
MERC Commission Meeting

November 6, 2019
12:15 pm

Oregon Convention Center
Holladay Suite

Metro respects civil rights

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

Thông báo về sự Metro không kỳ thị của

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

Повідомлення Metro про заборону дискримінації

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

Metro 的不歧视公告

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

Ogeysiiska takooris la'aanta ee Metro

Metro waxay ixtiraamtaa xuquuqda madaniga. Si aad u heshid macluumaad ku saabsan barnaamijka xuquuqda madaniga ee Metro, ama aad u heshid warqadda ka cabashada takoorista, booqo www.oregonmetro.gov/civilrights. Haddii aad u baahan tahay turjubaan si aad uga qaybqaadatid kullamada 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
ឬដើម្បីទទួលបានក្បួនលក្ខណ៍សិទ្ធិពលរដ្ឋសូមទូរស័ព្ទទូរស័ព្ទទៅលេខ
www.oregonmetro.gov/civilrights
បើសិនជាអ្នកត្រូវការអនុបកប្រែភាសានៅពេលអង្គ
បុណ្យសាធារណៈ សូមទូរស័ព្ទទៅលេខ 503-797-1890 (ម៉ោង ៨ រឺក្នុងម៉ោង ៥ ល្ងាច
ថ្ងៃអាទិត្យ) ប្រាំពីរថ្ងៃ
មុនថ្ងៃបុណ្យសាធារណៈ ដើម្បីអាចឲ្យគេសម្រួលកាមសំណើរបស់លោកអ្នក

إشعار بامتثال Metro من

إشعار بامتثال Metro لحقوق وخدمات مدنية. إذا كان أي شخص يعتقد أنه قد تمييزاً ضده في تلقي الخدمات أو المزايا لأنواعه العرقية، أو اللون، أو الأصل القومي، أو الجنس، أو السن، أو الإعاقة، فيحق له تقديم شكوى ضد التمييز إلى Metro. للحصول على معلومات عن برنامج حقوق مدنية Metro، أو للحصول على نموذج شكوى التمييز، يرجى زيارة الموقع الإلكتروني www.oregonmetro.gov/civilrights. إن كنت بحاجة إلى مساعدة في اللغة، يرجى الاتصال بخدمات الترجمة الهاتفية 503-797-1890 من الساعة 8 صباحاً حتى الساعة 5 مساءً، أيام الاثنين إلى الجمعة قبل خمسة (5) أيام عمل من موعد الاجتماع.

Paunawa ng Metro sa kawalan ng diskriminasyon

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

Notificación de no discriminación de Metro

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

Уведомление о недопущении дискриминации от Metro

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

Avizul Metro privind nediscriminarea

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

Metro txoj kev ntxub ntxaug daim ntawv ceeb toom

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

November 6, 2019

12:15 to 1 p.m.

Oregon Convention Center – Holladay Suite

12:15 p.m. Call to Order and Roll Call

12:20 Citizen Communication

12:25 Commission / Council Liaison Communications

12:30 General Manager Communications
Scott Cruickshank

12:35 Hyatt Presentation
Shane Nicolopoulos and Jenni Salisbury, Hyatt Regency

12:50 Consent Agenda

- Record of MERC Actions, October 2, 2019

12:55 Adjourn

MERC Commission Meeting

November 6, 2019

Financial Report

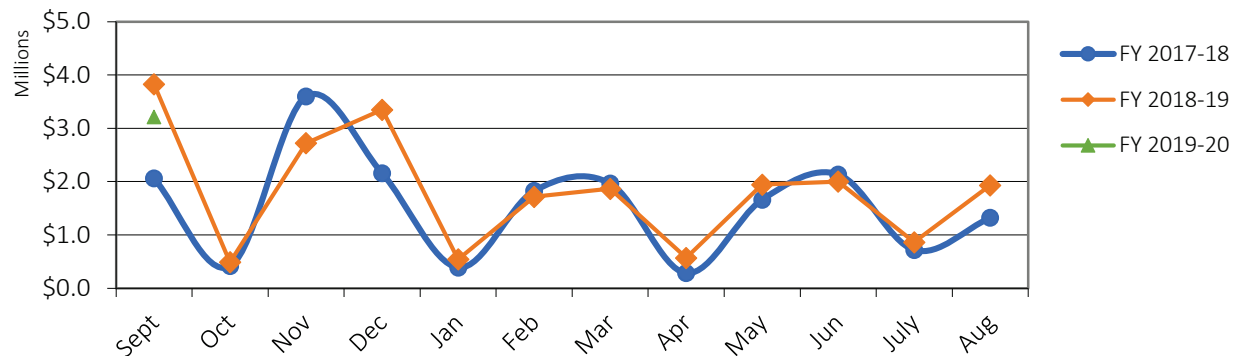
Metropolitan Exposition Recreation Commission

Memorandum

Date: November 6, 2019
 To: Commissioner Karis Stoudamire-Phillips, Chair
 Commissioner John Erickson, Vice Chair
 Commissioner Deidra Krys-Rusoff, Secretary-Treasurer
 Commissioner Damien Hall
 Commissioner Ray Leary
 Commissioner Dañel Malán
 Commissioner Deanna Palm
 From: Rachael Lembo – MERC Finance Manager
 Subject: September 2019 Financial Update

Transient Lodging Tax

Total September collections were down \$608,000, or -16% from prior year.



This was expected as the first TLT payment of FY 2018-19 was significantly higher than historical first payments. In prior year, the high September payment was due to a number of operators whose payments were received by the City a month later than previous years. When combined, the August 2018 and September 2018 payments totaled \$5,149,573 while the August 2019 and September 2019 payments totaled \$5,147,611. The difference is \$1,962, or 0%.

| Metro TLT Excise Tax receipts | FY2018-19 | FY2019-20 | \$ Var | % Var |
|-------------------------------|------------------|------------------|------------------|-------------|
| September | 3,824,604 | 3,216,468 | (608,136) | -16% |
| YTD | 3,824,604 | 3,216,468 | (608,136) | -16% |



Review of Fiscal Year 2019-20 Budget

Oregon Convention Center (OCC)

- Sales rentals are projected at \$5.2 million for OCC, which includes 50 conventions. Of this amount, \$4.6 million is licensed with \$590,000 of projected business pick-up between now and the end of FY19-20.
- Food and beverage forecasted revenues are \$16.3 million, a 2% increase compared to the FY18-19 budget. The budgeted food and beverage margin is \$3.6 million, 22% of food and beverage revenues.
- Ancillary sales revenue, including equipment and utility services, is projected at \$6.6 million, a 3% increase from the FY18-19 budget.
- Parking revenues are projected at \$2.1 million, comparable to the FY18-19 budget.
- The major renovation of the Oregon Ballroom, plaza and related interior and exteriors will continue in FY19-20, with the work wrapping up by the end of calendar year 2019. The impact to clients has been considered in development of revenue goals.
- OCC operations support from Transient Lodging Taxes is projected to be \$14.9 million, a 6% increase over FY18-19 budget.
- Event driven labor costs have been adjusted based on the event schedule.
- Materials and Services budget lines have been kept to a minimum to support existing programs and workload with increases limited to those programs with offsetting event revenue.
- OCC's capital improvement program includes the completion of the major interior and plaza renovation project, as well as \$7 million in other projects.
- Security is the highest risk to the convention center. The center intends to be proactive in developing strategic and tactical plans to address public safety risks by hiring a Director of Public Safety and Occupational Health. In addition, the center proposed a new Lead Security Agent to provide additional public safety staff coverage to the building.

Portland'5 Centers for the Arts (Portland'5)

- Portland'5 projects 13 weeks of Broadway Across America, including 3 weeks of Wicked and 3 weeks of Frozen.
- Portland'5 Presents, the programming arm of Portland'5, expects to book more shows in the larger halls in FY19-20, which will increase revenues and related expenses.
- Food and beverage revenues are expected to increase based on the event schedule. The budgeted food and beverage margin is \$1 million, 26% of food and beverage revenues.
- Portland'5 operations support from Transient Lodging Taxes and the City of Portland is projected to be \$3.1 million, a 2% increase over FY18-19 budget.
- Event driven labor costs have been adjusted based on the event schedule.
- Security agent and peer security coverage have been increased during performances.
- The Facility Management team will address deferred maintenance projects and invest in operating and production equipment.
- The Arlene Schnitzer Concert Hall will be closed this summer for the first phase of acoustical enhancements, an \$8 million project with \$6.5 million in outside funding.
- Portland'5 added Apprentice Operating Engineer and recruit in underrepresented communities in the trades, specifically women and people of color.
- Portland'5 proposed reclasses for some positions.

