</b>
<b>% of Budget</b>				<b>26%</b>	<b>74%</b>

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	Design	200,000	-	200,000
Voice over Internet Protocol (VoIP)	IS	In Progress	198,000	199,784	(1,784)
Show Net	IS	In Progress	165,000	83,446	81,554
Security Cameras / Access Controls	cPMO	Complete	157,138	113,048	44,090
Lighting Control review/install - Halls ABCDE	cPMO	On Hold	150,000	8,775	141,225
Hall E Flat Roof	cPMO	Contracting	150,000	-	150,000
Halls ABCDE HVAC Controls Replacement	Venue	Contracting	60,000	-	60,000
Parking Lot Asphalt Maintenance - 2019	cPMO	In Progress	60,000	-	60,000
Security Gates and Fencing	cPMO	In Progress	42,000	-	42,000
UP4 New Storage Building	cPMO	Cancelled	15,000	-	15,000
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
Hall C Roof Recoat	cPMO	Cancelled	-	-	-
<b>Costs related to projects budgeted in FY17-18</b>					
Connector Glass Door	cPMO	Complete	-	111,749	(111,749)
Halls D & E Roof Replacement (R&R)	cPMO	Complete	-	46,562	(46,562)
PGE Upgrades	cPMO	Complete	-	100,811	(100,811)
Aramark Point of Sale System Replacement	IS	In Progress	-	647	(647)
<b>Total</b>			<b>1,567,138</b>	<b>664,821</b>	<b>902,317</b>
<b>% of Budget</b>				<b>42%</b>	<b>58%</b>

Project Phase Totals	# of Proj	% of Total
Projects in Planning or Design phases	3	17%
Projects in Contracting or Construction/In Progress phases	7	39%
Completed Projects	4	22%
On-hold or Cancelled Projects	4	22%
	18	

## Upcoming Large Contract Opportunities

Opportunity: On-Call Painting and Related Services (P5)

Estimated Value: \$200,000

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- 1) Perform painting, patching and related services as needed at the Portland's Centers for the Arts venues. Key project aspects include:
  - a. General Painting, patching and services directly related to these tasks such as installing small hardware like door bumpers and toilet partition brackets, as well as installation of rubber cove base, etc
  - b. Maintenance and upkeep of Portland's painting shops and storage areas
  - c. Assisting with painting related HazMat cataloging and record keeping
- 2) This work will be solicited as a formal Invitation to Bid (ITB) with a Goods and Services award at the conclusion. The contract period will be for five years and is expected to total \$200,000 over those five years, at approximately \$40,000 / year.
- 3) The current proposed timeline includes:
  - a. Prepare ITB: Late February 2019 (in progress)
  - b. Publish ITB and advertise: March 2019
  - c. Award Contract: April 2019
- 4) Advertisement and Outreach:
  - a. Advertisement
    - i. Metro Procurement Services will post the 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 Diversity (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. Notification of firms who have contacted Portland's Centers for the Arts in the last 12 months and notified of their interest in providing painting and similar services
- 5) Bids received will be evaluated for bid submittal requirements, including Subcontractor Equity Program procedures. The award is based on the lowest responsive, responsible bid.

## Upcoming Large Contract Opportunities

Opportunity: Piano Replacement (P5)

Estimated Value: \$350,000

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- 1) Replace 9' Grand Piano at the Arlene Schnitzer Concert Hall; 7' Grand Piano at the Antoinette Hatfield Hall; Upright Piano at the Antoinette Hatfield Hall. Key project aspects include:
  - a. Provide two (2) Steinway grand pianos
  - b. Provide one (1) Steinway upright piano
  - c. Provide piano benches, dollies, and protective covering for all pianos
  - d. Brand name specification has been approved.
- 2) These are goods that will be solicited as an ITB with a contract type award at the conclusion. The contract period will be 1 year or less and is expected not to exceed \$350,000.
- 3) The current proposed timeline includes:
  - a. Prepare ITB language: March, 2019
  - b. Publish ITB and advertise: March/April, 2019
  - c. Award Contract: April/May, 2019
- 4) Advertisement and Outreach:
  - a. Advertisement
    - i. Metro Procurement Services will post the ITB on the Oregon Procurement Information Network (ORPIN),
    - ii. Advertised broadly and with the intent of notifying minority contractors via the Business Tribune, the Skanner, El Hispanic, the Portland Observer, and the Asian Reporter.
  - 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 Diversity (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. Notification of firms who have contacted Metro in the last 12 months and notified of their interest in providing these services
- 5) Bids received will be evaluated for bid submittal requirements. The award is based on lowest responsive, responsible bid.

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# **MERC Commission Meeting**

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March 6, 2019

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Venue Business Reports

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MERC Commission Written Report for March 6<sup>th</sup>, 2019 Meeting  
Portland Expo Center – Matthew P. Rotchford, Executive Director

**Staff News**

- Welcome Thomas Nast – Operating Engineer II (former OCC) – starting Feb. 25th
- *Hiring Event* – Feb. 27<sup>th</sup> 11:00am-3:00pm - Expo / Metro / pacificwild / City Center
- FOTA / Internal Posting – PT Parking Manager, other Ops positions pending.

**Events / Sales Awareness**

- Strong overall revenues for Charges for Services in January, 2019 – including a new event in Jan. with the International Cat Show (over 5,000 attendees – Meow!).
- Recent (New) FY19 bookings include:
  - The Quinceañera Expo, Tuner Evolution Automotive Lifestyle Event, EXXXOTICA Expo
  - Strong Q3/Q4 returning bookings include CEVA (2 weekends) and Mecum Auto Auctions. Portland Roadster Show, Portland Auto Swap Meet.
- Recent (New) FY20 bookings include:
  - Yu-gi-oh! Trading Card Game Championship, BMW, Stampin’ Up.
- Pacific NW Sportsmen’s Show was largely impacted (down) due to the snow event.

**Building / Department Awareness**

- Parking posted a \$47,000 increase in Jan. due in large part to reducing expense (shuttles) for the DFA Rose City Dog Show and utilizing more parking on site.
- March 1<sup>st</sup> will initiate a renewed partnership with leaders from Metro DEI team with assistance from Heather Back from MERC. Staff are evaluating past work.
- TriMet negotiations continue for Park and Ride agreement in lower lots.
- Expo Project review with internal teams and Ben Rowe for future update planned.
- Homeless camps within the Exit 306B/307/Delta Park area have greatly increased.

**Capital Project Updates**

- Cat 6 wiring now installed for “ShowNet / MetroNet / VOIP.” POS rollout to follow.
- Security Fencing installed Feb. 25<sup>th</sup> on Port of Portland / Metro border.
- Greenwall plaza tent structure initiated for PNWSS, OCC tent structure transferred for restoration and use in LP1 and other events.
- HVAC Controls project will begin now that our own engineer has been hired.

**Partnerships / Community**

- Thank you OCC Ops team for the staffing partnership with Mr. Art Jenkins.
- Cirque du Soleil tent dates confirmed for 2020. 2020-30 agreement under review.
- Oregon Titan Fusion Center – Great meeting with Security leaders (DHS) regarding the Expo and how they can offer expert security assistance.
- North Portland Sea Scouts (501c3) supported by can recycling program via Expo.

# we're hiring!

Looking to get hired, **right now?**  
**Interview and potentially get hired on the spot** at the **Expo Center Event** in north Portland!

Discover a wide range of exciting employment opportunities with **competitive salaries** and **benefits packages**.



Wednesday  
**February, 27**  
11am-3pm

## PORTLAND EXPO CENTER

2060 North Marine Dr.  
Portland, OR 97217

**Free Parking or hop on the TriMet Max: Yellow Line!**

Hiring managers from the **Expo Center, Aramark/pacificwild Catering** and **City Center Parking** will be onsite to conduct interviews for open service industry positions — including event custodians, concession stand worker, restaurant cook, dishwasher, and parking attendants.

If you are interested in a position with the Expo Center, there will be **facility workplace tours available** and **Spanish speaking translators**.

To view more information about current job openings at Metro please visit: [www.oregonmetro.gov/jobs](http://www.oregonmetro.gov/jobs)  
Aramark/pacificwild: <https://careers.aramark.com>

### Questions?

Call Human Resources at Metro for more information about the event: 503-797-1570

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# PORTLAND'5

## CENTERS FOR THE ARTS



### Portland'5 Business Report

March 2019

- Began collaboration with Portland Radio Project a community radio station that features local musicians. They will be airing interviews with some of our P5 Presents artists- Mandy Harvey, Silk Road, Ranky Tanky as well as telling our various behind the scenes stories once a month on their podcasts.
- Portland'5 sponsored a ballet VIP experience for 7 low income girls from Kairos Portland. The girls were treated to a backstage tour of Oregon Ballet Theater's "Cinderella" at the Keller, met with the ugly step sisters, attended the performance and wrapped up the afternoon with a tea in their honor where Cinderella and her prince were in attendance. Two donors provided the lovely party outfits that each of the girls wore.



- The P5 Green Team launched Waste-free Wednesday as a day to recognize what staff have been doing to create a greener venue. The team created music video "How Can I be Green Today". It can be seen at <https://youtu.be/35ExLN5XUcU>.

# PORTLAND'5

## CENTERS FOR THE ARTS



- P5 worked with Voodoo donuts to place some special donuts backstage for Kacey Musgrave. She posted a picture of her donut on her Instagram account!



- The P5 volunteers will be working with the Pacific International Academy this summer. This is a local school that places students from Asian countries into immersion programs in order to learn English. They will be working along side the P5 volunteers Summer Arts on Main and Music on Main as well as ushering for some Oregon Children's Theaters matinees.
- P5 is partnering with the Portland Opera on an art show in conjunction with their next opera opening in March in the Newmark. The Opera "As One" is about the coming of age of a transgender woman. The art show, entitled "As I Am" features the photography of Gina Goodrich who has captured the images and stories of transgender people in Portland.
- P5 Foundation and P5 education staff had a good meeting with the Collins Foundation who has expressed interest in supporting the P5 education program.
- The next round of Spanish classes for P5 staff launches soon. While the Travel Oregon grant was no longer available, P5 found a Spanish teacher for the same price.
- P5 recently replaced their assisted listening devices so donated the used ones to CADA (Committee for Audio Description in the Arts) who work with the Oral Hull Park and Retreat Center for the Blind and Low Vision.



Portland's 5 sponsored a ballet experience for 7 low income girls from Kairos Portland. The girls were treated to a backstage tour of Oregon Ballet Theater's "Cinderella", met with the ugly step sisters, attended the performance and wrapped up the afternoon with a tea in their honor where Cinderella and her prince were in attendance. Two donors provided the lovely party outfits that each of the girls wore.



MERC Monthly Business Report  
 March 6, 2019

**COMPLETED EVENTS**

**Portland International Auto Show**

The 2019 event had over 60,000 attendees and produced nearly a one million in revenue. Show management was very happy with attendance and OCC services. Renovation work was planned to be on hold during the show which allowed OCC to prepare the facility and pleased show management.

**Society for Personality and Social Psychology (SPSP)**

The Society for Personality and Social Psychology convention included numerous activities and attracted over 4,400 attendees. The event started off with a miss on lunch timing the first day, but OCC and pacificwild teams used their Guest Services Gold training to “Turn it Around.” The show manager left happy and we’ve received compliments from him about the staff, building and pacificwild. SPSP attendees were the first group to use the level one connector which worked seamlessly. OCC received no complaints about the construction from clients or attendees.

**CURRENT PROJECTS**

**Door Access Control**

The door access control project continues with wiring and device updates at the doors and in the network closets. This project will complete the update from Mercury access control hardware to S2 access control hardware and ensure that all doors on access controls are functioning and accurately reporting statuses.

**Equipment Process Loop Cooling System Upgrade**

The equipment process loop cooling system upgrade reached the final phases of completion. The system is up and running with a minimal amount of pipe installation left for completion in March.

**Distributed Antenna System (DAS)**

The DAS project progresses with work focusing in the head end room. Wiring and device installation and testing is occurring in spaces around OCC’s event schedule.

**Fiber Installation**

OCC’s proprietary 10 Gbps fiber installation continues throughout the facility. Teams plan to finish project wiring installation in February and complete switchover and testing in March.

