
MERC Commission Meeting

October 2, 2019
12:30 pm

Portland Expo Center
Room D202-203

Metro respects civil rights

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

Thông báo về sự Metro không kỳ thị của

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

Повідомлення Metro про заборону дискримінації

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

Metro 的不歧视公告

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

Ogeysiiska takooris la'aanta ee Metro

Metro waxay ixtiraamtaa xuquuqda madaniga. Si aad u heshid macluumaad ku saabsan barnaamijka xuquuqda madaniga ee Metro, ama aad u heshid warqadda ka cabashada takoorista, booqo www.oregonmetro.gov/civilrights. Haddii aad u baahan tahay turjubaan si aad uga qaybqaadatid kullaan 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. 당신의 언어 지원이 필요한 경우, 회의에 앞서 5 영업일 (오후 5시 주중에 오전 8시) 503-797-1890를 호출합니다.

Metroの差別禁止通知

Metroでは公民権を尊重しています。Metroの公民権プログラムに関する情報について、または差別苦情フォームを入手するには、www.oregonmetro.gov/civilrights。までお電話ください公開会議で言語通訳を必要とされる方は、Metroがご要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
ឬដើម្បីទទួលបានក្បួនបណ្តឹង រើសអើងសូមចូលទស្សនាគេហទំព័រ
www.oregonmetro.gov/civilrights
បើលោកអ្នកត្រូវការអនុបកប្រែភាសានៅពេលអង្គ
បុណ្យសាធារណៈ សូមទូរស័ព្ទលេខ 503-797-1890 (ម៉ោង 8 រឺក្នុងម៉ោង 5 ល្ងាច
ថ្ងៃអាទិត្យ) ប្រាំពីរថ្ងៃ
ថ្ងៃមុន មុនថ្ងៃបុណ្យសាធារណៈឲ្យគេសម្រួលតាមសំណើរបស់លោកអ្នក

إشعار بامتثال Metro من

إشعار بامتثال Metro لحقوق وقلالمذنية. للمزيد من المعلومات حول برنامج Metro لحقوق وقلالمذنية أو لإبداء شكوى خالته ميميزي رجي زيارة الموقع الإلكتروني 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. Kung kailangan ninyo ng interpreter ng wika sa isang pampublikong pulong, tumawag sa 503-797-1890 (8 a.m. hanggang 5 p.m. Lunes hanggang Biyernes) lima araw ng trabaho bago ang pulong upang mapagbigyan ang inyong kahilingan. Notificación de no discriminación de Metro.

Notificación de no discriminación de Metro

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

Уведомление о недопущении дискриминации от Metro

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

Avizul Metro privind nediscriminarea

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

Metro txoj kev ntxub ntxaug daim ntawv ceeb toom

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

October 2, 2019

12:30 to 2:30 p.m.

Expo Center – Room D202-203

12:30 p.m. Call to Order and Roll Call

12:35 Citizen Communication

12:40 Commission / Council Liaison Communications

12:45 General Manager Communications
Scott Cruickshank

12:50 Financial Report
Rachael Lembo

12:55 Venue Business Reports
Craig Stroud, Matthew P. Rotchford, Robyn Williams

1:15 Consent Agenda

- Record of MERC Actions, August 7, 2019
- Ethics approval for Karis Stoudamire-Phillips to attend the Travel Portland Multicultural sales event Oct. 24-26, 2019.
- Ethics approval for Ray Leary to attend the Travel Portland Multicultural sales event, Oct. 24-26, 2019

1:20 Action Agenda

- Resolution 19-12: For the purpose of approving and transmitting to the Metro Council budget amendments to the Metropolitan Exposition Recreation Commission (MERC) Fund Budget for FY2019-20, and requesting amendment of the FY 2019-20 through FY 2023-24 Capital Improvement Plan (CIP)

1:30 Travel Portland 4th Quarter Report
Steve Faulstick, Travel Portland

MERC Commission Meeting

October 2, 2019
12:30 pm

Financial Report

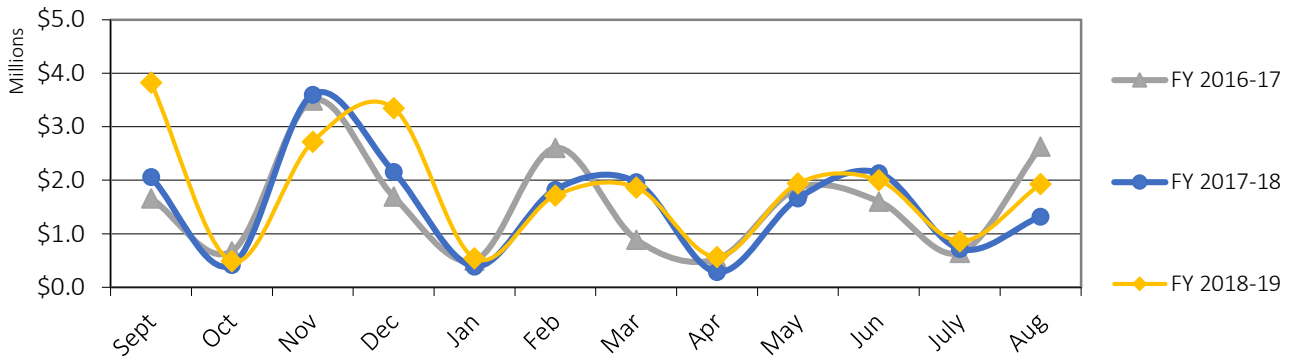
Metropolitan Exposition Recreation Commission

Memorandum

Date: October 2, 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
 Subject: August 2019 Financial Update

Transient Lodging Tax

Total August collections were up \$607,000, or 46% from prior year.



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 adjust for those timing differences the YTD increase is 9%, a better indicator of the change in collections. August was the final payment in fiscal year 2019-2020.

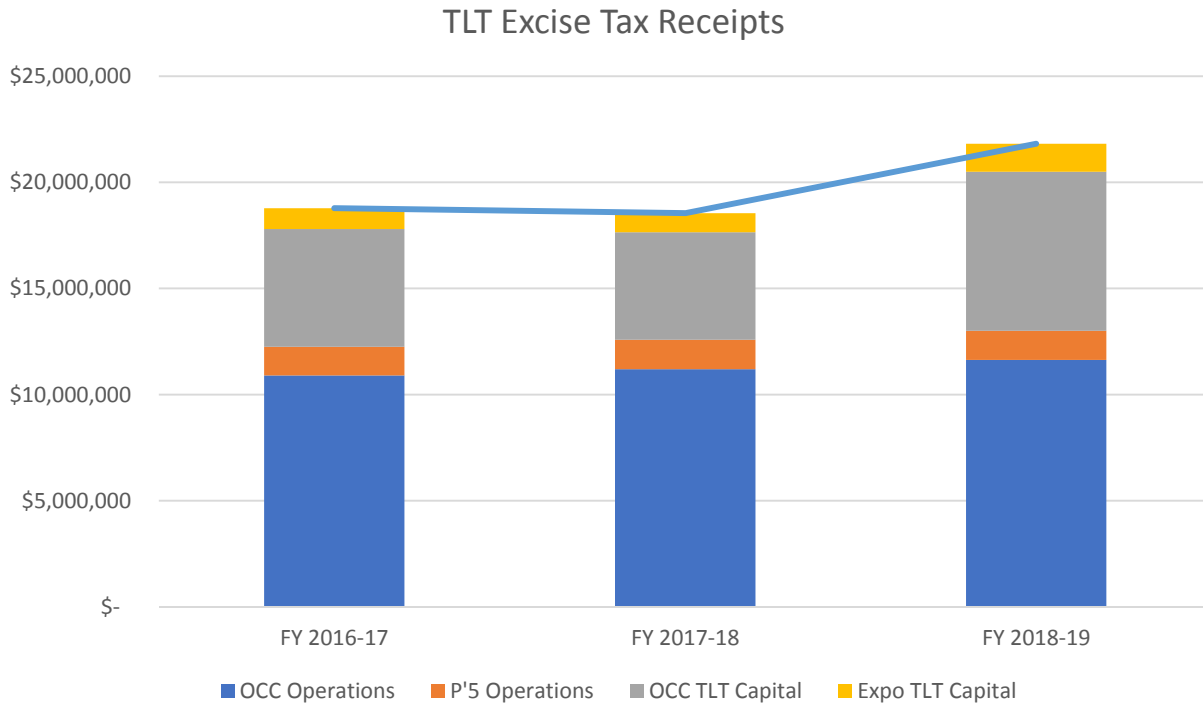
Metro TLT Excise Tax receipts	FY2017-18	FY2018-19	\$ Var	% Var
August	1,323,969	1,931,144	607,175	46%
YTD	18,543,087	21,818,578	3,275,490	18%
Adjusted YTD			1,510,760	9%



A recap of the total fiscal year TLT Excise Tax receipts by venue, compared to budget, is detailed below. Overall, TLT receipts were 6% higher than budgeted.

Metro TLT Excise Tax receipts	FY2018-19 Budget	FY2018-19 Actuals	\$ Var	% Var
OCC Operations	11,644,428	11,634,142	(10,286)	0%
P5 Operations	1,425,443	1,372,912	(52,531)	-4%
OCC TLT Capital	6,345,457	7,489,699	1,144,242	18%
Expo TLT Capital	1,119,787	1,321,825	202,038	18%
YTD	20,535,115	21,818,578	1,283,463	6%

A historical look at TLT Excise Tax Receipts by type shows that receipts increased almost \$3.3 million, or 18% in total over prior year. Operations support for OCC and P'5 is set at the beginning of the year, based on the change in prior year TLT receipts and CPI, therefore the increase in receipts impacts the TLT Pooled Capital for OCC and Expo.



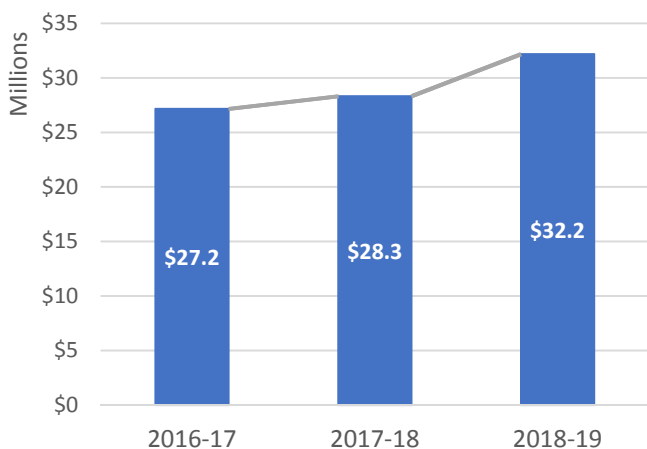
Oregon Convention Center Annual Review

This was a busy year at the Oregon Convention Center, which ended with an operating surplus of \$5.3 million, an increase of \$654 thousand, or 14%, over prior year. FY 2018-19 saw event revenues of \$32 million amid a major renovation, and exceeded the previous record set in FY16 by \$1.5 million. Event revenues were up \$3.9 million, or 14%, over the prior year and exceeded budget by \$2.6 million, or 8%. The final food and beverage margin was \$4.6 million, or 26%, well above the budget of \$3.5 million, or 22%. Operating expenses were \$35.6 million, which is \$382 thousand, or 1%, over budget.

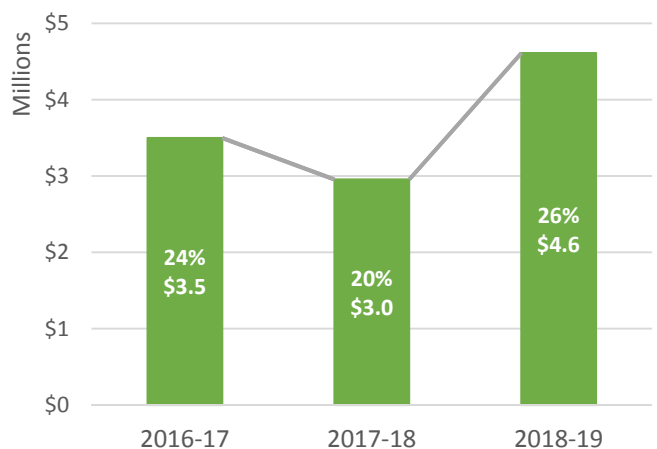
Significant events included the Portland International Auto Show, Nonprofit Technology Conference, Viewpoint Collaborative, Intel Design and Test Technology Conference, National Conference on Race and Ethnicity in American Higher Education, and the American Society of Echocardiography 30th Annual Scientific Sessions.

OCC spent over \$32 million in FY 2018-19 on capital projects. Significant projects included the major renovation, lighting control system, and cooling system replacement. The major renovation is on schedule to be substantially completed in October 2019.

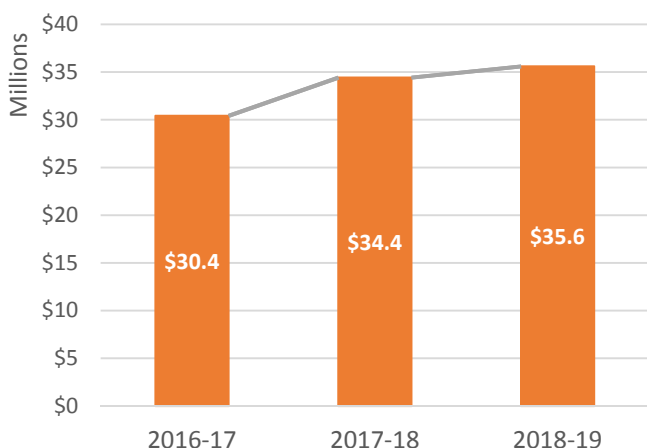
OCC Event Revenues



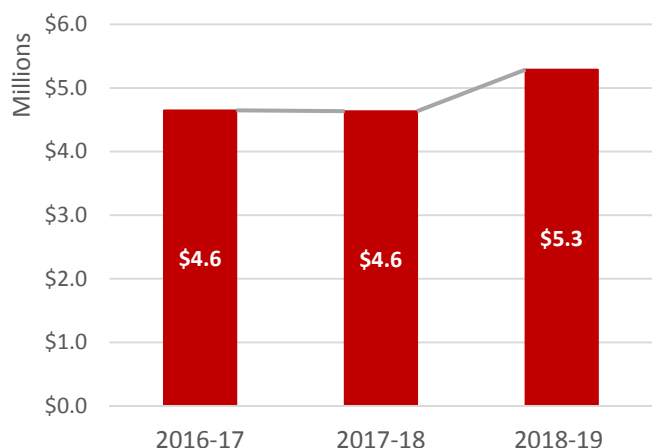
OCC Food & Beverage Margin, % and \$



OCC Operating Expenses



OCC Annual Net Operations



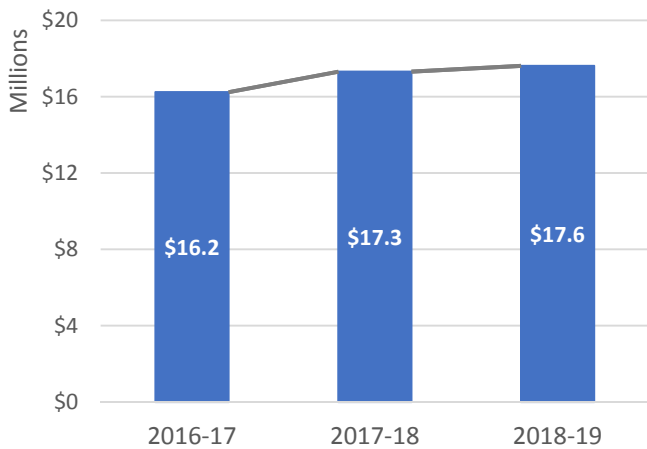
Portland’s Centers for the Arts Annual Review

Portland’s Centers for the Arts had another strong season, and ended the year with an operating surplus of almost \$1.8 million, an increase of \$1.1 million over the budgeted net operations of \$614 thousand. Event revenues were up \$306 thousand, or 2%, over the prior fiscal year and exceeded the budget by almost \$820 thousand. The final food and beverage margin was \$930 thousand, or 27%, which exceeded the budget of \$807 thousand or 23%. Operating expenses were \$17.7 million which is a savings of \$362 thousand or 2%, compared to budget.

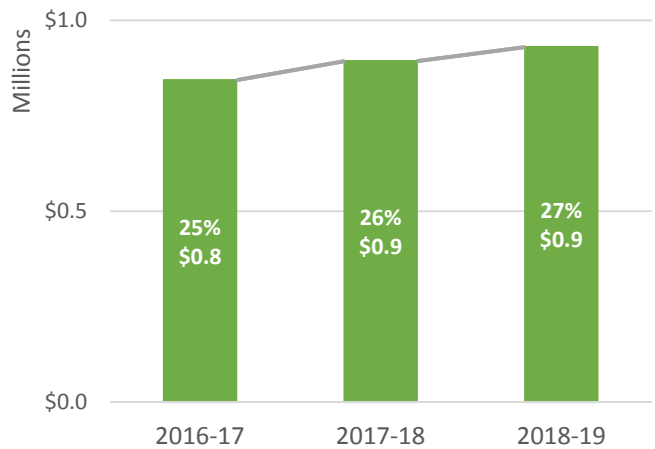
Portland’s had nine weeks of Broadway performances in fiscal year 2018-19. Portland’s Presents booked a total of 33 events with ticket sales of over \$1.7 million, an increase of \$306 thousand, or 22%, over the prior fiscal year.

Portland’s spent \$3.5 million in FY19 on capital projects. Portland’s completed an overhaul of elevators at the Arlene Schnitzer Concert Hall and upgraded nearly every electrical panel in the Keller Auditorium. Construction on the Antoinette Hatfield Hall roof began this summer and will continue into fiscal year 2019-20.