Portland Expo Center (Expo)

- Sales rental revenue is up just over \$100k, 5%, from the FY2018-19 budget.
- Food and beverage revenues are projected lower than prior years, due to some large catered events with significant food and beverage sales which are not expected to return. The budgeted food and beverage margin is \$400,000, 18% of food and beverage revenues.
- Parking revenue is flat from the FY2018-19 budget, after an increase to \$10 per car for attendees effective July 2018. Exhibitor parking rates are currently under review and may see a price increase.
- Ancillary revenues, including ticket and utility services and equipment rental, are down \$60,000, 7%, from the FY2018-19 budget. These revenues vary by event, and are projected based on the forecasted event schedule.
- Utility costs continue to increase on Expo's expansive campus. Overall the budget for utilities is up \$90,000, 13%, based on historical usage and price increases. This is primarily due to electricity and stormwater fees. Expo continues to invest in capital projects that increase efficiencies and temporary electrical revenue partnerships.
- Cirque du Soliel, is expected to return in summer 2020, FY20-21.

Change to Capital Improvement Plan (CIP)

Last month a budget and CIP amendment resolution was presented to and approved by the Commission. There is one additional change to the CIP that will be included on the amendment when it is presented to Metro Council on November 21, 2019. As this change does not impact the current year budget it does not require a MERC resolution.

The Arlene Schnitzer Concert Hall (ASCH) Acoustical Enhancement total project budget will increase from \$8 million to \$9 million. It is not certain that the increase is necessary, but due to the tight schedule of this project P5 has included it on the amendment before Council so the contract is not delayed.

The current project budget of \$8 million was based on the GMP from the previous contractor. That contractor withdrew from the project in April 2019 and a new pre-construction contract was awarded in September 2019. Over the past month the new contractor has been reviewing the project, and the initial cost estimates have come in higher than the previous GMP. Increased costs include a project safety and logistics plan which requires more management/supervision; additional spending on access systems to reduce the risk of ceiling damage and ensure staff safety during installation and for on-going maintenance; and continued uncertainty around tariffs which impacts materials pricing. The GMP is expected to be agreed to in December.

This project has \$6.5 million in outside funding: \$3 million from the Oregon Symphony, \$2 million from the Visitor Facilities Trust Account, \$1 million from the P5 Foundation and \$500k from the City of Portland. The net cost to P5 is now \$2.5 million.

Due to the potential cost increase, P5 considered whether this project should be continued. If the project was cancelled, a new hard shell would still be needed for the Oregon Symphony as the existing shell is in need of replacement. A new hard shell would not be usable by other clients. A rough order of magnitude cost estimate for a new hard shell is \$3 million. P5 still considers the acoustical enhancement project the best project for P5, the ASCH, the Oregon Symphony and many other P5 clients.

The additional \$1 million will be funded by reducing other capital project budgets on the CIP, including:

- ASCH Broadway and Park marquees – contingency reduced as design is nearly complete
- Keller elevator modernizations – scope reduced to high priority work
- Antoinette Hatfield Hall digital signage – project removed from CIP until funding is determined

Upcoming Large Procurements

There is one large procurement related to a capital project at Portland's Centers for the Arts. Additional information is included at the end of the financial packet.

- Portland's Centers for the Arts—Newmark Theatre Sound System Replacement

Oregon Convention Center

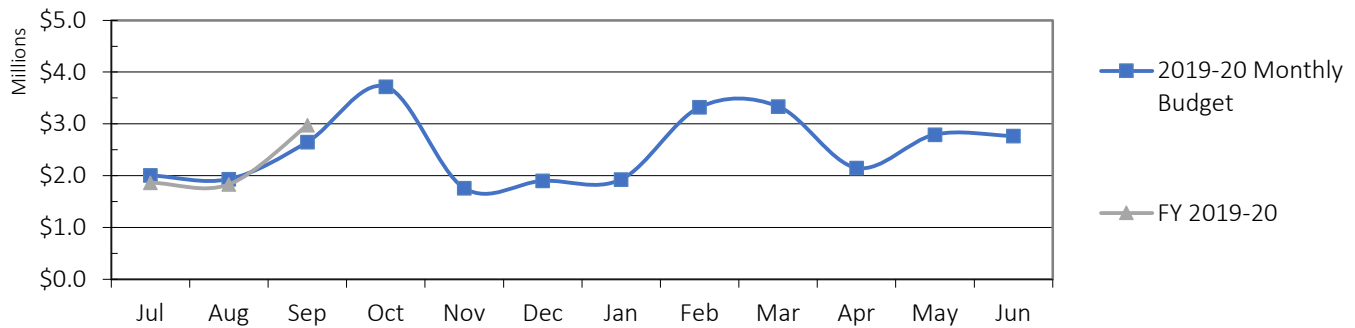
September event revenues were just below \$3 million, driven by the Viewpoint User Conference and Rose City Comic Con. Food and beverage had over \$1.7 million in revenue. The September F&B margin is 31%. Monthly operating revenues are slightly above the expected amount based on the FY 2019-20 budget. Operating expenses are at 21% of the annual budget. The operating expenses for the quarter are slightly lower than the expected quarterly amount based on the FY 2019-20 budget.

| | 2019-20 | | 3-year average | | Food & Beverage | | |
|------------------|---------|------------|----------------|------------|------------------|-------------|---------------|
| | Events | Attendance | Events | Attendance | Revenue | Margin \$ | Margin % |
| September | 36 | 90,000 | 44 | 75,000 | September | \$1,734,000 | \$534,000 31% |
| YTD | 90 | 125,000 | 105 | 115,000 | YTD | 3,769,000 | 922,000 24% |
| | | | | | Budget | 16,341,000 | 3,629,000 22% |

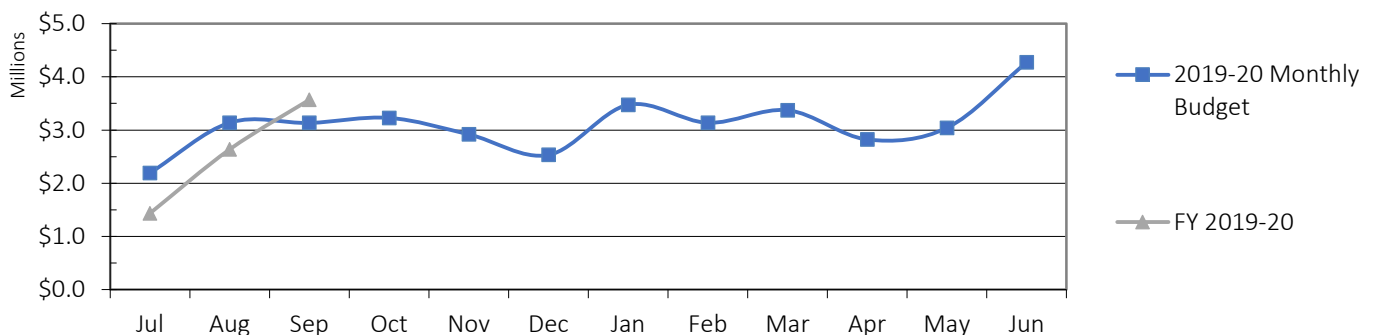
| Highest Grossing Events | Current Month* Event Revenue | % of Event Revenue |
|---|---------------------------------|-----------------------|
| Viewpoint User Conference 2019 | 851,220 | 29% |
| Rose City Comic Con 2019 | 519,442 | 17% |
| Pacific NW Clean Water Association 2019 Annual Conference | 224,280 | 8% |
| Children’s Cancer Association’s Wonderball Gala 2019 | 149,000 | 5% |
| All Other Events | 1,231,427 | 41% |
| Total Event Revenues | \$2,975,368 | 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

