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# **MERC Commission Meeting**

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June 3, 2020  
12:30 pm

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Zoom Virtual Meeting

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August 2016



Karis Stoudamire-Phillips  
Chair

John Erickson  
Vice chair

Deidra Krys-Rusoff  
Secretary-treasurer

Damien Hall

Ray Leary

Dañel Malán

Deanna Palm

## Metropolitan Exposition Recreation Commission

### Meeting Agenda

June 3, 2020

12:30 to 2:30 p.m.

Zoom | Webinar ID: 838 6215 2273

|                   |  |
|-------------------|--|
| <b>12:30 p.m.</b> | <b>Call to Order and Roll Call</b>   |
| <b>12:35</b>      | <b>Citizen Communication</b>   |
| <b>12:40</b>      | <b>Commission / Council Liaison Communications</b>   |
| <b>12:45</b>      | <b>General Manager Communications</b><br>Scott Cruickshank   |
| <b>12:50</b>      | <b>Metro Update</b><br>Marissa Madrigal  |
| <b>1:00 p.m.</b>  | <b>Financial Report</b><br>Rachael Lembo   |
| <b>1:10</b>       | <b>Venue Business Reports</b><br>Matthew Rotchford, Robyn Williams, and Craig Stroud   |
| <b>1:20</b>       | <b>Consent Agenda</b> <ul style="list-style-type: none"><li>Record of MERC Actions April 8, 2020</li></ul>   |
| <b>1:25 p.m.</b>  | <b>Action Agenda</b> <ul style="list-style-type: none"><li><b>Resolution 20-03</b> - For the purpose of electing Metropolitan Exposition Recreation Commission Officers for fiscal year 2020-21.</li><li><b>Resolution 20-04</b> - For the purpose of approving and transmitting to the Metro Council budget amendments to the Metropolitan Exposition Recreation Commission (MERC) Fund Budget for FY2020-21, and requesting amendment of the FY 2020-21 through FY 2024-25 Capital Improvement Plan (CIP).</li><li><b>Resolution 20-05</b> - For the purpose of freezing rental rates for non-profit and resident companies for Portland's Centers for the Arts beginning in fiscal year, 2020-2021.</li></ul> |
| <b>1:45 p.m.</b>  | <b>Travel Portland Quarterly Report</b><br>Jeff Miller and James Jesse, Travel Portland  |

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# **MERC Commission Meeting**

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June 3, 2020  
12:30 pm

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Financial Report

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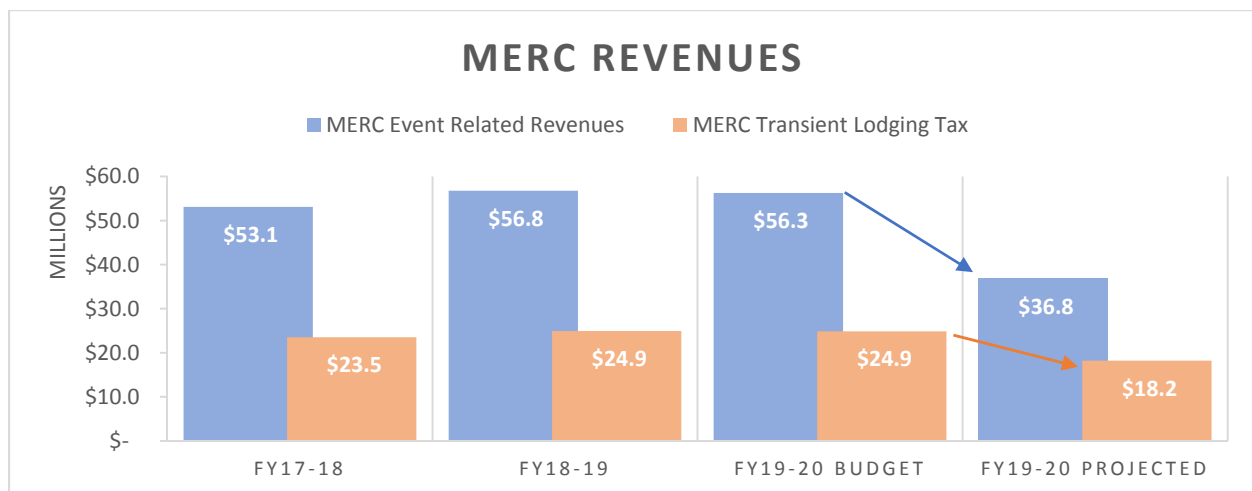
## Metropolitan Exposition Recreation Commission

# Memorandum

Date: June 3, 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  
Councilor Christine Lewis  
From: Rachael Lembo – MERC Finance Manager  
Subject: April 2020 Financial Update

The COVID-19 pandemic hit in the middle of busy seasons at each of our venues, immediately shutting down events in mid-March, and resulting in hundreds of event postponements and cancellations.