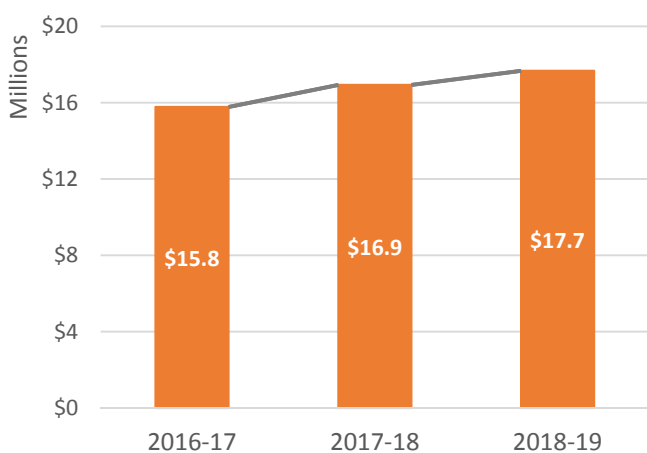
P5 Event Revenues



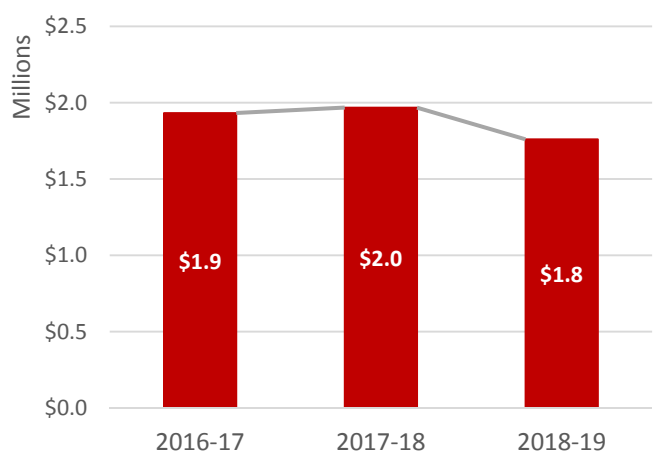
P5 Food & Beverage Margin, % and \$



P5 Operating Expenses



P5 Annual Net Operations



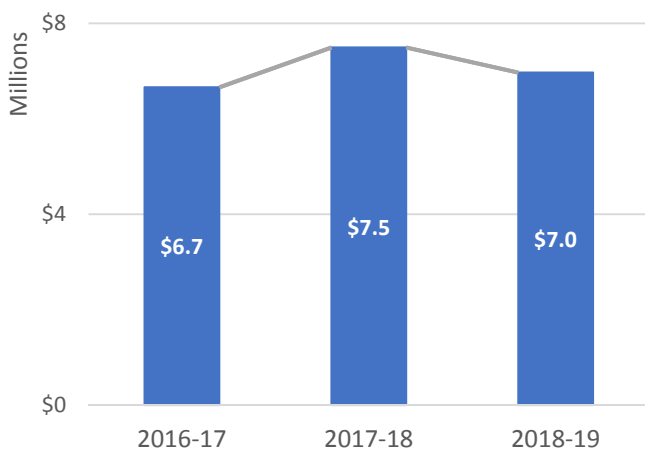
Portland Expo Center Annual Review

The Portland Expo Center ended the year with an operating surplus of \$1.9 thousand. Event revenues were almost \$7 million, slightly lower than the \$7.3 million budget. This shortage is primarily in food and beverage, where sales were lower due to food and beverage heavy events which did not return. Non-food and beverage event revenues exceeded budget goal by almost \$20 thousand. Total event revenues were \$524 thousand lower, or 7%, than prior year, which included Cirque du Soleil. Excluding Cirque event revenues in FY 2017-18, event revenues were \$386 thousand, or 6%, higher. The final food and beverage margin was \$239 thousand, or 11%, which is lower than the budget of \$511 thousand, or 23%. Operating expenses were \$5.3 million, which is \$132 thousand, or 2%, below budget.

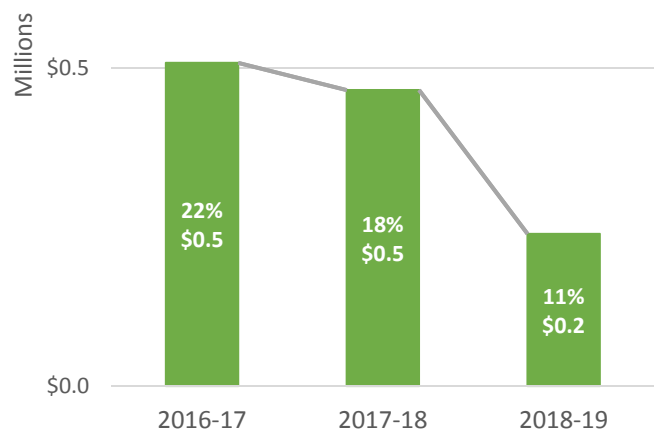
Significant events included the Pacific Northwest Sportsmen’s Show and Sport Fishing Boat Show, the CEVA Volleyball Tournament, America’s Largest Christmas Bazaar, and the 2019 Portland Auto Swap Meet.

Expo spent over \$1.3 million in FY 2018-19 on capital projects. Significant projects included PGE upgrades, security cameras, and the connector glass door.

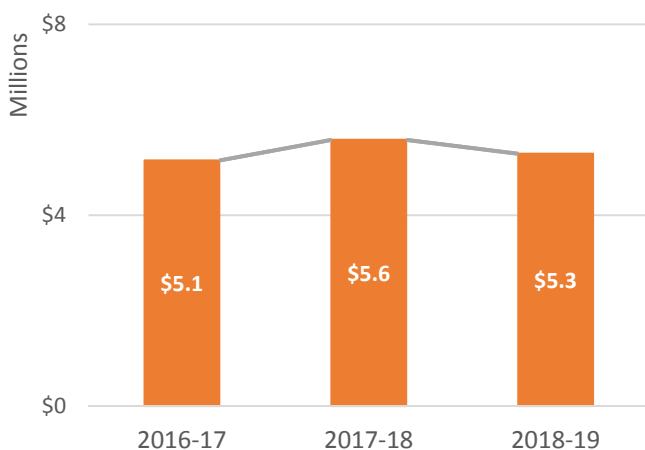
Expo Event Revenues



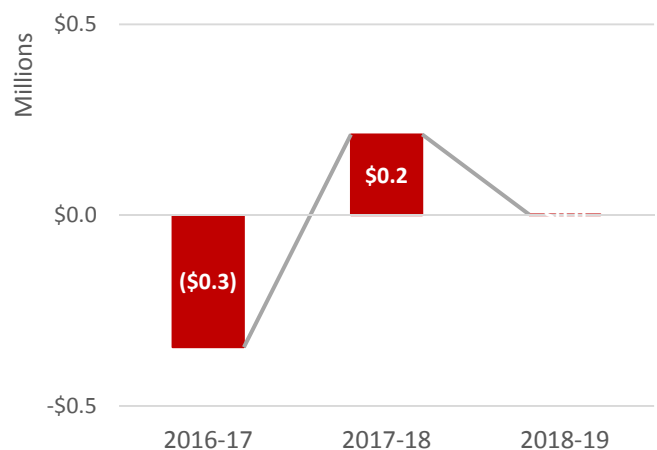
Expo Food & Beverage Margin, % and \$



Expo Operating Expenses



Expo Annual Net Operations



Upcoming Large Procurements

There are no upcoming large procurements.

Oregon Convention Center

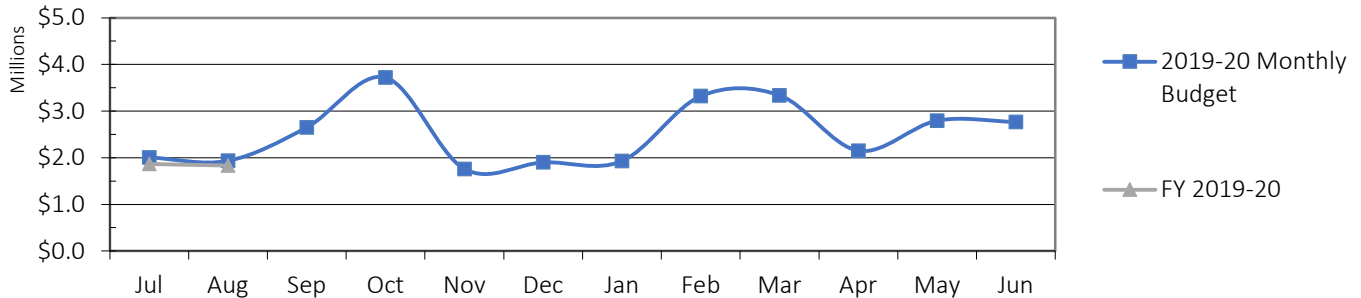
August event revenues were just above \$1.8 million, driven by Microscopy and Microanalysis 2019. Food and beverage had over \$1 million in revenue. The August F&B margin is 20%. Monthly operating revenues are right in line with the expected amount based on the FY 2019-20 budget. Operating expenses are at 11% of the annual budget, which is slightly lower than the expected amount based on the FY 2019-20 budget.

	2019-20		3-year average		Food & Beverage		
	Events	Attendance	Events	Attendance	Revenue	Margin \$	Margin %
August	32	15,000	33	25,000	\$1,014,000	\$198,000	20%
YTD	54	35,000	61	40,000	2,035,000	387,000	19%
Budget					16,341,000	3,629,000	22%

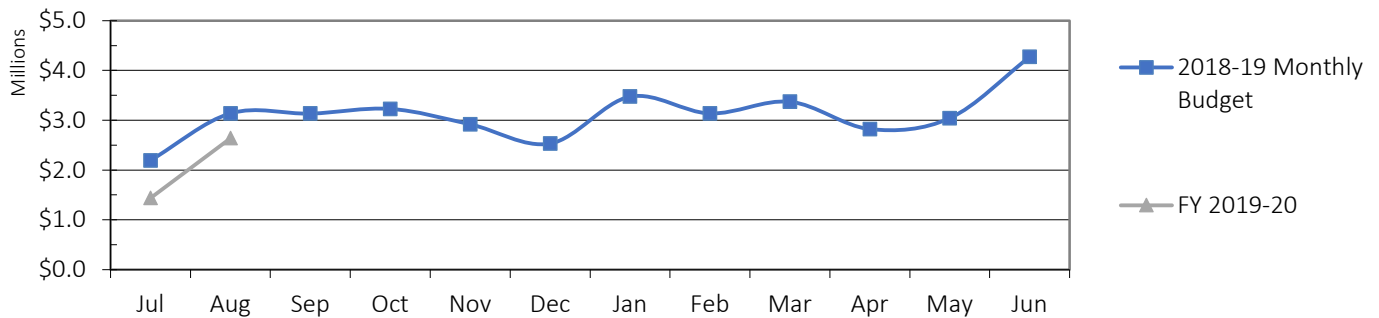
Highest Grossing Events	Current Month* Event Revenue	% of Event Revenue
Microscopy and Microanalysis 2019	720,211	39%
American Association of Naturopathic Physicians Annual Convention	259,856	14%
The Materials Show & Première Vision Sport 2019	197,731	11%
Farwest Show 2019	196,138	11%
All Other Events	457,038	25%
Total Event Revenues	\$1,830,974	100%

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

OCC Event Revenues: Charges for Services and Food & Beverage



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



Portland's 5 Centers for the Arts

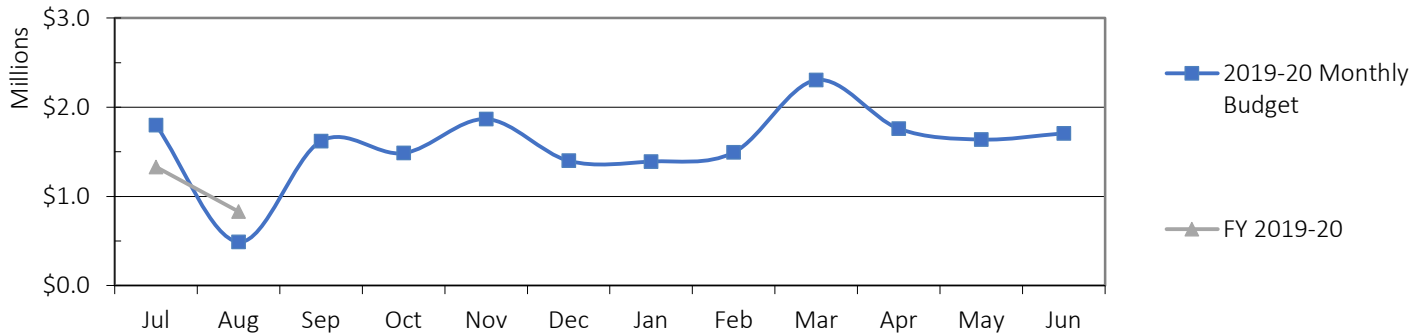
August event revenues were \$800 thousand, driven by performances of Charlie & the Chocolate Factory. Food and beverage had \$200 thousand in revenue. The August F&B margin is 19%. Monthly operating revenues exceeded the expected amount based on the FY 2019-20 budget. Operating expenses are at 12% of the annual budget, which is lower than the expected amount based on the FY 2019-20 budget.

	2019-20		3-year average		Food & Beverage		
	Events	Attendance	Events	Attendance	Revenue	Margin \$	Margin %
August	47	30,000	41	40,000	\$199,000	\$38,000	19%
YTD	103	100,000	79	70,000	572,000	180,000	31%
Budget					3,803,000	1,000,000	26%

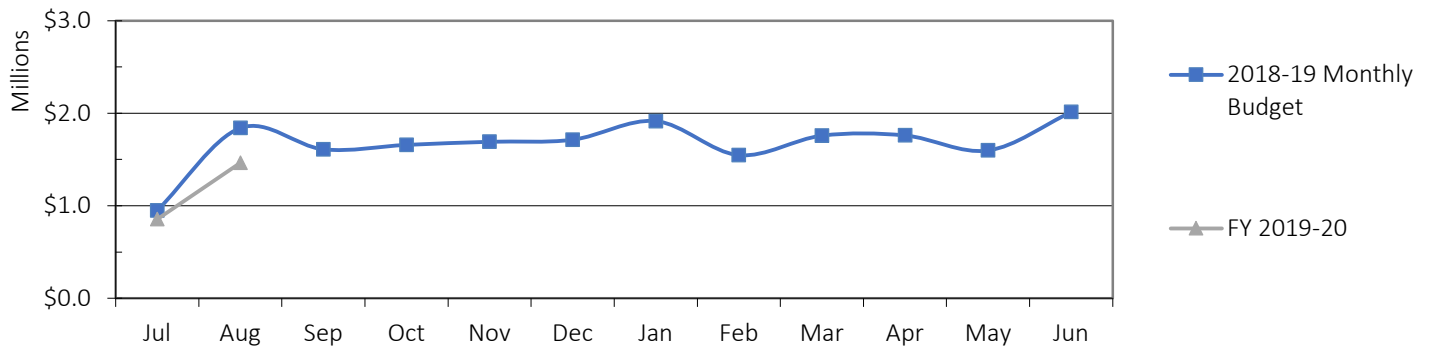
Highest Grossing Events	Current Month* Event Revenue	% of Event Revenue
Charlie & the Chocolate Factory	\$291,339	36%
Wicked	60,989	8%
Calexico and Iron & Wine	54,523	7%
Café Tacvba	52,813	7%
All other Events	339,691	42%
Total Event Revenues	\$799,354	100%

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

P5 Event Revenues: Charges for Services and Food & Beverage



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



Portland Expo Center

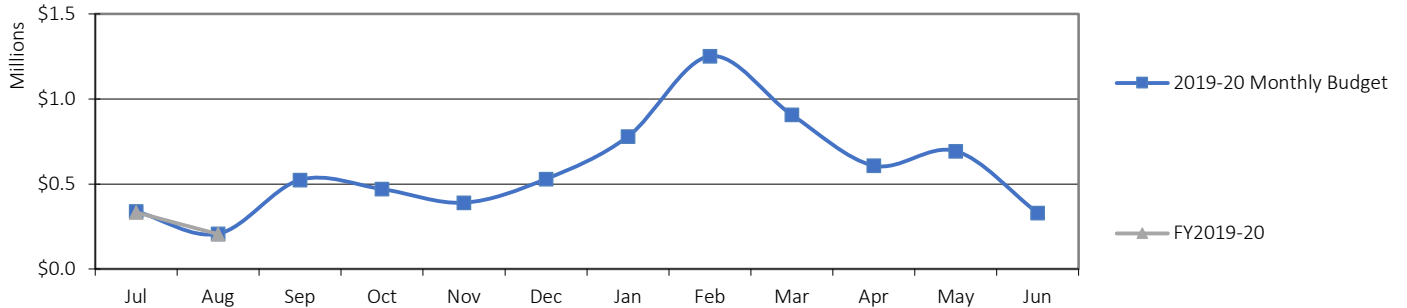
Event revenues were \$200 thousand in August, which is typically a quiet month at Expo. Food and beverage had \$60 thousand in revenue. Monthly operating revenues are right in line with the expected amount based on the FY 2019-20 budget. Operating expenses are at 12% of the annual budget, which is also right in line with the expected amount based on the FY 2019-20 budget.