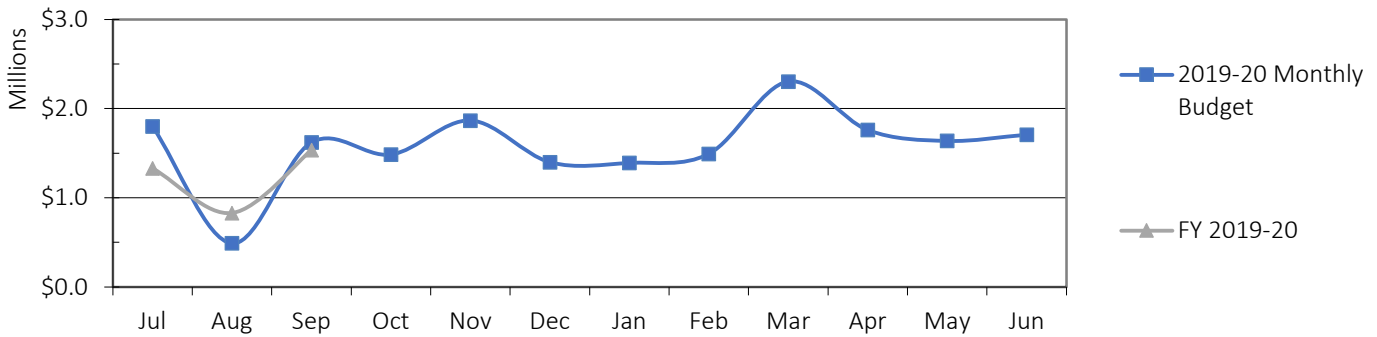
September event revenues were just over \$1.5 million, driven by a Juanes concert and a Dan Rather lecture. Food and beverage had \$280 thousand in revenue. The September F&B margin is 20%. Monthly operating revenues are in line with the expected amount based on the FY 2019-20 budget. Operating expenses are at 20% of the annual budget. The operating expenses for the quarter are slightly lower than the expected quarterly amount based on the FY 2019-20 budget.

| | 2019-20 | | 3-year average | | Food & Beverage | | |
|------------------|---------|------------|----------------|------------|-----------------|-----------|----------|
| | Events | Attendance | Events | Attendance | Revenue | Margin \$ | Margin % |
| September | 45 | 50,000 | 52 | 60,000 | \$280,000 | \$57,000 | 20% |
| YTD | 148 | 155,000 | 132 | 130,000 | 852,000 | 237,000 | 28% |
| Budget | | | | | 3,803,000 | 1,000,000 | 26% |

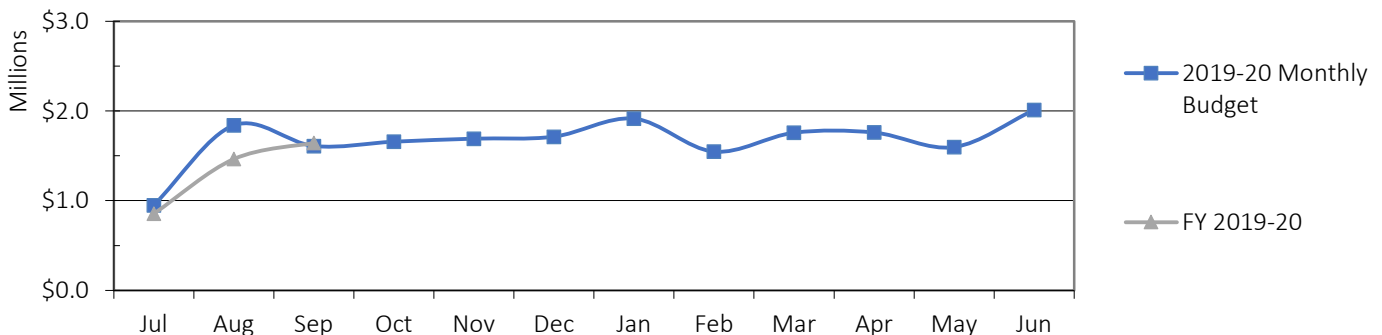
| Highest Grossing Events | Current Month* Event Revenue | % of Event Revenue |
|---|---------------------------------|-----------------------|
| Juanes | \$193,134 | 13% |
| Dan Rather | 96,054 | 6% |
| Star Wars: The Empire Strikes Back in Concert | 90,830 | 6% |
| Incubus | 78,879 | 5% |
| All other Events | 1,069,277 | 70% |
| Total Event Revenues | \$1,528,174 | 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

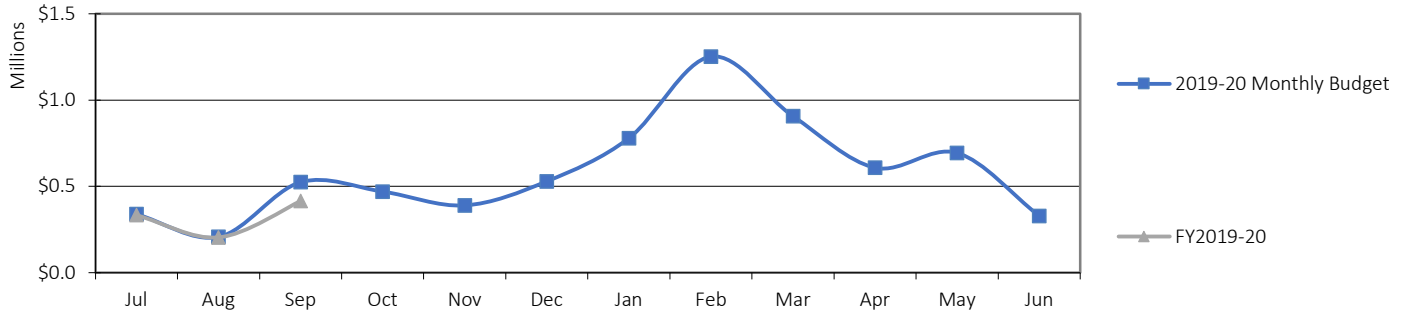
September event revenues were just over \$400 thousand, driven by the Fall RV and Van Show. Food and beverage revenues exceeded \$80 thousand. Monthly operating revenues are slightly lower than the expected amount based on the FY 2019-20 budget. Operating expenses are at 18% of the annual budget. The operating expenses for the quarter are slightly lower than the expected quarterly amount based on the FY 2019-20 budget.

| | 2019-20 | | 3-year average | | Food & Beverage | | | |
|------------------|---------|------------|----------------|------------|------------------|-----------|-----------|------|
| | Events | Attendance | Events | Attendance | Revenue | Margin \$ | Margin % | |
| September | 12 | 20,000 | 12 | 25,000 | September | \$81,000 | -\$18,000 | -22% |
| YTD | 32 | 65,000 | 28 | 75,000 | YTD | 220,000 | -81,000 | -37% |
| | | | | | Budget | 2,252,000 | 403,000 | 18% |