Overall the venues expect event related revenues to be \$20 million below budget this year. Transient lodging tax operating support and VFTA allocations will be fully funded, including the new allocation to the Expo Center, but pooled capital is expected to be \$7 million below budget.



With no event revenue expected through the summer, the venues have focused on reducing costs, including the March layoffs and other spending reductions. Even still, without additional funding or actions, our reserves will be dangerously low in the fall. The venues are working closely with Metro's Governmental Affairs and Policy department to pursue outside funding, and additional cost reductions are being considered.

The charts below show the dramatic difference between our annual budgets, actuals through April, and year-end estimates.



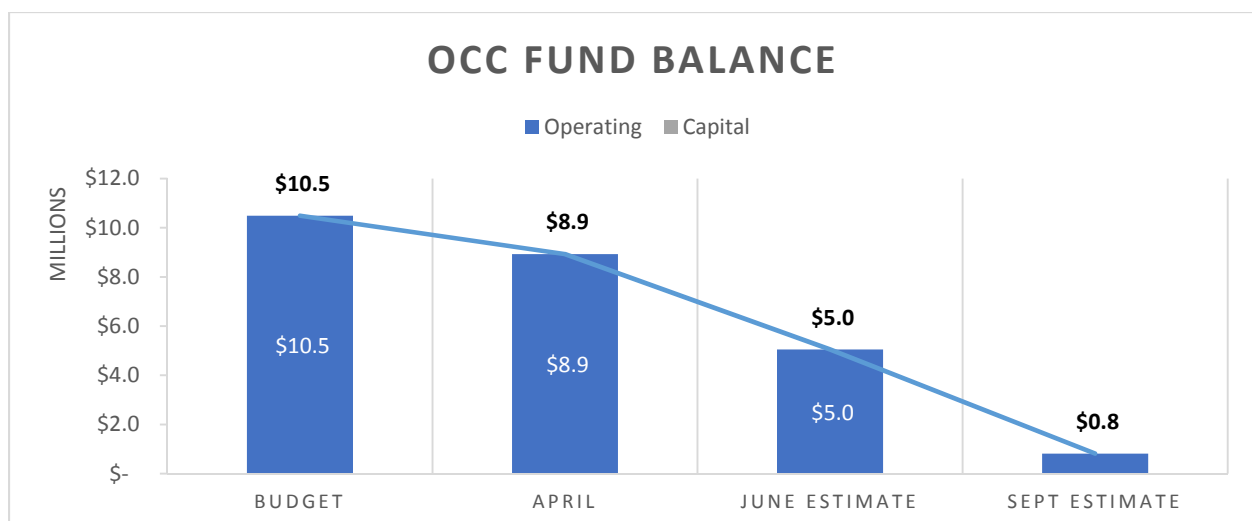
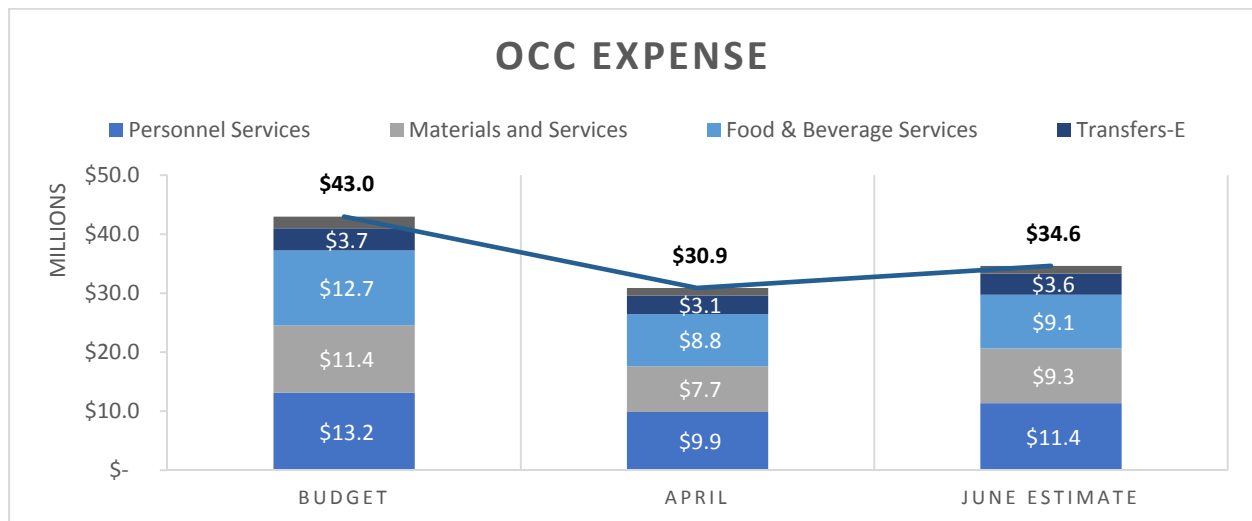
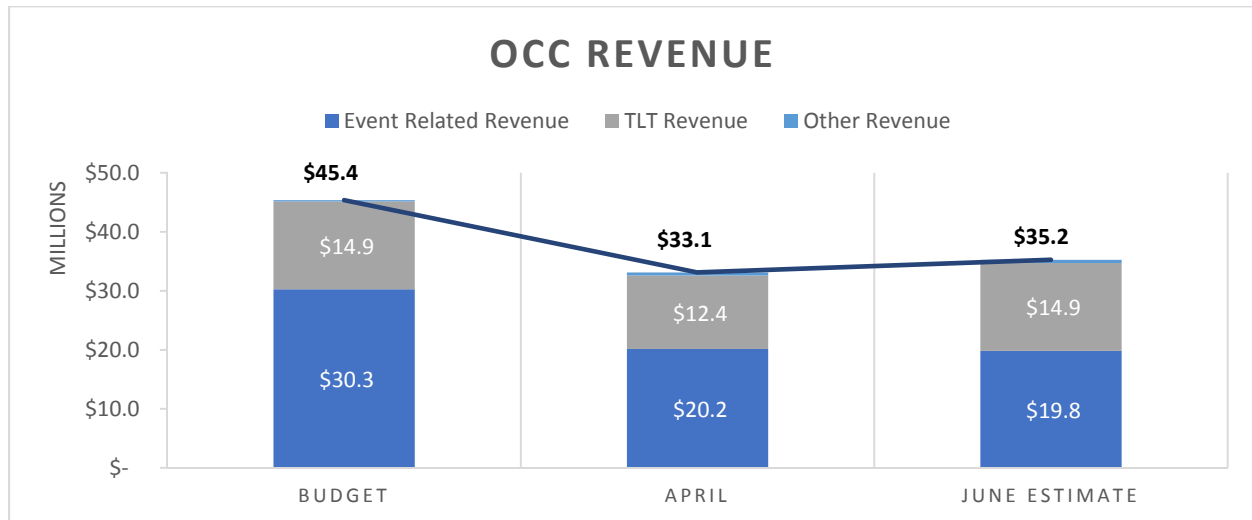
PORTLAND'S  
CENTERS FOR THE ARTS