	2019-20		3-year average		Food & Beverage		
	Events	Attendance	Events	Attendance	Revenue	Margin \$	Margin %
August	14	10,000	14	25,000	\$60,000	-\$46,000	-76%
YTD	20	45,000	17	45,000	139,000	-63,000	-45%
Budget					2,252,000	403,000	18%

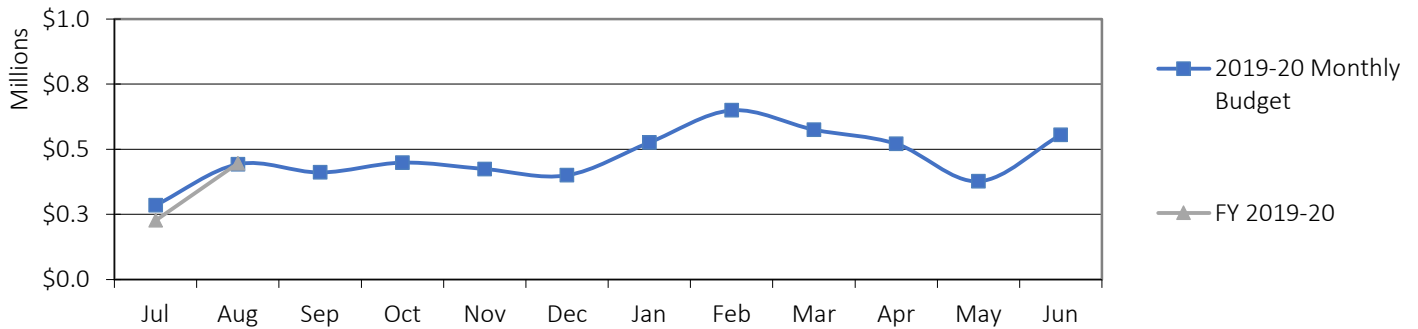
Highest Grossing Events	Current Month*	% of
	Event Revenue	Event Revenue
Indo Expo	\$64,340	31%
MXE Jeep Training	32,034	16%
Yu-Gi-Oh! Championship Series	29,802	15%
BMW Ultimate Driving Experience	29,140	14%
All other Events	49,006	24%
Total Event Revenues	\$204,323	100%

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

Expo Event Revenues: Charges for Services and Food & Beverage



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



MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

All Venues

August 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
Operations							
Charges for Services	1,632,941	1,593,361	3,356,765	3,650,614	108.8%	33,858,179	10.8%
Food and Beverage Revenue	1,638,314	1,273,286	3,098,377	2,745,685	88.6%	22,397,170	12.3%
Local Government Shared Revenues	-	-	-	-		17,037,835	0.0%
Contributions from Governments	-	-	-	-		948,786	0.0%
Contributions from Private Sources	-	-	-	-		125,000	0.0%
Grants	-	1,000	-	4,200		-	
Interest Earnings	142,186	159,916	142,186	182,953	128.7%	660,000	27.7%
Miscellaneous Revenue	10,555	13,248	21,210	33,619	158.5%	140,478	23.9%
Transfers-R	106,699	110,807	213,398	221,614	103.8%	1,329,685	16.7%
Total Revenues	3,530,695	3,151,617	6,831,936	6,838,685	100.1%	76,497,133	8.9%
Personnel Services	1,434,506	2,396,800	3,003,754	3,314,473	110.3%	25,419,020	13.0%
Materials and Services	1,389,759	1,205,255	2,186,925	1,669,503	76.3%	21,373,725	7.8%
Food & Beverage Services	1,239,694	1,083,097	2,274,151	2,241,038	98.5%	17,365,031	12.9%
Management Fee	195,093	206,784	390,185	413,568	106.0%	2,481,407	16.7%
Transfers-E	486,605	542,856	1,693,162	1,086,212	64.2%	7,534,520	14.4%
Total Expenditures	4,745,657	5,434,792	9,548,177	8,724,793	91.4%	74,173,703	11.8%
Net Operations	(1,214,962)	(2,283,175)	(2,716,241)	(1,886,108)		2,323,430	
Food & Beverage Margin \$	398,620	190,189	824,226	504,647		5,032,139	
Food & Beverage Margin %	24%	15%	27%	18%		22%	
Capital							
Total Revenues	-	-	-	-		11,434,540	0.0%
Total Expenditures	676,440	2,520,966	803,461	3,678,747	457.9%	30,444,862	12.1%
Net Capital	(676,440)	(2,520,966)	(803,461)	(3,678,747)		(19,010,322)	
Change in Fund Balance	(1,891,402)	(4,804,141)	(3,519,702)	(5,564,855)		(16,686,892)	
Beginning Fund Balance			61,322,324	41,368,415			
Ending Fund Balance			57,802,622	35,803,560			

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Oregon Convention Center

August 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
Operations							
Charges for Services	991,806	818,383	1,905,667	1,663,821	87.3%	13,932,018	11.9%
Food and Beverage Revenue	1,417,215	1,013,875	2,594,059	2,034,538	78.4%	16,341,351	12.5%
Local Government Shared Revenues	-	-	-	-		14,877,000	0.0%
Contributions from Private Sources	-	-	-	-		-	
Grants	-	1,000	-	4,200		-	
Interest Earnings	74,937	64,492	74,937	64,492	86.1%	200,000	32.2%
Miscellaneous Revenue	6,419	11,324	13,064	21,701	166.1%	17,828	121.7%
Transfers-R	-	-	-	-		-	
Total Revenues	2,490,378	1,909,074	4,587,728	3,788,753	82.6%	45,368,197	8.4%
Personnel Services	799,850	1,279,870	1,637,612	1,730,518	105.7%	13,220,370	13.1%
Materials and Services	598,456	541,398	1,091,560	696,360	63.8%	11,328,287	6.1%
Food & Beverage Services	990,349	816,024	1,793,667	1,647,195	91.8%	12,712,317	13.0%
Capital Outlay	-	-	-	-		-	
Management Fee	156,487	164,307	312,973	328,614	105.0%	1,971,684	16.7%
Transfers-E	285,426	311,530	1,290,804	623,060	48.3%	3,738,349	16.7%
Total Expenditures	2,830,568	3,113,129	6,126,616	5,025,748	82.0%	42,971,007	11.7%
Net Operations	(340,190)	(1,204,055)	(1,538,888)	(1,236,995)		2,397,190	
Food & Beverage Margin \$	426,866	197,851	800,392	387,343		3,629,034	
Food & Beverage Margin %	30%	20%	31%	19%		22%	
Capital							
Total Revenues	-	-	-	-		6,759,359	0.0%
Total Expenditures	450,908	2,138,036	558,958	3,248,789	581.2%	19,125,350	17.0%
Net Capital	(450,908)	(2,138,036)	(558,958)	(3,248,789)		(12,365,991)	
Change in Fund Balance	(791,098)	(3,342,091)	(2,097,846)	(4,485,784)		(9,968,801)	
Beginning Fund Balance			39,373,611	18,475,354			
Ending Fund Balance			37,275,765	13,989,570			

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland's Centers for the Arts

August 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
Operations							
Charges for Services	523,739	630,279	1,101,035	1,587,971	144.2%	15,148,714	10.5%
Food and Beverage Revenue	166,859	199,404	375,888	572,129	152.2%	3,803,468	15.0%
Local Government Shared Revenues	-	-	-	-		2,160,835	0.0%
Contributions from Governments	-	-	-	-		948,786	0.0%
Contributions from Private Sources	-	-	-	-		125,000	0.0%
Interest Earnings	48,066	64,792	48,066	87,829	182.7%	237,500	37.0%
Miscellaneous Revenue	3,589	1,565	5,978	10,838	181.3%	80,650	13.4%
Transfers-R	-	-	-	-		-	
Total Revenues	742,252	896,041	1,530,966	2,258,767	147.5%	22,504,953	10.0%
Personnel Services	458,205	860,367	994,024	1,220,850	122.8%	9,328,654	13.1%
Materials and Services	614,970	442,126	854,128	705,058	82.5%	7,917,509	8.9%
Food & Beverage Services	181,362	161,268	327,432	391,915	119.7%	2,803,246	14.0%
Transfers-E	137,260	160,869	274,520	321,737	117.2%	1,930,419	16.7%
Total Expenditures	1,391,797	1,624,629	2,450,104	2,639,561	107.7%	21,979,828	12.0%
Net Operations	(649,545)	(728,588)	(919,138)	(380,794)		525,125	
Food & Beverage Margin \$	(14,503)	38,136	48,456	180,214		1,000,222	
Food & Beverage Margin %	-9%	19%	13%	31%		26%	
Capital							
Total Revenues	-	-	-	-		3,500,000	0.0%
Total Expenditures	187,459	433,455	200,107	472,009	235.9%	9,829,338	4.8%
Net Capital	(187,459)	(433,455)	(200,107)	(472,009)		(6,329,338)	
Change in Fund Balance	(837,004)	(1,162,043)	(1,119,245)	(852,802)		(5,804,213)	
Beginning Fund Balance			12,104,846	13,307,865			
Ending Fund Balance			10,985,601	12,455,063			

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland Expo Center

August 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
Operations							
Charges for Services	117,396	144,699	350,063	398,822	113.9%	4,777,447	8.3%
Food and Beverage Revenue	54,240	60,006	128,430	139,018	108.2%	2,252,351	6.2%
Interest Earnings	6,738	9,905	6,738	9,905	147.0%	62,500	15.8%
Miscellaneous Revenue	547	358	2,168	1,080	49.8%	42,000	2.6%
Transfers-R	33,333	33,333	66,666	66,666	100.0%	400,000	16.7%
Total Revenues	212,254	248,302	554,065	615,492	111.1%	7,534,298	8.2%
Personnel Services	122,484	197,830	262,046	283,716	108.3%	2,174,718	13.0%
Materials and Services	103,930	142,342	166,510	186,799	112.2%	1,590,904	11.7%
Food & Beverage Services	67,983	105,805	153,052	201,928	131.9%	1,849,468	10.9%
Management Fee	38,606	42,477	77,212	84,954	110.0%	509,723	16.7%
Transfers-E	57,814	58,029	115,628	116,058	100.4%	1,716,121	6.8%
Total Expenditures	390,817	546,483	774,448	873,454	112.8%	7,840,934	11.1%
Net Operations	(178,563)	(298,182)	(220,383)	(257,962)		(306,636)	
Food & Beverage Margin \$	(13,743)	(45,799)	(24,622)	(62,910)		402,883	
Food & Beverage Margin %	-25%	-76%	-19%	-45%		18%	
Capital							
Total Revenues	-	-	-	-		1,175,181	0.0%
Total Expenditures	38,073	(50,525)	44,396	(42,051)	-94.7%	1,490,174	-2.8%
Net Capital	(38,073)	50,525	(44,396)	42,051		(314,993)	
Change in Fund Balance	(216,636)	(247,657)	(264,779)	(215,911)		(621,629)	
Beginning Fund Balance			3,239,192	3,034,290			
Ending Fund Balance			2,974,413	2,818,379			

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

MERC Administration

August 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
Operations							
Grants	-	-	-	-	-	-	-
Interest Earnings	12,445	20,726	12,445	20,726	166.5%	160,000	13.0%
Transfers-R	73,366	77,474	146,732	154,948	105.6%	929,685	16.7%
Total Revenues	85,811	98,200	159,177	175,674	110.4%	1,089,685	16.1%
Personnel Services	53,967	58,733	110,072	79,390	72.1%	695,278	11.4%
Materials and Services	72,403	79,389	74,727	81,286	108.8%	537,025	15.1%
Capital Outlay	-	-	-	-	-	-	-
Transfers-E	6,105	12,428	12,210	25,356	207.7%	149,631	16.9%
Total Expenditures	132,475	150,550	197,009	186,031	94.4%	1,381,934	13.5%
Net Operations	(46,665)	(52,350)	(37,832)	(10,358)		(292,249)	
Capital							
Total Revenues	-	-	-	-	-	-	-
Change in Fund Balance	(46,665)	(52,350)	(37,832)	(10,358)		(292,249)	
Ending Fund Balance			6,566,843	6,540,548			

MERC Food and Beverage Margins

August 2019

	Prior Year Month Actual	Current Month Actual	Prior Year to Date Actual	Current Year to Date	Annual Budget
Convention Center Operating Fund					
Food and Beverage Revenue	1,417,215	1,013,875	2,594,059	2,034,538	16,341,351
Food & Beverage Services	990,349	816,024	1,793,667	1,647,195	12,712,317
Food and Beverage Gross Margin	426,866	197,851	800,392	387,343	3,629,034
Food and Beverage Gross Margin %	30.12%	19.51%	30.85%	19.04%	22.21%
Portland's Centers for the Arts Fund					
Food and Beverage Revenue	166,859	199,404	375,888	572,129	3,803,468
Food & Beverage Services	181,362	161,268	327,432	391,915	2,803,246
Food and Beverage Gross Margin	(14,503)	38,136	48,456	180,214	1,000,222
Food and Beverage Gross Margin %	-8.69%	19.13%	12.89%	31.50%	26.30%
Expo Fund					
Food and Beverage Revenue	54,240	60,006	128,430	139,018	2,252,351
Food & Beverage Services	67,983	105,805	153,052	201,928	1,849,468
Food and Beverage Gross Margin	(13,743)	(45,799)	(24,622)	(62,910)	402,883
Food and Beverage Gross Margin %	-25.34%	-76.32%	-19.17%	-45.25%	17.89%
MERC Fund Total					
Food and Beverage Revenue	1,638,314	1,273,286	3,098,377	2,745,685	22,397,170
Food & Beverage Services	1,239,694	1,083,097	2,274,151	2,241,038	17,365,031
Food and Beverage Gross Margin	398,620	190,189	824,226	504,647	5,032,139
Food and Beverage Gross Margin %	24.33%	14.94%	26.60%	18.38%	22.47%

MERC Visitor Venues
Events-Performances-Attendance
FY 2019-20

OCC	August 2016		August 2017		August 2018		August 2019		Net Change from Prior Year		August 2019	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Tradeshows/Conventions	3	9,900	7	14,519	6	13,150	3	7,850	(3)	(5,300)		#DIV/0!
Consumer Public Shows	1	1,013	-	-	2	1,371	1	700	(1)	(671)		#DIV/0!
Miscellaneous							-	-	-	-		#DIV/0!
Miscellaneous -In-House	12	239	14	423	12	276	16	299	4	23		#DIV/0!
Meetings	14	11,933	10	11,462	13	2,402	11	6,449	(2)	4,047		#DIV/0!
Catering	1	28	1	800	2	470	1	450	(1)	(20)		#DIV/0!
Totals	31	23,113	32	27,204	35	17,669	32	15,748	(3)	(1,921)	\$ -	#DIV/0!

Expo Center	August 2016		August 2017		August 2018		August 2019		Net Change from Prior Year		August 2019	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Consumer Public Shows	-	-	3	4,870	2	4,309	2	3,938	-	(371)		#DIV/0!
<i>Cirque Du Soleil</i>	-	-	10	23,844	-	-	-	-	-	-		#DIV/0!
Miscellaneous	9	12,439	7	1,816	7	5,639	11	4,588	4	(1,051)		#DIV/0!
Meetings	-	-	-	-	1	2,500	1	8	-	(2,492)		#DIV/0!
Catering	-	-	-	-	-	-	-	-	-	-		#DIV/0!
Tradeshows/Conventions	1	3,750	1	4,810	1	15,000	-	-	(1)	(15,000)		#DIV/0!
Totals	10	16,189	11	11,496	11	27,448	14	8,534	3	(18,914)	\$ -	#DIV/0!
Totals w/Cirque du Soleil	10	16,189	21	35,340	11	27,448	14	8,534	3	(18,914)	\$ -	#DIV/0!

Portland '5	August 2016		August 2017		August 2018		August 2019		Net Change from Prior Year		August 2019	
	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Revenue	% of Rev.
Commercial (Non-Broadway)	19	9,837	6	4,097	5	4,221	11	7,572	6	3,351		#DIV/0!
Broadway	26	70,367	-	-	7	13,939	8	18,428	1	4,489		#DIV/0!
Resident Company	2	1,252	2	1,156	3	2,747	-	-	(3)	(2,747)		#DIV/0!
Non-Profit	1	725	-	-	-	-	10	745	10	745		#DIV/0!
Promoted/Co-Promoted	11	5,010	11	6,004	10	3,520	9	3,997	(1)	477		#DIV/0!
Student	7	363	6	262	6	258	6	188	-	(70)		#DIV/0!
Miscellaneous	-	-	-	-	1	16	3	60	2	44		#DIV/0!
Totals	66	87,554	25	11,519	32	24,701	47	30,990	15	6,289	\$ -	#DIV/0!