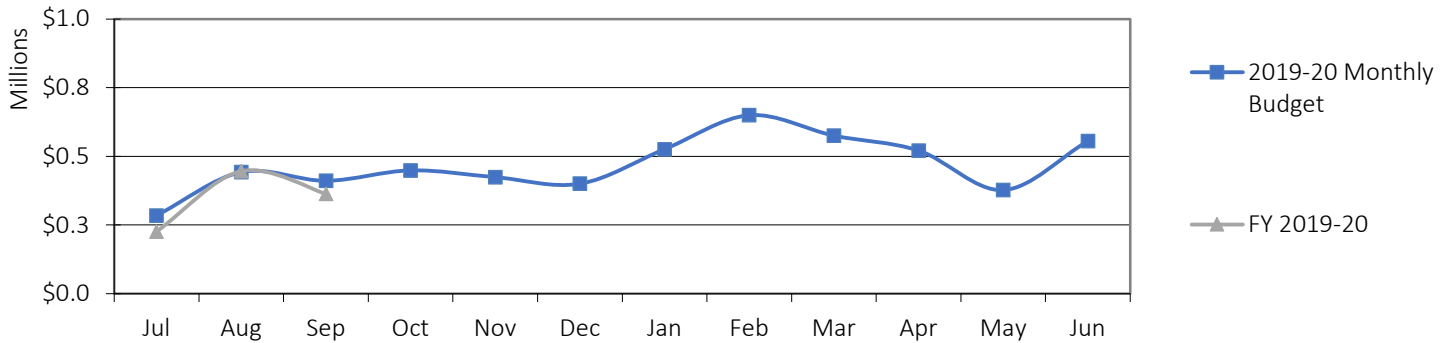
| Highest Grossing Events | Current Month* Event Revenue | % of Event Revenue |
|----------------------------------|---|-------------------------------|
| 2019 Portland Fall RV & Van Show | \$190,470 | 46% |
| Northwest Quilting Expo | 80,530 | 19% |
| Indy Car Race Overflow Parking | 48,880 | 12% |
| Rose City Gun and Knife Show | 27,189 | 7% |
| All other Events | 66,760 | 16% |
| Total Event Revenues | \$413,289 | 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

September 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 | 2,688,284 | 2,832,960 | 6,043,790 | 6,487,281 | 107.3% | 33,858,179 | 19.2% |
| Food and Beverage Revenue | 2,366,698 | 2,095,011 | 5,465,076 | 4,840,696 | 88.6% | 22,397,170 | 21.6% |
| Local Government Shared Revenues | 3,824,604 | 3,216,468 | 3,824,604 | 3,216,468 | 84.1% | 17,037,835 | 18.9% |
| Contributions from Governments | - | - | - | - | | 948,786 | 0.0% |
| Contributions from Private Sources | - | - | - | - | | 125,000 | 0.0% |
| Grants | - | - | - | 4,200 | | - | |
| Interest Earnings | 103,699 | 80,164 | 245,885 | 263,116 | 107.0% | 660,000 | 39.9% |
| Miscellaneous Revenue | 8,176 | 16,971 | 30,644 | 46,885 | 153.0% | 140,478 | 33.4% |
| Transfers-R | 106,699 | 110,807 | 320,097 | 332,420 | 103.8% | 1,329,685 | 25.0% |
| Total Revenues | 9,098,160 | 8,352,381 | 15,930,096 | 15,191,066 | 95.4% | 76,497,133 | 19.9% |
| Personnel Services | 1,680,641 | 1,676,848 | 4,684,396 | 4,991,321 | 106.6% | 25,419,020 | 19.6% |
| Materials and Services | 1,467,518 | 2,427,727 | 3,654,443 | 4,097,229 | 112.1% | 21,483,448 | 19.1% |
| Food & Beverage Services | 1,597,517 | 1,522,021 | 3,871,668 | 3,763,059 | 97.2% | 17,365,031 | 21.7% |
| Management Fee | 195,093 | 206,784 | 585,278 | 620,352 | 106.0% | 2,371,684 | 26.2% |
| Transfers-E | 486,605 | 542,856 | 2,179,767 | 1,629,067 | 74.7% | 7,534,520 | 21.6% |
| Total Expenditures | 5,427,374 | 6,376,236 | 14,975,551 | 15,101,029 | 100.8% | 74,173,703 | 20.4% |
| Net Operations | 3,670,786 | 1,976,145 | 954,545 | 90,037 | | 2,323,430 | |
| Food & Beverage Margin \$ | 769,181 | 572,990 | 1,593,408 | 1,077,637 | | 5,032,139 | |
| Food & Beverage Margin % | 33% | 27% | 29% | 22% | | 22% | |
| Capital | | | | | | | |
| Total Revenues | - | - | - | - | | 11,434,540 | 0.0% |
| Total Expenditures | 920,744 | 3,648,533 | 1,724,205 | 7,327,280 | 425.0% | 30,444,862 | 24.1% |
| Net Capital | (920,744) | (3,648,533) | (1,724,205) | (7,327,280) | | (19,010,322) | |
| Change in Fund Balance | 2,750,042 | (1,672,389) | (769,660) | (7,237,243) | | (16,686,892) | |
| Ending Fund Balance | | | 60,552,664 | 34,131,172 | | | |

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Oregon Convention Center

September 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 | 1,277,080 | 1,241,873 | 3,181,228 | 2,905,694 | 91.3% | 13,932,018 | 20.9% |
| Food and Beverage Revenue | 1,887,372 | 1,733,973 | 4,481,432 | 3,768,511 | 84.1% | 16,341,351 | 23.1% |
| Local Government Shared Revenues | 3,420,912 | 2,885,658 | 3,420,912 | 2,885,658 | 84.4% | 14,877,000 | 19.4% |
| Contributions from Governments | - | - | - | - | - | - | - |
| Contributions from Private Sources | - | - | - | - | - | - | - |
| Grants | - | - | - | 4,200 | - | - | - |
| Interest Earnings | 57,284 | 32,284 | 132,221 | 96,776 | 73.2% | 200,000 | 48.4% |
| Miscellaneous Revenue | 4,389 | 9,159 | 18,972 | 30,859 | 162.7% | 17,828 | 173.1% |
| Transfers-R | - | - | - | - | - | - | - |
| Total Revenues | 6,647,037 | 5,902,946 | 11,234,765 | 9,691,698 | 86.3% | 45,368,197 | 21.4% |
| Personnel Services | 901,568 | 885,614 | 2,539,179 | 2,616,132 | 103.0% | 13,220,370 | 19.8% |
| Materials and Services | 738,936 | 1,483,278 | 1,830,496 | 2,179,638 | 119.1% | 11,328,287 | 19.2% |
| Food & Beverage Services | 1,242,375 | 1,199,618 | 3,036,042 | 2,846,813 | 93.8% | 12,712,317 | 22.4% |
| Management Fee | 156,487 | 164,307 | 469,460 | 492,921 | 105.0% | 1,971,684 | 25.0% |
| Transfers-E | 285,426 | 311,530 | 1,576,230 | 934,591 | 59.3% | 3,738,349 | 25.0% |
| Total Expenditures | 3,324,791 | 4,044,347 | 9,451,408 | 9,070,094 | 96.0% | 42,971,007 | 21.1% |
| Net Operations | 3,322,246 | 1,858,599 | 1,783,357 | 621,604 | | 2,397,190 | |
| Food & Beverage Margin \$ | 644,997 | 534,355 | 1,445,390 | 921,698 | | 3,629,034 | |
| Food & Beverage Margin % | 34% | 31% | 32% | 24% | | 22% | |
| Capital | | | | | | | |
| Total Revenues | - | - | - | - | | 6,759,359 | 0.0% |
| Total Expenditures | 285,036 | 2,963,103 | 843,994 | 6,211,892 | 736.0% | 19,125,350 | 32.5% |
| Net Capital | (285,036) | (2,963,103) | (843,994) | (6,211,892) | | (12,365,991) | |
| Change in Fund Balance | 3,037,210 | (1,104,504) | 939,363 | (5,590,288) | | (9,968,801) | |
| Ending Fund Balance | | | 40,312,974 | 12,885,066 | | | |

