
MERC Commission Meeting

March 4, 2020
12:30 pm

Portland Expo Center

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
ឬដើម្បីទទួលបានក្បួនបណ្តឹងរើសអើងសូមចូលទស្សនាគេហទំព័រ
www.oregonmetro.gov/civilrights
បើលោកអ្នកត្រូវការអនុបកប្រែភាសានៅពេលអង្គ
បុណ្យសាធារណៈ សូមទូរស័ព្ទលេខ 503-797-1890 (ម៉ោង 8 រឺក្នុងម៉ោង 5 ល្ងាច
ថ្ងៃអាទិត្យ) ប្រាំពីរថ្ងៃ
ថ្ងៃមុន មុនថ្ងៃបុណ្យសាធារណៈឲ្យគេសម្រួលតាមសំណើរបស់លោកអ្នក

إشعار بحقوق مدني من Metro

تحتزم Metro الحقوق والمدنية للمزيد من المعلومات حول برنامج Metro لحقوق والمدنية أو لإبداء شكوى خذات مديري رجي زيارة الموقع الإلكتروني www.oregonmetro.gov/civilrights. 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

March 4, 2020

12:30 to 2:30 p.m.

Portland 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 | Consent Agenda <ul style="list-style-type: none">• Record of MERC Actions, Feb. 5, 2020 |
| 1:00 p.m. | Travel Portland Reorganization Update
Jeff Miller, Travel Portland |
| 1:05 | Action Agenda <ul style="list-style-type: none">• Resolution 20-02A- For the Purpose of approving rental rates for Portland's Centers for the Arts (Portland's) beginning in fiscal year, 2020-2021.
Robyn Williams |
| 1:15 | FY2020-21 Proposed Budget Presentation
Rachael Lembo |
| 2:15 p.m. | Action Agenda <ul style="list-style-type: none">• Resolution 20-03- For the purpose of approving the Metropolitan Exposition Recreation Commission ("MERC") 2020-21 Proposed Budget and 2020-21 through 2024-25 Capital Improvement Plan.
Rachael Lembo |

MERC Commission Meeting

March 4, 2020
12:30 pm

Financial Report

Metropolitan Exposition Recreation Commission

Memorandum

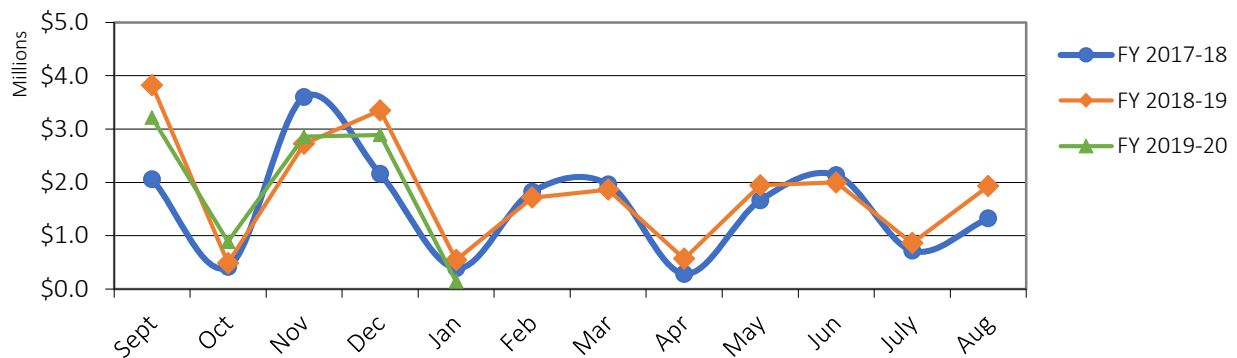
Date: March 4, 2020
 To: Commissioner Karis Stoudamire-Phillips, Chair
 Commissioner John Erickson, Vice Chair
 Commissioner Deidra Kryz-Rusoff, Secretary-Treasurer
 Commissioner Damien Hall
 Commissioner Ray Leary
 Commissioner Dañel Malán
 Commissioner Deanna Palm
 From: Rachael Lembo – MERC Finance Manager
 Subject: January 2020 Financial Update

Transient Lodging Tax

Total January collections were down \$402 thousand, or -74% from prior year. The City of Portland January payment was delayed, resulting in lower-than-expected revenues for the month. This payment is expected to be received in February, along with the February payment.

Metro TLT Excise Tax receipts	FY2018-19	FY2019-20	\$ Var	% Var
January	543,875	141,796	(402,079)	-74%
YTD	10,928,437	9,994,112	(934,324)	-9%

Year-to-date collections are down \$934 thousand, or -9% over prior year. Part of this variance was expected as the first TLT payment of FY 2018-19 was significantly higher than historical first payments. In the 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 through January 2019 payments totaled \$12.3 million while the August 2019 through January 2020 payments totaled \$11.9 million. The difference is (\$327 thousand), or -3%, lower in the 2019-2020 six-month period. When the City of Portland January payment is received in February, that should have a positive impact on the YTD variances.



Upcoming Large Procurements

There is one large procurement related to a capital project at the Oregon Convention Center. Additional information is included at the end of the financial packet.

- Oregon Convention Center—CM/GC VIP Suite B and Prefunction A and C Restroom Renovation

Oregon Convention Center

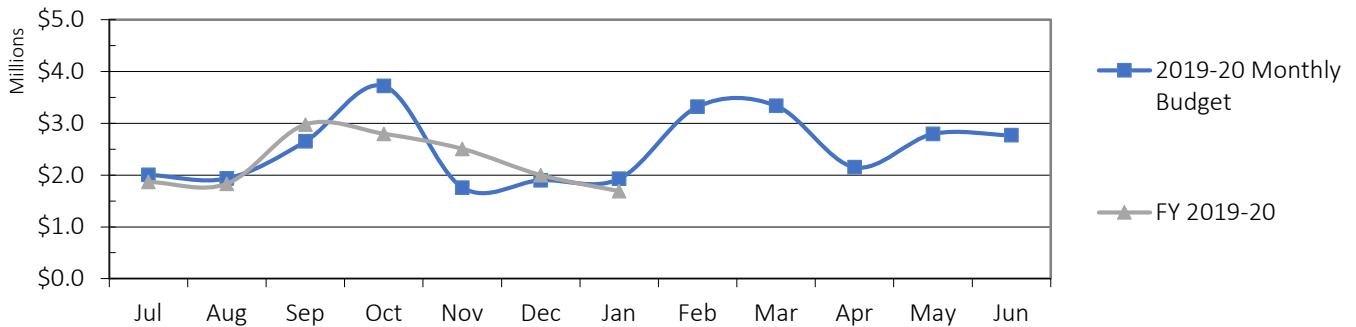
January is a slower month at the Convention Center and revenues performed slightly below monthly projections. January event revenues were just below \$1.7 million, driven by the Tektronix Accelerating Growth Conference and Wizard World. Food and beverage had almost \$650 thousand in revenue. The January F&B margin was -14%, however the YTD margin is 17%. Historically, January F&B margins have been low at the Convention Center; January 2018 and January 2019 also had negative margins. YTD event revenues are at 52% of the annual budget. Operating expenses are at 52% of the annual budget.

	2019-20		3-year average		Food & Beverage		
	Events	Attendance	Events	Attendance	Revenue	Margin \$	Margin %
January	49	40,000	29	80,000	\$643,000	-\$87,000	-14%
YTD	299	345,000	281	345,000	8,349,000	1,381,000	17%
Budget					16,341,000	3,629,000	22%

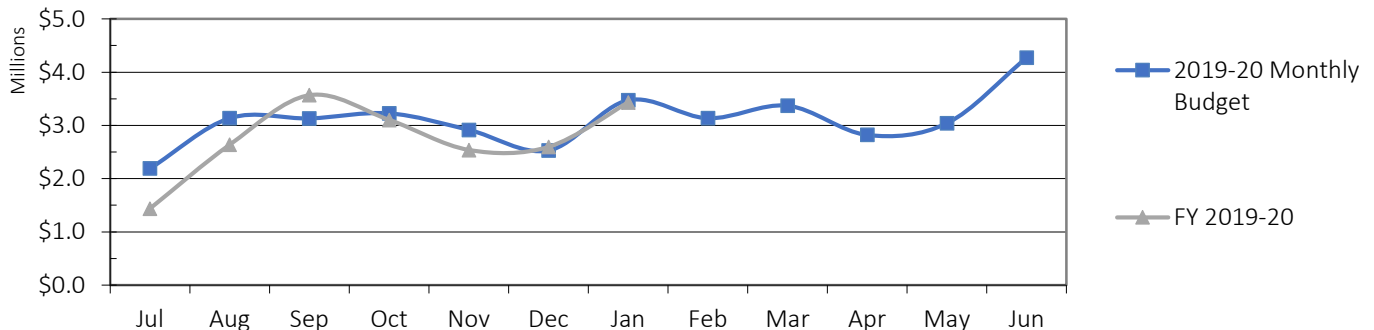
Highest Grossing Events	Current Month* Event Revenue	% of Event Revenue
Tektronix Accelerating Growth Conference	270,319	16%
Wizard World – Portland Comic Con 2020	169,417	10%
Dynalectric Holiday Party	98,411	6%
All-Employee Event	88,511	5%
All Other Events	1,062,832	63%
Total Event Revenues	\$1,689,489	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'5 Centers for the Arts

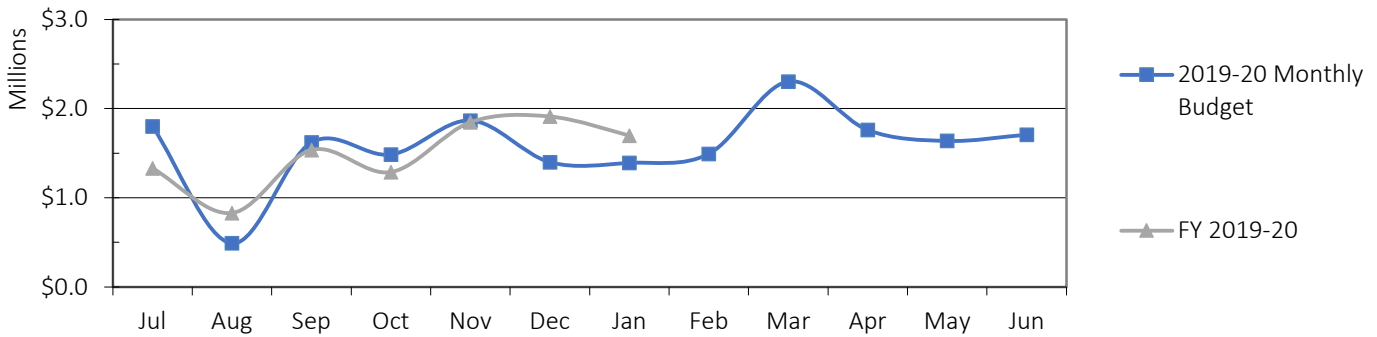
Portland'5 had a strong January and performed above monthly budget projections, with monthly event revenues of almost \$1.7 million. Monthly event revenues were driven by the Broadway tours for Fiddler on the Roof and the first week of Dear Evan Hansen. Food and beverage had over \$600 thousand in revenue. The January F&B margin was 25% and the YTD F&B margin is 28%, which is over the budgeted 26%. YTD event revenues are at 55% of the annual budget. Operating expenses are at 53% of the annual budget.