**Lighting Control Project**

The lighting control upgrade project continues. Teams are installing new wire and devices in the exhibit halls while working around OCC’s event schedule.

**FACILITY WIDE**

**Renovation Update**

Colas continues progress on Phase II with demolition of the MLK Jr. Blvd exterior canopy, and removal of carpet, travertine tile, and wood slats. The existing spaces in pre-function C are receiving new sheetrock.

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# **MERC Commission Meeting**

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March 6, 2019  
12:30pm

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Consent Agenda

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**Metropolitan Exposition Recreation Commission**

**Record of MERC Commission Actions**

February 6, 2019

Oregon Convention Center

<b>Present:</b>	Karis Stoudamire-Phillips, John Erickson (by phone), Damien Hall, Deidra Kryz-Rusoff, Ray Leary, Deanna Palm, Dañel Malán
<b>Absent:</b>	none
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Karis Stoudamire-Phillips at 12:37 p.m.
<b>1.0</b>	<b>Quorum Confirmed</b> A quorum of Commissioners was present.
<b>2.0</b>	<b>Opportunity for Public Comment on Non-Agenda items</b> <ul style="list-style-type: none"> <li>• Be Marston, PacificWild / Unite Here Local 8: I have worked for Aramark at Portland5 Centers for the Arts for 17 years. I am here to ask you to give Aramark the contract for P5, OCC and Expo. Through our various union contracts Aramark has made a real commitment to the workers; to give us great raises over the next few years. We want to see that promise fulfilled. As a trans woman, having a union job with Aramark means the world to me. They have taken their commitment to be an inclusive employer very seriously. I urge you to keep the contract with Aramark to ensure all transgender workers at our venues have the same experience I have had. Thank you.</li> <li>• Lisa Mazotti, PacificWild / Unite Here Local 8: I'm a lead stand worker here at OCC. I'm a proud member of Unite Here Local 8. I've been working here for almost 4 years and I'm here to ask you to give Aramark the contract for OCC, P5 and Expo. This is my first real job, and having a union job and having a voice in the workplace means a lot to me. At the start of the last Aramark contract lead pay went up by \$3.22 with planned annual raises thru 2021. This union contract has made a huge impact on my life. Again, please give Aramark the contract.</li> <li>• Jennifer Graham, Unite Here Local 8- I am the vice president of the Unite Here Local 8 in Oregon. You have heard from a couple of our members just how valuable their jobs with Aramark are to them. Over many years we have steadily improved wages and benefits. A lot of people here are able to have good health insurance, spend money in the community and not depend on public services because of their good jobs. Dave Woodman is the best general manager we have ever dealt with at Aramark. He is professional, fair and very well respected. If you decide to replace Aramark with a different operator we do expect you put requirements in place that guarantees we will continue to have the jobs, rights and benefits for our members here.</li> </ul>
<b>3.0</b>	<b>Commission and Council Communications</b> <ul style="list-style-type: none"> <li>• Metro Council Liaison Christine Lewis was introduced by Commissioner Stoudamire-Phillips. Councilor Lewis thanked the group and spoke briefly of her background.</li> <li>• Commissioner Kryz-Rusoff thanked the group for all their work with the MERC budget.</li> <li>• Stoudamire-Phillips shared that she and Commissioner Leary recently participated in a meeting called by Steve Faulstick from Travel Portland in response to the incident at the DoubleTree last December. At the end of that meeting the group committed to ongoing work with the process of moving forward.</li> <li>• Leary noted he was pleased with Travel Portland's efforts around their response.</li> </ul>
<b>4.0</b>	<b>GM Communications</b> <ul style="list-style-type: none"> <li>• Cruickshank welcomed Councilor Lewis and shared that he and the venue directors will be meeting with new Councilors Lewis and Gonzalez to share deeper information about the venues.</li> <li>• Commissioners were reminded of the recent invitation from Travel Portland to attend the Annual State of the Industry address on Wed. 2/27/19 at the Portland Art Museum.</li> </ul>

	<ul style="list-style-type: none"> <li>• Commissioner Erickson will be joining the annual sales mission hosted by Travel Portland in May in Washington DC, and Commissioner Stoudamire-Phillips will join in Chicago.</li> <li>• Cruickshank thanked Rachael Lembo for a successful capital budget meeting held last week.</li> <li>• We are currently in a request for proposal process for a food and beverage contractor. We are required to seek a new contract as our existing one will end June 30<sup>th</sup>. Ben Rowe was thanked for his leadership in the process.</li> </ul>
<b>5.0</b>	<p><b>Financial Report</b> Rachael Lembo presented the December 2018 Financial Report</p> <ul style="list-style-type: none"> <li>• Krys-Rusoff thanked Rachael for providing quarterly reports for comparison.</li> </ul>
<b>6.0</b>	<p><b>Venue Business Report</b> Robyn Williams, Craig Stroud and Matthew P. Rotchford reported on business at the venues during the past month.</p> <ul style="list-style-type: none"> <li>• Commissioner Leary was impressed of the level of communication between contractors and the OCC staff to mitigate distractions for our customers.</li> </ul>
<b>7.0</b>	<p><b>Consent Agenda</b></p> <ul style="list-style-type: none"> <li>• Record of MERC Actions, January 2, 2019</li> </ul> <p>A motion was made by Commissioner Krys-Rusoff and seconded by Commissioner Malán to approve the Consent Agenda.</p> <p>VOTING: AYE: 7 (Stoudamire-Phillips, Erickson, Hall, Leary, Krys-Rusoff, Malán, and Palm) NAY: 0 MOTION PASSED</p>
<b>8.0</b> <b>8.1</b>	<p><b>Action Agenda</b></p> <p><b>Resolution 19-01:</b> 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 FY 2018-19 through FY 2022-23 Capital Improvement Plan (CIP).</p> <p>Rachael Lembo presented the resolution.</p> <p>A motion was made by Commissioner Leary and seconded by Commissioner Krys-Rusoff to approve Resolution 19-01 as presented.</p> <p>VOTING: AYE: 7 (Stoudamire-Phillips, Erickson, Hall, Leary, Krys-Rusoff, Malán, and Palm) NAY: 0 MOTION PASSED</p>
<b>9.0</b>	<p><b>Metro External Audit Presentation</b> An external audit report was presented by Ashley Osten, Moss-Adams and Auditor Brian Evan and Caleb Ford, Metro.</p> <ul style="list-style-type: none"> <li>• Commissioner Hall noted that as the liaison to the audit committee he has represented MERC throughout the external auditing process.</li> </ul>
<b>10.0</b>	<p><b>Aramark Quarterly Report</b> An Aramark quarterly report was presented by Dave Woodman and Diane Marshall, Oregon Convention Center.</p> <ul style="list-style-type: none"> <li>• Commissioner Krys-Rusoff thanked the presenters for the diverse groups of people being reached out to around hiring.</li> <li>• Stoudamire-Phillips asked if the accelerated hiring process was for full or part-time positions. Marshall answered that they were part-time.</li> </ul>

	<ul style="list-style-type: none"> <li>• Stoudamire-Phillips requested information around the next hiring event at Expo.</li> </ul>
<b>11.0</b>	<p><b>Oregon Convention Center Brand Launch Presentation</b></p> <p>An OCC brand launch was presented by Craig Stroud and Cindy Wallace, Oregon Convention Center</p> <ul style="list-style-type: none"> <li>• Commissioner Hall was impressed with how the brand launch aligned with the physical changes to the building, both in a creative and bold way.</li> <li>• Malán suggested using the video at the employee recruitment event.</li> <li>• Leary noted that giving the line staff a participatory role in the launch is powerful.</li> <li>• Krys-Rusoff commented on how she could feel the energy of the participants in the town hall meetings and in the video.</li> <li>• Stoudamire-Phillips complimented the way the launch was directed internally instead of externally focused.</li> <li>• Councilor Lewis was impressed with the work around the launch and hopes that the committee can continue advisory work in some form.</li> </ul>
	<p>As there was no further business to come before the Commission, the meeting was adjourned at 2:40 p.m.</p>



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

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

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

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

as follows:

While attending activities related to the Travel Portland business  
relationship where meals, room and travel expenses will be paid for  
by Travel Portland, to introduce and familiarize potential meeting  
planners and association executives with Portland and the Oregon  
Convention Center, and to facilitate Oregon and Portland tourism  
and economic development, which activity(ies) will take place in  
Washington, DC, on April 29-May 2, 2019.

Being approved by the MERC Commission at its regular meeting on March  
6, 2019, the above activity is hereby officially sanctioned by MERC.

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Karis Stoudamire-Philips  
MERC Commission Chair

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

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

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

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

as follows:

While attending activities related to the Travel Portland business relationship where meals, room and travel expenses will be paid for by Travel Portland, to introduce and familiarize potential meeting planners and association executives with Portland and the Oregon Convention Center, and to facilitate Oregon and Portland tourism and economic development, which activity(ies) will take place in Chicago, Ill, on May 20-23, 2019.

Being approved by the MERC Commission at its regular meeting on March 6, 2019, the above activity is hereby officially sanctioned by MERC.

\_\_\_\_\_  
John Erickson  
MERC Commission Vice Chair

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# **MERC Commission Meeting**

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March 6, 2019  
12:30 pm

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Travel Portland Quarterly  
Report

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# 2ND QUARTER 2018-19 REPORT

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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 2nd quarter OCC realized over \$1.9 million in revenue from Travel Portland booked business. Community impact ROI from all future bookings was 65.1 to 1.
- Twenty-nine new and one repeat OCC conventions were booked for future years in the quarter worth \$12.1 million in OCC revenue and community economic impact over \$60.5 million. Total Travel Portland bookings, including single hotel will result in over \$79.7 million of economic impact.
- Travel Portland booked five minority meetings in the quarter with an community economic impact of approximately \$2.8 million.
- Travel Portland generated 132 media placements, with a total circulation of over 452.3 million. Of that, 9 articles were meetings related with a circulation of over 496,000.

## 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 December were up 9.1%.
- Central City hotels' occupancy decreased 1.7% for calendar YTD through December; ADR decreased 1.2%, RevPar decreased 2.9%, demand increased 6.3%, and room revenue increased 5.0%.
- TID hotels' occupancy decreased 1.6% for calendar YTD through December; ADR increased 0.4%, RevPar decreased 1.2%, 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	\$7,638,574	\$13.1 Million
2	ROI on future OCC business	7.6	4.8
3	Lead conversion	18%	16%
4	Services performance survey	4.0	3.8
5	Public relations/media	See page 13 & 14	Report
6	Community economic impact	52.4	44.0

## CITY CONTRACT GOALS

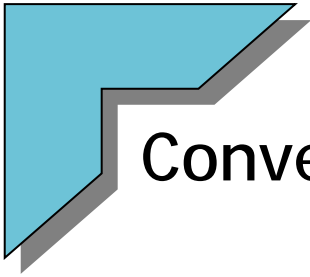
OBJECTIVE #	GOAL DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL GOAL
1	Convention Sales and Marketing Economic Impact ROI	37.9	25.0



# Convention Sales

<b>OREGON CONVENTION CENTER BOOKING REVENUE FROM TRAVEL PORTLAND</b>			
	OCC Revenue	Annuals	Total Potential Future Business
FY 18/19	\$ 15,732,534	\$ -	\$ 15,732,534
FY 19/20	\$ 15,252,952	\$ 609,269	\$ 15,862,221
FY 20/21	\$ 10,234,573	\$ 1,182,459	\$ 11,417,032
FY 21/22	\$ 14,342,976	\$ 749,850	\$ 15,092,826
FY 22/23	\$ 18,054,645	\$ 1,182,459	\$ 19,237,104
FY 23/24	\$ 4,356,430	\$ 749,850	\$ 5,106,280
FY 24/25	\$ 3,497,067	\$ 1,182,459	\$ 4,679,526
FY 25/26	\$ -	\$ 749,850	\$ 749,850
FY 26/27	\$ 1,857,528	\$ 1,182,459	\$ 3,039,987
FY 27/28	\$ -	\$ 749,850	\$ 749,850
<b>TOTAL</b>	<b>\$ 83,328,705</b>	<b>\$ 8,338,505</b>	<b>\$ 91,667,210</b>