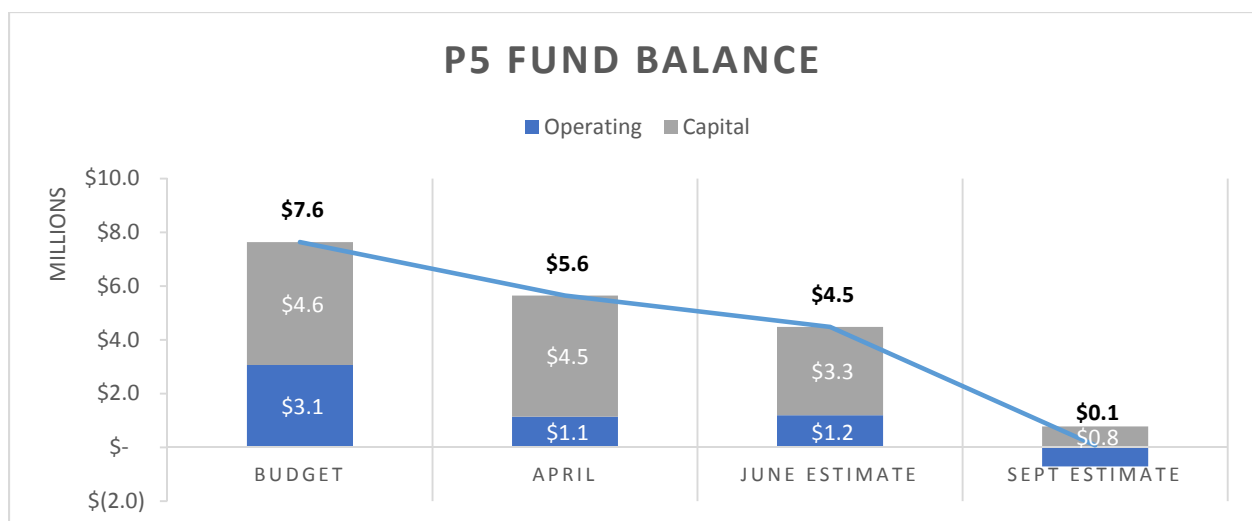
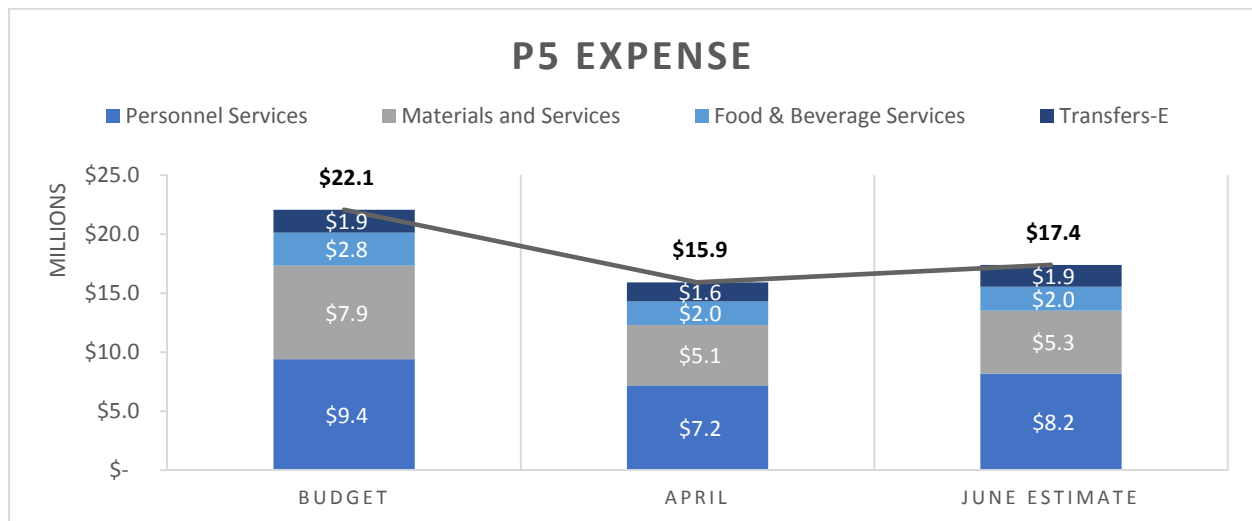