MERC Totals	107	126,856	78	74,063	78	69,818	93	55,272	15	(14,546)	-	
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OCC Capital Project Status Report FY 2019-20

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
Master Plan Renovation	CPMO	In Progress	10,730,000	4,732,438	5,997,562
Chair Replacement	Venue	In Progress	2,800,000	1,072,726	1,727,274
Staff Supp Area: King BR/Admin Lobby	CPMO	Design	690,000	-	690,000
Tower/Crown Glazing	CPMO	Delayed	500,000	2,750	497,250
Audio Visual Equipment	Venue	Planning	450,000	500	449,500
Table Replacement	Venue	Planning	375,000	-	375,000
Water Heater Replacement	CPMO	Delayed	350,000	-	350,000
Door Access Controls (phase 2)	CPMO	Planning	250,000	-	250,000
Waterproofing: Rain Garden	CPMO	Delayed	250,000	3,044	246,956
Waterproofing: SW Ext & Egress Doors	CPMO	Planning	60,000	-	60,000
VT: Elevator Modernizations (#3,11)	Venue	In Progress	175,000	-	175,000
VT: Escalator Safety Skirt Brush	Venue	Planning	100,000	20,481	79,519
VT: Elevator Door & Operator Rplc	Venue	Planning	250,000	-	250,000
OCC - Lighting Control System	CPMO	In Progress	200,000	95,643	104,357
Prefunction A and C Restroom Reno	CPMO	Planning	195,000	14,985	180,015
Mass Notification	CPMO	Planning	150,000	-	150,000
Rain Garden Tree Replacement	Venue	Delayed	130,000	-	130,000
VIP B Renovation	CPMO	Planning	120,000	-	120,000
OCC - WiFi & Show Network Upgrades	Venue	Planning	120,000	3,338	116,662
ADA Assessment and Improvements	Venue	Planning	100,000	-	100,000
Parking Pay St Signage/Elevator lobby	Venue	Planning	100,000	-	100,000
Lobby Lighting Retrofit	CPMO	Planning	80,000	-	80,000
<i>Costs related to projects budgeted in FY 2018-19</i>					
Cooling System Rplcmnt	CPMO	In Progress	-	46,766	(46,766)
Dragon Café HVAC & Space Mods	CPMO	Design	-	274	(274)
Orbit Café Improvements	CPMO	Design	-	2,241	(2,241)
Waterproofing: Seismic Joint	CPMO	In Progress	-	2,188	(2,188)
Integrated Door Access Controls	CPMO	Complete	-	3,365	(3,365)
Staff Support Area	CPMO	Design	-	31,259	(31,259)
Total			18,175,000	6,031,996	12,143,004
% of Budget				33%	67%

Project Phase Totals	# of Proj	% of Total
Projects in Planning or Design phases	17	61%
Projects in Contracting or Construction/In Progress phases	6	21%
Completed Projects	1	4%
Delayed or Cancelled Projects	4	14%
	28	

P5 Capital Project Status Report FY 2019-20

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	Contracting	3,900,000	-	3,900,000
AHH Roof	CPMO	In Progress	3,010,000	-	3,010,000
ASCH Broadway and Park Marquees	CPMO	In Progress	2,000,000	90,000	1,910,000
KA Elevator Modernizations	CPMO	In Progress	250,000	-	250,000
KA Chiller	Venue	Delayed	200,000	-	200,000
Keller café	Venue	Planning	100,000	-	100,000
KA Fall Arrest	Venue	Design	50,000	-	50,000
<i>Costs related to projects budgeted in FY 2018-19</i>					
Keller follow spots	Venue	Complete	-	32,369	(32,369)
Total			9,510,000	122,369	9,387,631
% of Budget				1%	99%

Project Phase Totals	# of Proj	% of Total
Projects in Planning or Design phases	2	29%
Projects in Contracting or Construction/In Progress phases	4	57%
Completed Projects	1	14%
On-hold or Cancelled Projects	0	0%
	7	

Expo Capital Project Status Report FY 2019-20

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
Lower Parking lot 1 Improvements	CPMO	Design	300,000	-	300,000
Hall C Structural Repairs	CPMO	Planning	200,000	-	200,000
Lighting Control review/install - Halls ABCDE	CPMO	Planning	161,000	-	161,000
Hall E Flat Roofs	CPMO	Planning	150,000	-	150,000
Expo Website Update	Venue	In Progress	100,000	2,750	97,250
ADA Compliance Assessment	CPMO	Planning	100,000	-	100,000
Facility Wide Door review / install / security	Venue	In Progress	50,000	-	50,000
Main Entry Improvements	Venue	Planning	35,000	-	35,000
Campus Master Plan	Venue	Planning	20,000	-	20,000
<i>Costs related to projects budgeted in FY 2018-19</i>					
Audio Visual Equipment (FY19)	Venue	Complete	-	948	(948)
Total			1,116,000	3,698	1,112,302
% of Budget				0%	100%

Project Phase Totals	# of Proj	% of Total
Projects in Planning or Design phases	7	70%
Projects in Contracting or Construction/In Progress phases	2	20%
Completed Projects	1	10%
On-hold or Cancelled Projects	0	0%
	10	

MERC Commission Meeting

October 2, 2019
12:30pm

Consent Agenda

Metropolitan Exposition Recreation Commission
Record of MERC Commission Actions
August 7, 2019
Oregon Convention Center

Present:	Karis Stoudamire-Phillips, John Erickson, Deidra Krys-Rusoff, Ray Leary, Dañel Malán, Deanna Palm
Absent:	Damien Hall
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Stoudamire-Phillips at 12:37 p.m.
1.0	Quorum Confirmed A quorum of Commissioners was present.
2.0	Opportunity for Public Comment on Non-Agenda items <ul style="list-style-type: none"> • None
3.0	Commission and Council Communications <ul style="list-style-type: none"> • Commissioner Krys-Rusoff thanked Robyn Williams and P5 for a successful Music on Main series.
4.0	GM Communications Scott Cruickshank provided the following updates: <ul style="list-style-type: none"> • Introduced the new HR Director, Julio Garcia. • September 4 will be a MERC/Metro joint meeting. The presentations include a pre-apprenticeship program update and the development opportunity study for the Expo Center. • We have issued the request for proposal for the food and beverage contract on July 23. We have a mandatory pre proposal meeting scheduled for August 13 and proposals are due Oct 15. • Colas Construction has been chosen to be an honoree at the DJC Oregon Building Diversity Awards in September. Metro is also being honored at this event in recognition of the C2P2 program. • Invited Nathan Sykes to speak to the provided draft letter to the US Dept. of Justice from P5 regarding music licensing.
5.0	Financial Report Annie Wilson presented the June 2019 Financial Report <ul style="list-style-type: none"> • Commissioner Krys-Rusoff commented on the great numbers in the report and thanked the venue directors for their work on the capital projects. • Leary asked if this has this been a record breaking year for OCC. Annie responded yes.
6.0	Venue Business Reports Robyn Williams, Craig Stroud and Matthew P. Rotchford reported on business at the venues during the past month. <ul style="list-style-type: none"> • Commissioner Krys-Rusoff asked about the expansion of the P5 Presents program. Williams believes the boundaries have expanded due to the types of programing they are hosting. • Erickson asked if the school programs help drive the market to visit P5. Williams responded that is their wish, but they are not looking at it through a lens of growing audiences but of serving the community. • Krys-Rusoff highlighted the large sponsor list for the Drive-In at Expo. • Malan noted that several capital projects came in under budget. Stroud clarified that some of them were scope modifications. • Leary recently learned of positive news from the Colas team and asked Stroud to comment. Stroud responded that the work is going well and they are on track to meet deadlines while increasing the level of workforce diversity involved in the project. • Krys-Rusoff asked if the positive numbers open the door for more work for Colas. Leary responded he is hoping that is the case and highlighted the importance of sharing the story. • Krys-Rusoff asked about Tri-Met’s communication around the temporary Max stop closure. Craig noted the communication was broad and they received notice from multiple channels.

<p>7.0</p>	<p>Consent Agenda</p> <ul style="list-style-type: none"> Record of MERC Actions, July 10, 2019 <p>A motion was made by Commissioner Stoudamire-Phillips to approve the Consent Agenda.</p> <p>VOTING: AYE: 6 (Stoudamire-Phillips, Krys-Rusoff, Erickson, Leary, Malán, and Palm) NAY: 0 MOTION PASSED</p>
<p>8.0</p>	<p>Regional Barometer Project Presentation Cary Stacey and Reed Brodersen, Metro</p> <ul style="list-style-type: none"> Commissioner Leary asked if the order of the roll out corresponds with Council priority. Stacey responded no, that it is the order in which Council adapted the 6 desired outcomes. Equity measures will be built in to all of the other 5 outcomes. Krys-Rusoff confirmed the project will aggregate Metro and external data and apply filters for information sharing with regional partners and the public. Palm asked if there will be trainings to help teach how to utilize the data. Stacey noted it was a good idea. Erickson noted it would pull data to utilize during decision making or model reporting. Malan asked about the work plan for updating the data to current numbers. Stacey answered that one of the deliverables is to have a strategic data plan and it will note the frequency of the updates. Malan shared that there are several non-profits in the Coalition of Communities of Color that have been tracking data and recommending connecting with them. Chair Stoudamire-Phillips recommended PBOT Vision Zero taskforce as another resource.
	<p>As there was no further business to come before the Commission, the meeting was adjourned at 1:53. p.m.</p>

Minutes submitted by Amy Nelson.

**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 official:
Karis Stoudamire-Phillips, MERC Chair, 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 and travel for the above-named public
official and his/her accompanying relative, household member, or staff
member, for attendance at (*check one*):

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

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

While attending the 2019 Multicultural Sales Mission, 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 October 24-26, 2019.

Being approved by the MERC Commission, at its regular meeting on October 2, 2019, the above activity is hereby officially sanctioned by MERC.

Deidra Krys-Rusoff
MERC Secretary-treasurer

**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 official:
Ray Leary, MERC Commissioner, 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 and travel for the above-named public
official and his/her accompanying relative, household member, or staff
member, for attendance at (*check one*):

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

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

While attending the 2019 Multicultural Sales Mission, 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, D.C., on October 24-26, 2019.

Being approved by the MERC Commission, at its regular meeting on
October 2, 2019, the above activity is hereby officially sanctioned by
MERC.

Karis Stoudamire-Phillips
MERC Commission Chair

MERC Commission Meeting

October 2, 2019
12:30pm

Action Agenda

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 19-12

For the purpose of approving and transmitting to the Metro Council budget amendments to the Metropolitan Exposition Recreation Commission (MERC) Fund Budget for FY2019-20, and requesting amendment of the FY 2019-20 through FY 2023-24 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 2019-20 budget for the MERC Fund; and

WHEREAS, MERC staff request certain budget amendments to the Adopted Budget for fiscal year 2019-20 that impact the CIP 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, 2019 and ending June 30, 2020 for inclusion as part of the total Metro budget for this period and approves the requested changes to the CIP as described in the attached Staff Report.
2. MERC requests that the Metro COO present these amendments to the Adopted Budget and CIP to the Metro Council for ratification.

Passed by the Commission on October 2, 2019.

Approved as to Form:
Carrie MacLaren, Metro Attorney

Chair

Secretary/Treasurer

By: _____
Nathan A. S. Sykes, Deputy Metro Attorney

MERC Staff Report

Agenda Item/Issue: For the purpose of approving and transmitting to the Metro Council a FY 2019-20 Budget and Capital Improvement Plan (CIP) amendment to the MERC Fund.

Resolution No: 19-12

Presented By: Rachael Lembo, MERC Finance Manager

Date: October 2, 2019

Background and Analysis:

Operating Amendment – Portland’s Centers for the Arts

- **Assistant Director of Production (1 new FTE)**
 - FY 2019-20 expected financial impact — \$88,000
 - Full-year expected financial impact — \$118,000
 - The Production team at Portland’s Centers for the Arts is responsible for overseeing technical show needs and interfacing with 15 stagehand department heads. Show needs have increased in recent years, resulting in higher demands on this team. The new Assistant Director of Production will provide management and oversight to three production supervisors, ensure regular training on safe stage practices, plan for stage maintenance and asset management and support clients and events as needed.
 - Portland’s requests a transfer from contingency, which will be funded by the Portland’s net operating surplus.

FY 2019-20 Operating Budget Impact

Description	FY 19-20 Current Budget	Amendment	FY 19-20 Amended Budget
Assistant Director of Production – 1 FTE	-	88,000	88,000
Contingency	5,260,787	(88,000)	5,172,787
Net Amendment		0	

CIP Amendment – Portland’s Centers for the Arts

The following amendments are budget adjustments related to new projects:

- **Arlene Schnitzer Concert Hall (ASCH) Broadway and Park Marquees**
 - FY 2019-20 appropriate change—increase of \$350,000
 - Total project budget \$1,800,000 (\$1,500,000 comes from an Intergovernmental Agreement with the City of Portland and Prosper Portland.)
 - The Marquees at the Broadway and Park Street entrances to the concert hall are at or near the end of useful life and require seismic as well as cosmetic and electrical upgrades. Project scope includes the replacement of the manual letter boards with electronic displays. This will improve employee safety and efficiency by eliminating the need to manually replace individual letters from the street sides of the signs.
 - The project is currently undergoing Historic Resource Review with the City of Portland for approval to use the electronic reader board. Proposed project schedule includes construction procurement late calendar 2019 and construction/installation between June and September 2020.
- **Clear-Com Headset Upgrade (Keller Auditorium, Newmark Theatre, Winningstad Theatre)**
 - FY 2019-20 appropriation change—increase of \$110,000
 - Total project budget \$110,000
 - This is to replace the Clear-Com communication system in Keller Auditorium, Newmark Theatre, and Winningstad Theatre. The headsets are used on every show to communicate with the backstage personnel and the stagehands running the show. The current headsets are 20-30 years old and are no longer compatible with the change from analog to digital stage equipment. This purchase will be a big upgrade for clients, employees and audience members.

The following amendments are a budget adjustment in existing projects:

- **Keller Chiller**
 - FY 2019-20 appropriation change—increase of \$200,000
 - Increase of total project budget from \$2,000,000 to \$2,400,000
 - The original budget was based on the Engineer’s preliminary estimate for the new chiller and associated controls and piping. The revised project budget is based on the full design and equipment and installation bid.

- **Newmark Sound System**
 - FY 2019-20 appropriation change—increase of \$275,000
 - Increase of total project budget from \$200,000 to \$275,000
 - The current sound system is original and past its useful life. A new system will better serve the wide variety of programs that the Newmark hosts and greatly enhance the audience and client experience by upgrading the system and position of the speakers. The design is nearly complete and equipment is expected to be purchased and installed in FY 2019-20.

The following amendments are timing adjustments on the five-year CIP schedule:

Due to the changing schedule of the Arlene Schnitzer Concert Hall Acoustical Enhancement project and projects extending from the prior fiscal year, the CIP has been adjusted. The following projects have no change in the previously-approved total project budget, but do have a change in timing.

- **Arlene Schnitzer Concert Hall Acoustical Enhancements**
 - FY 2019-20 appropriate change—decrease of \$2,100,000
 - No change in total project budget of \$8,000,000

- **Keller Café**
 - FY 2019-20 appropriation change—increase of \$329,000
 - This project was originally approved in the FY 2018-19 budget for \$350,000 and \$21,000 was spent in FY 2018-19.

- **Arlene Schnitzer Concert Hall Piano Replacement**
 - FY 2019-20 appropriation change—increase of \$200,000
 - This project was originally approved in the FY 2018-19 budget for \$200,000

- **Newmark Piano Replacement**
 - FY 2019-20 appropriation change—increase of \$150,000
 - This project was originally approved in the FY 2018-19 budget for \$150,000

FY 2019-20 CIP Budget Impact

Description	Project #	FY 19-20 Current Budget	Amendment	FY 19-20 Amended Budget	Total Project Budget
ASCH Broadway and Park Marquees	8R220	-	350,000	350,000	1,800,000
Clear-Com Headset Upgrade	NEW	-	110,000	110,000	110,000
Keller Chiller	8R247	2,000,000	200,000	2,200,000	2,400,000
Newmark Sound System	8R128	-	275,000	275,000	275,000
ASCH Acoustical Enhancements	8R092	3,900,000	(2,100,000)	1,800,000	8,000,000
Keller Café	85112	-	329,000	329,000	350,000
ASCH Piano Replacement	8R216	-	200,000	200,000	200,000
Newmark Piano Replacement	8R217	-	150,000	150,000	150,000
Contingency		5,172,787	498,000	5,670,787	
Net Amendment			0		

CIP Amendment – Oregon Convention Center

The following amendments are budget adjustments in existing projects:

- OCC is working on elevator modernizations, comprised of several existing projects. The original budget was based on preliminary estimates. When bids were received, adjustments were necessitated.
 - **VT: Elevator Modernization (#1)**
 - FY 2019-20 appropriation change—decrease of \$25,000
 - Decrease of total project budget from \$175,000 to \$150,000
 - **VT: Escalator Safety Skirt Brush**
 - FY 2019-20 appropriation change—decrease of \$35,000
 - Decrease of total project budget from \$100,000 to \$65,000
 - **VT: Elevator Door & Operator Replacement**
 - FY 2019-20 appropriation change—increase of \$100,000
 - Increase of total project budget from \$250,000 to \$350,000
- OCC is investing in improvements in two food and beverage spaces: Dragon and Orbit cafes. The initial budgets in FY18-19 were developed for a straightforward HVAC upgrade in Dragon, and HVAC and front of house improvements in Orbit. In planning and design it was identified that additional improvements in Dragon were necessary for staff safety, menu flexibility, main kitchen back-up, and infrastructure requirements. OCC has reduced the scope of work in Orbit to accommodate this need. Overall the initial budget for the two projects was \$1,775,000, the revised total has decreased to \$1,507,000.
 - **Dragon Café HVAC & Space Modifications**
 - FY 2019-20 appropriation change—increase of \$655,000
 - Increase of total project budget from \$275,000 to \$655,000
 - **Orbit Café Improvements**
 - FY 2019-20 appropriation change—increase of \$852,000
 - Decrease of total project budget from \$1,500,000 to \$852,000
- OCC is currently working with a designer on a large space planning project for interior spaces. This will result in separate construction projects over multiple fiscal years. The initial budget of \$980,000 in FY18-19 was for design and construction in limited spaces. Design work has begun this year, and a carry forward amount of the original budget is proposed below. In addition, through the initial design work OCC has identified that the amounts proposed for the first two areas, King Boardroom / Admin Lobby and Guest Services, are slightly lower than current estimates, and that the schedule will shift with both projects beginning this fiscal year and completing in FY20-21.
 - **Space Planning - Design**
 - FY 2019-20 appropriation change—increase of \$147,000
 - This project was part of the Space Planning budget originally approved in the FY 2018-19 budget for \$980,000
 - **Space Planning - Space Support Area: King Boardroom and Admin Lobby**
 - FY 2019-20 appropriate change—decrease of \$390,000
 - Increase of total project budget from \$690,000 to \$750,000
 - **Space Planning - Guest Services Renovation**
 - FY 2019-20 appropriation change—increase of \$230,000
 - Increase of total project budget from \$1,165,000 to \$1,250,000

The following amendment is a timing adjustment on the five-year CIP schedule:

- **Major Renovation**
 - FY 2019-20 appropriation change—decrease of \$1,770,000
 - The project will not use the full amount appropriated in FY19-20. There is no change in total project budget.