<b>Oregon Convention Center Projected Future Revenue</b>			
Total Travel Portland Contract:	Quarter	YTD	Target
New OCC Bookings	29	42	
Repeat OCC Bookings	1	1	
Total OCC Bookings	30	43	
Room Nights from OCC Bookings	84,488	107,516	
Future OCC Revenue Booked during FY 2018/19	\$ 12,116,550	\$ 16,828,345	
ROI OCC Bookings	\$ 9.9	\$ 7.6	4.8 to 1
Community Economic Impact from OCC Bookings	\$ 60,553,605	\$ 82,800,558	
Total Room Nights Booked	123,078	169,598	
Total Community Economic Impact from Bookings	\$ 79,729,000	\$ 116,161,712	
ROI on Total Community Economic Impact	\$ 65.1	\$ 52.4	44.0 to 1
OCC Revenue Realized During FY 2018/19	\$ 1,924,026	\$ 7,638,574	\$13.1 Million



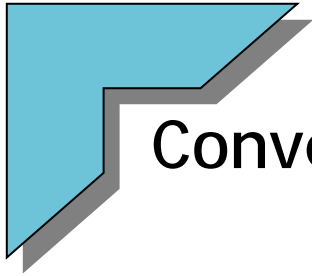
# Convention Sales

OREGON CONVENTION CENTER FUTURE GROUP BOOKINGS					
AS OF JANUARY 1, 2019					
	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23 and beyond
Current	47	45	22	18	31
4 Year Average	Current	1 yr. out	2 yrs. out	3 yrs. out	Beyond 3 yrs.
(FY 15/16-18/19)	52	35	20	13	19

2ND QUARTER - ROOM NIGHTS FROM OREGON CONVENTION CENTER BOOKINGS					
Year	Groups	Total Room Nights	Attendees	OCC Revenue	Community Economic Impact
FY 18/19	3	688	2,175	\$ 250,041	\$ 669,582
FY 19/20	10	20,570	38,900	\$ 2,621,008	\$ 14,487,228
FY 20/21	5	13,851	12,920	\$ 2,056,915	\$ 10,166,427
FY 21/22	2	7,059	5,400	\$ 1,172,486	\$ 5,265,509
FY 22/23	7	30,188	23,400	\$ 4,441,031	\$ 22,037,129
FY 23/24	2	9,140	5,000	\$ 1,336,246	\$ 6,159,480
FY 24/25	1	2,992	1,200	\$ 238,823	\$ 1,768,250
<b>TOTAL OCC BOOKINGS</b>	<b>30</b>	<b>84,488</b>	<b>88,995</b>	<b>\$ 12,116,550</b>	<b>\$ 60,553,605</b>

2ND QUARTER - ROOM NIGHTS FROM SINGLE HOTEL BOOKINGS				
Year	Groups	Total Room Nights	Room Tax Generated	Community Economic Impact
FY 18/19	43	10,736	\$ 216,968	\$ 6,473,512
FY 19/20	32	9,573	\$ 193,464	\$ 4,024,617
FY 20/21	15	12,104	\$ 244,614	\$ 5,636,120
FY 21/22	4	5,790	\$ 117,012	\$ 2,861,773
FY 22/23	1	387	\$ 7,821	\$ 179,373
<b>TOTAL OTHER BOOKINGS</b>	<b>95</b>	<b>40 38,590</b>	<b>\$ 779,879</b>	<b>\$ 19,175,395</b>



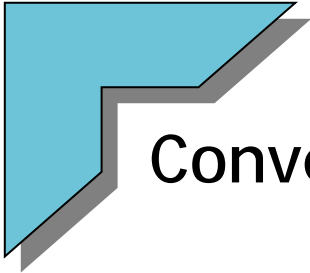


# Convention Sales

OREGON CONVENTION CENTER REVENUE: THREE YEAR AVERAGE		
	Total Contract	
	Quarter	YTD
OCC Revenue Generated (3 yr. average)	\$ 1,996,313	\$ 6,104,734
Travel Portland Contract Costs	\$ 1,224,395	\$ 2,214,994
ROI (Revenue / Costs)	1.6	2.8

LEAD CONVERSION	
	As of January 1, 2019
Lead Conversion Percentage	18%
Annual Target -16%	

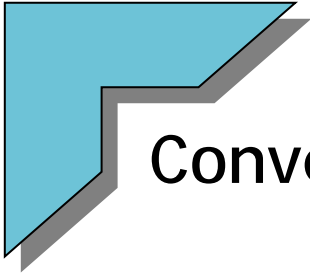
2ND QUARTER - OREGON CONVENTION CENTER LOST BUSINESS						
Account	Groups	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact
Subtotal	6	Date Availability - OCC	26,706	25,800	\$ 3,397,562	\$ 17,419,532
Subtotal	2	Board Decision	4,100	1,700	\$ 517,015	\$ 2,357,037
Subtotal	2	Declined business - OCC	5,732	4,300	\$ 1,023,568	\$ 4,753,010
Subtotal	2	Geographic	3,630	2,550	\$ 619,623	\$ 2,561,808
Subtotal	2	Rates/Cost - Hotel	18,470	9,100	\$ 3,241,604	\$ 15,098,907
Subtotal	2	Rates/Cost - OCC	6,953	4,650	\$ 567,291	\$ 4,532,351
Subtotal	1	Client Postponed Search	2,625	1,800	\$ 742,967	\$ 2,456,925
Subtotal	1	Hotel - Under One Roof	2,219	1,200	\$ 422,407	\$ 1,692,761
Subtotal	1	No Response from Client	2,400	1,000	\$ 117,812	\$ 1,968,202
Subtotal	1	Perceived Destination Draw	936	1,500	\$ 365,451	\$ 1,389,281
Subtotal	1	Weak Local Support	1,996	1,500	\$ 602,055	\$ 2,310,007
<b>Total</b>	<b>21</b>		<b>75,767</b>	<b>55,100</b>	<b>\$ 11,617,355</b>	<b>\$ 56,539,821</b>



# Convention Sales

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

2ND QUARTER INDUSTRY TRADE SHOWS AND EVENTS	
Trade Show/Event	Location
TEAMS: Travel, Events and Management in Sports	Louisville, KY
IMEX America: The Worldwide Meetings and Incentive Travel Exhibition	Las Vegas, NV
Connect Sports Women in Sports Tourism	Orlando, FL
HPN Global Partners	Miami Beach, FL
Connect Faith	Ontario, California
Nursing Organizations Alliance Fall Summit	Louisville, KY
CMP Conclave	Birmingham, AL
Portland Close UP Sales Mission	Washington, D.C.
Washington DC Multicultural Event	Washington, D.C.
ConfrenceDirect Forum 2018	Huntington Beach, CA
Travel Portland Fall Familiarization Tour	Portland, OR
Association HQ Leadership Forum/Sales Calls	Mt. Laurel, NJ
National Coalition of Black Meeting Planners Educational Conference	New Orleans, LA
Oregon Society of Association Management Annual Meeting	Portland, OR
Holiday Showcase	Chicago, IL



# Convention Sales

<b>MINORITY PROJECTED FUTURE REVENUE</b>		
<b>Total Travel Portland Contract:</b>	<b>2nd Quarter</b>	<b>YTD</b>
New Minority Bookings	5	7
Total Minority Bookings	5	7
Room Nights from Minority Bookings	2,943	3,141
<b>Minority Leads</b>		
Minority Leads	4	12
Minority Lost Leads	3	10
Minority Lost Leads Due to OCC Space & Availability	0	0
Minority Lost Leads Due to Hotel Package & Availability	0	1

For the second quarter of FY 2018/19, minority bookings created an estimated economic impact to the greater metro Portland community of about \$2.8 million. Booked groups included the following:

Indian Health Service	\$	29,310
National Indian Child Welfare Association	\$	39,952
National Indian Child Welfare Association	\$	36,042
Signature EquipoVision, LLC	\$	1,350,937
Signature EquipoVision, LLC	\$	1,378,963



# Convention Sales

Program	Date	Location	Total Travel Portland
<b>Jan-19</b>			
Professional Convention Management Association Convening Leaders 2019	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
<b>Feb-19</b>			
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 CEO	February 24 - 27, 2019	Kiawah Island, SC	1
Greater Oregon Society of Government Meeting Professionals	TBD	TBD	1
<b>Mar-19</b>			
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
<b>Apr-19</b>			
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
<b>May-19</b>			
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
<b>Jun-19</b>			
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 2019 Education	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 Conference	June 25 - 7, 2019	Detroit, MI	1
<b>Jul-19</b>			
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



# Convention Sales

Program	Date	Location	Total Travel Portland
<b>Aug-19</b>			
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
<b>Sep-19</b>			
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
<b>Oct-19</b>			
Professional Convention Management Association Convening Leaders	TBD	TBD	2
Customer Advisory Board	TBD	TBD	18
IMEX America: The Worldwide Meetings and Incentive Travel Exhibition	TBD	TBD	4
Connect Faith	TBD	TBD	1
<b>Nov-19</b>			
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
<b>Dec-19</b>			
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
<b>Jan-20</b>			
Professional Convention Management Association Convening Leaders 2019	TBD	TBD	9
Religious Conference Management Association Emerge Conference	TBD	TBD	1
Council of Manufacturing Association	TBD	TBD	2
<b>Feb-20</b>			
Women's Executive Forum	TBD	TBD	5
Destination Showcase D.C.	TBD	TBD	3
MPI Northern California	TBD	TBD	2
Council of Engineering and Scientific Society Executives Annual Meeting CEO	TBD	TBD	1
Greater Oregon Society of Government Meeting Professionals	TBD	TBD	1
<b>Mar-20</b>			
Experient Envision	TBD	TBD	2
MPI Cascadia	TBD	TBD	1
West Coast Road Show	TBD	TBD	3
MCI Colorado	TBD	TBD	2
Connect Diversity	TBD	TBD	2
CBI Pharma Forum	TBD	TBD	2
ConferenceDirect	TBD	TBD	1
Three City Collective Tea Event	TBD	TBD	1
Meet NY	TBD	TBD	2



# Convention Services

ACTIVITY DESCRIPTION	2ND QUARTER	YTD
OCC groups occurring during the quarter	8	25
Distribution of promotional pieces	13,660	45,014
Meeting planning assistance - Services leads	242	446
Pre-convention attendance building - Site tours	10	23
Pre-convention attendance building -Promo trips, e-newsletters and materials	13	27
Housing-convention room nights	4,517	11,758

2ND QUARTER INDUSTRY SITE TOURS, TRADE SHOWS AND PROMO TRIPS					
Organization	Organization Location	Promotional Trip	Site Visit	OCC	Non-OCC
TMS - the Minerals, Metals and Materials Society	Pittsburgh, PA	X		X	
American Association for Public Opinion Research	Oakbrook Terrace, IL		X	X	
Microscopy Society of America	Reston, VA		X	X	
Association for the Advancement of Medical Instrumentation	Arlington, VA		X	X	
American Association for Public Opinion Research	Oakbrook Terrace, IL		X	X	
Association for Vascular Access	Herriman, UT		X	X	
Society for Personality and Social Psychology	Washington, DC		X	X	
Musculoskeletal Tumor Society	Rosemont, IL		X		X
NCAA	Indianapolis, IN		X		X
Personify	Vienna, VA		X		X
International Association of Rehabilitation Professionals	St. Paul, MN		X		X



**TRAVEL PORTLAND POST CONVENTION SURVEY**

Overall impression of the following:							
Answer Options	Excellent= 4	Good= 3	Fair= 2	Poor= 1	N/A	Rating Average	Response Count
Travel Portland sales staff	4	0	0	0	0	4.0	4
Travel Portland convention services staff	4	0	0	0	0	4.0	4
Travel Portland housing services (if utilized)	2	0	0	0	2	4.0	2
Travel Portland collateral/promotional materials	4	0	0	0	0	4.0	4
Quality and user-friendliness of the Travel Portland website	3	0	0	0	1	4.0	3
<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?**  
 Fantastic. I absolutely adored working with Sissy and Ana this year, as I have in the past. They are both wonderful. I understand I won't be working with Ana Liberty anymore after this year, but she has been fantastic. I could not review either of those women higher. I am very excited I get to keep working with Sissy though.  
 It felt like a partnership during the planning process and onsite. We weren't nickel and dimed for small changes that needed to be made, and I trusted the advice of those who knew the venue best.  
 Everyone on the Travel Portland team was fantastic to work with. I would not hesitate to hold another event in Portland.