	2019-20		3-year average		Food & Beverage		
	Events	Attendance	Events	Attendance	Revenue	Margin \$	Margin %
January	71	90,000	58	70,000	\$280,000	\$70,000	25%
YTD	485	475,000	471	480,000	2,163,000	603,000	28%
Budget					3,803,000	1,000,000	26%

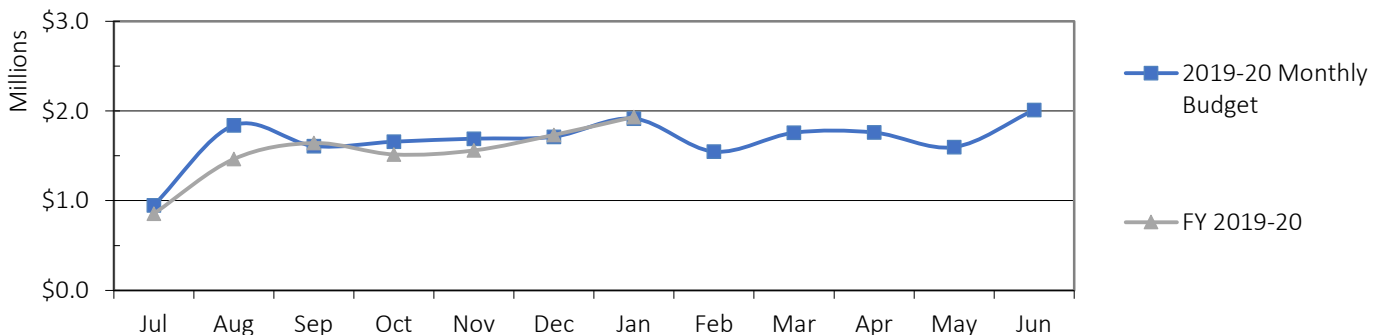
Highest Grossing Events	Current Month* Event Revenue	% of Event Revenue
Fiddler on the Roof	\$294,684	17%
Dear Evan Hansen	280,494	17%
The Hip Hop Nutcracker	162,210	10%
The Nutcracker	99,713	6%
All other Events	852,717	50%
Total Event Revenues	\$1,689,818	100%

*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

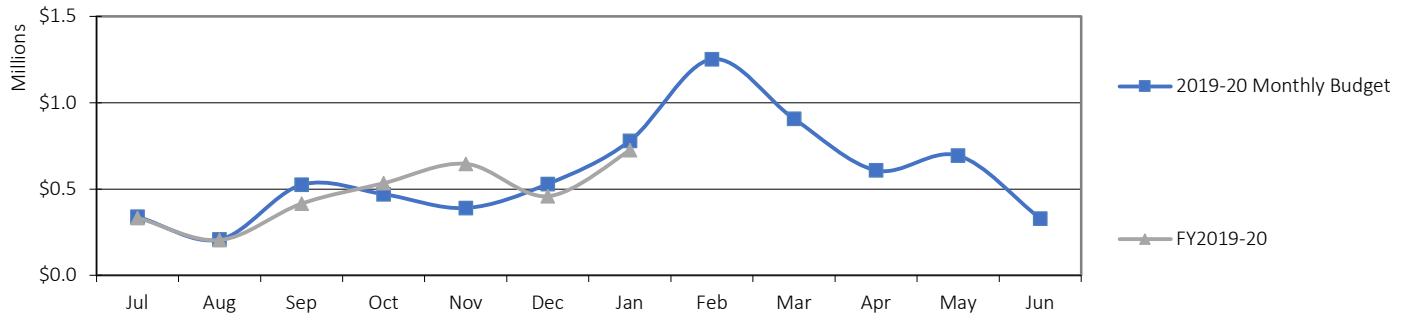
January event revenues exceeded \$720 thousand, driven by the 2020 Rose City Classic Dog Show and the 2020 Portland Boat Show. Food and beverage revenues were over \$180 thousand. The January F&B margin was 26%. The YTD F&B margin is positive and is expected to continue to improve in the third quarter. However, it is likely that Expo's year-end margin will be more comparable to last year, 11%, rather than the 18% budgeted. YTD event revenues are at 47% of the annual budget. Operating expenses are at 49% of the annual budget.

	2019-20		3-year average		Food & Beverage		
	Events	Attendance	Events	Attendance	Revenue	Margin \$	Margin %
January	8	30,000	8	30,000	\$182,000	\$48,000	26%
YTD	74	170,000	62	190,000	850,000	4,000	0.4%
Budget					2,252,000	403,000	18%

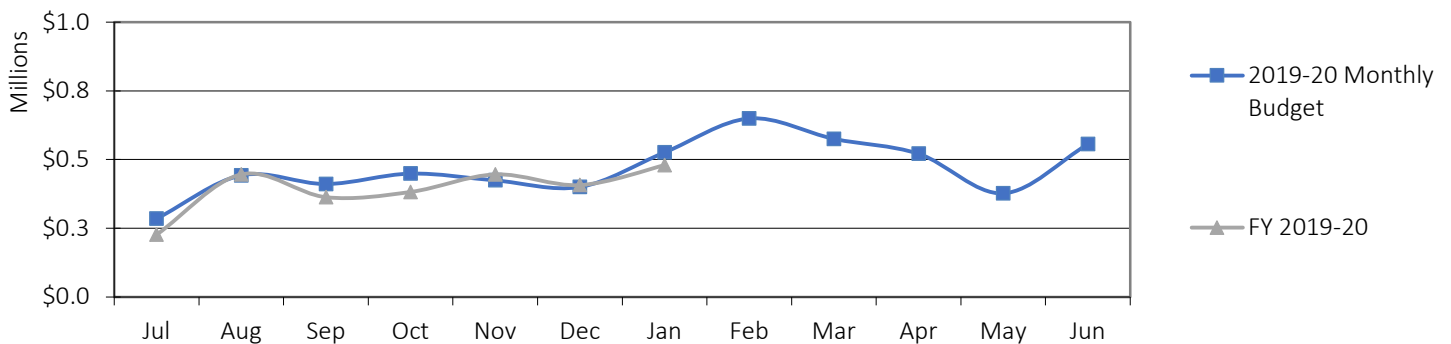
Highest Grossing Events	Current Month* Event Revenue	% of Event Revenue
2020 Rose City Classic Dog Show	\$295,437	41%
2020 Portland Boat Show	252,986	35%
Cannabis Collaborative Conference	53,535	7%
The Great Train Show	49,596	7%
All other Events	70,449	10%
Total Event Revenues	\$722,003	100%

*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

January 2020

	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	2,767,528	3,005,541	17,922,639	18,062,683	100.8%	33,858,179	53.3%
Food and Beverage Revenue	1,061,169	1,105,079	11,677,796	11,361,881	97.3%	22,397,170	50.7%
Local Government Shared Revenues	543,875	141,796	10,928,437	9,994,112	91.5%	17,037,835	58.7%
Contributions from Governments	-	-	-	-		948,786	0.0%
Contributions from Private Sources	-	-	-	-		125,000	0.0%
Grants	-	-	-	47,352		-	
Interest Earnings	111,430	87,543	651,648	564,594	86.6%	660,000	85.5%
Miscellaneous Revenue	19,861	4,089	74,058	65,020	87.8%	140,478	46.3%
Transfers-R	106,699	110,807	746,891	775,647	103.9%	1,329,685	58.3%
Total Revenues	4,610,561	4,454,856	42,001,469	40,871,290	97.3%	76,497,133	53.4%
Personnel Services	1,594,051	2,635,724	11,541,554	13,228,338	114.6%	25,437,867	52.0%
Materials and Services	1,699,545	2,240,525	10,687,356	10,708,237	100.2%	23,414,562	45.7%
Food & Beverage Services	1,152,054	1,074,572	9,165,675	9,373,653	102.3%	17,365,031	54.0%
Management Fee	195,093	206,784	1,365,648	1,447,488	106.0%	509,723	284.0%
Transfers-E	73,366	542,856	4,647,749	4,753,690	102.3%	7,534,520	63.1%
Total Expenditures	4,714,108	6,700,460	37,407,982	39,511,406	105.6%	74,261,703	53.2%
Net Operations	(103,547)	(2,245,604)	4,593,487	1,359,884		2,235,430	
Food & Beverage Margin \$	(90,885)	30,508	2,512,121	1,988,229		5,032,139	
Food & Beverage Margin %	-9%	3%	22%	17%		22%	
Capital							
Total Revenues	-	-	765,875	40,000	5.2%	11,434,540	0.3%
Total Expenditures	3,547,339	2,957,823	12,579,071	17,725,777	140.9%	29,710,862	59.7%
Net Capital	(3,547,339)	(2,957,823)	(11,813,196)	(17,685,777)		(18,276,322)	
Change in Fund Balance	(3,650,886)	(5,203,428)	(7,219,709)	(16,325,893)		(16,040,892)	
Ending Fund Balance			54,593,360	26,997,373			

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Oregon Convention Center

January 2020

	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	1,166,823	1,045,718	7,719,931	7,314,524	94.7%	13,932,018	52.5%
Food and Beverage Revenue	664,195	643,137	8,862,302	8,348,739	94.2%	16,341,351	51.1%
Local Government Shared Revenues	486,468	127,213	9,774,925	8,966,229	91.7%	14,877,000	60.3%
Contributions from Governments	-	-	-	-	-	-	-
Contributions from Private Sources	-	-	-	-	-	-	-
Grants	-	-	-	47,352	-	-	-
Interest Earnings	62,545	26,813	370,780	199,376	53.8%	200,000	99.7%
Miscellaneous Revenue	16,225	1,798	47,476	36,748	77.4%	17,828	206.1%
Transfers-R	-	-	-	-	-	-	-
Total Revenues	2,396,257	1,844,678	26,775,415	24,912,971	93.0%	45,368,197	54.9%
Personnel Services	816,765	1,325,705	6,056,834	6,763,876	111.7%	13,151,217	51.4%
Materials and Services	1,012,045	1,378,576	5,479,870	5,584,105	101.9%	13,369,124	41.8%
Food & Beverage Services	790,534	730,584	6,823,102	6,967,624	102.1%	12,712,317	54.8%
Management Fee	156,487	164,307	1,095,407	1,150,149	105.0%	-	-
Transfers-E	48,911	311,530	2,481,416	2,180,711	87.9%	3,738,349	58.3%
Total Expenditures	2,824,741	3,910,702	21,936,628	22,646,465	103.2%	42,971,007	52.7%
Net Operations	(428,484)	(2,066,024)	4,838,787	2,266,505		2,397,190	
Food & Beverage Margin \$	(126,339)	(87,447)	2,039,201	1,381,115		3,629,034	
Food & Beverage Margin %	-19%	-14%	23%	17%		22%	
Capital							
Total Revenues	-	-	502,466	-	0.0%	6,759,359	0.0%
Total Expenditures	3,270,687	2,159,943	10,026,638	13,347,583	133.1%	18,889,350	70.7%
Net Capital	(3,270,687)	(2,159,943)	(9,524,172)	(13,347,583)		(12,129,991)	
Change in Fund Balance	(3,699,172)	(4,225,968)	(4,685,385)	(11,081,078)		(9,732,801)	
Ending Fund Balance			35,178,972	9,344,169			