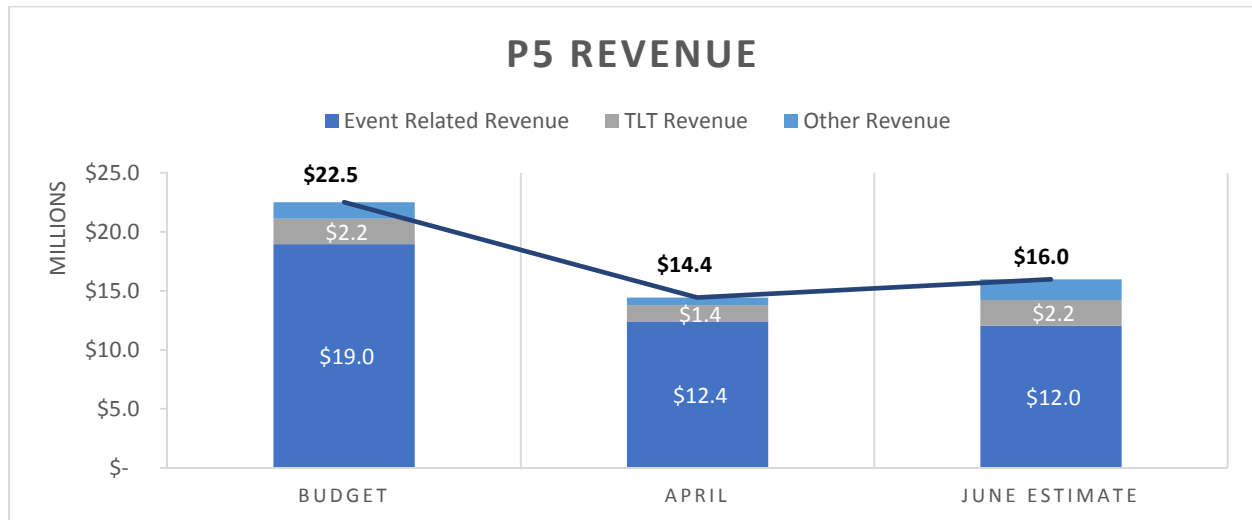
Oregon  
Convention  
Center