Groups Serviced/Surveyed:	
American Physical Society	Irish Dance Teachers Association of North America
Kumoricon <i>*Completed Survey</i>	F+W Corporate
Viewpoint Construction Software	Wizards of the Coast LLC
Great Western Council of Optometry	IEEE Industry Applications Society <i>*Completed Survey</i>
American Cheer & Dance Championships <i>*Completed Survey</i>	Society of American Foresters <i>*Completed Survey</i>



# Communications & PR

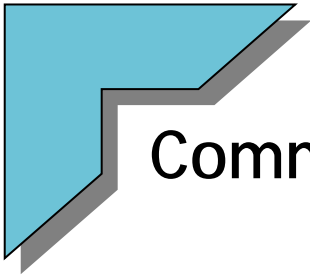
KEY MESSAGES/CONTENT	
Circulation Totals - 2018-19	
Top 10 of 31 key messages	
	Total
Food	204,535,514
Drink	191,570,270
Lodging	167,392,490
Gardens	123,707,615
Outdoor Recreation	76,666,983
Quirky	64,460,186
Designers & Makers	48,730,188
Events	41,086,978
TravelPortland.com	40,363,986
Diversity/Minority	39,139,483

	2nd Quarter	YTD	Target
<b>City of Portland Totals (Broadcast, Print, &amp; Online)</b>			
Circulation	452,327,893	692,597,286	
Placements	132	237	
<b>International (Broadcast, Print, &amp; Online)</b>			
Circulation	40,471,716	79,729,786	
Placements	63	110	
<b>MERC*</b>			<b>Report</b>
Circulation	496,212	2,327,268	
Placements	9	15	

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

\* Totals represent broadcast, print, and online media.





# Communications & PR

Articles			MERC	
Publication/ Air Date	Outlet	Headline	Total Circulation	Placements
8/1/2018	Group Tour Magazine	Port City: Portland	15,000	1
9/1/2018	Association Conventions & Facilities	The Pacific Northwest	20,506	1
9/1/2018	Northstar Meetings Group	Pacific Northwest	5,000	1
10/1/2018	USAE	Short-term Rentals Added to Travel Portland's TID	2,000	1
10/10/2018	Association Conventions & Facilities	The Pacific Northwest	1,300	1
11/9/2018	Connect Corporate	Travel Portland Launches 6-Year Tourism Plan to Become DMMO	122,000	1
11/9/2018	Connect Association	Travel Portland Launches 6-Year Tourism Plan to Become DMMO	155,000	1
12/1/2018	Smart Meetings Magazine	The Art of Planning a Citywide	25,000	1
12/10/2018	Smart Meetings Magazine - Online	The Art of Planning a Citywide	150,406	1
<b>Total</b>			<b>496,212</b>	<b>9</b>

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



# Marketing & Tourism Sales

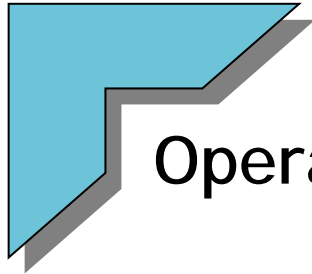
MARKETING		
TravelPortland.com*	2nd Quarter	YTD
Visits	737,623	1,679,475
International Visits	60,513	148,378
Referrals	162,055	388,964
Business and Event Detail Views	402,348	898,626
Meetings.TravelPortland.com*		
Venue Finder Page Views	1,573	3,063
Social Media**		
Estimated Economic Impact of Social Media Activity (Monthly Average)		\$ 370,479

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

TOURISM SALES		
	2nd Quarter	YTD Total
<b>Familiarization Tours</b>		
# of Fam Tours	9	30
<b>Room Nights</b>		
Total	14,905	17,387
<b>International Visits/Arrivals*</b>		
Portland	2.5%	N/A
Competitive Set**	3.4%	N/A

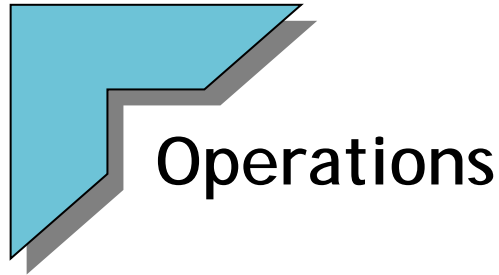
\*Source: Oxford Tourism Economics Company reports twice during the calendar year.

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



# Operations

<b>DIVERSITY EMPLOYMENT STATISTICS 2018-19</b>					
<b>TRAVEL PORTLAND GOALS AND OBJECTIVES BY JOB CATEGORIES</b>					
	<b>December 31, 2018</b>		<b>2018-19</b>		
<b>Job Category</b>	<b>Category Number</b>	<b>Total</b>	<b>Actual Percentage</b>	<b>Goal Percentage</b>	<b>Objective</b>
	<b>Number of Females</b>	<b>Number of Staff</b>			
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
<b>Total</b>	<b>56</b>	<b>74</b>	<b>76%</b>	<b>45%</b>	<b>Monitor</b>
	<b>Number of Minorities</b>	<b>Number of Staff</b>			
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
<b>Total</b>	<b>12</b>	<b>74</b>	<b>16%</b>	<b>15%</b>	<b>Monitor</b>
<b>This report is based on current full and part-time staff.</b>					



## FIRST OPPORTUNITY TARGET AREA (FOTA)

### HIRING

Travel Portland hired zero new employees in the second quarter. Recruiting and special considerations are always made for applicants in the MERC FOTA. Travel Portland currently has twelve 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 \$515,267 with businesses in the FOTA area for ending FY quarter December 2018.

### PARTNERSHIP

Travel Portland currently has 122 member businesses within FOTA and 47 minority and 76 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 \$1,039,388 of lodging tax dollars in the purchasing of services and supplies where it had the discretion to purchase from outside vendors. Of this amount, \$251,850 or 24% 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	QTR Ending 12-31-18	Sum of YTD 06-30-2019	Percent
Personnel Costs	1,158,879	292,471	307,968	600,439	
Direct expenses	132,728	33,182	33,182	66,364	
<b>Total Portland office</b>	<b>1,291,607</b>	<b>325,653</b>	<b>341,149</b>	<b>666,803</b>	<b>52%</b>

#### **Washington DC office:**

Personnel Costs	278,800	68,429	77,736	146,165	
DC client events	13,000	-	-	-	
Direct expenses	65,682	16,420	16,420	32,841	
<b>Total DC office</b>	<b>357,482</b>	<b>84,849</b>	<b>94,156</b>	<b>179,006</b>	<b>50%</b>

#### **Chicago office:**

Personnel Costs	139,400	37,925	38,417	76,342	
Chicago client events	12,000	7	3	10	
Direct expenses	21,477	5,369	5,369	10,739	
<b>Total Chicago expenses</b>	<b>172,877</b>	<b>43,301</b>	<b>43,789</b>	<b>87,090</b>	<b>50%</b>

Fall & Spring Fam	100,000	1,968	76,073	78,041	
Site Visits	100,000	12,255	-	12,255	
Bid/Sales Trips	40,000	5,623	2,786	8,409	
Local Promotions	5,000	11,091	1,597	12,688	
Tradeshows	300,000	119,783	116,103	235,886	
Road Shows/Client Events-Chicago & Washington DC	95,000	499	-	499	
Research/Lead Generation	45,000	26,153	15,095	41,248	
Three City Alliance	50,000	7,990	11,971	19,961	
Advisory Council	100,000	31,775	-	31,775	
Multicultural Sales & Opportunities	260,000	22,274	87,601	109,875	
<b>Sub-Total</b>	<b>1,095,000</b>	<b>239,412</b>	<b>311,226</b>	<b>550,637</b>	

**Total Direct Sales** **2,916,966** **693,216** **790,320** **1,483,536** **51%**

### Marketing:

**Total Marketing** **712,644** **105,759** **229,782** **335,541** **47%**

### Publication Relations:

**Total PR** **150,000** **38,254** **37,609** **75,863** **51%**

### Convention Services:

**Total Convention Services** **467,229** **122,796** **118,863** **241,659** **52%**

### Contract Administration:

Personnel Costs	144,231	30,574	47,821	78,395	
<b>Total Contract Admin</b>	<b>144,231</b>	<b>30,574</b>	<b>47,821</b>	<b>78,395</b>	<b>54%</b>

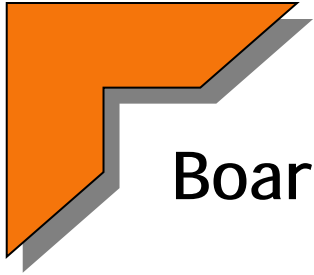
**Total Budget** **\$ 4,391,069** **990,599** **\$ 1,224,395** **\$ 2,214,994** **50%**

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

	<b>Actual (Prior Year)</b> <b>YTD</b> <b>12/31/2017</b> <b>Column A</b>	<b>Actual</b> <b>YTD</b> <b>12/31/2018</b> <b>Column B</b>	<b>Budget</b> <b>YTD</b> <b>12/31/2018</b> <b>Column C</b>	<b>Actual (Prior Year)</b> <b>Full Year</b> <b>6/30/2018</b> <b>Column D</b>	<b>Budget</b> <b>Full Year</b> <b>6/30/2019</b> <b>Column E</b>
<b>Revenue</b>					
City/County Lodging Tax (1%)	3,723,336	4,061,363	3,836,339	6,592,722	6,792,813
Tourism Improvement District (TID) (2%)	6,640,026	7,772,661	6,637,471	11,469,713	11,765,481
MERC (OCC contract)	2,165,899	2,195,534	2,195,533	4,338,746	4,391,069
Partnership Dues	258,720	227,390	215,000	514,943	430,000
Fees earned	141,234	102,077	78,100	263,932	156,200
Other Income	46,024	39,948	5,000	58,305	10,000
Tradeout/In-Kind	0	0	0	12,620	0
Cooperative programs	266,092	33,964	122,000	399,291	244,000
Regional RCTP (from Travel Oregon)	971,885	2,395,531	2,383,031	1,886,757	2,965,012
Cultural Tourism	113,558	225,561	150,000	335,503	300,000
Visitor Development Fund (VDF)	75,000	0	80,511	95,336	80,511
<b>Total Revenue</b>	<b>14,401,773</b>	<b>17,054,030</b>	<b>15,702,983</b>	<b>25,967,868</b>	<b>27,135,086</b>
<b>Expenses</b>					
Convention Sales	2,544,639	2,753,545	2,841,755	4,628,873	5,249,713
Int'l Tourism	1,124,481	1,045,745	1,200,000	2,554,909	2,500,000
Marketing & Communications	4,961,954	5,129,390	4,529,586	11,877,365	9,557,175
Regional RCTP (from Travel Oregon)	1,549,548	1,929,645	2,210,231	1,886,757	2,965,012
Convention & Housing Services	552,573	592,182	564,513	1,115,842	1,176,069
Partnership Services & Events	325,365	394,457	412,800	848,502	860,000
Visitor Services (Fulfillment & VIC)	170,798	175,220	187,200	361,390	390,000
Program Support	2,066,252	2,192,668	2,171,681	4,195,519	4,437,117
<b>Total Expenses</b>	<b>13,295,610</b>	<b>14,212,853</b>	<b>14,117,765</b>	<b>27,469,157</b>	<b>27,135,086</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>1,106,163</b>	<b>2,841,177</b>	<b>1,585,218</b>	<b>-1,501,289</b>	<b>0</b>