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland's Centers for the Arts

January 2020

	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	1,036,975	1,417,516	7,798,611	8,282,150	106.2%	15,148,714	54.7%
Food and Beverage Revenue	184,274	279,628	1,977,034	2,163,454	109.4%	3,803,468	56.9%
Local Government Shared Revenues	57,407	14,584	1,153,511	1,027,883	89.1%	2,160,835	47.6%
Contributions from Governments	-	-	-	-		948,786	0.0%
Contributions from Private Sources	-	-	-	-		125,000	0.0%
Interest Earnings	33,490	40,539	187,174	242,444	129.5%	237,500	102.1%
Miscellaneous Revenue	3,755	1,234	15,326	10,919	71.2%	80,650	13.5%
Transfers-R	-	-	-	-		-	
Total Revenues	1,315,900	1,753,502	11,131,656	11,726,849	105.3%	22,504,953	52.1%
Personnel Services	591,388	1,021,814	4,195,053	5,028,176	119.9%	9,416,654	53.4%
Materials and Services	522,160	702,797	4,291,467	4,114,669	95.9%	7,917,509	52.0%
Food & Beverage Services	162,113	209,472	1,467,588	1,560,040	106.3%	2,803,246	55.7%
Transfers-E	24,455	160,869	848,017	1,126,080	132.8%	1,930,419	58.3%
Total Expenditures	1,300,116	2,094,952	10,802,124	11,828,965	109.5%	22,067,828	53.6%
Net Operations	15,785	(341,451)	329,532	(102,116)		437,125	
Food & Beverage Margin \$	22,161	70,156	509,446	603,414		1,000,222	
Food & Beverage Margin %	12%	25%	26%	28%		26%	
Capital							
Total Revenues	-	-	142,795	-	0.0%	3,500,000	0.0%
Total Expenditures	88,410	729,241	1,712,614	4,264,054	249.0%	9,331,338	45.7%
Net Capital	(88,410)	(729,241)	(1,569,818)	(4,264,054)		(5,831,338)	
Change in Fund Balance	(72,625)	(1,070,691)	(1,240,285)	(4,366,169)		(5,394,213)	
Ending Fund Balance			10,864,560	8,665,477			

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland Expo Center

January 2020

	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	563,730	542,307	2,404,096	2,466,009	102.6%	4,777,447	51.6%
Food and Beverage Revenue	212,700	182,314	838,460	849,688	101.3%	2,252,351	37.7%
Interest Earnings	4,036	5,882	30,699	39,645	129.1%	62,500	63.4%
Miscellaneous Revenue	(120)	1,057	11,256	17,352	154.2%	42,000	41.3%
Transfers-R	33,333	33,333	233,331	233,331	100.0%	400,000	58.3%
Total Revenues	813,679	764,893	3,517,842	3,606,024	102.5%	7,534,298	47.9%
Personnel Services	128,891	221,691	913,970	1,114,808	122.0%	2,174,718	51.3%
Materials and Services	159,181	123,493	777,774	788,904	101.4%	1,590,904	49.6%
Food & Beverage Services	199,406	134,515	874,986	845,988	96.7%	1,849,468	45.7%
Management Fee	38,606	42,477	270,241	297,339	110.0%	509,723	58.3%
Transfers-E	-	58,029	1,280,709	1,359,403	106.1%	1,716,121	79.2%
Total Expenditures	526,084	580,205	4,117,679	4,406,442	107.0%	7,840,934	56.2%
Net Operations	287,594	184,688	(599,837)	(800,418)		(306,636)	
Food & Beverage Margin \$	13,294	47,799	(36,526)	3,699		402,883	
Food & Beverage Margin %	6%	26%	-4%	0%		18%	
Capital							
Total Revenues	-	-	120,614	40,000	33.2%	1,175,181	3.4%
Total Expenditures	188,241	68,639	839,819	114,140	13.6%	1,490,174	7.7%
Net Capital	(188,241)	(68,639)	(719,206)	(74,140)		(314,993)	
Change in Fund Balance	99,353	116,049	(1,319,043)	(874,558)		(621,629)	
Ending Fund Balance			1,920,149	2,444,296			

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

MERC Administration

January 2020

	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	11,360	14,309	62,996	83,129	132.0%	160,000	52.0%
Transfers-R	73,366	77,474	513,560	542,316	105.6%	929,685	58.3%
Total Revenues	84,725	91,783	576,556	625,445	108.5%	1,089,685	57.4%
Personnel Services	57,008	66,514	375,697	321,478	85.6%	695,278	46.2%
Materials and Services	6,159	35,658	138,246	220,560	159.5%	537,025	41.1%
Transfers-E	-	12,428	37,608	87,496	232.7%	149,631	58.5%
Total Expenditures	63,167	114,601	551,550	629,534	114.1%	1,381,934	45.6%
Net Operations	21,559	(22,818)	25,006	(4,088)		(292,249)	
Capital							
Total Revenues	-	-	-	-			
Change in Fund Balance	21,559	(22,818)	25,006	(4,088)		(292,249)	
Ending Fund Balance			6,629,681	6,543,431			

MERC Food and Beverage Margins

January 2020

	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	664,195	643,137	8,862,302	8,348,739	16,341,351
Food & Beverage Services	790,534	730,584	6,823,102	6,967,624	12,712,317
Food and Beverage Gross Margin	(126,339)	(87,447)	2,039,201	1,381,115	3,629,034
Food and Beverage Gross Margin %	-19.02%	-13.60%	23.01%	16.54%	22.21%
Portland'5 Centers for the Arts Fund					
Food and Beverage Revenue	184,274	279,628	1,977,034	2,163,454	3,803,468
Food & Beverage Services	162,113	209,472	1,467,588	1,560,040	2,803,246
Food and Beverage Gross Margin	22,161	70,156	509,446	603,414	1,000,222
Food and Beverage Gross Margin %	12.03%	25.09%	25.77%	27.89%	26.30%
Expo Fund					
Food and Beverage Revenue	212,700	182,314	838,460	849,688	2,252,351
Food & Beverage Services	199,406	134,515	874,986	845,988	1,849,468
Food and Beverage Gross Margin	13,294	47,799	(36,526)	3,699	402,883
Food and Beverage Gross Margin %	6.25%	26.22%	-4.36%	0.44%	17.89%
MERC Fund Total					
Food and Beverage Revenue	1,061,169	1,105,079	11,677,796	11,361,881	22,397,170
Food & Beverage Services	1,152,054	1,074,572	9,165,675	9,373,653	17,365,031
Food and Beverage Gross Margin	(90,885)	30,508	2,512,121	1,988,229	5,032,139
Food and Beverage Gross Margin %	-8.56%	2.76%	21.51%	17.50%	22.47%

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

OCC	January 2017		January 2018		January 2019		January 2020		Net Change from Prior Year		January 2020	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Tradeshows/Conventions	5	5,927	5	9,681	2	3,250	7	6,861	5	3,611	545,063	47%
Consumer Public Shows	5	61,659	4	74,112	5	79,981	5	21,253	-	(58,728)	23,882	2%
Miscellaneous							-	-	-	-	5,675	0%
Miscellaneous -In-House	14	255	17	550	8	147	14	391	6	244	10,978	1%
Meetings	7	3,853	7	3,265	6	923	17	8,518	11	7,595	299,880	26%
Catering	2	2,200	1	260	-	-	6	4,191	6	4,191	280,818	24%
Totals	33	73,894	34	87,868	21	84,301	49	41,214	28	(43,087)	1,166,296	100%

Expo Center	January 2017		January 2018		January 2019		January 2020		Net Change from Prior Year		January 2020	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Consumer Public Shows	6	23,841	6	28,678	6	32,931	5	26,541	(1)	(6,390)	648,456	90%
<i>Cirque Du Soleil</i>	-	-	-	-	-	-	-	-	-	-	-	0%
Miscellaneous	-	-	1	350	-	-	1	95	1	95	11,692	2%
Meetings	-	-	-	-	1	150	1	130	-	(20)	6,850	1%
Catering	-	-	-	-	-	-	-	-	-	-	-	0%
Tradeshows/Conventions	1	2,611	1	3,349	1	1,985	1	2,073	-	88	53,535	7%
Totals	7	26,452	8	32,377	8	35,066	8	28,839	-	(6,227)	720,533	100%
Totals w/Cirque du Soleil	7	26,452	8	32,377	8	35,066	8	28,839	-	(6,227)	720,533	100%

Portland '5	January 2017		January 2018		January 2019		January 2020		Net Change from Prior Year		January 2020	
	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Revenue	% of Rev.
Commercial (Non-Broadway)	2	2,365	7	14,238	9	4,085	10	10,918	1	6,833	278,114	17%
Broadway	11	24,102	8	22,924	8	22,094	12	32,763	4	10,669	647,156	39%
Resident Company	23	23,336	20	28,334	20	19,551	20	24,629	-	5,078	334,627	20%
Non-Profit	3	4,811	6	3,608	8	3,623	9	6,326	1	2,703	255,595	15%
Promoted/ Co-Promoted	3	981	6	2,044	4	3,698	6	5,038	2	1,340	112,893	7%
Student	13	9,025	10	7,661	9	5,523	12	8,368	3	2,845	-	0%
Miscellaneous	2	37	1	22	2	337	2	134	-	(203)	34,586	2%
Totals	57	64,657	58	78,831	60	58,911	71	88,176	11	29,265	1,662,971	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	Project Title	Management	Phase	Budget	Actual	Remaining
8R082	Master Plan Renovation	CPMO	Complete	8,960,000	8,210,641	749,359
8N073	Chair Replacement	Venue	Complete	2,800,000	2,281,956	518,044
8R213	Orbit Café Improvements	CPMO	Complete	852,000	622,262	229,738
8R208	Dragon Café HVAC & Space Mods	CPMO	Complete	655,000	549,047	105,954
8R222	Tower/Crown Glazing	CPMO	Design	500,000	12,446	487,554
8R118	Audio Visual Equipment	Venue	In Progress	450,000	437,195	12,805
8R223C	Waterproofing: Rain Garden	CPMO	In Progress	380,000	3,389	376,611
8R244	Table Replacement	Venue	Planning	375,000	-	375,000
8R210	Water Heater Replacement	CPMO	Cancelled	350,000	-	350,000
8R207C	VT: Elevator Door & Operator Rplc	Venue	Planning	350,000	-	350,000
8R224A	Staff Supp Area: King BR/Admin Lobby	CPMO	Design	300,000	-	300,000
8N025B	Door Access Controls (phase 2)	CPMO	Design	250,000	3,932	246,068
8R224B	Guest Services Renovation	CPMO	Design	230,000	-	230,000
88174	OCC - Lighting Control System	CPMO	Complete	200,000	250,106	(50,106)
8R246	Prefunction A and C Restroom Reno	CPMO	Design	195,000	22,561	172,439
8R207	VT: Elevator Modernizations (#3,11)	Venue	In Progress	150,000	90,137	59,864
8N087	Mass Notification	ISPMO	Planning	150,000	-	150,000
8R224	Staff Support Area	CPMO	Complete	147,000	138,178	8,822
8R245	VIP B Renovation	CPMO	Design	120,000	-	120,000
8R226	OCC - WiFi & Show Network Upgrades	Venue	In Progress	120,000	62,674	57,326
8R243	Parking Pay St Signage/Elevator lobby	Venue	Planning	100,000	-	100,000
8N086	ADA Assessment and Improvements	Venue	Planning	100,000	-	100,000
8R242	Lobby Lighting Retrofit	CPMO	Design	80,000	26,735	53,265
8R207B	VT: Escalator Safety Skirt Brush	Venue	Complete	65,000	40,962	24,038
8R223D	Waterproofing: SW Ext & Egress Doors	CPMO	Planning	60,000	-	60,000
8R250	Waterproofing: Loading Dock & PPL V	CPMO	Design	200,000	4,843	195,158
	<i>Costs related to projects budgeted in FY 2018-19</i>					
8R188	Cooling System Rplcmnt	CPMO	Complete	-	115,133	(115,133)
8R223B	Waterproofing: Seismic Joint	CPMO	Complete	-	215,286	(215,286)
8N025	Integrated Door Access Controls	CPMO	Complete	-	25,258	(25,258)
	Total			18,139,000	13,112,740	5,026,260
	% of Budget				72%	28%

Project Phase Totals	# of Proj	% of Total
Projects in Planning or Design phases	14	48%
Projects in Contracting or Construction/In Progress phases	4	14%
Completed Projects	10	34%
On-hold or Cancelled Projects	1	3%