FY 2019-20 CIP Budget Impact

Description	Project #	FY 19-20 Current Budget	Amendment	FY 19-20 Amended Budget	Total Budget
VT Elevator Modernizations (#1)	8R207D	175,000	(25,000)	150,000	150,000
VT: Escalator Safety Skirt Brush	8R207B	100,000	(35,000)	65,000	65,000
VT: Elevator Door & Operator Replacement	8R207C	250,000	100,000	350,000	350,000
Dragon Café HVAC & Space Mods	8R208	-	655,000	655,000	655,000
Orbit Café Improvements	8R213	-	852,000	852,000	852,000
Space Planning-Staff Support Area: King BR & Admin Lobby	8R224A	690,000	(390,000)	300,000	750,000
Space Planning-Design	8R224	-	147,000	147,000	165,000
Space Planning-Guest Services Renovation	8R224B	-	230,000	230,000	1,250,000
Major Renovation	8R082	10,730,000	(1,770,000)	8,960,000	39,550,000
Contingency		8,131,199	236,000	8,367,199	
Net Amendment			0		

Fiscal Impact: This action will amend the FY 2019-20 Adopted Budgets as shown above. The revised five-year CIPs are included as Attachment 1.

Recommendation: Staff recommends the Metropolitan Exposition Recreation Commission adopt Resolution 19-12.

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

Department: P5									
	ID	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	Total	Prior Years	Total Project
PORTLAND'S CENTERS FOR THE ARTS FUND									
P5 AHH Roof	8R179	3,010,000	-	-	-	-	3,010,000	987,000	3,997,000
KA Chiller	8R247	2,188,000	-	-	-	-	2,188,000	212,000	2,400,000
Schnitzer Acoustical Enhancements	8R092	1,800,000	3,542,908	-	-	-	5,342,908	2,657,092	8,000,000
ASCH Broadway and Park Marquees	NEW	350,000	1,424,000	-	-	-	1,774,000	26,000	1,800,000
Keller Café	85112	329,000	-	-	-	-	329,000	21,000	350,000
Newmark Main Speakers	8R128	275,000	-	-	-	-	275,000	-	275,000
ASCH Piano Replacement	8R216	200,000	-	-	-	-	200,000	-	200,000
KA Elevator Modernizations	8R175	250,000	550,000	-	-	-	800,000	-	800,000
KA Generator Fuel Storage	8R214	200,000	-	-	-	-	200,000	150,000	350,000
Newmark Piano Replacement	8R217	150,000	-	-	-	-	150,000	-	150,000
ClearCom Upgrade	NEW	110,000	-	-	-	-	110,000	-	110,000
ASCH Sound Reinforcement System	8R240	100,000	400,000	-	-	-	500,000	-	500,000
P5 ADA improvements	8R182	50,000	95,000	-	-	-	145,000	80,000	225,000
AHH Digital Signage	P5TBD82	-	200,000	100,000	-	-	300,000	-	300,000
TOTAL		\$9,012,000	\$6,211,908	\$100,000	\$0	\$0	\$15,323,908	\$4,133,092	\$19,457,000

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

Department: OCC								Prior Years	Total Project
ID	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	Total			
CONVENTION CENTER OPERATING FUND									
Master Plan Renovation	8R082	8,960,000	-	-	-	-	8,960,000	30,590,000	39,550,000
Chair Replacement	8N073	2,800,000	-	-	-	-	2,800,000	-	2,800,000
Orbit Café Improvements	8R208	852,000	-	-	-	-	852,000	-	852,000
Dragon Café HVAC & Space Mods	8R188B	655,000	-	-	-	-	655,000	-	655,000
Tower/Crown Glazing	8R222	500,000	160,000	-	-	-	660,000	40,000	700,000
Audio Visual Equipment	8R118	450,000	150,000	150,000	150,000	150,000	1,050,000	-	1,050,000
Table Replacement	8R244	375,000	-	-	-	-	375,000	-	375,000
Vertical Transportation: Elevator Door & Operator Rplc	8R207C	350,000	-	-	-	-	350,000	-	350,000
Vertical Transportation: Elevator Modernizations	8R207	150,000	-	-	-	-	150,000	375,000	525,000
Vertical Transportation: Escalator Safety Skirt Brush	8R207B	65,000	-	-	-	-	65,000	-	65,000
Water Heater Replacement	8R210	350,000	-	-	-	-	350,000	50,000	400,000
Staff Support Area Programming: King BR/Admin Lobby	8R224A	300,000	450,000	-	-	-	750,000	-	750,000
Staff Support Area Programming: Guest Services	8R224B	230,000	1,020,000	-	-	-	1,250,000	-	1,250,000
Staff Support Area Programming: Design	8R224	147,000	-	-	-	-	147,000	-	147,000
Integrated Door Access Controls (phase 2)	8N025B	250,000	-	-	-	-	250,000	-	250,000
Waterproofing: Rain Garden	8R223C	250,000	-	-	-	-	250,000	60,000	310,000
Lighting Control System	88174	200,000	-	-	-	-	200,000	2,055,000	2,255,000
Prefunction A and C Restroom Renovations	8R246	195,000	2,600,000	-	-	-	2,795,000	-	2,795,000
Mass Notification Consulting & Implementation	8N087	150,000	-	-	-	-	150,000	-	150,000
Rain Garden Tree Replacement	8R209	130,000	-	-	-	-	130,000	-	130,000
VIP B Renovation	8R245	120,000	1,000,000	-	-	-	1,120,000	-	1,120,000
OCC - WiFi & Show Network Upgrades	8R226	120,000	130,000	130,000	130,000	130,000	640,000	-	640,000
ADA Assessment and Improvements	8N086	100,000	-	-	-	-	100,000	-	100,000
Parking Pay Station Signage/Elevator lobby Refresh	8R243	100,000	-	-	-	-	100,000	-	100,000
Lobby Lighting Retrofit	8R242	80,000	600,000	-	-	-	680,000	-	680,000
Waterproofing: SW Exterior & Egress Doors	8R223D	60,000	400,000	-	-	-	460,000	-	460,000
CCTV Security Camera Replacement	OCCTBD8	-	500,000	-	-	-	500,000	-	500,000
Vertical Transportation: Elevator Modernizations	8R207D	-	300,000	300,000	-	-	600,000	-	600,000
Food & Beverage Prog: Planning & Design	OCCTBD8	-	300,000	-	-	-	300,000	-	300,000
Security Console/Entrance area Renovation	OCCTBD7	-	230,000	1,400,000	-	-	1,630,000	-	1,630,000
OCC - AV Audio System Upgrade	OCCTBD4	-	100,000	750,000	-	-	850,000	-	850,000
Facility Security Hardening	OCCTBD8	-	80,000	300,000	-	-	380,000	-	380,000
Interior Digital Signage Additions	OCCTBD7	-	75,000	1,000,000	-	-	1,075,000	-	1,075,000
OCC - Crbrd Baler & Cnpy	8N067	-	75,000	350,000	-	-	425,000	-	425,000
Exhibit Hall Sound Panel Replacement	OCCTBD7	-	65,000	650,000	-	-	715,000	-	715,000
Waterproofing: Miscellaneous	8R223E	-	60,000	300,000	-	-	360,000	-	360,000
Waterproofing: Parking Garage Traffic Coating	8R223F	-	60,000	250,000	-	-	310,000	-	310,000
OCC Cooling System phase II	8R188B	-	20,000	4,000,000	-	-	4,020,000	-	4,020,000
Gingko Lane Renovation	OCCTBD7	-	-	750,000	5,000,000	-	5,750,000	-	5,750,000
Exhibit Hall Restroom Renovation	OCCTBD7	-	-	224,000	1,700,000	-	1,924,000	-	1,924,000
ABC Meeting Room Renovation	OCCTBD7	-	-	-	1,200,000	7,000,000	8,200,000	-	8,200,000
DEF Meeting Rooms/Lobbies/Restrooms Renovation	OCCTBD7	-	-	-	-	1,200,000	1,200,000	-	1,200,000
Holladay & 1st Ave Exterior Improvements	OCCTBD8	-	-	-	-	750,000	750,000	-	750,000
Glass Tower Structural Reinforcement	OCCTBD6	-	-	-	-	100,000	100,000	-	100,000
OCC - Boiler Replacement	OCCTBD2	-	-	-	-	100,000	100,000	-	100,000
Exhibit Hall Lighting Retrofit	OCCTBD8	-	-	-	-	75,000	75,000	-	75,000
Employee Locker Room Renovation	OCCTBD6	-	-	-	-	70,000	70,000	-	70,000
Holladay Suites Renovation	OCCTBD7	-	-	-	-	60,000	60,000	-	60,000
TOTAL		\$17,939,000	\$8,375,000	\$10,554,000	\$8,180,000	\$9,635,000	\$54,683,000	\$33,170,000	\$87,853,000

MERC Commission Meeting

October 2, 2019
12:30 pm

Travel Portland Quarterly
Report

4TH QUARTER 2018-19 REPORT

Highlights:

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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

- In this year OCC realized \$16.9 million in revenue from Travel Portland booked business. Community impact ROI from all future bookings was 43.7 to 1.
- Sixty-eight new and five repeat OCC conventions were booked for future year's worth over \$25.1 million in OCC revenue. Community economic impact will result in \$129.1 million. Travel Portland bookings, including single hotel, will result in over \$191.7 million of economic impact.
- Travel Portland booked thirteen minority meetings for the year with an EEI of over \$4.3 million and 6,564 room nights.
- Travel Portland generated 521 media placements in FY 2018-19, with a total circulation of over 1.4 billion. Of that, 41 articles were meetings related with a circulation of over 39.1 million.

TRENDS, SUCCESSES, OBSTACLES

- Transient Lodging Tax continues a trend in recent years of modest growth. Fiscal YTD collections of the city's tax through June were up 5.2% compared to FY 2018-19.
- Central City hotels' occupancy decreased 2.5% for calendar YTD through June; ADR decreased 2.1%, RevPar decreased 4.5%, demand increased 6.6%, and room revenue increased 4.4%.
- TID hotels' occupancy decreased 1.9% for calendar YTD through June; ADR decreased 0.4%, RevPar decreased 2.3%, demand increased 3.5%, and room revenue increased 3.1%.



Executive Summary

MERC CONTRACT TARGETS

TARGET #	TARGET DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL TARGET
1	OCC revenue target	\$16,910,163	\$13.1 Million
2	ROI on future OCC business	5.7	4.8
3	Lead conversion	19%	16%
4	Services performance survey	3.9	3.8
5	Public relations/media	See page 15 & 16	Report
6	Community economic impact	43.7	44.0

CITY CONTRACT GOALS

OBJECTIVE #	GOAL DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL GOAL
1	Convention Sales and Marketing Economic Impact ROI	32.4	25.0
2			

Market Performance: Hotel Demand	
Market	January 2019 – June 2019 vs. PYTD
Portland*	+1.6%
San Francisco	+0.3%
Seattle	+3.9%
Vancouver, BC	+1.0%
*Includes TID and non-TID hotels	
Source: STR (Smith Travel Research)	

TID Hotels: Hotel Demand	
Time Period	Demand
Year-To-Date (January 2019 – June 2019)	+3.5%
Running 12 Months (July 2018 – June 2019)	+3.7%
Source: STR (Smith Travel Research)	



Executive Summary

CITY CONTRACT GOALS - OBJECTIVE #2 CONTINUED

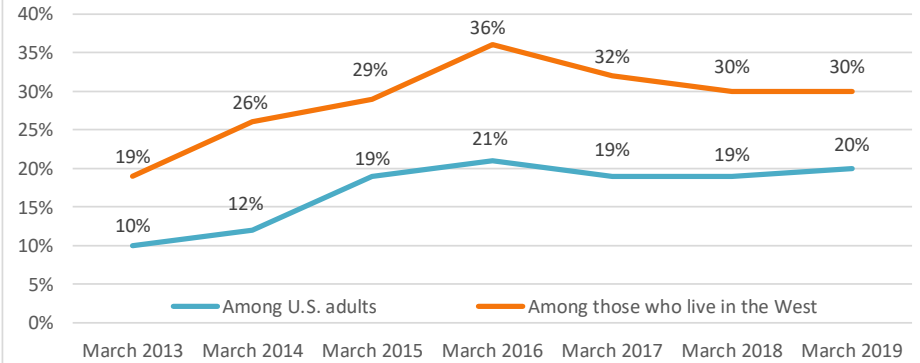
Ad Accountability: Incremental Visitor Spending Generated by Advertising	
Winter 2017-18 (source: Longwoods International)	\$69.9 million
Spring 2018 (source: Phocuswright)	\$145.3 million
Winter 2018-19 (source: Phocuswright)	\$95.1 million

Intent to Travel

EXTREMELY/VERY LIKELY TO VISIT PORTLAND

How likely are you to visit Portland, Oregon, for a vacation during the next 24 months?

Source: MMGY Global, travelhorizons, Wave I 2019

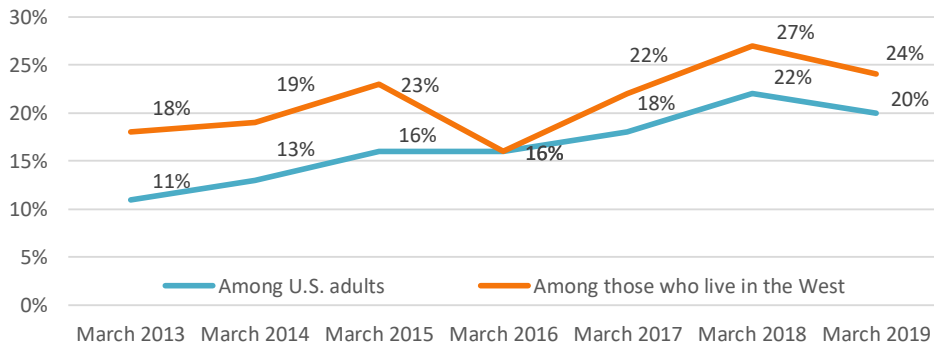


Intent to Travel

SOMEWHAT LIKELY TO VISIT PORTLAND

How likely are you to visit Portland, Oregon, for a vacation during the next 24 months?

Source: MMGY Global, travelhorizons, Wave I 2019

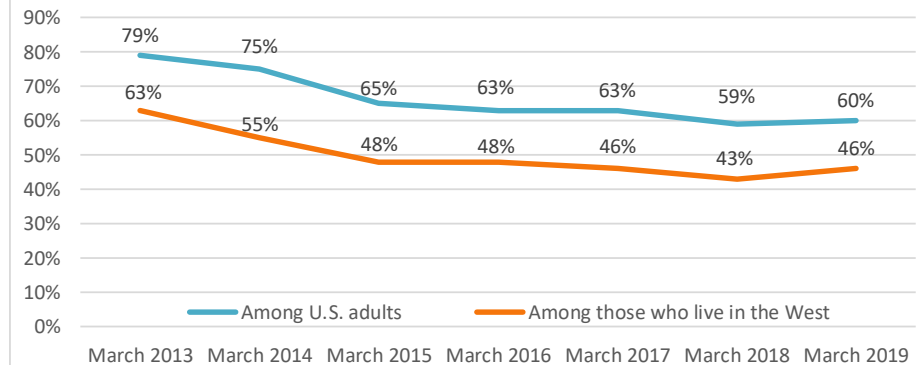


Intent to Travel

NOT VERY/NOT AT ALL LIKELY TO VISIT PORTLAND

How likely are you to visit Portland, Oregon, for a vacation during the next 24 months?

Source: MMGY Global, travelhorizons, Wave I 2019

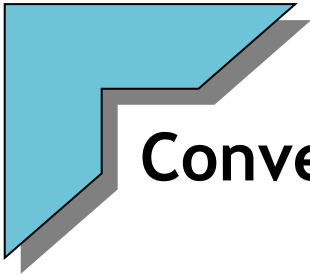




Convention Sales

OREGON CONVENTION CENTER REVENUE FROM TRAVEL PORTLAND BOOKINGS			
	OCC Revenue	Annuals	Total Potential Future Business
FY 18/19	\$ 16,910,163	\$ -	\$ 16,910,163
FY 19/20	\$ 17,264,221	\$ -	\$ 17,264,221
FY 20/21	\$ 11,349,411	\$ 879,076	\$ 12,228,487
FY 21/22	\$ 14,730,813	\$ 690,182	\$ 15,420,995
FY 22/23	\$ 20,703,591	\$ 1,019,657	\$ 21,723,248
FY 23/24	\$ 4,016,561	\$ 690,182	\$ 4,706,743
FY 24/25	\$ 4,066,246	\$ 1,019,657	\$ 5,085,903
FY 25/26	\$ 662,623	\$ 690,182	\$ 1,352,805
FY 26/27	\$ -	\$ 1,019,657	\$ 1,019,657
FY 27/28	\$ 1,857,528	\$ 690,182	\$ 2,547,710
FY 28/29	\$ 534,267	\$ 1,019,657	\$ 1,553,924
TOTAL	\$ 92,095,424	\$ 7,718,432	\$ 99,813,856

Oregon Convention Center Projected Future Revenue			
Total Travel Portland Contract:	Quarter	YTD	Target
New OCC Bookings	22	68	
Repeat OCC Bookings	4	5	
Total OCC Bookings	26	73	
Room Nights from OCC Bookings	69,535	181,589	
Future OCC Revenue Booked during FY 2018/19	\$ 7,820,442	\$ 25,191,346	
ROI OCC Bookings	\$ 7.8	\$ 5.7	4.8 to 1
Community Economic Impact from OCC Bookings	\$ 43,984,570	\$ 129,117,990	
Total Room Nights Booked	110,656	309,104	
Total Community Economic Impact from	\$ 62,173,680	\$ 191,771,233	
ROI on Total Community Economic Impact	\$ 62.1	\$ 43.7	44.0 to 1
OCC Revenue Realized During FY 2018/19	\$ 4,352,559	\$ 16,910,163	\$13.1 Million

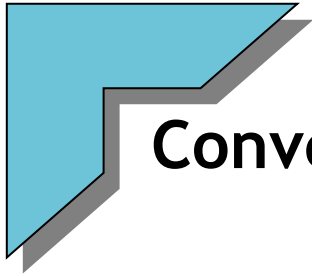


Convention Sales

OREGON CONVENTION CENTER FUTURE GROUP BOOKINGS					
AS OF JULY 1, 2019					
	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23 and beyond
Current	48	54	32	21	37
4 Year Average	Current	1 yr. out	2 yrs. out	3 yrs. out	Beyond 3 yrs.
(FY 15/16-18/19)	53	47	28	18	27