**Travel Portland**  
**Balance Sheet**  
(Statement of Financial Position)

	Actual 12/31/2018 Column A	Actual as of 6/30/2018 Column B	Increase (Decrease) Column C
<b>Assets</b>			
Cash and Cash Equivalents	\$7,200,660.84	\$3,158,579.47	128%
Investments	\$4,453,074.24	\$4,422,170.12	1%
Accounts Receivable	\$758,804.76	\$974,741.25	-22%
Prepaid Assets	\$758,142.38	\$969,178.97	-22%
Fixed Assets, net	\$1,440,308.16	\$1,562,377.69	-8%
Other Assets	\$254.17	\$0.00	0%
<b>Total Assets</b>	<b>\$14,611,244.55</b>	<b>\$11,087,047.50</b>	<b>32%</b>
<b>Liabilities and Net Assets</b>			
<b>Liabilities</b>			
Accounts Payable & Accrued Expenses	\$1,929,482.78	\$2,139,138.46	-10%
Accrued Personnel	\$1,890,783.28	\$2,196,430.06	-14%
Deferred Revenue	\$152,173.59	\$216,320.54	-30%
Other Fiduciary Liabilities - RCTP	\$569,481.36	\$57,012.19	899%
<b>Total Liabilities</b>	<b>\$4,541,921.01</b>	<b>\$4,608,901.25</b>	<b>-1%</b>
<b>Net Assets</b>			
Undesignated-Balance Sheet	\$7,262,003.39	\$3,877,329.11	87%
Board Designated-Balance Sheet	\$1,367,011.99	\$1,038,439.45	32%
Net Property and Equipment-Balance Sheet	\$1,440,308.16	\$1,562,377.69	-8%
<b>Total Net Assets</b>	<b>\$10,069,323.54</b>	<b>\$6,478,146.25</b>	<b>55%</b>
<b>Total Liabilities and Net Assets</b>	<b>\$14,611,244.55</b>	<b>\$11,087,047.50</b>	<b>32%</b>



# 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	Vice Chair	
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		



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# **MERC Commission Meeting**

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March 6, 2019  
12:30 pm

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Action Agenda

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**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 19-02**

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 FY 2018-19 through FY 2022-23 Capital Improvement Plan (CIP).

**WHEREAS**, Metro Code 6.01.050 provides that MERC shall annually prepare and approve an annual budget which shall, to the maximum extent permitted by law, consist of one commission-wide series of appropriations; and

**WHEREAS**, MERC previously approved and transmitted to the Metro Council the fiscal year 2018-19 budget for the MERC Fund; and

**WHEREAS**, MERC staff request certain budget amendments to the Proposed Budget for fiscal year 2018-19 for the reasons described in the attached Staff Report.

**BE IT THEREFORE RESOLVED THAT,**

1. MERC approves the budget amendments to the MERC Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019 for inclusion as part of the total Metro budget for this period.
2. MERC requests that the Metro COO present these amendments to the Proposed Budget to the Metro Council for ratification.

Passed by the Commission on March 6, 2019.

**Approved as to Form:**  
**Nathan A. S. Sykes, Acting Metro Attorney**

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**Chair**

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**Secretary/Treasurer**

**By:**  

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**Nathan A. S. Sykes, Acting Metro Attorney**

## MERC Staff Report

**Agenda Item/Issue:** For the purpose of approving and transmitting to the Metro Council a FY 2018-19 Budget and Capital Improvement Plan (CIP) amendment to the MERC Fund.

**Resolution No:** 19-02

**Presented By:** Rachael Lembo, MERC Finance Manager

**Date:** March 6, 2019

### **Background and Analysis:**

#### **CIP Amendment – Portland’s Centers for the Arts**

The following amendment is a budget adjustment in existing projects:

##### **Keller Electrical Infrastructure Update**

- Total project budget increase of \$210,000; from \$850,000 to \$1,060,000
- FY19-20 appropriation increase of \$210,000; from \$550,000 to \$760,000

This project will update nearly every electrical panel in the Keller auditorium – over 80 devices including main service panels, distribution boards and disconnect switches. The majority of the cost over-run is related to unforeseen conditions due to non-updated as-built drawings. As panels are removed the contractor has discovered code compliance issues that need to be addressed, and unique sizes that require custom equipment. The bulk of this project was completed last summer, but the updating of panels around the building is ongoing between shows.

This increase can be offset by reducing fiscal year appropriation for the AHH Roof project. The AHH roof project construction will begin this spring and continue in FY19-20.

##### **AHH Roof Replacement**

- No change in total project budget
- FY 2018-19 appropriation change – decrease of \$210,000

##### **FY 2018-19 Budget Impact**

Project Description	Project #	FY 18-19 Current Budget	Amendment	FY 18-19 Amended Budget
Keller Electrical Infrastructure Update	8R155	550,000	210,000	760,000
ASCH Roof Replacement	8R179	1,107,000	(210,000)	897,000
<b>Total</b>		<b>1,657,000</b>	<b>0</b>	<b>1,657,000</b>

**Fiscal Impact:** This action will amend the FY 2018-19 Adopted Budget as shown above. The revised five-year CIP is included as Attachment 1.

**Recommendation:** Staff recommends the Metropolitan Exposition Recreation Commission adopt Resolution 19-02.

**Portland'S Centers for the Arts CIP Summary**  
Fiscal Year 2019

	Mgmt	ID	Prior Years	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	Total
Schnitzer Orchestra Shell Replacement	CPMO	8R092	462,092	2,195,000	3,900,000	1,442,908	-	-	8,000,000
AHH Roof	CPMO	8R179	90,000	897,000	1,438,000	-	-	-	2,425,000
Keller Electrical Infrastructure Update	Venue	8R155	300,000	760,000	-	-	-	-	1,060,000
KA Generator Fuel Storage	Venue	8R214	-	350,000	-	-	-	-	350,000
Keller Café	Venue	TBD	-	350,000	-	-	-	-	350,000
ASCH Piano Replacement	Venue	8R216	-	200,000	-	-	-	-	200,000
Newmark Main Speakers	Venue	8R128	-	200,000	-	-	-	-	200,000
KA Camera/Security System	CPMO	P5TBD85	-	200,000	-	-	-	-	200,000
Newmark Piano Replacement	Venue	8R217	-	150,000	-	-	-	-	150,000
Voice over Internet Protocol (VoIP)		65701	154,000	110,000	-	-	-	-	264,000
KA Fall Arrest	CPMO	8R219	-	100,000	-	-	-	-	100,000
ASCH FOH Elevators Overhaul	CPMO	8R205	240,000	60,000	-	-	-	-	300,000
ASCH Broadway and Park Marquees	CPMO	8R220	-	50,000	800,000	-	-	-	850,000
ASCH Backstage Dressing Tower Elevator	CPMO	8R204	320,000	80,000	-	-	-	-	400,000
AHH/ASCH/Keller ADA signage	Venue	8R182	50,000	30,000	50,000	95,000	-	-	225,000
EIFS Replacement Phase III	CPMO				700,000				700,000
ASCH Orchestra concession rebuild	CPMO	P5TBD77	-	-	600,000	-	-	-	600,000
KA Catwalk at FOH	CPMO	P5TBD75	-	-	350,000	-	-	-	350,000
ASCH Box office rebuild	CPMO	P5TBD74	-	-	250,000	-	-	-	250,000
AHH Video monitors for poster cases	Venue	P5TBD82	-	-	50,000	-	-	-	50,000
ASCH - Cooling System Replacement	CPMO	8R120	-	-	-	1,200,000	-	-	1,200,000
ASCH New Seats	Venue	P5TBD84	-	-	-	600,000	-	-	600,000
KA New PA (Monitors, Amps, Mains)	Venue	P5TBD89	-	-	-	400,000	-	-	400,000
Keller Building HVAC Controls & Stage HVAC Imp	CPMO	P5TBD56	-	-	-	250,000	-	-	250,000
AHH Rotunda/Bistro Carpet Replacement	Venue	P5TBD53	-	-	-	150,000	-	200,000	350,000
AHH 4th and 5th floor remodel	Venue	P5TBD92	-	-	-	150,000	-	-	150,000
AHH Lobby Storefront Doors Replacement (R&R)	Venue	P5TBD13	-	-	-	82,000	-	-	82,000
Winnigstad Seating replacement	Venue	P5TBD81	-	-	-	75,000	-	-	75,000
AHH Park Street lobby door replacement	Venue	P5TBD80	-	-	-	50,000	-	-	50,000
KA Lobby Monitors	Venue	P5TBD90	-	-	-	50,000	-	-	50,000
Keller Stage Pit Lifts Overhaul	CPMO	P5TBD66	-	-	-	-	500,000	-	500,000
AHH Freight Elevator Overhaul	CPMO	P5TBD72	-	-	-	-	400,000	-	400,000
Keller Backstage Dressing Tower Elevator	CPMO	8R175	-	-	-	-	300,000	-	300,000
Newmark Seating replacement	Venue	P5TBD83	-	-	-	-	225,000	-	225,000
AHH Brunish Dressing Build-Out	CPMO	P5TBD46	-	-	-	-	175,000	-	175,000
Newmark Replace Stage Floor	CPMO	P5TBD86	-	-	-	-	100,000	-	100,000
Winni Hoists	Venue	P5TBD87	-	-	-	-	75,000	-	75,000
ASCH Stage Door Area Rebuild	CPMO	P5TBD96	-	-	-	-	-	75,000	75,000
<i>Projects removed from CIP:</i>									
ASCH Roof Drains	CPMO	8R215	-	-	-	-	-	-	-
Portable Concession Kiosks	Venue	85105	-	-	-	-	-	-	-
ArtBar/Lobby Furniture Replacement	Venue	8R218	-	-	-	-	-	-	-
ASCH Cooling Airflow Study	CPMO	8N075	-	-	-	-	-	-	-
AHH Stage door area rebuild	CPMO	8R221	-	-	-	-	-	-	-
ASCH Chamber Lighting	CPMO	8R177	25,000	-	-	-	-	-	25,000
<b>TOTAL - Portland'S Centers for the Arts Fund</b>				<b>\$5,732,000</b>	<b>\$8,138,000</b>	<b>\$4,544,908</b>	<b>\$1,775,000</b>	<b>\$275,000</b>	<b>\$22,106,000</b>
<b>Total changes in proposed amendment</b>				<b>\$0</b>	<b>\$210,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$210,000</b>

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# **MERC Commission Meeting**

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March 6, 2019  
12:30 pm

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FY19-20 Proposed Budget  
Presentation

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# Memo

Date: March 6, 2019  
To: MERC Commissioners  
From: Deidra Krysh-Rusoff, Chair of the MERC Budget Committee  
Scott Cruickshank, General Manager of Visitor Venues  
Re: Transmittal of the Fiscal Year 2019-20 MERC Budget

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The budget is an important tool for accomplishing goals and measuring success of the venues and the Commission. The FY 2019-20 budget appropriates over \$124 million to operate the venues and invest in our facility assets. The Budget Committee recommends the Commission approve Resolution 19-03, approving the MERC FY 2019-20 Proposed Budget and FY 2019-20 through FY 2023-24 Capital Improvement Plan.

After the MERC Budget Retreat on November 7, 2018, the Budget Committee met twice to review and discuss details of the budget. These meetings allowed the Venue Directors to share significant items in their budgets, major capital projects, new Full Time Equivalent (FTE) and/or program requests, and respond to questions from the Budget Committee. Highlights from those meetings are described below.

## Oregon Convention Center

### *Budget Priorities*

- Complete the renovation and maintain the OCC using the Facility Master Plan and condition assessments
- Deliver world class customer service
- Grow the OCC's economic impact through increased convention and consumer show business
- Continue to assess and improve public safety
- Generate operating revenues to cover 100 percent of operating expenses and maintain strategic reserves

### *Significant Changes in the Budget*

- Sales rentals are projected at \$5.2 million for OCC, which includes 50 conventions. Of this amount, \$4.6 million is licensed with \$590,000 of projected business pick-up between now and the end of FY19-20.
- Food and beverage forecasted revenues are \$16.3 million, a 2% increase compared to the FY18-19 budget. The budgeted food and beverage margin is \$3.6 million, 22% of food and beverage revenues.