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	2,154,300	855,700
KA Chiller	CPMO	In Progress	2,188,000	1,394,336	793,664
ASCH Acoustical Enhancements	CPMO	In Progress	1,800,000	200,509	1,599,491
ASCH Broadway and Park Marquees	CPMO	Contracting	350,000	15,499	334,501
Keller café	CPMO	Design	329,000	8,715	320,285
Newmark Main Speakers	Venue	Design	275,000	-	275,000
KA Elevator Modernizations	CPMO	In Progress	250,000	-	250,000
KA Generator Fuel Storage	Venue	Cancelled	200,000	-	200,000
ASCH Piano Replacement	Venue	Complete	200,000	167,485	32,515
Newmark Piano Replacement	Venue	Complete	150,000	145,139	4,861
Headset Upgrade (KA, NMK, W)	Venue	Planning	110,000	-	110,000
ASCH Sound Reinforcement System	Venue	Design	100,000	10,800	89,200
AHH/ASCH/Keller ADA Project	Venue	Planning	50,000	-	50,000
<i>Costs related to projects budgeted in FY 2018-19</i>					
Keller Electrical Infrastructure Update	Venue	Complete	-	115	(115)
Point of Sale System Replacement	ISPMO	Complete	-	9,143	(9,143)
Keller Follow Spots	Venue	Complete	-	32,369	(32,369)
KA Camera/Security System	CPMO	Complete	-	14,321	(14,321)
Total			9,012,000	4,152,731	4,873,590
% of Budget				46%	54%

Project Phase Totals	# of Proj	% of Total
Projects in Planning or Design phases	5	29%
Projects in Contracting or Construction/In Progress phases	5	29%
Completed Projects	6	35%
On-hold or Cancelled Projects	1	6%
	17	

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	19,245	280,755
Hall C Structural Repairs	Venue	Planning	200,000	2,669	197,331
Lighting and 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	13,750	86,250
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)
Aramark Point of Sale System Replacement	ISPMO	Complete	-	3,942	(3,942)
Facility Equipment (FY19)	Venue	Complete	-	1,204	(1,204)
Total			1,116,000	44,278	1,071,722
% of Budget				4%	96%

Project Phase Totals	# of Proj	% of Total
Projects in Planning or Design phases	6	46%
Projects in Contracting or Construction/In Progress phases	2	15%
Completed Projects	4	31%
On-hold or Cancelled Projects	1	8%
	13	

Upcoming Large Contract Opportunities

Opportunity: CM/GC - OCC VIP Suite B and Prefunction A&C Restrooms

Estimated Value: \$2.8 Million

In 2019, Oregon Convention Center stakeholders and Merryman Barnes Architects started work on two separate projects, one project to bring existing restrooms up to standards and a second project to improve design and functionality for an existing VIP Suite. The focus of both of these projects is to effectively improve their functionality and appearance and to accomplish this work within a disciplined budgeting process.

OCC has elected to merge these 2 projects into a single contract and employ the Construction Management / General Contractor (CM/GC) alternate procurement method to manage the scope and budget and to also improve opportunities for COBID sub-contractors to be part of this work.

- 1) Key project aspects include:
 - a. Prefunction A Men's & Women's Restrooms, All User Restroom and Lactation Facility –
 - b. Prefunction C Men's & Women's Restrooms, All User Restroom and Lactation Facility –
 - c. VIP Suite B – this space will be renovated enhance its functionality, upgrade the aesthetics, and improve HVAC and circulation
- 2) This work will be solicited as a Request for Proposal (RFP) with a Construction Manager/General Contractor (CM/GC) contract award at the conclusion. The contract period will be two years and the estimated value is \$2.8 million.
- 3) The current proposed timeline includes:
 - a. Prepare RFP language: now through end of February 2020
 - b. Publish RFP and advertise: early March 2020
 - c. Award Contract: mid-April 2020
- 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 to firms who have contacted Metro/MERC in the last 12 months and notified of their interest in providing construction services.
 - iv. Metro outreach events, such as small business open house hosted at the Oregon Convention Center on February 26.
- 5) Bids received will be evaluated based on criteria outlined in the RFP, including Subcontractor Equity Program procedures. The award is based on the highest-ranked proposer.

MERC Commission Meeting

March 4, 2020

Venue Business Reports

PORTLAND'5

CENTERS FOR THE ARTS



Portland'5 Centers for the Arts Business Report March 4th, 2020

- We are proud to announce that Ruby White will be P5's new Director of Education and Community Engagement. Ruby comes to us from Reed College where she was the Director of the Multicultural Resource Center. Her experience in designing and implementing cultural programming as well as creating and executing equity leadership training makes her a welcome asset as P5 begins work on our racial equity plan.
- Portland'5 purchased a Sleeping Beauty package from Oregon Ballet and worked with NAYA to send 4 foster children and their chaperone to see a performance of Sleeping Beauty. The little girls were treated to a shopping spree made possible by a local donor. They had a grand time picking out their new outfits for the performance. Prior to the performance the group were treated to a lovely tea party and backstage tour with a meet and greet with the Prince and Princess Aurora after the show. From there they enjoyed dinner at Pastini followed by an overnight in a suite provided by Hotel Zags. The next morning they were treated to breakfast at Nel Centro restaurant. It was a very magical time for some children who haven't seen a lot of magic in their lives.
- Jim Burbach, head carpenter for Keller Auditorium, has announced his retirement March 31. Jim has been at the Keller for 47 years-before Portland'5 was PCPA!!! A party will be held on the Keller stage. Jim was one of our first ETCP certified riggers and one of the first to get certified by the Entertainment Services Technology Association.
- Good news coming to the women attending events at Keller Auditorium!!! "Occupied"/"Un-occupied" lights are being installed on all stalls in the women's restrooms. This will help speed up lines and get women back to their seats and enjoying the performance! We hope to have this project completed before Frozen begins.
- Designs to create a better environment for the Keller Café are complete and being priced to insure the project is within budget. New banquet seating, chairs, table and flooring will be installed to create a comfortable setting for people to enjoy pre-performance dinners. Chain like back drops will help define the area while still allowing non-dining patrons to enjoy light from the large exterior windows.



MERC Commission Written Report for March 4th, 2020 Meeting
Portland Expo Center – Matthew P. Rotchford, Executive Director

Staff News

- All-staff meeting held on February 27th with focus on initial roll-outs for Diversity, Equity and Inclusion programs specific to the Portland Expo Center
- Positive budget news allows for further review of staffing support for Events and Ops teams. Currently under review with Finance for budget amendment.
- Staff very much involved in the planning for IAVM Regional IV held here in Portland, at the OCC in May.

Events / Sales Awareness

- February continues to be a revenue leader for the Portland Expo Center – with events like the Sportsmen’s Show, KidFest and the Home & Garden Show, rental revenue for the facility was close to \$300,000.
- The Expo Sales team has booked several new events through Q4 including:
US Foods – Food Fanatics Live!,
Tiny House Expo (OCC Transfer),
Solid Waste Association of America Training (Metro partnership)
Hindu Educational Society of Portland.

Building / Department Awareness

- Parking improvements for safety continue on campus. New and bright signage.
- Utility partner, Edlen Electrical continues to drive revenue for the facility with positive partnerships developed and solution based improvements.
- Expo management team continues to assist, engage and host meetings related to the Expo DOS project.

Capital Project Updates

- Lower Lot one lighting project moving forward with partnership with Cirque.
- Main entry landscaping growing in partnerships with HBA and Hardy Plant.
- LED lighting being tested in the exhibit halls as part of lighting project.
- Website efforts continue with Metro IT and partners.

Partnerships / Community

- Planning efforts are underway for Vanport Mosaic events in May.
- Expo Advisory Committee meetings planned for the year
- Positive tours and meetings with Sport Oregon, LiveNation and Red Cube.
- Cirque du Soleil marketing and advertising begins in earnest –
Save the date – June 18th, 2020 – Opening Night for VOLTA!

MERC Monthly Business Report
 March 4, 2020

COMPLETED EVENTS	
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1. Portland International Auto Show

With more than 480,000 square feet of exhibit space and more 600 vehicles representing 35 manufacturers, the Portland International Auto Show is a new experience every year. As of Sunday afternoon at 2pm, there were 56,000 tickets sold. I couldn't be more proud of our team.

This year Event Managers Olivia Lofstedt and McKenzie Masten took over the event after the retirement of long-time event manager Tom Jelineo. Those two hit it out of the park. To get an idea of the scale of this event, staffing included four event managers working concurrently, one manager on duty, two pacificwild managers, and five ambassadors. These staff were in addition to our Public Safety team and admissions staff. Parking garages were full by 11am both Saturday and Sunday, turning over several times. Event Managers received multiple compliments on how friendly and helpful our staff is, as well as how beautiful the renovation turned out.

CURRENT PROJECTS	
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1. Hires

- a. Scott Carpenter, part-time public safety agent (also working at the Zoo)
- b. Kevin Ochoa, part-time event custodian
- c. Tara Farrester, part-time event custodian
- d. Jason McHuff, part-time event custodian (also working at Metro Regional Center)
- e. Keiko Cutright, part-time event custodian
- f. Jeffrey Vanderplate, Utility Worker
- g. Cheri Robert, Administrative Technician (returning employee)

2. Recruitments

The Deputy Director posting went out for recruitment and closed on March 3. I will keep you updated on the process. My hope is to have someone hired by late April.

We are also posting a recruitment for the Director of Public Safety in the coming weeks. I held off on the recruitment pending the pay equity law implementation and that work has progressed to a point where the recruitment can proceed. This is a particular knowledge and skill set, so I'm working with Human Resources on appropriate outreach to possible candidates. Watch for that soon.

3. Upcoming Events

Pac West Cheer and Dance Nationals 2020 starts this week with an anticipated attendance of 15,000.

2020 NW Youth Careers Expo

The nonprofit Portland Workforce Alliance organizes this event to connect employers to their future workforce and help students make informed, inspired decisions about continuing their education after high school -- whether they choose a four-year university, community college or apprenticeship training center. Because building career opportunities and contributing to the economic vitality of our region is important to both Metro and OCC, we've partnered to be bronze sponsors for this event – Metro with a contribution from their sponsorship program and OCC by offering a discount on the rental space.

Matt Pizzuti Retirement Celebration

Team OCC will celebrate Matt's contributions and 23 years of service on his last day, March 31. An invite will be sent to all of you shortly, but mark your calendars to stop by the center between 4 – 6pm to celebrate Matt.

FACILITY WIDE	
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1. Guest Service Gold

We're relaunching Guest Service Gold in March. Guest Service Gold is a national recognized customer service certification found within the hospitality industry and has been retooled to fall in line with our "Living Our Go" messaging. Staff who haven't attended the program will receive a full training, while those who have attended in the past will receive a short review session. Currently, OCC has 68 people certified within the Guest Service Gold program with a goal to get 80% of our team members certified by the end of the season.

2. American Disability Act Accessibility Review

OCC will soon begin working with consultants for an ADA accessibility review of the venue. The purpose of this review is to identify any physical conditions on property that create a barrier to guests; identify a process to prioritize remediation; and develop a plan that fulfills ADA Title II transition plan requirements. This work will reflect agency values, systems and processes.

3. Small Business Open House

Metro, in partnership with Multnomah County, will hold the Small Business Open House at the Oregon Convention Center on February 26, 2020, from 3 – 6 pm. OCC department teammates will be engaging with small businesses, providing written and verbal information about upcoming department projects and contracting opportunities. This event has been a positive annual outreach effort to increase Certification Office for Business Inclusion and Development (COBID) participation on future projects.