4TH QUARTER - ROOM NIGHTS FROM OREGON CONVENTION CENTER BOOKINGS					
Year	Groups	Total Room Nights	Attendees	OCC Revenue	Community Economic Impact
FY 18/19	0	920	0	\$ -	\$ -
FY 19/20	8	6,872	31,750	\$ 2,084,833	\$ 7,277,150
FY 20/21	10	15,021	13,600	\$ 1,291,434	\$ 8,860,527
FY 21/22	3	14,581	6,600	\$ 938,208	\$ 6,263,636
FY 22/23	3	19,799	12,000	\$ 2,309,077	\$ 13,581,327
FY 24/25	0	1,256	0	\$ -	\$ -
FY 25/26	1	6,390	2,000	\$ 662,623	\$ 3,739,423
FY 28/29	1	4,696	4,120	\$ 534,267	\$ 4,262,507
TOTAL OCC BOOKINGS	26	69,535	70,070	\$ 7,820,442	\$ 43,984,570

4TH QUARTER - ROOM NIGHTS FROM SINGLE HOTEL BOOKINGS				
Year	Groups	Total Room Nights	Room Tax Generated	Community Economic Impact
FY 18/19	25	3,127	\$ 63,195	\$ 2,396,446
FY 19/20	43	13,096	\$ 264,662	\$ 5,179,872
FY 20/21	16	13,395	\$ 270,704	\$ 5,624,732
FY 21/22	9	8,387	\$ 169,496	\$ 3,474,438
FY 22/23	2	1,923	\$ 38,863	\$ 796,026
FY 23/24	1	1,193	\$ 24,110	\$ 717,596
TOTAL OTHER BOOKINGS	96	41,121	\$ 831,029	\$ 18,189,110

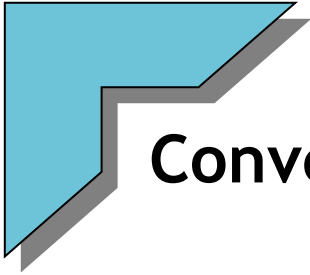


Convention Sales

OREGON CONVENTION CENTER REVENUE: THREE YEAR AVERAGE		
	Total Contract	
	Quarter	YTD
OCC Revenue Generated (3 yr. average)	\$ 3,769,390	\$ 14,126,264
Travel Portland Contract Costs	\$ 1,001,827	\$ 4,391,069
ROI (Revenue / Costs)	3.8	3.2

LEAD CONVERSION	
	As of July 1, 2019
Lead Conversion Percentage	19%
Annual Target -16%	

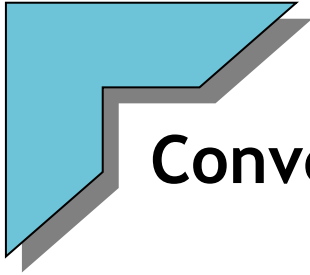
4TH QUARTER - OREGON CONVENTION CENTER LOST BUSINESS						
Account	Groups	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact
Subtotal	14	Date Availability - OCC	43,440	21,450	\$ 5,006,962	\$ 26,476,091
Subtotal	10	Geographic	22,104	18,400	\$ 3,009,994	\$ 14,489,238
Subtotal	7	Board Decision	11,561	11,400	\$ 1,399,265	\$ 7,289,046
Subtotal	3	Hotel Package - Number Hotels Needed	9,637	5,400	\$ 889,355	\$ 5,673,621
Subtotal	2	Flights-Cost/Convenience	5,465	2,500	\$ 968,810	\$ 3,830,634
Subtotal	2	Hotel - Under One Roof	7,915	3,400	\$ 1,607,041	\$ 5,195,047
Subtotal	1	Perceived Destination Draw	3,959	1,500	\$ 409,751	\$ 2,065,929
Subtotal	1	Rates/Cost - OCC	2,815	7,000	\$ 923,221	\$ 2,848,578
Subtotal	1	Rates/Cost - Hotel	2,240	1,300	\$ 273,547	\$ 1,528,062
Subtotal	1	Declined business - OCC	2,470	700	\$ 164,503	\$ 1,311,757
Subtotal	1	Client Postponed Search	280	250	\$ 32,595	\$ 139,867
Subtotal	1	OCC - Does Not Meet Booking Guidelines	1,438	700	\$ 218,641	\$ 884,886
Total	44		113,324	74,000	\$ 14,903,685	\$ 71,732,756



Convention Sales

4TH 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

4TH QUARTER INDUSTRY TRADE SHOWS AND EVENTS	
Trade Show/Event	Location
Portland Close UP Sales	Dallas, TX
National Association of Sports Commissions Women's Symposium	Tampa Bay, FL
ASAE Xperience Design Project	Washington, DC
Washington D.C. Sales Mission	Washington, DC
Customer Advisory Board Meeting	Portland, OR
National Association of Sports Commissions	Knoxville, TN
ConferenceDirect CDX19	Kansas City, MO
Simpleview Summit	Phoenix, AZ
Chicago Sales Mission	Chicago, IL
MPI Chicago Golf Tournament	Chicago, IL
HelmsBriscoe ABC	Houston, TX
IMEX Frankfurt	Frankfurt, Germany
PCMA Education	Los Angeles, CA
MPI-World Education Congress	Toronto, Canada
Society of Governmental Meeting Planners	Detroit, MI



Convention Sales

MINORITY PROJECTED FUTURE REVENUE		
Total Travel Portland Contract:	4th Quarter	YTD
New Minority Bookings	4	13
Total Minority Bookings	4	13
Room Nights from Minority Bookings	2,755	6,564
Minority Leads		
Minority Leads	9	37
Minority Lost Leads	7	24
Minority Lost Leads Due to OCC Space & Availability	0	0
Minority Lost Leads Due to Hotel Package & Availability	0	1

For the fourth quarter of FY 2018/19, minority bookings created an estimated economic impact to the greater metro Portland community of about \$950,000. Booked groups included the following:

National Indian Child Welfare Association	\$	10,487
Association of Women in the Metal Industries	\$	32,511
Association on Higher Education and Disability	\$	190,714
National Association of Women in Construction	\$	717,596



Convention Sales

Program	Date	Location	Total Travel Portland Staff
July 19			
CESSE	July 23-25, 2019	Baltimore, MD	2
Philadelphia PCMA Chapter Retreat	July 15-16, 2019	Atlantic City, NJ	1
Destinations International	July 23 - 26, 2019	St. Louis, MO	2
Exprient e4	July 28 - 31, 2019	Baltimore, MD	3
Cvent	July 8-11, 2019	Las Vegas, NV	1
August 19			
IEEE Convene	August 1-2, 2019	Washington, DC	1
Fort SPIN	August 1 - 2, 2019	Dallas, TX	1
Council of Mfg. Assoc	August 7 - 9, 2019	Charleston, SC	2
ASAE	August 10-13-2019	Columbus, OH	5
Connect Marketplace	August 26-28, 2019	Louisville, KY	3
Kellen Managers Summit	August 26 - 28, 2019	Tampa, FL	2
September 19			
CDX19 Spring	September 3 - 6, 2019	Louisville, KY	1
IMEX	September 10-12, 2019	Las Vegas, NV	4
Congressional Black Caucus	September 11 - 15, 2019	Washington, DC	2
IEEE Copmuter Society	September 12-13, 2019	Los Angeles, CA	3
Portland Close UP Sales Mission	September 16 - 20, 2019	Philadelphia PA	3
Chicago Destination Reps Indy Trip	September 3-5, 2019	Indianapolis, IN	2
ASAE Five Star	September 19-22, 2019	Austin, TX	1
October 19			
HPN Global Partners	October 3-6, 2019	Seattle, WA	2
PCMA Sponsorship-DC Sales Calls	October 24-25, 2019	Washington, DC	3
Multicultural Event	October 25 - 26, 2019	Washington, DC	5
Connect Faith	October 28-30, 2019	Grand Rapids, MI	1
November 19			
Connect Sports Women in Sports Tourism	November 4-7, 2019	Tucson, AZ	1
Sales Calls - Southern Region	November 5-7, 2019	Phoenix, AZ	2
CMP Conclave	November 15-17, 2019	Colorado Springs, CO	2
Assn HQ Leadeship Forum	November 19-22, 2019	Mt. Laurel, NJ	1
PCMA Education Bowl-a-thon	November 6, 2019	Chicago, IL	2
Three City Collective Fall Event			0
Nat. Coalition of Black Meeting Prof.	November 13 - 16, 2019	New Orleans, LA	2
December 19			
Fall FAM	December 5 - 8, 2019	Portland, OR	19
MPI Minneapolis Event	TBD	Minneapolis, MN	1
OSAM Annual Conf.	December 5, 2019	Portland, OR	1
MPI/PCMA Dallas Chapter Galas	December 11-12, 2019	Dallas, TX	2
Holiday Showcase	December 17, 2019	Chicago, IL	4
CVB Reps DC Holiday Party	December 12, 2019	Washington, DC	3
Three City Collective Wreath Event	December 19, 2019	Washington, DC	2
January 20			
PCMA	January 5-8, 2020	San Francisco, CA	7
Council of Mfg. Assoc	January 7-9, 2020	West Palm Beach, FL	2
February 20			
Women's Executive Forum	TBD	Portland, OR	5
RCMA	February 4-6, 2020	Irving, TX	1
Destination Showcase D.C.	TBD	Washington, D.C.	3
MPI Northern California	TBD	San Francisco, CA	2
CESSE CEO	February 9 - 12, 2020	Tucson, AZ	1
Portland Close UP Sales Mission	TBD	Denver, CO	3



Convention Sales

Program	Date	Location	Total Travel Portland Staff
March 20			
Experient Envision	TBD	Los Angeles, CA	2
Connect Diversity	TBD	Atlantic City, NJ	2
MIC Colorado	March 12-13, 2020	Denver, CO	2
Three City Collective Tea Event	TBD	Chicago, IL	1
ASAE Great Ideas Conf.	March 1-3, 2020	Salt Lake City, UT	2
Meet NY	March 2 - 5, 2020	New York, NY	2
April 20			
Atlanta Area Sales Calls	April 20 - 23, 2020	Atlanta, GA	2
SportsETA Women's Symposium	April 1 - 3, 2020	New Orleans, LA	1
Customer Advisory Board	TBD	Portland, OR	
D.C. Sales Mission	May 4-7, 2019	Washington, DC	6
NE Region Calls with Visit Pittsburgh	TBD	Boston, Providence, Hartford	1
Minneapolis Area Sales Calls	TBD	Minneapolis, MN	2
SportsETA	April 20 - 23, 2020	Kansas City, MO	2
May 20			
XDP - ASAE	May 19 - 21, 2020	Washington, DC	3
Simpleview Summit	TBD	Phoenix, AZ	1
ConferenceDirect Annual Partner Mtg	May 3 - 7, 2020	Las Vegas, NV	1
Chicago Sales Mission	TBD	Chicago, IL	5
HelmsBriscoe ABC	May 19-22, 2020	Las Vegas, NV	2
IMEX Frankfurt	May 12-14, 2020	Frankfurt, Germany	2
June 20			
OAN Golf Tournament	TBD	Portland, OR	2
ODA Golf Tournament	TBD	Portland, OR	3
PCMA Education	June 27 - July 1, 2020	Montreal, Canada	4
MPI-WEC	June 6-9, 2020	Grapevine, TX	2
Meeting Professionals International World Education Congress	June 15-18, 2019	Toronto, Canada	2
Society of Government Meeting Professionals National Education	June 25-27, 2019	Detroit, MI	1
Jul-20			
Oregon Society of Association Management and Meeting Professionals International - Oregon Chapter Golf Tournaments	TBD	TBD	2
Exprient e4	TBD	TBD	2
Destination Marketing Association International Annual Conference	TBD	TBD	3
Council of Engineering and Scientific Society Executives Annual Meeting	TBD	TBD	1
August 20			
Council of Manufacturing Association	TBD	TBD	2
IEEE Panel of Conference Organizers	TBD	TBD	1
ASAE	TBD	TBD	5
Kellen Management	TBD	TBD	1
Connect Marketplace	TBD	TBD	3
September 20			
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



Convention Services

ACTIVITY DESCRIPTION	4TH QUARTER	YTD
OCC groups occurring during the quarter	10	48
Distribution of promotional pieces	29,520	84,444
Meeting planning assistance - Services leads	226	971
Pre-convention attendance building - Site tours	14	54
Pre-convention attendance building -Promo trips, e-newsletters and materials	18	53
Housing-convention room nights	6,590	25,995

4TH QUARTER INDUSTRY SITE TOURS, TRADE SHOWS AND PROMO TRIPS

Organization	Organization Location	Promotional Trip	Site Visit	OCC	Non-OCC
Specialty Coffee Association	Santa Ana, CA		X	X	
Berkshire Hathaway HomeServices	West Chester, OH		X	X	
The Society for Cardiovascular Angiography and Interventions	Washington, DC		X	X	
Electric Drive Transportation Association	Washington, DC		X	X	
Association for Computing Machinery	New York, NY		X	X	
AVS - The Science & Technology Society	New York, NY		X	X	
Clarion UX	Tulsa, OK		X	X	
Geological Society of America	Boulder, CO		X	X	
International Association of Chiefs of Police	Alexandria, VA		X	X	
Association for Applied Sport Psychology	Indianapolis, IN		X		X
Association of Nurses in AIDS Care	Uniontown, OH		X		
National Conference on Interstate Milk Shipments	Monticello, IL		X		X
Electric Power Research Institute	Palo Alto, CA		X		X
Federation of American Societies for Experimental Biology	Bethesda, MD		X		X



TRAVEL PORTLAND POST CONVENTION SURVEY

Overall impression of the following:							
Answer Options	Excellent = 4	Good = 3	Average = 2	Poor = 1	N/A	Rating Average	Response Count
Travel Portland sales staff	6	1	0	0	0	3.9	7
Travel Portland convention services staff	7	0	0	0	0	4.0	7
Travel Portland housing services (if utilized)	1	0	0	0	0	4.0	1
Travel Portland collateral/promotional materials	5	2	0	0	0	3.7	7
Quality and user-friendliness of the Travel Portland website	4	1	1	0	0	3.5	6
<i>Average rating for the quarter</i>						3.8	
<i>Average rating YTD</i>						3.9	
<i>Target</i>						3.8	

Is there anything Travel Portland could have done to enhance your experience?

Tim Mongin helps with providing our TriMet passes, etc. but we don't have much involvement with the sales team.

In a word: AMAZING! I felt very connected to everyone I worked with at Travel Portland. Everyone had our group's best interest in mind and they were complete professionals throughout!

Michael was unbelievably helpful throughout the entire planning process. Our team leaned on him and approached him with many asks which he always delivered on. Michael helped us quickly source a new venue for our closing party when we encountered construction at the DoubleTree. Throughout our many conversations regarding the light rail, Michael always reassured us that most attendees actually enjoy taking the public transportation and that it won't be an issue. Based off our onsite experience, his insight proved to be true. We asked him to help us create custom maps to be distributed at each hotel and he offered to provide us with a custom welcome banner. We don't always encounter this much help with all CVBs, so thank you Michael and Travel Portland!!!!

Everything went well and communication/answers to questions were answered promptly.

Groups Serviced/Surveyed:

Oregon Dental Association	Human Anatomy and Physiology Society <i>*Completed Survey</i>
Intel Corporation	Forth
American Society of Echocardiography	Pan American Taekwondo Union
American Geriatrics Society	Electric Drive Transportation Association <i>*Completed Survey</i>
Geological Society of America <i>*Completed Survey</i>	Tilde <i>*Completed Survey</i>
Society of Gastroenterology Nurses & Associates <i>*Completed Survey</i>	Future Business Leaders of America <i>*Completed Survey</i>
NCORE <i>*Completed Survey</i>	



Communications & PR

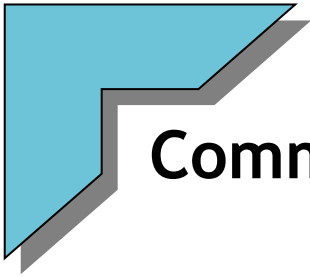
KEY MESSAGES/CONTENT	
Circulation Totals - 2018-19	
Top 10 of 31 key messages	
	Total
Food	452,859,671
Lodging	350,228,083
Drink	273,181,904
Outdoor Recreation	181,063,350
Gardens	140,100,652
Diversity/Minority	110,901,695
Arts	101,932,066
Events	101,030,929
Designers & Makers	91,838,724
Family-Friendly	64,686,807

	4th Quarter	YTD	Target
City of Portland Totals (Broadcast, Print, & Online)			
Circulation	338,802,510	1,434,903,656	
Placements	157	521	
International (Broadcast, Print, & Online)			
Circulation	24,251,649	196,648,022	
Placements	29	207	
MERC*			Report
Circulation	31,221,099	39,117,612	
Placements	10	41	

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

* Totals represent broadcast, print, and online media.

* YTD circulation and placement reflect adjustments in quarters 1-3 as values shifted slightly over the fiscal year.