- Ancillary sales revenue, including equipment and utility services, is projected at \$6.6 million, a 3% increase from the FY18-19 budget.
- Parking revenues are projected at \$2.1 million, comparable to the FY18-19 budget.
- The major renovation of the Oregon Ballroom, plaza and related interior and exteriors will continue in FY219-20, with the work wrapping up by the end of calendar year 2019. The impact to clients has been considered in development of revenue goals.
- OCC operations support from Transient Lodging Taxes is projected to be \$14.9 million, a 6% increase over FY18-19 budget.
- Event driven labor costs have been adjusted based on the event schedule.
- Materials and Services budget lines have been kept to a minimum to support existing programs and workload with increases limited to those programs with offsetting event revenue.
- OCC's capital improvement program includes the completion of the major interior and plaza renovation project, as well as \$7 million in other projects.

#### *New Requests*

- Security is the highest risk to the convention center. The center intends to be proactive in developing strategic and tactical plans to address public safety risks by hiring a Director of Public Safety and Occupational Health. In addition, the center proposes a new Lead Security Agent to provide additional public safety staff coverage to the building.

#### **Portland Expo Center**

##### *Budget Priorities*

- Drive revenues in key areas of Food and Beverage, Parking and Charges for Services through review of contracted management partnerships, focused sales efforts, and policy direction.
- Continued development of our venue professionals through training, professional development and strategic community engagement that supports Metro's broader diversity, equity and inclusion goals.
- Completion of our FY20 Capital Projects that are on time, develop return on investment, and represent the values of our agency by providing opportunities for COBID firms, our region and the long-term capital needs of the Portland Expo Center.
- Focused effort on solidifying the goals of the Expo Project through review of our campus assets, analytical data review and long-term campus planning that support the overall economic health, mission and vision of the Expo Center.

### *Significant Changes in the Budget*

- Sales rental revenue is up just over \$100k, 5%, from the FY2018-19 budget.
- Food and beverage revenues are projected lower than prior years, due to some large catered events with significant food and beverage sales which are not expected to return. The budgeted food and beverage margin is \$400,000, 18% of food and beverage revenues.
- Parking revenue is flat from the FY2018-19 budget, after an increase to \$10 per car for attendees effective July 2018. Exhibitor parking rates are currently under review and may see a price increase.
- Ancillary revenues, including ticket and utility services and equipment rental, are down \$60,000, 7%, from the FY2018-19 budget. These revenues vary by event, and are projected based on the forecasted event schedule.
- Utility costs continue to increase on Expo's expansive campus. Overall the budget for utilities is up \$90,000, 13%, based on historical usage and price increases. This is primarily due to electricity and stormwater fees. Expo continues to invest in capital projects that increase efficiencies and temporary electrical revenue partnerships.
- There are no new requests. It should be noted that this budget does not include Cirque du Soleil, however that event is expected to return in summer 2020, FY20-21.

### **Portland'5 Centers for the Arts**

#### *Budget Priorities*

- Continue business development initiative via Portland'5 Presents events
- Continue to develop and implement a plan to address long term funding strategy for Portland'5
- Continue to develop and implement revitalization plan for the Portland'5 Foundation
- Continue development of sponsorship, advertising and marketing initiatives that generate revenue
- Continue to develop the education and community engagement program

### *Significant Changes in the Budget*

- Portland'5 projects 13 weeks of Broadway Across America, including 3 weeks of Wicked and 3 weeks of Frozen.
- Portland'5 Presents, the programming arm of Portland'5, expects to book more shows in the larger halls in FY19-20, which will increase revenues and related expenses.
- Food and beverage revenues are expected to increase based on the event schedule. The budgeted food and beverage margin is \$1 million, 26% of food and beverage revenues.



- Portland's operations support from Transient Lodging Taxes and the City of Portland is projected to be \$3.1 million, a 2% increase over FY18-19 budget.
- Event driven labor costs have been adjusted based on the event schedule.
- Security agent and peer security coverage have been increased during performances.
- The Facility Management team will address deferred maintenance projects and invest in operating and production equipment.
- The Arlene Schnitzer Concert Hall will be closed this summer for the first phase of acoustical enhancements, an \$8 million project with \$6.5 million in outside funding.

#### *New Requests*

- Portland's proposes to add an Apprentice Operating Engineer and recruit in underrepresented communities in the trades, specifically women and people of color.
- Portland's proposes reclasses for some positions.

### **MERC Administration**

#### *Budget Priorities*

- Ensure proper reporting to stakeholders of the required minority contracting and workforce equity goals throughout the construction of the OCC Hotel project.
- Negotiate and oversee successful implementation of a venue wide food and beverage contract.

#### *Significant Changes in the Budget*

- The Limited Duration Director of Strategic Initiatives position expires June 30, 2019, and is not included in this budget.

#### *New Requests*

- MERC Admin proposes a new Financial Analyst position. This position will report to the MERC Finance Manager and assist with monthly reporting, budget development and financial analysis, which will allow the Finance Manager to focus on larger and more complex projects for the venues.

## Long term considerations

While the proposed budget is annual, management considered long term impacts during budget development.

### *Personnel Costs*

Personnel wages and related fringe are estimated to be over \$25 million in FY19-20, 30 percent of MERC operating expenses. Costs increase annually due to wage adjustments, new positions and increased part time labor hours due to growing and changing business needs. Future minimum wage increases will have a direct impact on some positions, and wage compression could expand that impact. Costs could also increase by the results of Metro's ongoing pay equity study – results are expected later this spring.

The venues considered the long term impacts when requesting new positions this year. There are 4.0 new positions requested, down from 7.5 in FY18-19 and 5.5 in FY17-18.

### *Public Employees Retirement System (PERS)*

The PERS rate will increase in FY 2019-20, from an average of 12.6 percent of total salary to 16.4 percent, a 30 percent increase overall. PERS rates are expected to have significant biannual increases for at least the next five years.

### *Capital Improvement Plan*

The majority of capital funding at OCC and Expo comes from Transient Lodging Taxes. At Portland's the funding comes from accumulated fund balance. At the start of the budget process the venues developed five year forecasts, which were shared with the Commission at the Budget Retreat in November. These forecasts were used to determine available capital funding for the five year capital improvement plan.

## Conclusion

The Budget Committee has discussed the proposed budget with staff during two Budget Committee meetings, and supports approval by the Commission. Concurrently, the budget was also reviewed by Metro's Chief Operating Officer (COO). After approval by the Commission and the COO the budget will be presented to Metro Council on April 11, 2019, and will be considered for approval by Council on May 2, 2019.

**METROPOLITAN EXPOSITION RECREATION COMMISSION  
Resolution Number 19-03**

For the purpose of approving the Metropolitan Exposition Recreation Commission (“MERC”) 2019-20 Proposed Budget and 2019-20 through 2023-24 Capital Improvement Plan.

**WHEREAS**, pursuant to Section 6.01.50 of the Metro Code, MERC must prepare and approve a budget by resolution and;

**WHEREAS**, the MERC Budget Committee has met in public meetings for the purpose of creating the MERC 2019-20 Budget and recommends approval of the budget and five-year capital plan attached as Exhibit A to this Resolution.

**BE IT THEREFORE RESOLVED**, that the Metropolitan Exposition Recreation Commission:  
Approves the MERC Fiscal Year 2019-20 Budget and 2019-20 through 2023-24 Capital Improvement Plan attached as Exhibit A and transmits it to the Metro Chief Operating Officer for submission to the Metro Council for inclusion in the Metro budget for the Fiscal Year 2019-20.

Passed by the Commission on March 6, 2019.

Approved as to Form:  
Nathan A. S. Sykes, Acting Metro Attorney

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary/Treasurer

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Nathan A. S. Sykes, Acting Metro Attorney

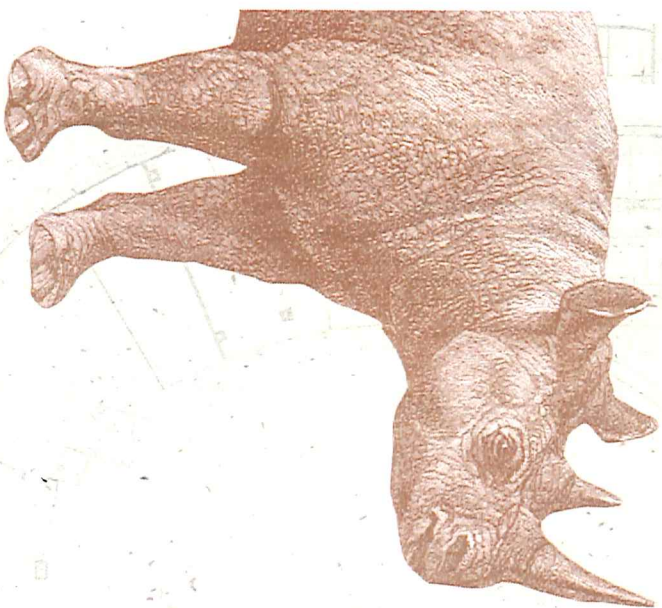
Metropolitan Exposition-Recreation Commission  
All Venues

	OCC	P5	Expo	Admin	TOTAL MERC FY 2020 Proposed Budget
<b>OPERATIONS</b>					
Charges for Services	13,932,018	15,148,714	4,777,447	-	33,858,179
Food and Beverage Revenue	16,341,351	3,803,468	2,252,351	-	22,397,170
Local Government Shared Revenues	14,877,000	2,160,835	-	-	17,037,835
Contributions from Private Sources	-	948,786	-	-	948,786
Grants	-	125,000	-	-	125,000
Interest Earnings	200,000	237,500	62,500	160,000	660,000
Miscellaneous Revenue	17,828	80,650	42,000	-	140,478
Transfers-R	-	-	400,000	929,685	1,329,685
<b>Total Revenues</b>	<b>45,368,197</b>	<b>22,504,953</b>	<b>7,534,298</b>	<b>1,089,685</b>	<b>76,497,133</b>
Personnel Services	13,220,370	9,328,654	2,174,718	695,278	25,419,020
Materials and Services	11,328,287	7,917,509	1,590,904	537,025	21,373,725
Food & Beverage Services	12,712,317	2,803,246	1,849,468	-	17,365,031
Debt Service	-	-	1,019,775	-	1,019,775
Management Fee	1,971,684	-	509,723	-	2,481,407
Transfers-E	3,738,349	1,930,419	696,346	149,631	6,514,745
<b>Total Expenditures</b>	<b>42,971,007</b>	<b>21,979,828</b>	<b>7,840,934</b>	<b>1,381,934</b>	<b>74,173,703</b>
<b>Net Operations</b>	<b>2,397,190</b>	<b>525,125</b>	<b>(306,636)</b>	<b>(292,249)</b>	<b>2,323,430</b>
Food & Beverage Margin \$	3,629,034	1,000,222	402,883	-	5,032,139
Food & Beverage Margin %	22%	26%	18%	-	22%
<b>CAPITAL</b>					
Local Government Shared Revenues	-	2,000,000	-	-	2,000,000
Contributions from Private Sources	-	1,500,000	-	-	1,500,000
Grants	100,000	-	-	-	100,000
Lodging Tax Pooled Capital	6,659,359	-	1,175,181	-	7,834,540
<b>Total Revenues</b>	<b>6,759,359</b>	<b>3,500,000</b>	<b>1,175,181</b>	<b>0</b>	<b>11,434,540</b>
Personnel Services	313,920	146,123	140,067	-	600,110
Materials and Services	16,635,000	3,050,000	890,000	-	20,575,000
Capital Outlay	1,480,000	5,235,000	125,000	-	6,840,000
Transfers-E	89,450	44,725	22,363	-	156,538
<b>Total Expenditures</b>	<b>18,518,370</b>	<b>8,475,848</b>	<b>1,177,430</b>	<b>0</b>	<b>28,171,648</b>
<b>Net Capital</b>	<b>(11,759,011)</b>	<b>(4,975,848)</b>	<b>(2,249)</b>	<b>-</b>	<b>(16,737,108)</b>
<b>Grand Total Operations / Capital</b>	<b>(9,361,821)</b>	<b>(4,450,723)</b>	<b>(308,885)</b>	<b>(292,249)</b>	<b>(14,413,678)</b>
Beginning Fund Balance	17,500,000	9,965,000	2,470,000	6,435,795	36,370,795
Contingency / Ending Fund Balance	8,138,179	5,514,277	2,161,115	6,143,546	21,957,117


Note: Certain prior year amounts have been adjusted to be conform to current year presentation. This includes:  
- 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.  
- Transfers for MERC Admin support costs are now shown in Transfers-E (expense) rather than Transfers-R (revenue).