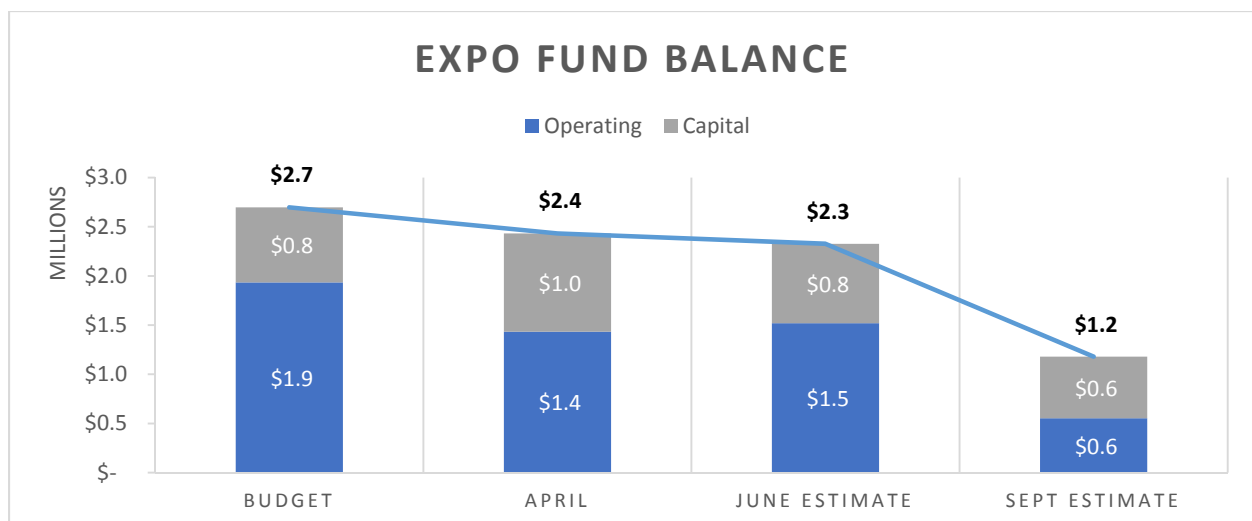
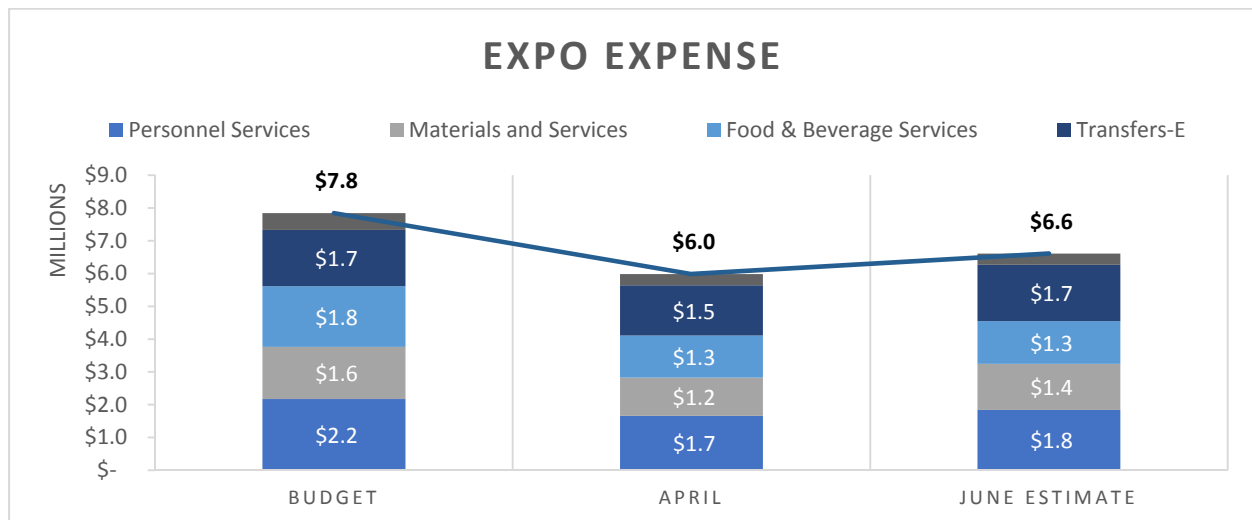
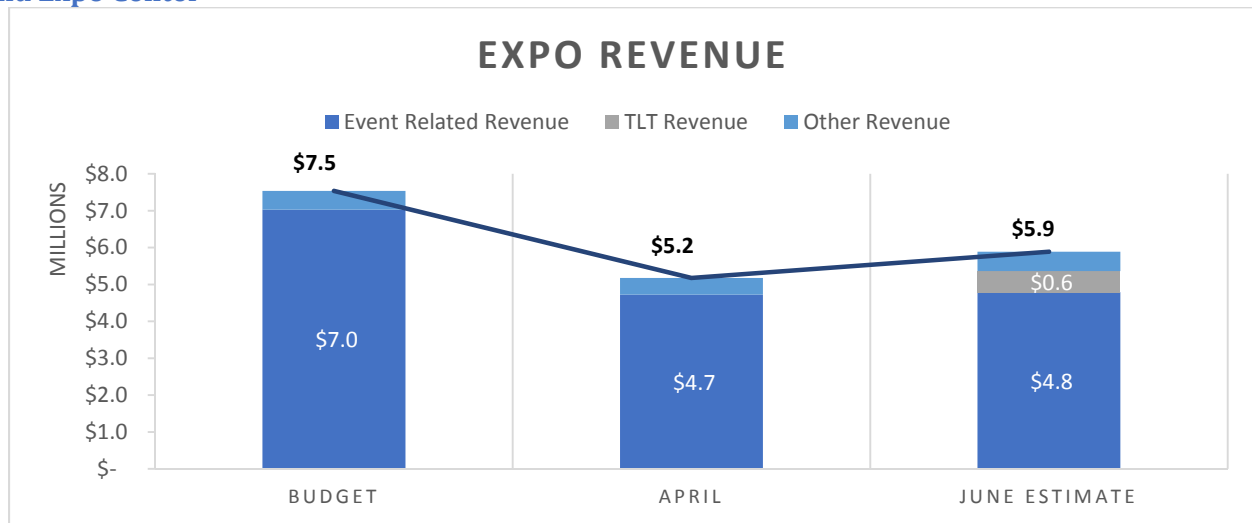
## Oregon Convention Center