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland's Centers for the Arts

September 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 | 1,066,108 | 1,256,981 | 2,167,017 | 2,848,658 | 131.5% | 15,148,714 | 18.8% |
| Food and Beverage Revenue | 393,613 | 279,823 | 769,501 | 851,952 | 110.7% | 3,803,468 | 22.4% |
| Local Government Shared Revenues | 403,692 | 330,810 | 403,692 | 330,810 | 81.9% | 2,160,835 | 15.3% |
| Contributions from Governments | - | - | - | - | | 948,786 | 0.0% |
| Contributions from Private Sources | - | - | - | - | | 125,000 | 0.0% |
| Interest Earnings | 31,868 | 29,780 | 79,934 | 117,609 | 147.1% | 237,500 | 49.5% |
| Miscellaneous Revenue | 2,631 | 6,817 | 8,735 | 13,949 | 159.7% | 80,650 | 17.3% |
| Transfers-R | - | - | - | - | | - | |
| Total Revenues | 1,897,912 | 1,904,211 | 3,428,878 | 4,162,978 | 121.4% | 22,504,953 | 18.5% |
| Personnel Services | 584,075 | 603,134 | 1,578,099 | 1,823,984 | 115.6% | 9,328,654 | 19.6% |
| Materials and Services | 627,376 | 816,411 | 1,481,504 | 1,521,469 | 102.7% | 7,917,509 | 19.2% |
| Food & Beverage Services | 274,355 | 223,037 | 601,787 | 614,952 | 102.2% | 2,803,246 | 21.9% |
| Transfers-E | 137,260 | 160,869 | 411,780 | 482,606 | 117.2% | 1,930,419 | 25.0% |
| Total Expenditures | 1,623,065 | 1,803,450 | 4,073,169 | 4,443,010 | 109.1% | 21,979,828 | 20.2% |
| Net Operations | 274,847 | 100,761 | (644,291) | (280,033) | | 525,125 | |
| Food & Beverage Margin \$ | 119,258 | 56,786 | 167,715 | 237,000 | | 1,000,222 | |
| Food & Beverage Margin % | 30% | 20% | 22% | 28% | | 26% | |
| Capital | | | | | | | |
| Total Revenues | - | - | - | - | | 3,500,000 | 0.0% |
| Total Expenditures | 564,923 | 662,571 | 765,030 | 1,134,580 | 148.3% | 9,829,338 | 11.5% |
| Net Capital | (564,923) | (662,571) | (765,030) | (1,134,580) | | (6,329,338) | |
| Change in Fund Balance | (290,076) | (561,810) | (1,409,321) | (1,414,612) | | (5,804,213) | |
| Ending Fund Balance | | | 10,695,525 | 11,893,253 | | | |

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland Expo Center

September 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 | 345,096 | 334,107 | 695,546 | 732,929 | 105.4% | 4,777,447 | 15.3% |
| Food and Beverage Revenue | 85,713 | 81,215 | 214,143 | 220,233 | 102.8% | 2,252,351 | 9.8% |
| Interest Earnings | 5,014 | 5,928 | 11,752 | 15,833 | 134.7% | 62,500 | 25.3% |
| Miscellaneous Revenue | 1,156 | 996 | 2,937 | 2,076 | 70.7% | 42,000 | 4.9% |
| Transfers-R | 33,333 | 33,333 | 99,999 | 99,999 | 100.0% | 400,000 | 25.0% |
| Total Revenues | 470,311 | 455,579 | 1,024,377 | 1,071,071 | 104.6% | 7,534,298 | 14.2% |
| Personnel Services | 139,065 | 148,068 | 401,111 | 431,783 | 107.6% | 2,174,718 | 19.9% |
| Materials and Services | 96,562 | 115,421 | 263,072 | 302,219 | 114.9% | 1,700,627 | 17.8% |
| Food & Beverage Services | 80,787 | 99,366 | 233,839 | 301,294 | 128.8% | 1,849,468 | 16.3% |
| Management Fee | 38,606 | 42,477 | 115,817 | 127,431 | 110.0% | 400,000 | 31.9% |
| Transfers-E | 57,814 | 58,029 | 173,442 | 174,087 | 100.4% | 1,716,121 | 10.1% |
| Total Expenditures | 412,835 | 463,361 | 1,187,282 | 1,336,814 | 112.6% | 7,840,934 | 17.0% |
| Net Operations | 57,477 | (7,782) | (162,905) | (265,744) | | (306,636) | |
| Food & Beverage Margin \$ | 4,925 | (18,151) | (19,697) | (81,061) | | 402,883 | |
| Food & Beverage Margin % | 6% | -22% | -9% | -37% | | 18% | |
| Capital | | | | | | | |
| Total Revenues | - | - | - | - | | 1,175,181 | 0.0% |
| Total Expenditures | 70,785 | 22,860 | 115,181 | (19,192) | -16.7% | 1,490,174 | -1.3% |
| Net Capital | (70,785) | (22,860) | (115,181) | 19,192 | | (314,993) | |
| Change in Fund Balance | (13,308) | (30,642) | (278,086) | (246,552) | | (621,629) | |
| Ending Fund Balance | | | 2,961,106 | 2,787,738 | | | |

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

MERC Administration

September 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 | 9,533 | 12,172 | 21,978 | 32,898 | 149.7% | 160,000 | 20.6% |
| Transfers-R | 73,366 | 77,474 | 220,098 | 232,421 | 105.6% | 929,685 | 25.0% |
| Total Revenues | 82,899 | 89,645 | 242,076 | 265,319 | 109.6% | 1,089,685 | 24.3% |
| Personnel Services | 55,934 | 40,033 | 166,006 | 119,423 | 71.9% | 695,278 | 17.2% |
| Materials and Services | 4,644 | 12,618 | 79,370 | 93,903 | 118.3% | 537,025 | 17.5% |
| Transfers-E | 6,105 | 12,428 | 18,315 | 37,784 | 206.3% | 149,631 | 25.3% |
| Total Expenditures | 66,683 | 65,079 | 263,691 | 251,110 | 95.2% | 1,381,934 | 18.2% |
| Net Operations | 16,216 | 24,567 | (21,615) | 14,209 | | (292,249) | |
| Capital | | | | | | | |
| Total Revenues | - | - | - | - | | | |
| Change in Fund Balance | 16,216 | 24,567 | (21,615) | 14,209 | | (292,249) | |
| Ending Fund Balance | | | 6,583,060 | 6,565,115 | | | |

MERC Food and Beverage Margins

September 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 | 1,887,372 | 1,733,973 | 4,481,432 | 3,768,511 | 16,341,351 |
| Food & Beverage Services | 1,242,375 | 1,199,618 | 3,036,042 | 2,846,813 | 12,712,317 |
| Food and Beverage Gross Margin | 644,997 | 534,355 | 1,445,390 | 921,698 | 3,629,034 |
| Food and Beverage Gross Margin % | 34.17% | 30.82% | 32.25% | 24.46% | 22.21% |
| Portland's Centers for the Arts Fund | | | | | |
| Food and Beverage Revenue | 393,613 | 279,823 | 769,501 | 851,952 | 3,803,468 |
| Food & Beverage Services | 274,355 | 223,037 | 601,787 | 614,952 | 2,803,246 |
| Food and Beverage Gross Margin | 119,258 | 56,786 | 167,715 | 237,000 | 1,000,222 |
| Food and Beverage Gross Margin % | 30.30% | 20.29% | 21.80% | 27.82% | 26.30% |
| Expo Fund | | | | | |
| Food and Beverage Revenue | 85,713 | 81,215 | 214,143 | 220,233 | 2,252,351 |
| Food & Beverage Services | 80,787 | 99,366 | 233,839 | 301,294 | 1,849,468 |
| Food and Beverage Gross Margin | 4,925 | (18,151) | (19,697) | (81,061) | 402,883 |
| Food and Beverage Gross Margin % | 5.75% | -22.35% | -9.20% | -36.81% | 17.89% |
| MERC Fund Total | | | | | |
| Food and Beverage Revenue | 2,366,698 | 2,095,011 | 5,465,076 | 4,840,696 | 22,397,170 |
| Food & Beverage Services | 1,597,517 | 1,522,021 | 3,871,668 | 3,763,059 | 17,365,031 |
| Food and Beverage Gross Margin | 769,181 | 572,990 | 1,593,408 | 1,077,637 | 5,032,139 |
| Food and Beverage Gross Margin % | 32.50% | 27.35% | 29.16% | 22.26% | 22.47% |