# ZOO

RENDEZVOUS



FRIDAY  
MAY  
17



OREGON  
ZOO  
FOUNDATION

*Save the Date*

# ZOO RENDEZVOUS

Join us for a fabulous evening in celebration of the heart of the Oregon Zoo and help advance its exciting and inspiring future. Enjoy passed champagne, live music and animal meet and greets followed by a delectable dinner, live auction and paddle raise.

FRIDAY  
MAY  
17

**OREGON ZOO**  
CASCADE CREST BALLROOM

6:30 to 8:30 in the evening

TICKETS: [WWW.OREGONZOO.ORG/ZOOPARTY](http://WWW.OREGONZOO.ORG/ZOOPARTY)

QUESTIONS? [AMBER.MORRISON@OREGONZOO.ORG](mailto:AMBER.MORRISON@OREGONZOO.ORG) | 503.220.2492



4001 Southwest Canyon Road,  
Portland, OR 97221

POSTAGE  
INDICIA AREA  
PLACEHOLDER

Metropolitan Exposition-Recreation Commission  
Convention Center Operating Fund

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Proposed Budget	FY19-FY20 Var \$	FY19-FY20 Var %
<b>OPERATIONS</b>							
Charges for Services	14,590,975	12,758,745	13,760,945	13,507,270	13,932,018	424,748	3%
Food and Beverage Revenue	16,059,767	14,397,491	14,552,832	16,054,616	16,341,351	286,735	2%
Local Government Shared Revenues	12,614,465	17,117,021	15,468,405	13,976,553	14,877,000	900,447	6%
Contributions from Private Sources	-	-	300,000	-	-	-	0%
Grants	8,352	8,055	88,861	-	-	-	0%
Interest Earnings	180,454	189,373	421,589	300,000	200,000	(100,000)	-33%
Miscellaneous Revenue	50,854	29,936	185,138	28,828	17,828	(11,000)	-38%
Transfers-R	376,599	50,000	-	-	-	-	0%
<b>Total Revenues</b>	<b>43,881,467</b>	<b>44,550,621</b>	<b>44,777,770</b>	<b>43,867,267</b>	<b>45,368,197</b>	<b>1,500,930</b>	<b>3%</b>
Personnel Services	10,184,474	10,110,575	10,996,179	11,973,782	13,220,370	1,246,588	10%
Materials and Services	10,300,008	9,401,273	11,834,275	10,698,912	11,328,287	629,375	6%
Food & Beverage Services	11,648,678	10,899,392	11,598,444	12,547,299	12,712,317	165,018	1%
Management Fee	2,138,424	1,894,621	1,975,380	1,877,840	1,971,684	93,844	5%
Transfers-E	6,741,837	7,599,007	3,739,662	4,170,065	3,738,349	(431,716)	-10%
<b>Total Expenditures</b>	<b>41,013,422</b>	<b>39,904,868</b>	<b>40,143,940</b>	<b>41,267,898</b>	<b>42,971,007</b>	<b>1,703,109</b>	<b>4%</b>
<b>Net Operations</b>	<b>2,868,046</b>	<b>4,645,753</b>	<b>4,633,830</b>	<b>2,599,369</b>	<b>2,397,190</b>	<b>(202,179)</b>	<b>-8%</b>
Food & Beverage Margin \$	4,411,089	3,498,099	2,954,388	3,507,317	3,629,034	121,717	3%
Food & Beverage Margin %	27%	24%	20%	22%	22%		
<b>CAPITAL</b>							
Contributions from Private Sources	399,605	398,438	535,284	557,813	-	(557,813)	-100%
Grants	-	97,548	1,600	-	100,000	100,000	100%
Miscellaneous Revenue	2,455	4,317	2,290	-	-	-	0%
Lodging Tax Pooled Capital	-	-	5,065,352	6,345,457	6,659,359	313,902	5%
Transfers-R	650,000	1,695,000	10,331,054	-	-	-	0%
<b>Total Revenues</b>	<b>1,052,060</b>	<b>2,195,303</b>	<b>15,935,580</b>	<b>6,903,270</b>	<b>6,759,359</b>	<b>(143,911)</b>	<b>-2%</b>
Personnel Services	-	-	-	383,690	313,920	(69,770)	-18%
Materials and Services	28,643	2,135,475	1,678,518	34,133,000	16,635,000	(17,498,000)	-51%
Capital Outlay	695,466	1,451,385	4,050,772	4,745,000	1,480,000	(3,265,000)	-69%
Transfers-E	-	-	-	-	89,450	89,450	100%
<b>Total Expenditures</b>	<b>724,109</b>	<b>3,586,860</b>	<b>5,729,290</b>	<b>39,261,690</b>	<b>18,518,370</b>	<b>(20,743,320)</b>	<b>-53%</b>
<b>Net Capital</b>	<b>327,951</b>	<b>(1,391,557)</b>	<b>10,206,290</b>	<b>(32,358,420)</b>	<b>(11,759,011)</b>	<b>20,599,409</b>	<b>-64%</b>
<b>Grand Total Operations / Capital</b>	<b>3,195,997</b>	<b>3,254,196</b>	<b>14,840,120</b>	<b>(29,759,051)</b>	<b>(9,361,821)</b>	<b>20,397,230</b>	<b>-69%</b>
Beginning Fund Balance	18,574,045	21,770,042	25,024,238	39,864,358	17,500,000		
Contingency / Ending Fund Balance	21,770,042	25,024,238	39,864,358	10,105,307	8,138,179		

Note: Certain prior year amounts have been adjusted to be conform to current year presentation. This includes:

- 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.

- Transfers for MERC Admin support costs are now shown in Transfers-E (expense) rather than Transfers-R (revenue).

**Oregon Convention Center  
CIP Summary  
Fiscal Year 2020**

<b>Department: OCC</b>									
	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>Total</b>	<b>Prior Years</b>	<b>Total Project</b>	
<b>CONVENTION CENTER OPERATING FUND</b>									
Master Plan Renovation	10,230,000	-	-	-	-	10,230,000	28,820,000	39,050,000	
Chair Replacement	2,800,000	-	-	-	-	2,800,000	-	2,800,000	
Staff Support Area Programming: King BR/Admin	690,000	-	-	-	-	690,000	80,000	770,000	
Staff Support Area Programming: Guest Services	-	1,165,000	-	-	-	1,165,000	-	1,165,000	
Tower/Crown Glazing	400,000	-	-	-	-	400,000	175,000	575,000	
Table Replacement	375,000	-	-	-	-	375,000	-	375,000	
Water Heater Replacement	350,000	-	-	-	-	350,000	50,000	400,000	
Audio Visual Equipment	450,000	150,000	150,000	150,000	150,000	1,050,000	-	1,050,000	
Integrated Door Access Controls	250,000	-	-	-	-	250,000	260,000	510,000	
Waterproofing: Rain Garden	250,000	-	-	-	-	250,000	60,000	310,000	
Vertical Transportation: Elevator Door & Operator	250,000	-	-	-	-	250,000	-	250,000	
OCC - Lighting Control System	200,000	-	-	-	-	200,000	2,055,000	2,255,000	
* Prefunction A and C Restroom Renovations	195,000	2,600,000	-	-	-	2,795,000	-	2,795,000	
Vertical Transportation: Elevator Modernizations	175,000	300,000	300,000	-	-	775,000	375,000	1,150,000	
Mass Notification Consulting & Implementation	150,000	-	-	-	-	150,000	-	150,000	
Rain Garden Tree Replacement	130,000	-	-	-	-	130,000	-	130,000	
VIP B Renovation	120,000	1,000,000	-	-	-	1,120,000	-	1,120,000	
OCC - WiFi & Show Network Upgrades	120,000	130,000	130,000	130,000	130,000	640,000	-	640,000	
* ADA Assessment and Improvements	100,000	-	-	-	-	100,000	-	100,000	
Vertical Transportation: Escalator Safety Skirt Brush	100,000	-	-	-	-	100,000	-	100,000	
* Parking Pay Station Signage/Elevator lobby Refresh	100,000	-	-	-	-	100,000	-	100,000	
Lobby Lighting Retrofit	80,000	600,000	-	-	-	680,000	-	680,000	
Waterproofing: SW Exterior & Egress Doors	60,000	400,000	-	-	-	460,000	-	460,000	
CCTV Security Camera Replacement	-	500,000	-	-	-	500,000	-	500,000	
* Food & Beverage Prog: Planning & Design	-	300,000	-	-	-	300,000	-	300,000	
Security Console/Entrance area Renovation	-	230,000	1,400,000	-	-	1,630,000	-	1,630,000	
OCC - AV Audio System Upgrade	-	100,000	750,000	-	-	850,000	-	850,000	
* Facility Security Hardening	-	80,000	300,000	-	-	380,000	-	380,000	
Interior Digital Signage Additions	-	75,000	1,000,000	-	-	1,075,000	-	1,075,000	
OCC - Crbrd Baler & Cnpy	-	75,000	350,000	-	-	425,000	-	425,000	
Exhibit Hall Sound Panel Replacement	-	65,000	650,000	-	-	715,000	-	715,000	
Waterproofing: Miscellaneous	-	60,000	300,000	-	-	360,000	-	360,000	
Waterproofing: Parking Garage Traffic Coating	-	60,000	250,000	-	-	310,000	-	310,000	
* OCC Cooling System phase II	-	20,000	4,000,000	-	-	4,020,000	-	4,020,000	
Ginkgo Lane Renovation	-	-	750,000	5,000,000	-	5,750,000	-	5,750,000	
Exhibit Hall Restroom Renovation	-	-	224,000	1,700,000	-	1,924,000	-	1,924,000	
ABC Meeting Room Renovation	-	-	-	1,200,000	7,000,000	8,200,000	-	8,200,000	
DEF Meeting Rooms/Lobbies/Restrooms Renovation	-	-	-	-	1,200,000	1,200,000	-	1,200,000	
Holladay & 1st Ave Exterior Improvements	-	-	-	-	750,000	750,000	-	750,000	
Glass Tower Structural Reinforcement	-	-	-	-	100,000	100,000	-	100,000	
OCC - Boiler Replacement	-	-	-	-	100,000	100,000	-	100,000	
* Exhibit Hall Lighting Retrofit	-	-	-	-	75,000	75,000	-	75,000	
Employee Locker Room Renovation	-	-	-	-	70,000	70,000	-	70,000	
Holladay Suites Renovation	-	-	-	-	60,000	60,000	-	60,000	
<b>TOTAL</b>	<b>\$17,575,000</b>	<b>\$7,910,000</b>	<b>\$10,554,000</b>	<b>\$8,180,000</b>	<b>\$9,635,000</b>	<b>\$53,854,000</b>	<b>\$31,875,000</b>	<b>\$85,729,000</b>	