MERC Commission Meeting

March 4, 2020
12:30 pm

Consent Agenda

Metropolitan Exposition Recreation Commission

Record of MERC Commission Actions

February 5, 2020

Oregon Zoo

Conservation Hall

Present:	Karis Stoudamire-Phillips, John Erickson, Damien Hall, Deidra Krysov-Rusoff, Dañel Malán, Deanna Palm
Absent:	Ray Leary
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Vice Chair Erickson at 12:31 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 Hall shared he attended the recent Expo Development Opportunity Study Steering Committee meeting and welcomed Commissioner Krysov-Rusoff as the newest member of the group. He noted they are in the outreach stage of the process.• Commissioner Krysov-Rusoff attended the first of the Expo DOS stakeholder engagement meetings and noted it was very well done and she found the stakeholder input compelling.• Commissioner Palm shared she attended the event as well and she was impressed with the way consultants managed the conversation.
4.0	GM Communications Scott Cruickshank provided the following updates: <ul style="list-style-type: none">- The top 2 candidates for Metro's Chief Operating Officer were out at Metro sites connecting with employees and getting to know our organization. A decision will likely be made in the next 2 weeks.- The State of the Region from Metro Council President Peterson will be on Friday Feb 7 at noon at the Ecotrust Building. Commissioners Malan and Erickson will be attending.- Travel Portland State of the Industry Tuesday, Feb 25 at 11:30 at the Portland Art Museum. Please RSVP if you are planning to attend.- We are moving forward with an additional information request from the top scorer of the food and beverage proposals.- Last Thursday Hillary Wilton, Ashley McCarron and I presented a final report to Metro Council on the convention center hotel project. Thank you Commissioner Leary for attending on behalf of the Commission.- Metro and MERC job classifications have been merged as part of the ongoing pay equity work.• Commissioner Malán shared she met with both the candidates and gave an overview of her impressions.
5.0	Financial Report Rachael Lembo presented the December 2019 Financial Report. <ul style="list-style-type: none">• Commissioner Krysov-Rusoff asked for clarification on our recent negotiation changes and whether a decrease in the TLT could impact our budget. Lembo responded that if the money we collect this year is decreased it will affect OCC and Expo in terms of the money they received from the TLT pooled capital. It would also have an impact on the following year because the overall collection rate would be different.• Commissioner Erickson asked if we are seeing a decrease in occupancy. Jeff Miller responded that currently occupancy and ADR are down but the overall market is up slightly. He noted that Travel Portland collections are still in the positive.

<p>6.0</p>	<p>Venue Business Reports Matthew P. Rotchford, Robyn Williams, and Craig Stroud reported on business at the venues during the past month.</p> <ul style="list-style-type: none"> • Commissioner Malán asked if any other companies outside of Verizon and AT&T have shown interest in investing in upgrades. Craig responded yes.
<p>7.0</p>	<p>Consent Agenda</p> <ul style="list-style-type: none"> • Record of MERC Actions, January 8, 2020 <p>A motion was made by Commissioner Erickson and seconded by Commissioner Kryz-Rusoff to approve the Consent Agenda.</p> <p>VOTING: AYE: 6 (Stoudamire-Phillips, Kryz-Rusoff, Erickson, Hall, Malán and Palm) NAY: 0 MOTION PASSED</p>
<p>8.0</p>	<p>Action Agenda</p> <ul style="list-style-type: none"> • Resolution No. 20-01: 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). <p>A motion was made by Commissioner Palm and seconded by Commissioner Malán to approve the Consent Agenda.</p> <p>VOTING: AYE: 6 (Stoudamire-Phillips, Kryz-Rusoff, Erickson, Hall, Malán and Palm) NAY: 0 MOTION PASSED</p>
<p>9.0</p>	<p>Metro External Audit Presentation Ashely Osten, Moss-Adams, Auditor Brian Evans, Brian Kennedy, Metro</p> <ul style="list-style-type: none"> • Commissioner Hall asked what the plans are for implementing best practice standards. Brian Kennedy responded with 2 separate components they are currently working on: componentization of assets and asset inventory. • Commissioner Hall noted venue capital investments and asked if there was a way to fast track the best practice recommendation of asset inventory ahead of the projected 5 year goal. Kennedy responded there is work on 2 levels of inventories, operational level where venues staff are tracking detailed information and Finance work around calculating depreciation and the work doesn't always align. • Ashley Osten added that the way Metro and MERC are currently accounting for expenditures is in accordance with GAP. • Commissioner Hall asked if we expense projected large capital improvement projects does that potentially negatively impact risk ratings. Brian Kennedy responded that in the case of OCC it is not consequential. • Commissioner Kryz-Rusoff asked if the plan to book the lives of all of the assets over a few years will result in a deficiency. Ashely Osten responded no, and emphasized that this is a best practice recommendation.
<p>10.0</p>	<p>Hyatt Regency Portland at the Oregon Convention Center Look Back and Success Stories Hillary Wilton and Heather Back</p> <ul style="list-style-type: none"> • Commissioner Kryz-Rusoff emphasized how great the actuals vs forecast numbers are and asked if there has been any publicity around them. Heather Back responded that we, as well as Travel Portland, will continue to share the success stories thru Metro channels, Council communication, project award nominations and media outlets.

	<ul style="list-style-type: none">• Commissioner Hall asked if there is there a way to show the increase in numbers outside of the Hyatt room block as a way to showcase an overall community success. Steve Faulstick responded yes, the narrative does show that increased room night are not just Hyatt's and hotel partners have agreed.• Commissioner Kryz-Rusoff reiterated the need to tell the positive story of a successful public/ private partnership that benefited the community.• Commissioner Erickson added that the success story is known not just locally but nationally as well.• Scott Cruickshank added that early on in the timeline Steve Faulstick, as the GM of Doubletree Portland, was one of the first hoteliers that was supportive of the project.
	<p>As there was no further business to come before the Commission, the meeting was adjourned at 1:51. p.m.</p>

Minutes submitted by Amy Nelson.

MERC Commission Meeting

March 4, 2020
12:30 pm

Action Agenda

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 02-02A

For the Purpose of approving rental rates for Portland’s Centers for the Arts (Portland’s) beginning in fiscal year, 2020-2021.

WHEREAS, the Metropolitan Exposition Recreation Commission (MERC) sets facility rental rates for the MERC venues, and;

WHEREAS, operating expenses have been steadily increasing over the years but rental rates at Portland’s have not increased more than 3% annually, and;

WHEREAS, Portland’s financial situation makes it increasingly difficult to subsidize local arts organizations as deeply as it has in the past, and;

WHEREAS, Portland’s has a mandate from MERC to operate in a fiscally-responsible manner, and;

WHEREAS, Portland’s seeks increased rental rates beginning in fiscal year 2020-2021 per Attachment A, and;

WHEREAS, the MERC Budget Committee as part of the budget process reviewed rental fees for Portland’s and recommends approval to MERC.

BE IT THEREFORE RESOLVED, that the Metropolitan Exposition Recreation Commission:

Approves rental rates for Portland’s Centers for the Arts per Attachment A beginning in fiscal year, 2020-2021.

Passed by the Commission on March 4, 2020.

Approved as to form:

Carrie MacLaren, Metro Attorney

Chair

By: _____

Nathan A. S. Sykes, Deputy Metro Attorney

Secretary/Treasurer

MERC Staff Report

Agenda Item/Issue: For the Purpose of approving rental rates for Portland's Centers for the Arts beginning in fiscal year, 2020-2021.

Resolution No.: 20-02A

Presented By: Robyn Williams

Date: March 4, 2020

Background and Analysis: In 1995, the Commission established criteria that would allow for four tiers of rental rates at P5 facilities-resident company, preferred non-profit, non-profit and commercial. In 1998, the Commission approved an extension of these four tiers that are in effect today.

In June 2002, the Commission approved an increase of rental rates by CPI for every year beginning July 1, 2002 for all P5 users. At the time CPI was running at 3% and continued to do so for several years so this became the standard annual increase for all rent.

In June 2009, the Commission approved a "0%" increase for the resident companies and non-profit user groups for FY 10 and FY11, but allowed increases by CPI or a minimum of 3% going forward.

Portland's Centers for the Arts has not increased rental rates more than 3% annually in more than 19 years.

Portland's provides deeply subsidized rental rates to local non-profits. In 2016 an operating expense study was conducted. Data showed that Portland's subsidized its resident companies and local non-profits approximately \$2.3 million.

Portland's is mandated to operate its venues in a fiscally responsible manner. The FY21 rental rates in Attachment A are based on the following increases. Lower increases are proposed for featured tenants and local non-profits, which are not as deeply subsidized as the resident companies. These increases support a balanced FY21 budget proposal.

Proposed FY21 rental rate increases:

- Tier 1, commercial clients pay a base rate or percentage of adjusted gross ticket sales, whichever is greater.
 - Base rates increased 30%
 - Percentage of adjusted gross ticket sales increased from 8% to 10%
- Tier 2, local non-profits pay a base rate or percentage of adjusted gross ticket sales, whichever is greater.
 - Base rates increased 15%
 - Percentage of adjusted gross ticket sales not changed from 5%
- Tier 3, featured tenants
 - Base rates increased 20%
- Tier 4, resident companies
 - Base rates increased 30%
- Rental rates at the Winningstad Theatre increased by 5% for all tiers

- Rental rates at the Brunish Theatre will continue to be waived for ticketed events by tier 2-4 clients.

The MERC budget committee has reviewed P5's proposed operating budget and supports these rental rate increases effective July 1, 2020.

Fiscal Impact: Rental increases are expected to generate approximately \$196,000.

Recommendation: Staff recommends that the Metropolitan Exposition-Recreation Commission adopt Resolution 20-02 For the Purpose of approving rental rates for Portland's Centers for the Arts beginning in fiscal year, 2020-2021.

ATTACHMENT A

	Keller	ASCH	Newmark	Winningstad	Brunish
Tier 1 - Commercial Rates					
Performance - Evening	\$6,675 vs. 10%	\$6,675 vs. 10%	\$ 2,290	\$ 1,045	\$ 1,295
2nd Performance - Same Evening	\$5,115 vs. 10%	\$5,115 vs. 10%	\$ 1,815	\$ 765	NA
1/2 House Performance Evening	\$5,115 vs. 10%	\$5,115 vs. 10%	NA	NA	NA
Performance - Matinee	\$5,115 vs. 10%	\$5,115 vs. 10%	\$ 2,290	\$ 1,045	\$ 1,295
Performance - Morning	\$ 2,860	\$ 2,860	\$ 2,290	\$ 1,045	\$ 1,295
Rehearsal/Load-in Day	\$ 3,340	\$ 3,340	\$ 1,255	\$ 535	\$ 665
Lobby Function	\$ 5,520	\$ 5,820	\$ 5,520	NA	\$ 565
Main Street - \$950	F&B minimum for receptions - \$5,000				

Tier 2 - Non-Profit Rates

Performance - Evening	\$5,015 vs. 5%	\$5,015 vs. 5%	\$ 1,700	\$ 895	\$ 500
2nd Performance - Same Evening	\$3,820 vs. 5%	\$3,820 vs. 5%	\$ 1,345	\$ 655	NA
1/2 House Performance Evening	\$3,820 vs. 5%	\$3,820 vs. 5%	NA	NA	NA
Performance - Matinee	\$3,820 vs. 5%	\$3,820 vs. 5%	\$ 1,700	\$ 895	\$ 525
Performance - Morning	\$ 2,140	\$ 2,140	\$ 1,700	\$ 895	\$ 525
Rehearsal/Load-in Day	\$ 2,515	\$ 2,515	\$ 1,025	\$ 505	\$ 270
Lobby Function	\$ 3,105	\$ 3,740	\$ 3,105	NA	\$ 470
Main Street - \$795					

Tier 3 - Featured/Non-Profit

Performance - Evening	\$ 2,905	\$ 2,905	\$ 1,000	\$ 480	NA
2nd Performance - Same Evening	\$ 2,230	\$ 2,230	NA	NA	NA
Performance - Matinee	\$ 2,230	\$ 2,230	\$ 1,000	\$ 480	NA
Performance - Morning	\$ 1,255	\$ 1,255	\$ 1,000	\$ 480	NA
Rehearsal/Load-in Day	\$ 1,450	\$ 1,450	\$ 540	\$ 240	NA
Lobby Function	\$ 1,615	\$ 1,960	\$ 1,615	NA	NA

Tier 4 - Principal/Resident Company

Performance - Evening	\$ 1,325	\$ 1,325	\$ 500	\$ 210	\$ 200
2nd Performance - Same Evening	\$ 905	\$ 905	NA	NA	NA
Performance - Matinee	\$ 915	\$ 915	\$ 275	\$ 175	\$ 85
Performance - Morning	\$ 525	\$ 525	\$ 210	\$ 165	\$ 80
Rehearsal/Load-in Day	\$ 625	\$ 625	\$ 260	\$ 170	\$ 170
Lobby Function	\$ 690	\$ 2,465	\$ 690	NA	NA

Rental rate is the greater of base rate vs. 10% (commercial) or 5% (non-profit) of adjusted gross ticket sales. A maximum rental charge may be negotiated for high grossing performances.