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

| OCC | September 2016 | | September 2017 | | September 2018 | | September 2019 | | Net Change from Prior Year | | September 2019 | |
|-------------------------|----------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|----------------------------|----------------|---------------------|-------------|
| | Events | Attendance | Events | Attendance | Events | Attendance | Events | Attendance | Events | Attendance | Revenue | % of Rev. |
| Tradeshows/Conventions | 8 | 10,720 | 7 | 8,050 | 7 | 8,824 | 6 | 10,580 | (1) | 1,756 | 1,542,550 | 56% |
| Consumer Public Shows | 3 | 33,570 | 4 | 57,917 | 2 | 60,873 | 3 | 73,300 | 1 | 12,427 | 545,451 | 20% |
| Miscellaneous | | | | | | | - | - | - | - | 912 | 0% |
| Miscellaneous -In-House | 12 | 375 | 13 | 165 | 18 | 455 | 11 | 246 | (7) | (209) | 5,227 | 0% |
| Meetings | 13 | 7,560 | 14 | 6,570 | 10 | 19,821 | 12 | 4,881 | 2 | (14,940) | 377,572 | 14% |
| Catering | 9 | 3,345 | 5 | 5,216 | 6 | 2,413 | 4 | 1,658 | (2) | (755) | 276,006 | 10% |
| Totals | 45 | 55,570 | 43 | 77,918 | 43 | 92,386 | 36 | 90,665 | (7) | (1,721) | \$ 2,747,718 | 100% |

| Expo Center | September 2016 | | September 2017 | | September 2018 | | September 2019 | | Net Change from Prior Year | | September 2019 | |
|----------------------------------|----------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|----------------------------|-----------------|-------------------|-------------|
| | Events | Attendance | Events | Attendance | Events | Attendance | Events | Attendance | Events | Attendance | Revenue | % of Rev. |
| Consumer Public Shows | 6 | 20,786 | 3 | 17,095 | 4 | 17,417 | 4 | 16,592 | - | (825) | 318,166 | 78% |
| <i>Cirque Du Soleil</i> | - | - | 37 | 59,273 | - | - | - | - | - | - | - | 0% |
| Miscellaneous | 4 | 2,731 | 2 | 90 | 4 | 1,425 | 4 | 120 | - | (1,305) | 55,224 | 14% |
| Meetings | - | - | 2 | 38 | 4 | 1,653 | 3 | 583 | (1) | (1,070) | 26,527 | 7% |
| Catering | - | - | - | - | - | - | - | - | - | - | - | 0% |
| Tradeshows/Conventions | 2 | 5,884 | 1 | 50 | 3 | 15,150 | 1 | 45 | (2) | (15,105) | 5,922 | 1% |
| Totals | 12 | 29,401 | 8 | 17,273 | 15 | 35,645 | 12 | 17,340 | (3) | (18,305) | \$ 405,839 | 100% |
| Totals w/Cirque du Soleil | 12 | 29,401 | 45 | 76,546 | 15 | 35,645 | 12 | 17,340 | (3) | (18,305) | \$ 405,839 | 100% |

| Portland '5 | September 2016 | | September 2017 | | September 2018 | | September 2019 | | Net Change from Prior Year | | September 2019 | |
|---------------------------|----------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|----------------------------|-----------------|---------------------|-------------|
| | Performances | Attendance | Performances | Attendance | Performances | Attendance | Performances | Attendance | Performances | Attendance | Revenue | % of Rev. |
| Commercial (Non-Broadway) | 15 | 26,611 | 20 | 18,243 | 14 | 22,768 | 17 | 25,648 | 3 | 2,880 | 881,679 | 59% |
| Broadway | 6 | 16,550 | - | - | 8 | 21,411 | - | - | (8) | (21,411) | (13,388) | -1% |
| Resident Company | 9 | 15,375 | 8 | 13,176 | 10 | 19,025 | 9 | 13,970 | (1) | (5,055) | 153,580 | 10% |
| Non-Profit | 12 | 2,300 | 16 | 4,416 | 18 | 4,626 | 13 | 7,800 | (5) | 3,174 | 101,969 | 7% |
| Promoted/Co-Promoted | 5 | 2,138 | 3 | 599 | 8 | 8,962 | 4 | 3,226 | (4) | (5,736) | 368,295 | 25% |
| Student | 1 | 750 | - | - | - | - | - | - | - | - | - | 0% |
| Miscellaneous | 2 | 137 | 1 | 18 | 1 | 207 | 2 | 252 | 1 | 45 | 4,881 | 0% |
| Totals | 50 | 63,861 | 48 | 36,452 | 59 | 76,999 | 45 | 50,896 | (14) | (26,103) | \$ 1,497,016 | 100% |

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 | 8,960,000 | 4,753,013 | 4,206,987 |
| Chair Replacement | Venue | Complete | 2,800,000 | 1,363,229 | 1,436,771 |
| Orbit Café Improvements | CPMO | In Progress | 852,000 | 2,241 | 849,759 |
| Dragon Café HVAC & Space Mods | CPMO | In Progress | 655,000 | 274 | 654,726 |
| Tower/Crown Glazing | CPMO | On Hold | 500,000 | 2,750 | 497,250 |
| Audio Visual Equipment | Venue | Planning | 450,000 | 500 | 449,500 |
| Waterproofing: Rain Garden | CPMO | On Hold | 380,000 | 3,044 | 376,956 |
| Table Replacement | Venue | Planning | 375,000 | - | 375,000 |
| Water Heater Replacement | CPMO | On Hold | 350,000 | - | 350,000 |
| VT: Elevator Door & Operator Rplc | Venue | Planning | 350,000 | - | 350,000 |
| Staff Supp Area: King BR/Admin Lobby | CPMO | Design | 300,000 | - | 300,000 |
| Door Access Controls (phase 2) | CPMO | Planning | 250,000 | - | 250,000 |
| Guest Services Renovation | CPMO | Design | 230,000 | - | 230,000 |
| 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 |
| VT: Elevator Modernizations (#3,11) | Venue | In Progress | 150,000 | 68,756 | 81,245 |
| Mass Notification | CPMO | Planning | 150,000 | - | 150,000 |
| Staff Support Area | CPMO | Design | 147,000 | 83,663 | 63,337 |
| VIP B Renovation | CPMO | Planning | 120,000 | - | 120,000 |
| OCC - WiFi & Show Network Upgrades | Venue | Planning | 120,000 | 3,666 | 116,334 |
| Parking Pay St Signage/Elevator lobby | Venue | Planning | 100,000 | - | 100,000 |
| ADA Assessment and Improvements | Venue | Planning | 100,000 | - | 100,000 |
| Lobby Lighting Retrofit | CPMO | Planning | 80,000 | - | 80,000 |
| VT: Escalator Safety Skirt Brush | Venue | Planning | 65,000 | 40,962 | 24,038 |
| Waterproofing: SW Ext & Egress Doors | CPMO | Planning | 60,000 | - | 60,000 |
| <i>Costs related to projects budgeted in FY 2018-19</i> | | | | | |
| Cooling System Rplcmnt | CPMO | In Progress | - | 46,766 | (46,766) |
| Waterproofing: Seismic Joint | CPMO | In Progress | - | 2,188 | (2,188) |
| Integrated Door Access Controls | CPMO | Complete | - | 3,365 | (3,365) |
| Total | | | 17,939,000 | 6,485,043 | 11,453,957 |
| % of Budget | | | | 36% | 64% |

| Project Phase Totals | # of Proj | % of Total |
|--|-----------|------------|
| Projects in Planning or Design phases | 16 | 57% |
| Projects in Contracting or Construction/In Progress phases | 7 | 25% |
| Completed Projects | 2 | 7% |
| On-hold or Cancelled Projects | 3 | 11% |
| | 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 |
|---|------------|-------------|------------------|------------------|------------------|
| AHH Roof | CPMO | In Progress | 3,010,000 | 1,032,377 | 1,977,623 |
| KA Chiller | CPMO | In Progress | 2,188,000 | 9,907 | 2,178,093 |
| ASCH Acoustical Enhancements | CPMO | Contracting | 1,800,000 | 9,769 | 1,790,231 |
| ASCH Broadway and Park Marquees | CPMO | Design | 350,000 | 4,098 | 345,902 |
| Keller café | CPMO | Design | 329,000 | 1,050 | 327,950 |
| Newmark Main Speakers | Venue | Design | 275,000 | - | 275,000 |
| KA Elevator Modernizations | CPMO | In Progress | 250,000 | - | 250,000 |
| KA Generator Fuel Storage | Venue | On Hold | 200,000 | - | 200,000 |
| ASCH Piano Replacement | Venue | Complete | 200,000 | 167,485 | 32,515 |
| Newmark Piano Replacement | Venue | Complete | 150,000 | 144,000 | 6,000 |
| Headset Upgrade (KA, NMK, W) | Venue | Planning | 110,000 | - | 110,000 |
| ASCH Sound Reinforcement System | Venue | Planning | 100,000 | - | 100,000 |
| AHH/ASCH/Keller ADA signage | Venue | Planning | 50,000 | - | 50,000 |
| <i>Costs related to projects budgeted in FY 2018-19</i> | | | | | |
| Keller Follow Spots | Venue | Complete | - | 32,369 | (32,369) |
| KA Camera/Security System | CPMO | Complete | - | 2,085 | (2,085) |
| Total | | | 9,012,000 | 1,403,139 | 7,610,945 |
| % of Budget | | | | 16% | 84% |