\* New project



Metropolitan Exposition-Recreation Commission  
Expo Fund

	FY 2016 Actual	FY 2017 Actual	FY 2018* Actual	FY 2019 Budget	FY 2020 Proposed Budget	FY19-FY20 Var \$	FY19-FY20 Var %
<b>OPERATIONS</b>							
Charges for Services	4,258,479	4,311,932	4,896,643	4,750,946	4,777,447	26,501	1%
Food and Beverage Revenue	2,146,826	2,349,531	2,597,650	2,502,702	2,252,351	(250,351)	-10%
Grants	10,800	-	-	-	-	-	0%
Interest Earnings	29,457	23,030	36,918	35,000	62,500	27,500	79%
Miscellaneous Revenue	39,935	37,525	52,926	38,500	42,000	3,500	9%
Transfers-R	327,333	280,000	400,000	400,000	400,000	-	0%
Total Revenues	6,812,831	7,002,018	7,984,138	7,727,148	7,534,298	(192,850)	-2%
Personnel Services	1,726,549	1,787,490	1,866,136	1,953,278	2,174,718	221,440	11%
Materials and Services	1,389,854	1,520,397	1,581,294	1,475,736	1,590,904	115,168	8%
Food & Beverage Services	1,692,124	1,841,361	2,132,207	1,991,898	1,849,468	(142,430)	-7%
Debt Service	1,186,176	1,203,395	1,022,275	1,022,025	1,019,775	(2,250)	0%
Management Fee	446,882	464,753	522,858	463,270	509,723	46,453	10%
Transfers-E	678,493	530,430	647,815	693,773	696,346	2,573	0%
Total Expenditures	7,120,077	7,347,826	7,772,585	7,599,980	7,840,934	240,954	3%
<b>Net Operations</b>	<b>(307,247)</b>	<b>(345,808)</b>	<b>211,553</b>	<b>127,168</b>	<b>(306,636)</b>	<b>(433,804)</b>	<b>-341%</b>
Food & Beverage Margin \$	454,702	508,171	465,443	510,804	402,883	(107,921)	-21%
Food & Beverage Margin %	21%	22%	18%	20%	18%		
<b>CAPITAL</b>							
Contributions from Private Sources	58,125	95,625	180,636	236,875	-	(236,875)	-100%
Grants	-	1,000	-	-	-	-	0%
Lodging Tax Pooled Capital	-	-	893,886	1,119,787	1,175,181	55,394	100%
Transfers-R	280,000	1,016,740	1,842,980	-	-	-	
Total Revenues	338,125	1,113,365	2,917,502	1,356,662	1,175,181	(181,481)	-13%
Personnel Services	-	-	-	143,837	140,067	(3,770)	100%
Materials and Services	50,989	1,177,336	1,425,898	1,384,343	890,000	(494,343)	-36%
Capital Outlay	304,650	491,379	405,911	340,000	125,000	(215,000)	-63%
Transfers-E	-	-	-	-	22,363		
Total Expenditures	355,639	1,668,715	1,831,809	1,868,180	1,177,430	(713,113)	-38%
<b>Net Capital</b>	<b>(17,514)</b>	<b>(555,350)</b>	<b>1,085,693</b>	<b>(511,518)</b>	<b>(2,249)</b>	<b>509,269</b>	<b>-100%</b>
<b>Grand Total Operations / Capital</b>	<b>(324,760)</b>	<b>(901,158)</b>	<b>1,297,246</b>	<b>(384,350)</b>	<b>(308,885)</b>	<b>75,465</b>	<b>-20%</b>
Beginning Fund Balance	3,167,865	2,843,105	1,941,947	3,239,193	2,470,000		
Contingency / Ending Fund Balance	2,843,105	1,941,947	3,239,193	2,854,843	2,161,115		

\* FY 2018 included Cirque du Soleil.

Note: Certain prior year amounts have been adjusted to be conform to current year presentation. This includes:

- 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.
- Transfers for MERC Admin support costs are now shown in Transfers-E (expense) rather than Transfers-R (revenue).

**Portland Expo Center  
CIP Summary  
Fiscal Year 2020**

<b>Department: EXPO</b>								
	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>5 Year Cost</b>	<b>Prior Years</b>	<b>Total Project</b>
<b>EXPO FUND</b>								
	300,000	250,000	450,000	-	-	1,000,000	50,000	1,050,000
* Lower Parking Lot 1 Improvements								
* Hall C Structural Maintenance	200,000	200,000	-	-	-	400,000	-	400,000
Expo Website Update	100,000	-	-	-	-	100,000	40,000	140,000
* ADA Compliance Assessment	100,000	-	-	-	-	100,000		100,000
Facility Wide Door Improvements	50,000	-	75,000	-	-	125,000	20,000	145,000
* Main Entry Improvements	35,000	150,000	-	-	-	185,000		185,000
* Campus Master Plan	20,000	100,000	-	-	-	120,000		120,000
Facility Wide Overhead Door Impr	-	-	125,000	100,000	-	225,000		225,000
* Halls D&E Interior Improvements	-	-	-	-	250,000	250,000		250,000
Hall C Roof Recoat	-	-	-	-	150,000	150,000		150,000
UP2 North Walkway Cover	-	-	-	-	150,000	150,000		150,000
Hall D&E HVAC	-	-	-	-	150,000	150,000		150,000
<b>TOTAL</b>	<b>\$805,000</b>	<b>\$700,000</b>	<b>\$650,000</b>	<b>\$100,000</b>	<b>\$700,000</b>	<b>\$2,955,000</b>	<b>\$110,000</b>	<b>\$3,065,000</b>

\* New project

Metropolitan Exposition-Recreation Commission  
Portland's Centers for the Arts

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Proposed Budget	FY19-FY20 Var \$	FY19-FY20 Var %
<b>OPERATIONS</b>							
Charges for Services	12,679,505	12,914,253	13,810,194	13,346,980	15,148,714	1,801,734	13%
Food and Beverage Revenue	3,321,789	3,329,348	3,501,255	3,450,895	3,803,468	352,573	10%
Local Government Shared Revenues	2,018,989	2,041,624	2,094,123	2,146,983	2,160,835	13,852	1%
Contributions from Governments	856,873	866,299	888,823	911,677	948,786	37,109	4%
Contributions from Private Sources	-	-	-	125,000	125,000	-	0%
Grants	6,000	-	-	-	-	-	0%
Interest Earnings	169,135	153,354	294,137	225,000	237,500	12,500	6%
Miscellaneous Revenue	233,102	102,488	122,187	89,000	80,650	(8,350)	-9%
Transfers-R	46,200	-	-	-	-	-	0%
<b>Total Revenues</b>	<b>19,331,593</b>	<b>19,407,366</b>	<b>20,710,719</b>	<b>20,295,535</b>	<b>22,504,953</b>	<b>2,209,418</b>	<b>11%</b>
Personnel Services	6,448,947	7,099,975	7,490,317	8,488,561	9,328,654	840,093	10%
Materials and Services	5,380,756	6,190,771	6,836,778	6,901,917	7,917,509	1,015,592	15%
Food & Beverage Services	2,494,426	2,486,088	2,608,015	2,643,820	2,803,246	159,426	6%
Transfers-E	1,647,971	1,698,417	1,808,335	1,647,114	1,930,419	283,305	17%
<b>Total Expenditures</b>	<b>15,972,100</b>	<b>17,475,251</b>	<b>18,743,445</b>	<b>19,681,412</b>	<b>21,979,828</b>	<b>2,298,416</b>	<b>12%</b>
<b>Net Operations</b>	<b>3,359,493</b>	<b>1,932,115</b>	<b>1,967,274</b>	<b>614,123</b>	<b>525,125</b>	<b>(88,998)</b>	<b>-14%</b>
Food & Beverage Margin \$	827,363	843,260	893,240	807,075	1,000,222	193,147	24%
Food & Beverage Margin %	25%	25%	26%	23%	26%		
<b>CAPITAL</b>							
Local Government Shared Revenues	-	-	-	-	2,000,000	2,000,000	100%
Contributions from Private Sources	87,188	143,438	102,580	3,067,813	1,500,000	(1,567,813)	-51%
Grants	30,980	9,964	-	-	-	-	0%
Miscellaneous Revenue	135,171	-	-	-	-	-	0%
<b>Total Revenues</b>	<b>253,339</b>	<b>153,402</b>	<b>102,580</b>	<b>3,067,813</b>	<b>3,500,000</b>	<b>432,187</b>	<b>14%</b>
Personnel Services	-	-	-	177,367	146,123	(31,244)	-18%
Materials and Services	-	57,167	522,032	2,817,000	3,050,000	233,000	8%
Capital Outlay	1,056,623	2,323,012	2,326,972	2,950,000	5,235,000	2,285,000	77%
Transfers-E	-	-	-	-	44,725	44,725	100%
<b>Total Expenditures</b>	<b>1,056,623</b>	<b>2,380,179</b>	<b>2,849,004</b>	<b>5,944,367</b>	<b>8,475,848</b>	<b>2,531,481</b>	<b>43%</b>
<b>Net Capital</b>	<b>(803,284)</b>	<b>(2,226,778)</b>	<b>(2,746,424)</b>	<b>(2,876,554)</b>	<b>(4,975,848)</b>	<b>(2,099,294)</b>	<b>73%</b>
<b>Grand Total Operations / Capital</b>	<b>2,556,209</b>	<b>(294,663)</b>	<b>(779,150)</b>	<b>(2,262,431)</b>	<b>(4,450,723)</b>	<b>(2,188,292)</b>	<b>97%</b>
Beginning Fund Balance	10,622,449	13,178,658	12,883,995	12,104,845	9,965,000		
Contingency / Ending Fund Balance	13,178,658	12,883,995	12,104,845	9,842,414	5,514,277		

Note: Certain prior year amounts have been adjusted to be conform to current year presentation. This includes:  
- Transfers for MERC Admin support costs are now shown in Transfers-E (expense) rather than Transfers-R (revenue).

**Portland's Centers for the Arts  
CIP Summary  
Fiscal Year 2020**

<b>Department: P5</b>								
	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>Total</b>	<b>Prior Years</b>	<b>Total Project</b>
<b>PORTLAND'S CENTERS FOR THE ARTS FUND</b>								
Schnitzer Acoustical Enhancements	3,900,000	1,442,908	-	-	-	5,342,908	2,657,092	8,000,000
P5 AHH Roof	3,010,000	-	-	-	-	3,010,000	987,000	3,997,000
P5 ASCH Broadway and Park Marquees	500,000	500,000	-	-	-	1,000,000	50,000	1,050,000
KA Sound Reinforcement System	400,000	100,000	-	-	-	500,000		500,000
KA Generator Fuel Storage	200,000	-	-	-	-	200,000	150,000	350,000
* ASCH Sound Reinforcement System	100,000	400,000	-	-	-	500,000		500,000
P5 AHH/ASCH/Keller ADA signage	50,000	95,000	-	-	-	145,000	80,000	225,000
* KA FOH Elevators	-	800,000	-	-	-	800,000		800,000
* AHH Digital Signage	-	200,000	100,000	-	-	300,000		300,000
<b>TOTAL</b>	<b>\$8,160,000</b>	<b>\$3,537,908</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,797,908</b>	<b>\$3,924,092</b>	<b>\$15,722,000</b>

\* New project

Metropolitan Exposition-Recreation Commission  
MERC Admin Sub Fund

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Proposed Budget	FY19-FY20 Var \$	FY19-FY20 Var %
<b>OPERATIONS</b>							
Grants	-	-	50,000	-	-	-	0%
Interest Earnings	64,501	115,094	131,707	130,798	160,000	29,202	22%
Transfers-R	1,298,890	1,250,977	1,424,152	880,389	929,685	49,296	6%
Total Revenues	1,363,391	1,366,071	1,605,859	1,011,187	1,089,685	78,498	8%
Personnel Services	832,280	737,859	1,026,183	721,603	695,278	(26,325)	-4%
Materials and Services	282,631	326,269	366,902	385,197	537,025	151,828	39%
Transfers-E	-	33,850	7,725	73,267	149,631	76,364	104%
Total Expenditures	1,114,911	1,097,977	1,400,810	1,180,067	1,381,934	201,867	17%
<b>Net Operations</b>	<b>248,480</b>	<b>268,094</b>	<b>205,049</b>	<b>(168,880)</b>	<b>(292,249)</b>	<b>(123,369)</b>	<b>73%</b>
<b>CAPITAL</b>							
Lodging Tax Pooled Capital	6,741,441	6,525,901	-	-	-	-	-
Transfers-R	(820,000)	(2,391,740)	(12,174,034)	-	-	-	-
Total Revenues	5,921,441	4,134,161	(12,174,034)	-	-	-	-
<b>Net Capital</b>	<b>5,921,441</b>	<b>4,134,161</b>	<b>(12,174,034)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Grand Total Operations / Capital</b>	<b>6,169,921</b>	<b>4,402,255</b>	<b>(11,968,985)</b>	<b>(168,880)</b>	<b>(292,249)</b>	<b>-</b>	<b>-</b>
Beginning Fund Balance	8,001,484	14,171,405	18,573,660	6,604,675	6,435,795	-	-
Contingency / Ending Fund Balance	14,171,405	18,573,660	6,604,675	6,435,795	6,143,546	-	-