Rental rates effective July 1, 2020.

Rental rates to increase 3% annually.

Tier 1 - Commercial:

For profit and non-local non-profits

Tier 2 - Non-profits:

Local non-profits not in Tier 3 or 4

Tier 3 - Featured Tenants:

Jefferson Dancers
Metropolitan Youth Symphony
PDX Jazz
PICA
Portland Arts & Lectures Series (Literary Arts)
Portland's Singing Christmas Tree
White Bird Dance

Tier 4 - Resident Companies:

Oregon Ballet Theatre
Oregon Children's Theatre
Oregon Symphony
Portland Opera
Portland Youth Philharmonic

MERC Commission Meeting

March 4, 2020
12:30 pm

FY2020-21 Proposed Budget
Presentation

Metropolitan Exposition Recreation Commission

Memorandum

Date: March 4, 2020
To: MERC Commissioners
From: Deidra Kryz-Rusoff, Chair of the MERC Budget Committee
Scott Cruickshank, General Manager of Visitor Venues
Re: Transmittal of the Fiscal Year 2020-21 MERC Budget

The budget is an important tool for accomplishing goals and measuring success of the venues and the Commission. The FY 2020-21 budget appropriates nearly \$100 million to operate the venues and invest in our facility assets. The Budget Committee recommends the Commission approve Resolution 20-03, approving the MERC FY 2020-21 Proposed Budget and FY 2020-21 through FY 2024-25 Capital Improvement Plan.

After the MERC Budget Retreat on November 6, 2019, the Budget Committee met twice to review and discuss details of the budget. These meetings allowed the Venue Directors to share significant items in their budgets, major capital projects, new Full Time Equivalent (FTE) and/or program requests, and respond to questions from the Budget Committee. Highlights from those meetings are described below.

OREGON CONVENTION CENTER – SIGNIFICANT CHANGES IN THE BUDGET

OCC's FY 2020-21 budget is built around its event schedule, which includes national conventions, trade and consumer shows, cultural events, community fundraisers and business meetings. Bookings continue to be strong at the center, resulting in a \$15 million revenue goal for space, equipment rental and event services. The food and beverage revenue goal is \$17.5 million with a projected margin of \$3.7 million, or 21 percent of food and beverage revenues.

Given OCC's demand generation for the regional hotel and related hospitality industry, the center receives local government shared revenues from transient lodging tax and the Visitor Facilities Trust Account (VFTA). Those revenues are expected to increase as the Portland Metro area has seen significant growth in the number of hotel room nights and associated lodging revenues.

With the completion of the OCC renovation and the opening of the Hyatt Regency Portland at the Oregon Convention Center, the center plans to learn from experiences associated with the newly opened hotel and optimize future convention sales incorporating the new asset. In addition, OCC completed several internally focused assessments and surveys in FY19-20 and will be focusing in FY20-21 on its greatest asset – its people. Investments will be made to cultivate a more collaborative workforce and environment where managers and staff thrive and feel mutually supported.



The proposed budget includes five new full-time equivalent positions:

- The Director of Setup will develop and lead strategic initiatives and tactical planning in the busy Setup department.
- The Equity and Employee Engagement Program Manager will be responsible for leading OCC's Racial Equity Action plan implementation.
- The Audio Visual (AV) Lead will provide increased oversight and support to the AV team, additional schedule coverage for the team across the seven day a week service window, and enhance the client service experience and delivery.
- The Guest Services Scheduling Coordinator will be responsible for scheduling admissions, ticket services and ambassadors staffing. This work was previously performed by positions shared with Portland's Centers for the Arts, but due to increased business the work share can no longer adequately meet business needs.
- The Marketing and Communications Coordinator will provide skilled assistance in content creation and storytelling through copywriting, photography, videography, graphic design and social media to increase brand awareness.

In addition to new positions, the proposed budget includes known and estimated costs for the implementation of the State of Oregon's Equal Pay Law.

Renovation projects continue around OCC with renovation of the 30-year dated VIP B client event office space, and Prefunction A and C Restrooms. These improvements are scheduled to be completed in FY20-21. The renovated restrooms will include additional gender neutral restrooms and lactation rooms at both locations.

PORTLAND'S CENTERS FOR THE ARTS – SIGNIFICANT CHANGES IN THE BUDGET

The Broadway Across America season is a significant driver of Portland's operating revenues and expenditures. This fiscal year will include 10 weeks of performances, including four weeks of the hit show *Hamilton*. Portland's Presents, the programming arm of Portland's, expects to produce fewer shows in FY20-21, resulting in a decrease in both revenue and expense. The food and beverage revenue goal is \$3.9 million with a projected margin of \$1 million, 26 percent of food and beverage revenues.

Portland's is facing cost increases which prompted a deep review of rates. Rental rates, which make up \$2 million of Portland's \$20 million in charges for services, were increased by 15-30 percent in the three largest theaters for commercial, non-profit and resident companies. For a standard commercial event in one of the larger halls this will be an increase of \$1,500 per performance day. For a resident company in the same hall the increase is \$300 per performance day. In addition to rental rates, Portland's will increase labor service rates to offset the increased cost of show related labor.

Portland's receives local government shared revenues from transient lodging tax and the VFTA, as well as support from the City of Portland. Those revenues are projected to increase by CPI. The Portland's Foundation funds the Education program.

The proposed budget includes known and estimated costs for the implementation of the State of Oregon's Equal Pay Law. There are no new full time positions, however admissions scheduling positions previously shared with the Oregon Convention Center will be reallocated to Portland's.

Renewal of the lease for the land beneath Antoinette Hatfield Hall increased lease costs significantly, and age of the buildings required an increase in facility maintenance. These increases were mostly offset by the decreased cost of expenses related to Portland's Presents.

The Arlene Schnitzer Concert Hall will be closed this summer for the first phase of acoustical enhancements, a \$9.8 million project with \$6.5 million in outside contributions and a \$1.5 million advance from the City of Portland, to be repaid with VFTA bond proceeds. Replacement of the marquees on Broadway and Park Avenue will also begin this summer.

PORTLAND EXPO CENTER – SIGNIFICANT CHANGES IN THE BUDGET

Summer 2020 brings the return of Cirque du Soleil to the Expo as they present *VOLTA*. The production will open the last week of FY19-20, and run for five weeks in FY20-21, resulting in a significant increase in event revenues. The food and beverage revenue goal is \$2.5 million with a projected margin of \$319,000, 13 percent of food and beverage revenues.

The Visitor Facilities Intergovernmental Agreement was amended by Metro, Multnomah County and the City of Portland in December 2019, resulting in an allocation of operating support to Expo. The allocation is \$575,000 starting in FY19-20 with annual increases by CPI. Expo also receives support from the transient lodging excise tax, which is restricted to capital projects. These revenues are expected to increase as the area has seen significant growth in the number of hotel room nights and associated lodging revenues.

The allocation from the General Fund and the management fee paid by Expo to Metro have both been eliminated for FY20-21. Expo's share of MERC Administration fees continue to be waived.

Expo has not added any new FTE or new programs in FY 2020-21. The proposed budget includes known and estimated costs for the implementation of the State of Oregon's Equal Pay Law.

Expo is currently redesigning the lighting of one section of the parking lot, with construction planned in FY20-21. This change will create a wide-open space for concerts, festivals and other events.

MERC ADMINISTRATION – SIGNIFICANT CHANGES IN THE BUDGET

MERC Admin is requesting a new Policy Advisor III to support specific initiatives of MERC Admin. This position will work with the General Manager of Visitor Venues, MERC venues, other jurisdictions and community partners to support and promote the success of the venues. This position will manage projects such as the Expo Development Opportunity Study and ongoing relationships such as between Portland's and the city of Portland.

LONG TERM CONSIDERATIONS

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

Personnel Costs

Personnel wages and related fringe are estimated to be over \$28 million in FY20-21, an 11 percent increase over the FY19-20 budget. Costs increase annually due to wage increases, new positions and increased part time labor hours due to growing and changing business needs. The proposed budget includes known and estimated costs for the implementation of the State of Oregon's Equal Pay Law.

The venues considered the long term impacts when requesting new positions this year. Only OCC and MERC Admin requested new FTE, as described above.

Capital Improvement Plan

The majority of capital funding at OCC and Expo comes from Transient Lodging Taxes. At Portland's the funding comes from accumulated fund balance and operating surpluses. All venues have balanced their capital plans based on these revenues and projections from the five-year forecasts shared with the Commission in November. The capital plans for OCC and Expo have steady investment in our assets over the next five years. Use of the P5 fund balance for recent large projects and lower project operating surpluses have resulted in a lack of available funding for P5 projects after FY20-21. The VFIGA amendment provides for a \$40 million bond for P5 after January 2024.

CONCLUSION

The Budget Committee has discussed the proposed budget with staff during two Budget Committee meetings, and supports approval by the Commission. Concurrently, the budget was also reviewed by Metro's Interim Chief Operating Officer (COO). After approval by the Commission and the COO the budget will be presented to Metro Council on April 9, 2020, and will be considered for approval by Council on April 30, 2020.

**METROPOLITAN EXPOSITION RECREATION COMMISSION
Resolution Number 20-03**

For the purpose of approving the Metropolitan Exposition Recreation Commission (“MERC”) 2020-21 Proposed Budget and 2020-21 through 2024-25 Capital Improvement Plan.

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

WHEREAS, the MERC Budget Committee has met in public meetings for the purpose of creating the MERC 2020-21 Budget and recommends approval of the budget and five-year capital plan attached as Exhibit A to this Resolution.

BE IT THEREFORE RESOLVED, that the Metropolitan Exposition Recreation Commission:
Approves the MERC Fiscal Year 2020-21 Budget and 2020-21 through 2024-25 Capital Improvement Plan attached as Exhibit A and transmits it to the Metro Chief Operating Officer for submission to the Metro Council for inclusion in the Metro budget for the Fiscal Year 2020-21.

Passed by the Commission on March 4, 2020.