| Project Phase Totals | # of Proj | % of Total |
|--|-----------|------------|
| Projects in Planning or Design phases | 6 | 40% |
| Projects in Contracting or Construction/In Progress phases | 4 | 27% |
| Completed Projects | 4 | 27% |
| On-hold or Cancelled Projects | 1 | 7% |
| | 15 | |

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 | Venue | 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 | 8,750 | 91,250 |
| ADA Compliance Assessment | Venue | 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 | On Hold | 20,000 | - | 20,000 |
| <i>Costs related to projects budgeted in FY 2018-19</i> | | | | | |
| Audio Visual Equipment (FY19) | Venue | Complete | - | 948 | (948) |
| Security Gates and Fencing | Venue | Complete | - | 2,521 | (2,521) |
| Facility Equipment (FY19) | Venue | Complete | - | 1,204 | (1,204) |
| Total | | | 1,116,000 | 13,423 | 1,102,577 |
| % of Budget | | | | 1% | 99% |

| Project Phase Totals | # of Proj | % of Total |
|--|-----------|------------|
| Projects in Planning or Design phases | 6 | 50% |
| Projects in Contracting or Construction/In Progress phases | 2 | 17% |
| Completed Projects | 3 | 25% |
| On-hold or Cancelled Projects | 1 | 8% |
| | 12 | |

Upcoming Large Contract Opportunities

Opportunity: Newmark Sound System Replacement-P5

Estimated Value: \$275,000

- 1) Replacement of sound system to improve reliability and function.
 - a. Furnish, installation and commissioning of audio, video and communications equipment.
 - b. Equipment includes Audio-Reinforcement including audio loudspeaker system, mounting hardware and engineering.
 - c. Provide in-rack power distribution as needed.
- 2) These are goods and services that will be solicited as an RFP with a NTE award at the conclusion. The contract period will be for one year and is expected not to exceed \$275,000.
- 3) The current proposed timeline includes:
 - a. Prepare RFP language: November 2019
 - b. Publish RFP and advertise: December 2019
 - c. Award Contract: January 2019
- 4) Advertisement and Outreach:
 - a. Advertisement
 - i. Metro Procurement Services will post the RFP on the Oregon Procurement Information Network (ORPIN), and will advertise in Portland Tribune and one minority paper.
 - b. Planned Outreach
 - i. Direct notification of the opportunity to organizations, including:
 - 1) Oregon Association of Minority Entrepreneurs (OAME);
 - 2) Metropolitan Contractor Improvement Partnership (MCIP); and
 - 3) National Association of Minority Contractors (NAMC)
 - ii. Direct notification of the opportunity to firms on Oregon's Certification Office for Business Inclusion and Diversity (COBID) registry, including:
 - 1) Minority Business Enterprise (MBE);
 - 2) Women Business Enterprise (WBE);
 - 3) Service Disabled Veteran (SDV); and
 - 4) Emerging Small Business (ESB)
 - iii. Notification of firms who have provided audio equipment for P5 or clients of P5 in the last 12 months and notified of their interest in providing audio equipment services.
- 5) Bids received will be evaluated for:
 - a. Proof of compliance with Quality Assurance as outlined in the specifications.
 - b. List of personnel with applicable skills, experience and accreditations.
 - c. List of applicable trade certifications.
 - d. List of projects completed with the past 5 years with proof that the projects have a minimum contract value equal to or greater than the project listed.
 - e. Proof of bonding and insurance.
 - f. Subcontractor Equity Program procedures.The award is based on qualification and price.

MERC Commission Meeting

November 6, 2019

Venue Business Reports

MERC Commission Written Report for Nov 6th, 2019 Meeting
Portland Expo Center – Matthew P. Rotchford, Executive Director

Staff News

- *Open* – (1) FT Utility Lead – Working with HR to post immediately
- Expo hosted 10/25 DEI training featuring Scott Winn – 200+ staff and guests attended this great opportunity for learning and self-growth.
- 5-6 internal staff have volunteered to be part of our DEI internal team
- Clark Moss, Expo's Parking and Ticketing Manager received his 5-yr service award

Events / Sales Awareness

- Netflix utilized Expo for a month of varied filming, storage and coordination
- October welcomed a number of strong events such as the Fall Home and Garden Show, Tattoo Expo, the Fall Antique Show as well as numerous meetings
- Throughout Q2, the Expo welcomed a number of diverse clients for their events, competitions and celebrations – the Mighty River Kung Fu Classic, the Columbia Symphony rehearsals, the Portland Feis (Irish Dance) and the upcoming Hindu Cultural Community Celebration. All bring a vibrant energy to our campus

Building / Department Awareness

- As of this writing, the TriMet Park and Ride agreement is pending approval by the Metro Council, October 31st. Agreement is for 5 years, and includes space rental, maintenance support and capital improvement contributions of \$200,000 towards an improved walkway
- A number of security break-in's and vandalism within Q3 time period. Working with Nighthawk Security, Metro and PPD to address and train staff

Capital Project Updates

- Hall C structural repairs recommended and noted by Western Wood Structures, are set to begin in December and are scheduled to be completed by the end of the year Multnomah County will perform the repairs, saving the Expo significant capital funds
- Sustainable LED Lighting is being installed to the Hall E loading dock, as well as the Connector with support from a direct award grant from Energy Trust of Oregon
- Resolve Architecture continues their work on lighting design options for Lower Lot 1 that meet our goals for increased use of the space

Partnerships / Community

- Expo Advisory Committee Meeting took place at Expo on 10/23 and included a call for external DEI partners, a lively discussion regarding the Development Opportunity Study and a year-end report on FY19 closing budget
- I am pleased to announce that Expo and Cirque du Soleil have entered into a 10 yr. agreement with options for performances within the timeline. Expo will welcome VOLTA, over the summer of 2020 for 50+ performances in a great timeline for us

MERC Monthly Business Report
November 6, 2019

COMPLETED EVENTS

1. On October 21st OCC hosted a group of around 100 stakeholders and employees in a celebration of the recently completed renovation. It was an inspiring event and a great reminder of the importance of our work. Thank you to Chair Stoudamire-Phillips, Councilor Lewis, and Commissioner Leary for speaking and those of you who could join us. The event also garnered 46 pieces of coverage across print, radio and broadcast.
2. On October 23rd OCC hosted approximately 225 clients, perspective clients and industry partners to reveal the renovated spaces. The north plaza, Oregon Ballroom prefunction, and Oregon Ballroom were used with music and an amazing assortment of culinary choices to wow clients. It was an amazing opportunity to showcase and inspire clients about how they could activate the spaces and our ability in catering. It appears we secured two pieces of business during the event and expect more business development in the future.
3. The 14th annual Retro Gaming Convention was a huge success and generated \$85,000 in retail food and beverage services for their weekend event. The show was their largest ever at over 10,000 attendees. Many of the attendees buy weekend passes and return all three days to enjoy panel presentations/discussions with celebrities, world class tournaments and the largest arcade full of video games, pinball and all with no quarters needed.