Communications & PR

Articles			MERC	
Publication/ Air Date	Outlet	Headline	Total Circulation	Placements
2/1/2019	Smart Meetings Magazine	Meet Like a Local	44,000	1
3/1/2019	Groups Today Magazine	Turn Spectators into Creators	10,000	1
3/19/2019	The New York Times	Another Role for Construction Cranes: Economic Indicator	29,980,000	1
3/20/2019	The New York Times	Another Role for Construction Cranes: Economic Indicator	484,000	1
5/1/2019	Skift	Meeting Planners See Opportunities Beyond Downtowns	519,087	1
5/1/2019	Meetings Today	3 Portland Food Trends	31,012	1
5/14/2019	Meetings Today	3 Portland Food Trends	29,000	1
6/3/2019	Meetings Net	Portland Makes a Play for Citywide Events	69,000	1
6/7/2019	Northstar Meetings Group	How Meeting Planners Can Get more from CVBs and DMOs	5,000	1
6/7/2019	Successful Meetings	How Meeting Planners Can Get more from CVBs and DMOs	50,000	1
Total			31,221,099	10

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



Marketing & Tourism Sales

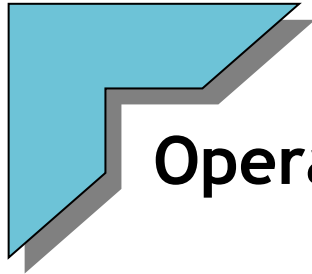
MARKETING		
TravelPortland.com*	4th Quarter	YTD
Visits	786,875	3,525,729
International Visits	72,692	289,863
Referrals	193,759	851,247
Business and Event Detail Views	442,149	1,784,102
Meetings.TravelPortland.com*		
Venue Finder Page Views	1,383	6,278
Social Media**		
Estimated Economic Impact of Social Media Activity (Monthly Average)		\$ 497,087

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

TOURISM SALES		
	4th Quarter	YTD Total
Familiarization Tours		
# of Fam Tours	30	67
Room Nights		
Receptive & Tour Operators & Hotels report Room Nights at fiscal year end.		
Total	11,403	33,146
International Visits/Arrivals*		
	2nd Quarter	4th Quarter
Portland	2.5%	2.0%
Competitive Set**	3.4%	1.0%

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

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



Operations

DIVERSITY EMPLOYMENT STATISTICS 2018-19					
TRAVEL PORTLAND GOALS AND OBJECTIVES BY JOB CATEGORIES					
	June 30, 2019		2018-19		
Job Category	Category Number	Total	Actual Percentage	Goal Percentage	Objective
	Number of Females	Number of Staff			
Office/Clerical	17	18	94%	65%	Monitor
Officials/Administration	4	10	40%	50%	Improve
Professionals	11	16	69%	50%	Monitor
Sales	18	19	95%	50%	Monitor
Technicians	3	7	43%	10%	Monitor
Total	53	70	76%	45%	Monitor
	Number of Minorities	Number of Staff			
Office/Clerical	5	18	28%	15%	Monitor
Officials/Administration	3	10	30%	15%	Monitor
Professionals	1	16	6%	15%	Improve
Sales	3	19	16%	15%	Monitor
Technicians	0	7	0%	15%	Improve
Total	12	70	17%	15%	Monitor
This report is based on current full and part-time staff.					



FIRST OPPORTUNITY TARGET AREA (FOTA)

HIRING

Travel Portland hired zero new employees in the fourth 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, PDX Pipeline, Portland State University, Jooble, Travel Portland website, and LinkedIn.

PURCHASING

Travel Portland expended a total of \$1,256,549 with businesses in the FOTA area for ending FY quarter June 2019.

PARTNERSHIP

Travel Portland currently has 119 member businesses within FOTA and 43 minority and 69 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 \$2,178,817 of lodging tax dollars in the purchasing of services and supplies where it had the discretion to purchase from outside vendors. Of this amount, \$499,637 or 23% 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 06-30-19	TID/TLT - QTR Ending 06-30-19	Subtotal QTR Ending 06-30-19	Sum MERC YTD 06-30-2019	Sum TID/TLT YTD 06-30-19	Sum of YTD 06-30-2019	Percent
Personnel Costs	1,158,879	210,116	-	210,116	1,158,879	-	1,158,879	
Direct expenses	132,728	33,182	-	33,182	132,728	-	132,728	
Total Portland office	1,291,607	243,298	-	243,298	1,291,607		1,291,607	100%

Washington DC office:

Personnel Costs	278,800	92,333	-	92,333	278,801	-	278,801	
DC client events	13,000	6,608	-	6,608	13,000	-	13,000	
Direct expenses	65,682	16,420	-	16,420	65,682	-	65,682	
Total DC office	357,482	115,361	-	115,361	357,482	-	357,482	100%

Chicago office:

Personnel Costs	139,400	18,491	-	18,491	139,400	-	139,400	
Chicago client events	12,000	8,006	-	8,006	12,000	-	12,000	
Direct expenses	21,477	5,369	-	5,369	21,477	-	21,477	
Total Chicago expenses	172,877	31,866	-	31,866	172,878	-	172,878	100%

Fall & Spring Fam	100,000	18,303	-	18,303	100,000	1,376	101,376	
Site Visits	100,000	62,714	7,232	69,946	100,000	15,252	115,253	
Bid/Sales Trips	40,000	30,082	8,823	38,905	40,000	23,430	63,430	
Local Promotions	5,000	-	-	-	13,388	-	13,388	
Tradeshows	300,000	-	73,288	73,288	337,161	325,956	663,117	
Road Shows/Client Events-Chicago & Washington DC	95,000	-	-	-	96,189	-	96,189	
Research/Lead Generation	45,000	-	73,768	73,768	66,661	287,166	353,827	
Three City Alliance	50,000	19,599	-	19,599	50,000	-	50,000	
Advisory Council	100,000	57,552	-	57,552	100,000	-	100,000	
Multicultural Sales & Opportunities	260,000	72,318	-	72,318	191,601	-	191,601	
Sub-Total	1,095,000	260,568	163,111	423,679	1,095,000	653,180	1,748,180	

Total Direct Sales	2,916,966	651,094	163,111	814,205	2,916,967	653,180	3,570,146	122%
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Marketing:

Total Marketing	712,644	204,845	(194,270)	10,575	712,645	222,294	934,939	131%
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Publication Relations:

Total PR	150,000	35,094	-	35,094	150,001	-	150,001	100%
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Convention Services:

Total Convention Services	467,229	84,654	15,629	100,283	467,229	37,826	505,054	108%
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Contract Administration:

Personnel Costs	144,231	26,140	-	26,140	144,231	-	144,231	
Total Contract Admin	144,231	26,140	-	26,140	144,231	-	144,231	100%

Total Budget	\$ 4,391,069	\$ 1,001,827	\$ (15,530)	\$ 986,297	\$ 4,391,071	\$ 913,300	\$ 5,304,371	121%
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**Travel Portland
Income Statement**
(Statement of Financial Activities)

	Actual (Prior Year) YTD 6/30/2018 Column A	Actual YTD 6/30/2019 Column B	Budget YTD 6/30/2019 Column C	Actual (Prior Year) Full Year 6/30/2018 Column D	Budget Full Year 6/30/2019 Column E
Revenue					
City/County Lodging Tax (1%)	6,592,722	6,935,320	6,856,431	6,592,722	6,856,431
Tourism Improvement District (TID) (2%)	11,469,713	13,786,129	13,202,833	11,469,713	13,202,833
MERC (OCC contract)	4,338,746	4,391,069	4,391,069	4,338,746	4,391,069
Partnership Dues	514,943	453,592	430,000	514,943	430,000
Fees earned	263,932	181,597	156,200	263,932	156,200
Other Income	58,305	246,618	10,000	58,305	10,000
Tradeout/In-Kind	12,620	18,960	0	12,620	0
Cooperative programs	399,291	124,835	244,000	399,291	244,000
Regional RCTP (from Travel Oregon)	1,886,757	2,916,006	2,965,012	1,886,757	2,965,012
Cultural Tourism	335,503	332,778	300,000	335,503	300,000
Visitor Development Fund (VDF)	95,336	0	80,511	95,336	80,511
Total Revenue	25,967,868	29,386,903	28,636,056	25,967,868	28,636,056
Expenses					
Convention Sales	4,628,873	5,364,441	5,349,713	4,628,873	5,349,713
Int'l Tourism	2,554,909	2,473,140	2,500,000	2,554,909	2,500,000
Marketing & Communications	11,877,365	8,927,806	9,657,175	11,877,365	9,657,175
Regional RCTP (from Travel Oregon)	1,886,757	2,919,386	2,965,012	1,886,757	2,965,012
Convention & Housing Services	1,115,842	1,203,080	1,176,069	1,115,842	1,176,069
Partnership Services & Events	848,502	895,654	860,000	848,502	860,000
Visitor Services (Fulfillment & VIC)	361,390	367,784	390,000	361,390	390,000
Program Support	4,195,519	4,330,563	4,587,117	4,195,519	4,587,117
Total Expenses	27,469,157	26,481,854	27,485,086	27,469,157	27,485,086
NET SURPLUS/(DEFICIT)	-1,501,289	2,905,049	1,150,970	-1,501,289	1,150,970

Travel Portland
Balance Sheet
(Statement of Financial Position)

	Actual 6/30/2019 Column A	Actual as of 6/30/2018 Column B	Increase (Decrease) Column C
Assets			
Cash and Cash Equivalents	\$4,988,878.92	\$3,158,579.47	58%
Investments	\$4,637,647.78	\$4,422,170.12	5%
Accounts Receivable	\$2,689,013.16	\$974,741.25	176%
Prepaid Assets	\$908,541.53	\$969,178.97	-6%
Fixed Assets, net	\$2,104,143.55	\$1,562,377.69	35%
Total Assets	\$15,328,224.94	\$11,087,047.50	38%
Liabilities and Net Assets			
Liabilities			
Accounts Payable & Accrued Expenses	\$3,335,145.91	\$2,139,138.46	56%
Accrued Personnel	\$2,337,442.97	\$2,196,430.06	6%
Deferred Revenue	\$223,434.31	\$216,320.54	3%
Other Fiduciary Liabilities - RCTP	\$49,006.32	\$57,012.19	-14%
Total Liabilities	\$5,945,029.51	\$4,608,901.25	29%
Net Assets			
Undesignated-Balance Sheet	\$5,814,696.45	\$3,877,329.11	50%
Board Designated-Balance Sheet	\$1,464,355.43	\$1,038,439.45	41%
Net Property and Equipment-Balance Sheet	\$2,104,143.55	\$1,562,377.69	35%
Total Net Assets	\$9,383,195.43	\$6,478,146.25	45%
Total Liabilities and Net Assets	\$15,328,224.94	\$11,087,047.50	38%



Board of Directors

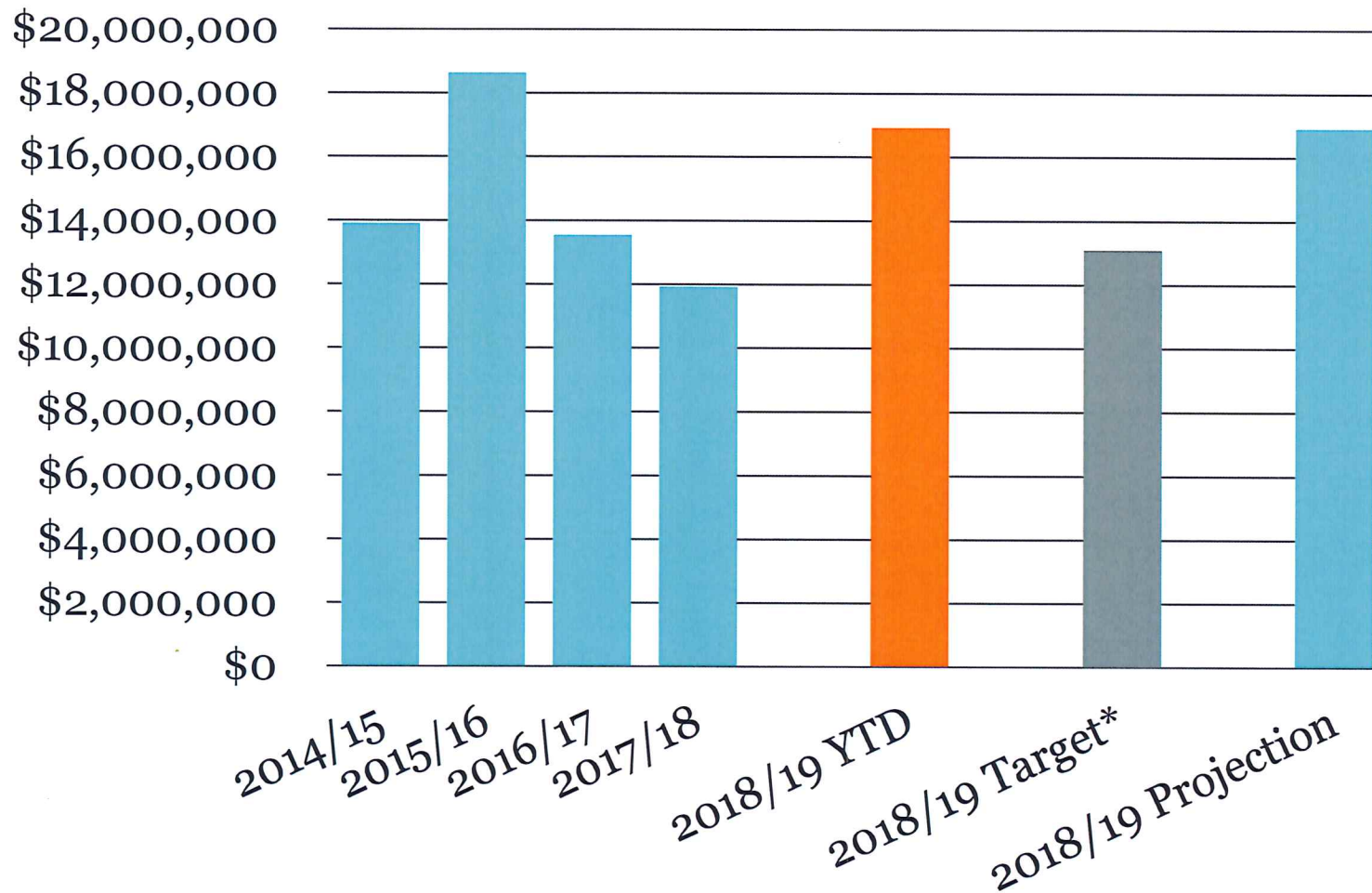
Last Name	First Name	Company	Officers	Committee Chair
Ackman	Tim	Alaska Airlines		
Bebo	Chris	Provenance Hotels		
Breon	Eric	Vacasa		
Craddick	Shirley	Metro		
Daley	Mike	Sheraton Portland Airport Hotel	Vice Chair	Tourism Improvement District Committee
Dawes	Alex	Embassy Suites by Hilton Portland Downtown		
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	
Hiller-Webb	Shannon	Prosparus		
Holt	Charles	The Mark Spencer Hotel		
Huffman	Kurt	ChefStable		
Johnson	Dennis	CPA	Treasurer	Budget and Finance Committee
Kafoury	Deborah	Multnomah County		
Kunzer	Ryan	The Duniway Portland, A Hilton Hotel		
Lopuszynski	Ziggy	Crown Plaza Portland - Downtown Convention Center		
Mann	Amanda	Rose Quarter		
McIlroy	Emma	Wildfang		
Minton	Kari	PlusPoint Consulting		
Murray	Dave	Courtyard Portland City Center		Convention Sales Steering Committee
Penilton	David	America's Hub World Tours		
Peralta	Paul	Canopy by Hilton Portland Pearl District		
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
Weston	Linda	Rapporto	Chair-elect	Nominating Committee
Wheeler	Ted	City of Portland		

4TH QUARTER 2018-19 REPORT OCTOBER 2, 2019



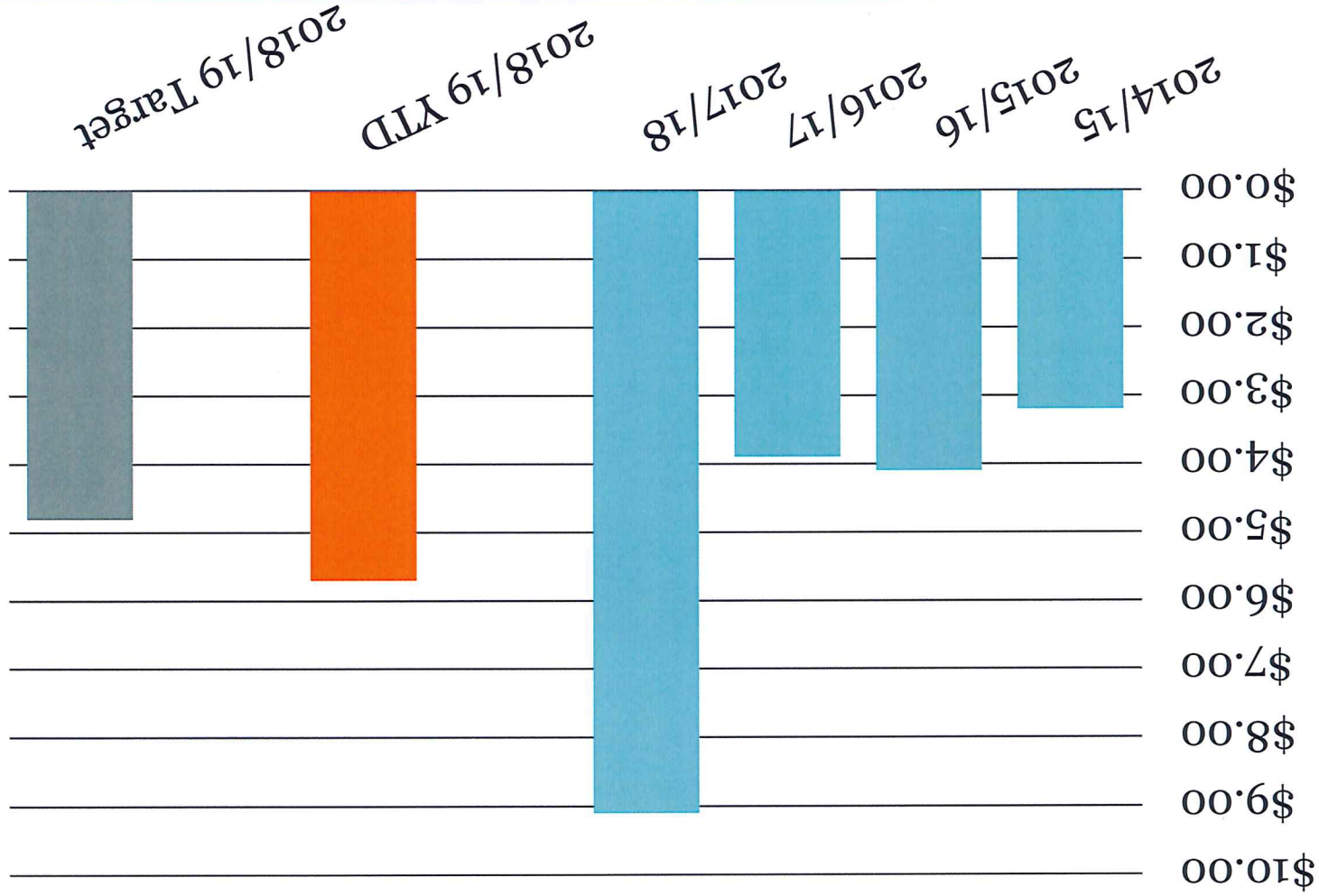
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ACTUAL OCC REVENUE REALIZED-CURRENT