Approved as to Form:
Carrie MacLaren, Metro Attorney

Chair

Secretary/Treasurer

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

Metropolitan Exposition-Recreation Commission
All Venues

	OCC	P5	Expo	Admin	TOTAL MERC FY 2021 Proposed Budget
OPERATIONS					
Charges for Services	15,027,904	15,815,113	5,527,026	-	36,370,043
Food and Beverage Revenue	17,500,044	3,917,712	2,498,651	-	23,916,407
Local Government Shared Revenues	15,270,267	2,199,038	589,375	-	18,058,680
Contributions from Private Sources	-	981,313	-	-	981,313
Grants	-	153,450	-	-	153,450
Interest Earnings	333,071	245,731	78,000	190,000	846,802
Miscellaneous Revenue	21,500	56,595	43,500	-	121,595
Transfers-R	-	-	-	1,148,610	1,148,610
Total Revenues	48,152,786	23,368,952	8,736,552	1,338,610	81,596,900
Personnel Services	14,595,195	10,344,611	2,363,277	941,442	28,244,525
Materials and Services	11,540,193	7,643,378	1,881,129	486,900	21,551,600
Food & Beverage Services	13,825,669	2,882,917	2,179,665	-	18,888,251
Debt Service	-	-	1,016,475	-	1,016,475
Management Fee	2,190,000	-	-	-	2,190,000
Transfers-E	4,696,988	2,294,160	751,485	147,362	7,889,995
Total Expenditures	46,848,045	23,165,066	8,192,031	1,575,704	79,780,846
Net Operations	1,304,741	203,886	544,521	(237,094)	1,816,054
Food & Beverage Margin \$	3,674,375	1,034,795	318,986	-	5,028,156
Food & Beverage Margin %	21%	26%	13%	-	21%
CAPITAL					
Local Government Shared Revenues	-	-	-	-	-
Contributions from Private Sources	-	4,000,000	-	-	4,000,000
Grants	-	-	-	-	-
Lodging Tax Pooled Capital	7,289,297	-	1,286,346	-	8,575,643
Total Revenues	7,289,297	4,000,000	1,286,346	0	12,575,643
Personnel Services	328,903	159,952	151,484	-	640,339
Materials and Services	7,825,000	645,000	1,025,000	-	9,495,000
Capital Outlay	1,200,000	5,494,000	370,000	-	7,064,000
Transfers-E	256,367	51,175	27,693	-	335,235
Total Expenditures	9,610,270	6,350,127	1,574,177	0	17,534,574
Net Capital	(2,320,973)	(2,350,127)	(287,831)	-	(4,958,931)
Grand Total Operations / Capital	(1,016,232)	(2,146,241)	256,690	(237,094)	(3,142,877)
Beginning Fund Balance	10,810,958	5,683,976	2,632,497	6,420,000	25,547,431
Contingency / Ending Fund Balance	9,794,726	3,537,735	2,889,187	6,182,906	22,404,554

Metropolitan Exposition-Recreation Commission
Convention Center Operating Fund

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed Budget	FY20-FY21 Var \$	FY20-FY21 Var %
OPERATIONS								
Charges for Services	14,590,975	12,758,745	13,760,945	14,363,218	13,932,018	15,027,904	1,095,886	8%
Food and Beverage Revenue	16,059,767	14,397,491	14,552,832	17,811,358	16,341,351	17,500,044	1,158,693	7%
Local Government Shared Revenues	12,614,465	17,117,021	15,468,405	13,998,845	14,877,000	15,270,267	393,267	3%
Contributions from Private Sources	-	-	300,000	-	-	-	-	0%
Grants	8,352	8,055	88,861	-	-	-	-	0%
Interest Earnings	180,454	189,373	421,589	45,996	200,000	333,071	133,071	67%
Miscellaneous Revenue	50,854	29,936	185,138	680,098	17,828	21,500	3,672	21%
Transfers-R	376,599	50,000	-	64,323	-	-	-	0%
Total Revenues	43,881,467	44,550,621	44,777,770	46,963,837	45,368,197	48,152,786	2,784,589	6%
Personnel Services	10,184,474	10,110,575	10,996,179	11,258,448	13,151,217	14,595,195	1,443,978	11%
Materials and Services	10,300,008	9,401,273	11,834,275	11,304,527	11,397,440	11,540,193	142,753	1%
Food & Beverage Services	11,648,678	10,899,392	11,598,444	13,200,339	12,712,317	13,825,669	1,113,352	9%
Management Fee	2,138,424	1,894,621	1,975,380	1,877,840	1,971,684	2,190,000	218,316	11%
Transfers-E	6,741,837	7,599,007	3,739,662	4,157,565	3,738,349	4,696,988	958,639	26%
Total Expenditures	41,013,422	39,904,868	40,143,940	41,798,720	42,971,007	46,848,045	3,877,038	9%
Net Operations	2,868,046	4,645,753	4,633,830	5,165,117	2,397,190	1,304,741	(1,092,449)	-46%
Food & Beverage Margin \$	4,411,089	3,498,099	2,954,388	4,611,019	3,629,034	3,674,375	45,341	1%
Food & Beverage Margin %	27%	24%	20%	26%	22%	21%		
CAPITAL								
Contributions from Private Sources	399,605	398,438	535,284	499,091	-	-	-	0%
Grants	-	97,548	1,600	3,375	100,000	-	(100,000)	-100%
Miscellaneous Revenue	2,455	4,317	2,290	-	-	-	-	0%
Lodging Tax Pooled Capital	-	-	5,065,352	7,489,795	6,659,359	7,289,297	629,938	9%
Transfers-R	650,000	1,695,000	10,331,054	-	-	-	-	0%
Total Revenues	1,052,060	2,195,303	15,935,580	7,992,261	6,759,359	7,289,297	529,938	8%
Personnel Services	-	-	-	383,754	313,920	328,903	14,983	5%
Materials and Services	28,643	2,135,475	1,678,518	28,439,223	16,999,000	7,825,000	(9,174,000)	-54%
Capital Outlay	695,466	1,451,385	4,050,772	3,773,512	1,480,000	1,200,000	(280,000)	-19%
Transfers-E	-	-	-	-	96,430	256,367	159,937	166%
Total Expenditures	724,109	3,586,860	5,729,290	32,596,490	18,889,350	9,610,270	(9,279,080)	-49%
Net Capital	327,951	(1,391,557)	10,206,290	(24,604,229)	(12,129,991)	(2,320,973)		
Grand Total Operations / Capital	3,195,997	3,254,196	14,840,120	(19,439,111)	(9,732,801)	(1,016,232)		
Beginning Fund Balance	18,574,045	21,770,042	25,024,238	39,864,358	18,100,000	10,810,958		
Contingency / Ending Fund Balance	21,770,042	25,024,238	39,864,358	20,425,246	8,367,199	9,794,726		

Note: Certain prior year amounts have been adjusted to be conform to current year presentation. This includes:
- Revenues previously subject to excise tax have been adjusted to reflect gross revenue, not net of excise tax. A comparable Management Fee has been included in Materials and Services.
- Transfers for MERC Admin support costs are now shown in Transfers-E (expense) rather than Transfers-R (revenue).

**Oregon Convention Center
CIP Summary
Fiscal Year 2021**

Department: OCC								
	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Total	Prior Years	Total Project
CONVENTION CENTER OPERATING FUND								
Prefunction A and C Restroom Renovations	2,600,000	-	-	-	-	2,600,000	195,000	2,795,000
VIP B Renovation	1,250,000	-	-	-	-	1,250,000	120,000	1,370,000
Staff Support Area Renovation: Phase 1	1,000,000	2,125,000	-	-	-	3,125,000	375,000	3,500,000
Tower/Crown Glazing	1,000,000	-	-	-	-	1,000,000	500,000	1,500,000
Lobby Lighting Retrofit	600,000	-	-	-	-	600,000	80,000	680,000
Waterproofing: Rain Garden	550,000	-	-	-	-	550,000	380,000	930,000
Integrated Door Access Controls	400,000	-	-	-	-	400,000	250,000	650,000
Vertical Transportation: Elevator Modernizations	350,000	350,000	350,000	250,000	125,000	1,425,000	-	1,425,000
Waterproofing: Loading Dock	350,000	-	-	-	-	350,000	200,000	550,000
CCTV Security Camera System Server upgrades	200,000	-	-	-	-	200,000	-	200,000
Glass Tower Structural Reinforcement	175,000	-	-	-	-	175,000	-	175,000
ABC Service Corridor Storage	130,000	-	-	-	-	130,000	-	130,000
I5 Parking Lot Repair/Sealing	130,000	-	-	-	-	130,000	-	130,000
Oregon Ballroom Exterior Doors	100,000	650,000	-	-	-	750,000	-	750,000
Facility Security Capital Assessment	100,000	-	-	-	-	100,000	-	100,000
Waterproofing: Miscellaneous	90,000	450,000	-	-	-	540,000	-	540,000
Meeting Room Risers	-	800,000	-	-	-	800,000	-	800,000
Future Renovation Planning	-	500,000	-	-	-	500,000	-	500,000
Waterproofing: SW Exterior & Egress Doors	-	400,000	-	-	-	400,000	-	400,000
Food & Beverage Programming: Planning & Design	-	300,000	-	-	-	300,000	-	300,000
Security Console/Entrance area Renovation	-	230,000	1,400,000	-	-	1,630,000	-	1,630,000
Website upgrade and redesign	-	175,000	-	-	-	175,000	-	175,000
OCC - AV Audio System Upgrade	-	100,000	750,000	-	-	850,000	-	850,000
Waterproofing: Vertical Brick	-	100,000	250,000	-	-	350,000	-	350,000
ABC Meeting Room Renovation	-	-	1,200,000	8,000,000	-	9,200,000	-	9,200,000
OCC - Boiler Replacement	-	-	100,000	1,800,000	-	1,900,000	-	1,900,000
DEF Meeting Rooms/Lobbies/Restrooms Renovation	-	-	-	1,200,000	8,000,000	9,200,000	-	9,200,000
Vertical Transportation: Escalator Modernizations	-	-	-	100,000	600,000	700,000	-	700,000
OCC Cooling System phase II	-	-	-	40,000	4,000,000	4,040,000	-	4,040,000
Portland Ballroom/VIP D Renovation	-	-	-	-	1,200,000	1,200,000	-	1,200,000
Exhibit Hall Lighting Retrofit	-	-	-	-	90,000	90,000	-	90,000
TOTAL OCC - CONVENTION CENTER OPERATING FUND	\$9,025,000	\$6,180,000	\$4,050,000	\$11,390,000	\$14,015,000	\$44,660,000	\$2,100,000	\$46,760,000