CURRENT PROJECTS

1. Hires
 - a. Amy Rogers, Assistant Guest Services Manager
 - b. Rachel Moline and Belinda Callahan, Event Custodians
 - c. Ken Tabor Jr., Engineer
2. Upcoming Events
 - November 9th Northwest Food & Wine Festival
 - Nov 15th – 17th Gem Faire Trade Show and Kumoricon

FACILITY WIDE

1. OCC Electrical System Failure

On the morning of Oct 24th, the center experienced an electrical system failure. Shore power was lost throughout the south side of the building -- the expansion side, due to equipment failure located in an electrical room in the parking garage. The emergency backup power generator was operating and powering emergency lighting and the designated emergency elevator in affected areas.

The power failure impacted a 500-person event in the Portland Ballroom. OCC leadership kept show management updated on the situation and made every accommodation to assure attendee safety and comfort.

By mid-afternoon the same day, power was back and OCC had resumed normal operations. The cause has been identified as failure of an electrical infrastructure component. Given the large electrical infrastructure servicing the center, electricians were able to temporarily bridge power from undamaged electrical feeds to distribution circuits powering the south side of the building.

This condition is safe and can remain in place until the damaged component is replaced. It is expected this temporary condition could be in place for about a week while parts are manufactured, delivered, and installed. Investigation may identify additional issues to address that require more time.

2. Sustainability News

The convention center has finished with the donation of its chairs.

- 17,652 chairs have now left the building
- 82 chair racks have also been donated
- These all weigh in at just under 165 tons
- 90 different nonprofit organizations were the recipients of these donations

We'll be metal scrapping the dozens of other chair racks in the coming days.

PORTLAND'S CENTERS FOR THE ARTS



MERC Commission Meeting P5 Business Report November 2019

Our Director of Education and Community Engagement is leaving for a job with the City of Portland. Recruitment for FOTA/internal is open now. A team is being created to support the department until a new director is in place. Some activities may need to be pared back but the goal is to keep everything moving forward as planned. This vacancy will cause a slowdown in the progress of the P5 racial equity plan.

Work is already underway on the budget. We are looking at some potentially large increases that P5 will not be able to sustain. Planning is in progress now on ways to mitigate this. We are surveying colleagues as well as conducting internal analysis on subsidies we are providing to local arts organizations to determine our capacity to continue to do this on such a deep level. Our findings will shape the FY21 budget.

The P5 Director of Operations attended a Touring Broadway security summit for performing arts centers who host touring Broadway shows. Comparatively, P5 is in better shape than many of the performing arts center in attendance because of staff participation in the International Association of Venue Manager's Academy for Safety and Security as well as other IAVM security trainings. However the discussions indicated there is a move towards increased security measures at Broadway performances. P5 is considering the most prudent means to meet any new standards.

In its ongoing effort to create a safe working environment for all employees and volunteers, P5 rolled out Metro's pronoun awareness program. This program is designed to promote and support an employee's choice of pronoun. Buttons were made and made available to staff and trainings are being set up for everyone to explain the importance of respecting another person's choice of pronoun.

The executive director attend the Performing Arts Center Statistics (PAC-Stats) Executive forum. This is an invitation only group that use the PAC-Stats data tool to provide benchmarking information between performing arts centers. This executive group discusses trends reflected in the data as well as a variety of other topics such as weathering an economic downturn, safety and security, and industry concerns such as music licensing.

PORTLAND'5

CENTERS FOR THE ARTS



The employee engagement team hosted “Fall Fun and Disaster Training” for all employees. Staff enjoyed refreshments, decorated pumpkins and received information and resources on how to ready your home in case of a disaster.

P5 hosted the Latino Art Exchange for a Day of the Dead themed art exhibit. Artists shared a variety of art that they had made and demonstrated art techniques. There was live music and folk dancers. Artists placed two Day of the Dead altars in the rotunda lobby. It was a wonderful and well attended community event.

MERC Commission Meeting

November 6, 2019

Consent Agenda

Metropolitan Exposition Recreation Commission

Record of MERC Commission Actions

October 2, 2019

Oregon Convention Center

| | |
|-----------------|--|
| Present: | Karis Stoudamire-Phillips, John Erickson (call-in), Deidra Krys-Rusoff, Ray Leary, Dañel Malán, |
| Absent: | Damien Hall, Deanna Palm |
| | A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Stoudamire-Phillips at 12:35 p.m. |
| 1.0 | Quorum Confirmed A quorum of Commissioners was present. |
| 2.0 | Opportunity for Public Comment on Non-Agenda items <ul style="list-style-type: none">• None |
| 3.0 | Commission and Council Communications <ul style="list-style-type: none">• None |
| 4.0 | GM Communications Scott Cruickshank provided the following updates: <ul style="list-style-type: none">• Metro’s Visitor Venues have joined a new sustainable development coalition called The Wave. It is a collaboration of venues in the PNW working together to accelerate environmental programs that address climate change, social justice and youth engagement.• Mortenson Development has received a certificate of occupancy for the new Hyatt Regency Hotel. The opening is schedule for early January.• Last month the County passed a version of the visitor facility IGA. We are still fine tuning some of the language but we are on our way to an agreement. It was noted that there will be a “bucket” for Expo.• Scott introduced interim COO Andrew Scott and invited him to share a few updates.• Andrew shared that the Metro CFO interviews have been conducted and they are close to extending an offer. Rachael Lembo was thanked for her key role in the process.• Council is currently working to fill the COO position. The outside recruitment firm is narrowing down candidates from 90 applicants. We hope to have the position filled around the first of the year. |
| 5.0 | Financial Report Rachael Lembo presented the August 2019 Financial Report. <ul style="list-style-type: none">• Commissioner Krys-Rusoff asked why OCC’s interest earnings were down from last year while P’5’s was up. Lembo answered that OCC has less money in the bank due to the current remodel project.• Krys-Rusoff complimented the Directors on their numbers this year. |
| 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">• Chair Stoudamire-Phillips commended Stroud for commissioning the cultural assessment study and encouraged Commissioners to read his opening letter and the executive summary prior to moving on to the contents of the report. She noted that we need both MERC and Metro Council’s engagement, support, and teamwork moving forward.• Commissioner Leary spoke of the importance of assessments while highlighting that this is a business model and there is a need for a balanced approach.• Commissioner Malán also commended Stroud on the assessment work and acknowledged the challenges of process.• Commissioner Krys-Rusoff also acknowledged the difficult work and noted her strong support while echoing that focus needs to remain on the business model of the Convention Center. |

| | |
|-------------------|---|
| <p>7.0</p> | <p>Consent Agenda</p> <ul style="list-style-type: none"> Record of MERC Actions, August 7, 2019 <p>A motion was made by Commissioner Krys-Rusoff and seconded by Commissioner Malán to approve the Consent Agenda.</p> <p>VOTING: AYE: 5 (Stoudamire-Phillips, Krys-Rusoff, Erickson, Leary and Malán) NAY: 0</p> <p>MOTION PASSED</p> |
| <p>8.0</p> | <p>Action Agenda</p> <ul style="list-style-type: none"> 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). Commissioner Krys-Rusoff asked for more information on the grant for the P5 marquee. Williams responded that Prosper Portland was seeking projects to fund and they were contacted by the City of Portland about possible ideas. It was agreed upon that the marquee project was a good fit. <p>A motion was made by Commissioner Malán and seconded by Commissioner Krys-Rusoff to approve Resolution 19-12 as presented.</p> <p>VOTING: AYE: 5 (Stoudamire-Phillips, Krys-Rusoff, Erickson, Leary and Malán) NAY: 0</p> <p>MOTION PASSED</p> |
| <p>9.0</p> | <p>Travel Portland 4th Quarter Report Steve Faulstick, Travel Portland</p> <ul style="list-style-type: none"> Commissioner Krys-Rusoff asked about the drop in the FY20-21 conference bookings. Faulstick clarified that drop speaks more to the surrounding years' very strong numbers but he can follow up with more detail. Cindy Wallace added that they had a minimum of 10 conventions that are currently tentative and have yet to confirm. Malan asked about the space left blank for FY26-27. Faulstick responded that organizations typically don't book that far out for a space of our size. |
| | <p>As there was no further business to come before the Commission, the meeting was adjourned at 2:01. p.m.</p> |

Minutes submitted by Amy Nelson.