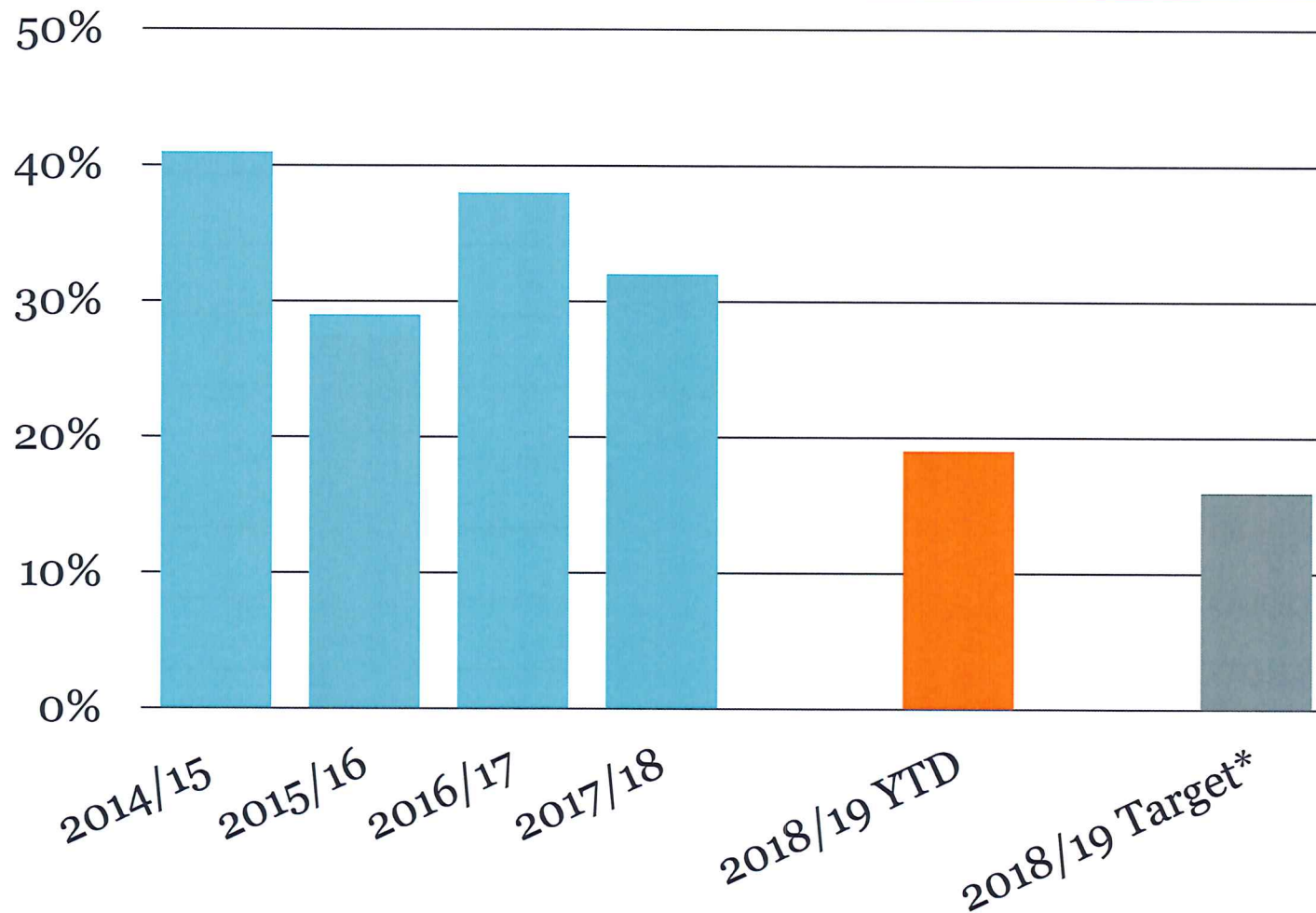


*OCC renovation limiting availability

ROI ON FUTURE OCC REVENUE GENERATED

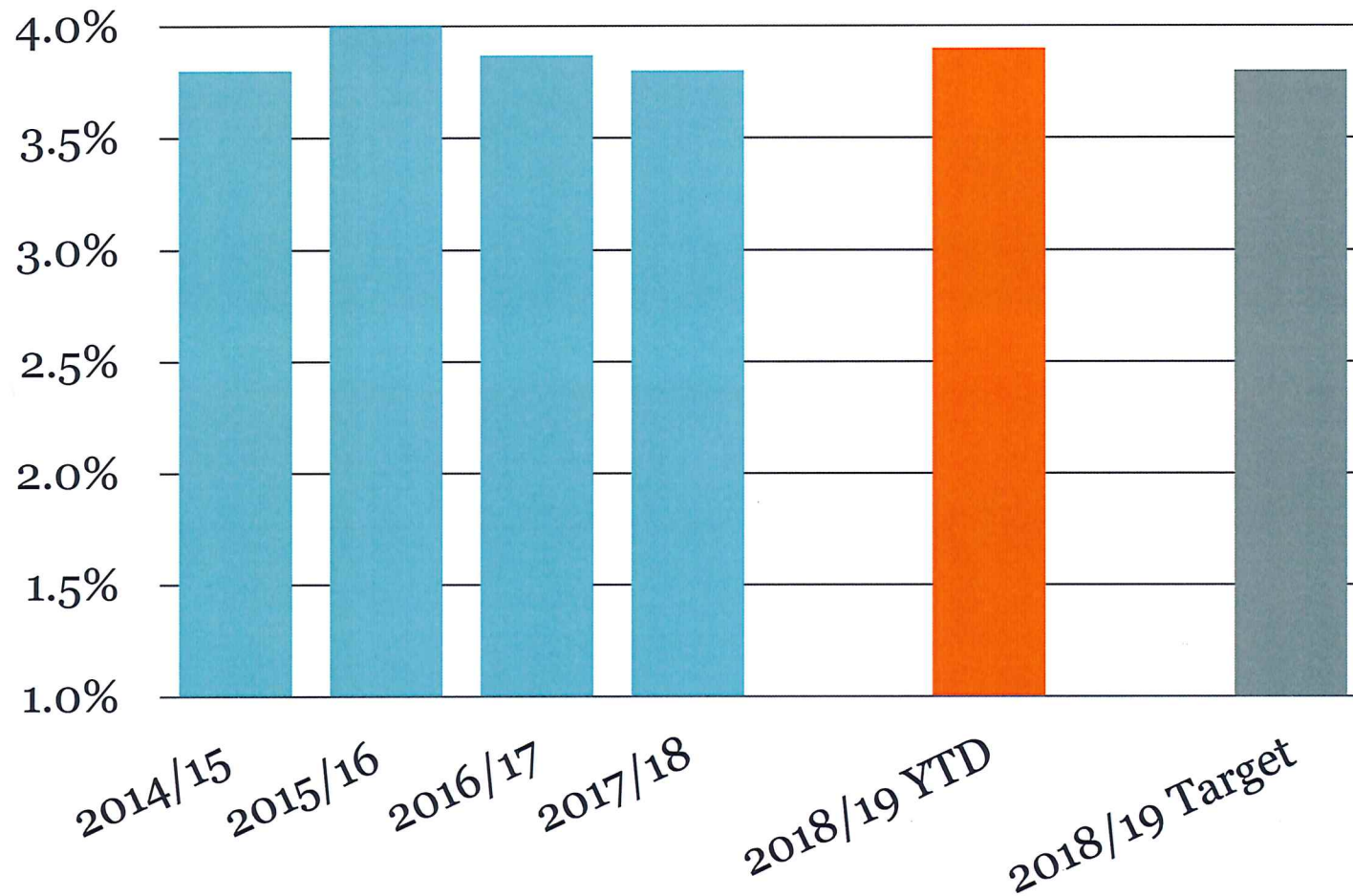


LEAD CONVERSION



*Switching to TAP measurement. 14.5% is a 3 year average.

CONVENTION SERVICES SATISFACTION SURVEY SCORE

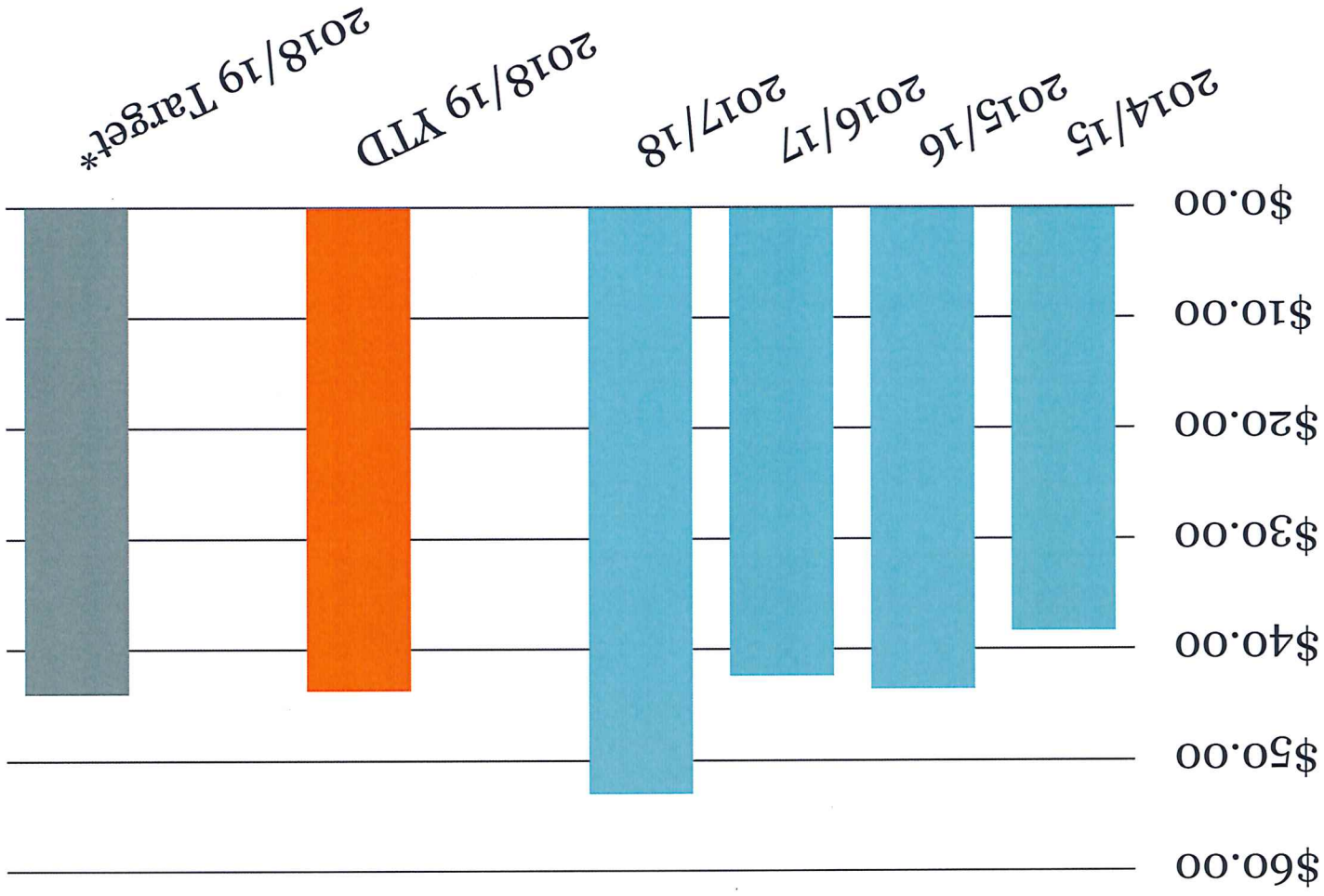


PUBLIC RELATIONS

MERC	4 TH QUARTER	YTD
CIRCULATION	31,221,099	39,117,612
PLACEMENTS	10	41

OUTLET	ARTICLE	DATE
Smart Meetings Magazine	Meet like a Local	February 2019
The New York Times	Another Role for Construction Cranes: Economic Indicator	March 2019
Skift	Meeting Planners See Opportunities Beyond Downtown	May 2019
Meetings Net	Portland Makes a Play for Citywide Events	June 2019

ROI ON TOTAL COMMUNITY ECONOMIC IMPACT



*Now measured on peak dates, not entire block length.

JUNE 2019 YTD

SMITH TRAVEL RESEARCH	OCCUPANCY%		AVERAGE DAILY RATE		REV-PAR		ROOM REVENUE	ROOM DEMAND
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR		
PORTLAND MARKET	72.0%	72.6%	\$135.25	\$135.08	\$97.36	\$98.09		
% OF CHANGE	-0.9%		0.1%		-0.7%		1.7%	1.6%
PORTLAND CENTRAL CITY	75.5%	77.4%	\$169.37	\$172.94	\$127.80	\$133.84		
% OF CHANGE	-2.5%		-2.1%		-4.5%		4.4%	6.6%

Program
April 2018
Portland Close UP Sales
NASC Women's Symposium
XDP - ASAE
D.C. Sales Mission
Customer Advisory Board
May 2018
Nat. Assn. Sports Commissions
CDX19 Spring
Simpleview Summit
Chicago Sales Mission
MPI Golf Tournament
HelmsBriscoe ABC
IMEX Frankfurt
June 2018
PCMA Education
MPI-WEC
SGMP

PROGRAM OF WORK

FY 2018-19
4TH QUARTER

PROGRAM OF WORK

FY 2019-20
1ST QUARTER

Program
July 2019
CESSE
Philadelphia PCMA Chapter Retreat
Destinations International
Experient e4
Cvent
August 2019
IEEE Convene
Fort SPIN
Council of Mfg. Assoc
ASAE
Connect Marketplace
Kellen Managers Summit
September 2019
CDX19 Spring
IMEX
Congressional Black Caucus
IEEE Computer Society
Portland Close UP Sales Mission
Chicago Destination Reps Indy Trip
ASAE Five Star

EQUITY PROGRAM SUPPORT UPDATES

Goal – Connect entrepreneurs of color of the travel and meetings industry and shift the narrative.

My People's Market 4.0 - Market Place of the Future

- ✓ 7,500 attendees (record attendance!)
- ✓ 86% of vendors made new business connection, 120 vendors
- ✓ Tradeshow day added with Mayor and panel.
- ✓ Placemaking experience at to be developed Broadway Corridor Site.
- ✓ **This market met our targeted goal of connecting local business owners of color to a culturally specific conference – NCORE!**



EQUITY PROGRAM SUPPORT UPDATES

Goal – Proactively work with community and partners to promote Portland as a welcoming destination.

- ✓ NCORE attendees participated in MPM enabling a more welcoming onsite experience.
- ✓ Travel Portland conducted racial equity trainings (with Scott Winn) for partners. Over 100 partners participated in this phase I training program.



EQUITY PROGRAM SALES

Group Name	Dates	Attendees	Room Nights	Market	Status
Association of Tribal Archives, Libraries & Museums	11/8/20	600	1,400	Native American	Tentative
National Society of Black Engineers	11/4/21	600	260	African American	Tentative
Links Inc.	5/30/21	820	1,739	African American	Tentative
NCORE	5/26/22	5,000	7,592	Multicultural	Tentative
Joint Conference of Librarians of Color	10/16/22	800	1,820	Multicultural	Tentative

CONVENTION SALES ACTIVITY

- Booked over 300,000 room nights for FY 2019!
- Utilized new Hyatt Regency to confirm 116,541 room nights that required headquarter Hotel in order to book Portland
- Hosted NCORE Annual Convention (National Conference on Race and Ethnicity in American Higher Education)
 - Group had record attendance in Portland (5,000+)
 - Travel Portland produced a My People's Market marketplace – complementing NCORE convention with dedicated event promoting Minority-owned business opportunities to visiting NCORE Delegates
 - NCORE evaluating Portland as a 5-year rotational city!



CONVENTION SALES PROGRAMS - SALES MISSIONS

- Washington DC Sales Mission (April)
- Chicago Sales Mission (May)
 - Performed targeted sales call appointments and produced Portland-themed clients events for Washington DC and Chicago area convention clients.
 - Portland Delegation included travel Portland, Oregon Convention Center, Portland Hotel Representatives, and MERC Commissioners.



CONVENTION SALES PROMOTIONAL ACTIVITIES

- **Experient e4 Annual Convention** (August 2020)
 - Hosting over 100 Experient sourcing agents and over 250 Citywide Convention end-user clients
- **Maritz Travel/ Amerisource Bergen FAM** (November 2019)
 - Hosting 15 sourcing agents from Maritz Travel & Amerisource Bergen sourcing agents representing future Pharma-related hotel programs
- Continued Preferred Partnership with **Association Forum Chicago**
 - Travel Portland is primary funding partner for the Welcoming Environment Initiative
 - Partnered with Association Forum to host the 2nd Annual Executive Women's Retreat
 - Presented 2nd Annual Welcoming Environment Award at Association Forum Gala event



THANK YOU

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