Metropolitan Exposition-Recreation Commission
Portland'5 Centers for the Arts

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actuals	FY 2020 Budget	FY 2021 Proposed Budget	FY21-FY20 Var \$	FY21-FY20 Var %
OPERATIONS								
Charges for Services	12,679,505	12,914,253	13,810,194	14,174,846	15,148,714	15,815,113	666,399	4%
Food and Beverage Revenue	3,321,789	3,329,348	3,501,255	3,442,491	3,803,468	3,917,712	114,244	3%
Local Government Shared Revenues	2,018,989	2,041,624	2,094,123	2,104,010	2,160,835	2,199,038	38,203	2%
Contributions from Governments	856,873	866,299	888,823	923,843	948,786	981,313	32,527	3%
Contributions from Private Sources	-	-	-	-	125,000	153,450	28,450	23%
Grants	6,000	-	-	-	-	-	-	0%
Interest Earnings	169,135	153,354	294,137	381,489	237,500	245,731	8,231	3%
Miscellaneous Revenue	233,102	102,488	122,187	52,788	80,650	56,595	(24,055)	-30%
Transfers-R	46,200	-	-	-	-	-	-	0%
Total Revenues	19,331,593	19,407,366	20,710,719	21,079,468	22,504,953	23,368,952	863,999	4%
Personnel Services	6,448,947	7,099,975	7,490,317	7,953,118	9,416,654	10,344,611	927,957	10%
Materials and Services	5,380,756	6,190,771	6,836,778	7,206,819	7,917,509	7,643,378	(274,131)	-3%
Food & Beverage Services	2,494,426	2,486,088	2,608,015	2,512,263	2,803,246	2,882,917	79,671	3%
Transfers-E	1,647,971	1,698,417	1,808,335	1,647,114	1,930,419	2,294,160	363,741	19%
Total Expenditures	15,972,100	17,475,251	18,743,445	19,319,314	22,067,828	23,165,066	1,097,238	5%
Net Operations	3,359,493	1,932,115	1,967,274	1,760,153	437,125	203,886	(233,239)	-53%
Food & Beverage Margin \$	827,363	843,260	893,240	930,228	1,000,222	1,034,795	34,573	3%
Food & Beverage Margin %	25%	25%	26%	27%	26%	26%		
CAPITAL								
Local Government Shared Revenues	-	-	-	2,500,000	2,000,000	-	(2,000,000)	
Contributions from Governments	-	-	-	-	-	-	-	
Contributions from Private Sources	87,188	143,438	102,580	142,795	1,500,000	4,000,000	2,500,000	
Grants	30,980	9,964	-	-	-	-	-	
Miscellaneous Revenue	135,171	-	-	-	-	-	-	
Total Revenues	253,339	153,402	102,580	2,642,795	3,500,000	4,000,000	500,000	19%
Personnel Services	-	-	-	161,087	146,123	159,952	13,829	9%
Materials and Services	-	57,167	522,032	1,505,059	3,839,000	645,000	(3,194,000)	-212%
Capital Outlay	1,056,623	2,323,012	2,326,972	1,810,001	5,298,000	5,494,000	196,000	11%
Transfers-E	-	-	-	-	48,215	51,175	2,960	
Total Expenditures	1,056,623	2,380,179	2,849,004	3,476,147	9,331,338	6,350,127	-2,981,211	-86%
Net Capital	(803,284)	(2,226,778)	(2,746,424)	(833,352)	(5,831,338)	(2,350,127)	3,481,211	-418%
Grand Total Operations / Capital	2,556,209	(294,663)	(779,150)	926,801	(5,394,213)	(2,146,241)	3,247,972	350%
Beginning Fund Balance	10,622,449	13,178,658	12,883,995	12,104,845	11,065,000	5,683,976		
Contingency / Ending Fund Balance	13,178,658	12,883,995	12,104,845	13,031,646	5,670,787	3,537,735		

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

**Portland5 Centers for the Arts
CIP Summary
Fiscal Year 2021**

Department: PORTLAND'S								
	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Total	Prior Years	Total Project
PORTLAND'S CENTERS FOR THE ARTS FUND								
Schnitzer Acoustical Enhancements	4,320,000	2,420,000	-	-	-	6,740,000	3,060,000	9,800,000
P5 ASCH Broadway and Park Marquees	1,174,000	-	-	-	-	1,174,000	376,000	1,550,000
P5 KA Elevator Modernizations	100,000	-	-	-	-	100,000	250,000	350,000
P5 ADA Improvements	50,000	-	-	-	-	50,000	100,000	150,000
P5 All Facilities - Niagara 4 Controls Upgrade	-	500,000	-	-	-	500,000	-	500,000
P5 KA - Orchestra North Update	-	200,000	-	-	-	200,000	-	200,000
P5 Newmark Midbridge Project	-	150,000	-	-	-	150,000	-	150,000
P5 AHH - Art Bar Bistro Updates	-	100,000	-	-	-	100,000	-	100,000
P5 KA New PA	-	-	-	1,500,000	-	1,500,000	-	1,500,000
ASCH Sound Reinforcement System	-	-	-	1,400,000	-	1,400,000	-	1,400,000
TOTAL PORTLAND'S CENTERS FOR THE ARTS FUND	\$5,644,000	\$3,370,000	\$0	\$2,900,000	\$0	\$11,914,000	\$3,786,000	\$15,700,000

Metropolitan Exposition-Recreation Commission
Expo Fund

	FY 2016 Actual	FY 2017 Actual	FY 2018* Actual	FY 2019 Actual	FY2020 Budget	FY 2021 Proposed Budget	FY20-FY21 Var \$	FY20-FY21 Var %
OPERATIONS								
Charges for Services	4,258,479	4,311,932	4,896,643	4,790,623	4,777,447	5,527,026	749,579	16%
Food and Beverage Revenue	2,146,826	2,349,531	2,597,650	2,179,579	2,252,351	2,498,651	246,300	11%
Local Government Shared Revenues						589,375		
Grants	10,800	-	-	-	-	-	-	0%
Interest Earnings	29,457	23,030	36,918	57,286	62,500	78,000	15,500	25%
Miscellaneous Revenue	39,935	37,525	52,926	42,543	42,000	43,500	1,500	4%
Transfers-R	327,333	280,000	400,000	400,000	400,000	-	(400,000)	-100%
Total Revenues	6,812,831	7,002,018	7,984,138	7,470,031	7,534,298	8,736,552	1,202,254	16%
Personnel Services	1,726,549	1,787,490	1,866,136	1,803,458	2,174,718	2,363,277	188,559	9%
Materials and Services	1,389,854	1,520,397	1,581,294	1,545,325	1,590,904	1,881,129	290,225	18%
Food & Beverage Services	1,692,124	1,841,361	2,132,207	1,940,309	1,849,468	2,179,665	330,197	18%
Debt Service	1,186,176	1,203,395	1,022,275	1,022,025	1,019,775	1,016,475	(3,300)	0%
Management Fee	446,882	464,753	522,858	463,270	509,723	-	(509,723)	-100%
Transfers-E	678,493	530,430	647,815	693,773	696,346	751,485	55,139	8%
Total Expenditures	7,120,077	7,347,826	7,772,585	7,468,160	7,840,934	8,192,031	351,097	4%
Net Operations	(307,247)	(345,808)	211,553	1,871	(306,636)	544,521	851,157	-278%
Food & Beverage Margin \$	454,702	508,171	465,443	239,270	402,883	318,986	(83,897)	-21%
Food & Beverage Margin %	21%	22%	18%	11%	18%	13%		
CAPITAL								
Contributions from Private Sources	58,125	95,625	180,636	123,614	-	-	-	0%
Grants	-	1,000	-	-	-	-	-	0%
Lodging Tax Pooled Capital	-	-	893,886	1,321,729	1,175,181	1,286,346	111,165	9%
Transfers-R	280,000	1,016,740	1,842,980	-	-	-	-	0%
Total Revenues	338,125	1,113,365	2,917,502	1,445,342	1,175,181	1,286,346	111,165	9%
Personnel Services	-	-	-	137,411	140,067	151,484	11,417	8%
Materials and Services	50,989	1,177,336	1,425,898	425,199	1,040,000	1,025,000	(15,000)	-1%
Capital Outlay	304,650	491,379	405,911	804,943	286,000	370,000	84,000	29%
Transfers-E	-	-	-	-	24,107	27,693	3,586	15%
Total Expenditures	355,639	1,668,715	1,831,809	1,367,553	1,490,174	1,574,177	84,003	6%
Net Capital	(17,514)	(555,350)	1,085,693	77,789	(314,993)	(287,831)	27,162	-9%
Grand Total Operations / Capital	(324,760)	(901,158)	1,297,246	79,660	(621,629)	256,690	878,319	-141%
Beginning Fund Balance	3,167,865	2,843,105	1,941,947	3,239,193	2,781,000	2,632,497		
Contingency / Ending Fund Balance	2,843,105	1,941,947	3,239,193	3,318,853	2,159,371	2,889,187		

* FY 2018 included Cirque du Soleil.

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

- Revenues previously subject to excise tax have been adjusted to reflect gross revenue, not net of excise tax. A comparable Management Fee has been included in Materials and Services.

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

**Portland Expo Center
CIP Summary
Fiscal Year 2021**

Department: EXPO								
	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Total	Prior Years	Total Project
EXPO FUND								
Expo - Lower Parking Lot: Lighting	250,000	-	-	-	-	250,000	-	250,000
Hall C Structural Repairs	200,000	-	-	-	-	200,000	200,000	400,000
Expo - Exhibit Hall Lighting	200,000	-	-	-	-	200,000	-	200,000
Expo - F&B Facility Renewal and Replacement	150,000	-	150,000	-	-	300,000	-	300,000
Expo - Main Entry Improvements	150,000	-	-	-	-	150,000	35,000	185,000
Expo - UP2 North Walkway Cover	100,000	400,000	-	-	-	500,000	-	500,000
Campus Master Plan	20,000	100,000	-	-	-	120,000	-	120,000
Expo - Lower Parking Lot: Grading	-	150,000	300,000	-	-	450,000	-	450,000
Expo - Facility Wide Overhead Door improvements	-	125,000	100,000	-	-	225,000	-	225,000
Plaza Security Enhancements	-	50,000	100,000	-	-	150,000	-	150,000
Reseal Hall D/E Flooring	-	-	400,000	400,000	-	800,000	-	800,000
Expo - Hall D&E HVAC	-	-	150,000	150,000	160,000	460,000	-	460,000
A/B/C Electrical Review	-	-	125,000	-	-	125,000	-	125,000
Expo - Halls D&E Interior Improvements	-	-	-	250,000	-	250,000	-	250,000
Expo - Hall C Roof Recoat	-	-	-	150,000	-	150,000	-	150,000
Sustainability - Stormwater	-	-	-	-	250,000	250,000	-	250,000
Electrical Generator Enhancement	-	-	-	-	250,000	250,000	-	250,000
TOTAL EXPO - EXPO FUND	\$1,070,000	\$825,000	\$1,325,000	\$950,000	\$660,000	\$4,830,000	\$235,000	\$5,065,000

Metropolitan Exposition-Recreation Commission
MERC Admin Sub Fund

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed Budget	FY19-FY20 Var \$	FY19-FY20 Var %
OPERATIONS								
Grants	-	-	50,000	-	-	-	-	0%
Interest Earnings	64,501	115,094	131,707	127,738	160,000	190,000	30,000	19%
Transfers-R	1,298,890	1,250,977	1,424,152	880,389	929,685	1,148,610	218,925	24%
Total Revenues	1,363,391	1,366,071	1,605,859	1,008,127	1,089,685	1,338,610	248,925	23%
Personnel Services	832,280	737,859	1,026,183	704,602	695,278	941,442	246,164	35%
Materials and Services	282,631	326,269	366,902	281,384	537,025	486,900	(50,125)	-9%
Capital Outlay	-	-	-	6,214	-	-	-	-
Transfers-E	-	33,850	7,725	73,083	149,631	147,362	(2,269)	-2%
Total Expenditures	1,114,911	1,097,977	1,400,810	1,065,283	1,381,934	1,575,704	193,770	14%
Net Operations	248,480	268,094	205,049	(57,156)	(292,249)	(237,094)	55,155	-19%
CAPITAL								
Lodging Tax Pooled Capital	6,741,441	6,525,901	-	-	-	-	-	-
Transfers-R	(820,000)	(2,391,740)	(12,174,034)	-	-	-	-	-
Total Revenues	5,921,441	4,134,161	(12,174,034)	-	-	-	-	-
Net Capital	5,921,441	4,134,161	(12,174,034)	-	-	-	-	-
Grand Total Operations / Capital	6,169,921	4,402,255	(11,968,985)	(57,156)	(292,249)	(237,094)	-	-
Beginning Fund Balance	8,001,484	14,171,405	18,573,660	6,604,675	6,435,795	6,420,000	-	-
Contingency / Ending Fund Balance	14,171,405	18,573,660	6,604,675	6,547,519	6,143,546	6,182,906	-	-