## Portland's 5 Centers for the Arts



## Portland Expo Center



# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

All Venues

April 2020

|                                    | Prior Year<br>Month Actual | Current Month<br>Actual | Prior Year to<br>Date Actual | Current Year to<br>Date Actuals | % of Prior Year<br>to Date | Current Year<br>Budget | % of Annual<br>Budget |
|------------------------------------|----------------------------|-------------------------|------------------------------|---------------------------------|----------------------------|------------------------|-----------------------|
| <b>Operations</b>                  |                            |                         |                              |                                 |                            |                        |                       |
| Charges for Services               | 3,317,085                  | 190,934                 | 28,126,064                   | 22,880,412                      | 81.3%                      | 33,858,179             | 67.6%                 |
| Food and Beverage Revenue          | 1,973,689                  | (6,951)                 | 19,158,406                   | 14,365,616                      | 75.0%                      | 22,397,170             | 64.1%                 |
| Local Government Shared Revenues   | -                          | -                       | 13,007,054                   | 13,875,624                      | 106.7%                     | 17,037,835             | 81.4%                 |
| Contributions from Governments     | -                          | -                       | 923,843                      | -                               | 0.0%                       | 948,786                | 0.0%                  |
| Contributions from Private Sources | -                          | -                       | -                            | -                               |                            | 125,000                | 0.0%                  |
| Grants                             | -                          | 408                     | 43,996                       | 55,866                          | 127.0%                     | -                      |                       |
| Interest Earnings                  | 86,627                     | 72,401                  | 955,273                      | 761,846                         | 79.8%                      | 660,000                | 115.4%                |
| Miscellaneous Revenue              | 11,112                     | 21,375                  | 119,953                      | 126,235                         | 105.2%                     | 140,478                | 89.9%                 |
| Transfers-R                        | 106,699                    | 534,459                 | 1,066,988                    | 1,531,720                       | 143.6%                     | 1,329,685              | 115.2%                |
| <b>Total Revenues</b>              | <b>5,495,212</b>           | <b>812,626</b>          | <b>63,401,577</b>            | <b>53,597,319</b>               | <b>84.5%</b>               | <b>76,497,133</b>      | <b>70.1%</b>          |
| Personnel Services                 | 1,798,710                  | 2,007,355               | 17,622,290                   | 19,258,027                      | 109.3%                     | 25,437,867             | 75.7%                 |
| Materials and Services             | 1,668,792                  | 839,883                 | 14,823,160                   | 14,327,853                      | 96.7%                      | 21,442,878             | 66.8%                 |
| Food & Beverage Services           | 1,332,694                  | 164,495                 | 14,284,144                   | 12,098,999                      | 84.7%                      | 17,365,031             | 69.7%                 |
| Management Fee                     | 195,093                    | -                       | 1,950,925                    | 1,654,272                       | 84.8%                      | 2,481,407              | 66.7%                 |
| Transfers-E                        | 486,412                    | 966,508                 | 6,520,031                    | 6,805,910                       | 104.4%                     | 7,534,520              | 90.3%                 |
| <b>Total Expenditures</b>          | <b>5,481,701</b>           | <b>3,978,241</b>        | <b>55,200,550</b>            | <b>54,145,061</b>               | <b>98.1%</b>               | <b>74,261,703</b>      | <b>72.9%</b>          |
| <b>Net Operations</b>              | <b>13,511</b>              | <b>(3,165,615)</b>      | <b>8,201,027</b>             | <b>(547,742)</b>                |                            | <b>2,235,430</b>       |                       |
| Food & Beverage Margin \$          | 640,995                    | (171,446)               | 4,874,262                    | 2,266,617                       |                            | 5,032,139              |                       |
| Food & Beverage Margin %           | 32%                        | 2467%                   | 25%                          | 16%                             |                            | 22%                    |                       |
| <b>Capital</b>                     |                            |                         |                              |                                 |                            |                        |                       |
| Total Revenues                     | 569,035                    | 384,755                 | 3,340,779                    | 644,106                         | 19.3%                      | 11,434,540             | 5.6%                  |
| Total Expenditures                 | 4,369,829                  | 788,478                 | 24,226,670                   | 20,337,120                      | 83.9%                      | 29,910,862             | 68.0%                 |
| <b>Net Capital</b>                 | <b>(3,800,794)</b>         | <b>(403,722)</b>        | <b>(20,885,891)</b>          | <b>(19,693,013)</b>             |                            | <b>(18,476,322)</b>    |                       |
| <b>Change in Fund Balance</b>      | <b>(3,787,283)</b>         | <b>(3,569,337)</b>      | <b>(12,684,864)</b>          | <b>(20,240,755)</b>             |                            | <b>(16,240,892)</b>    |                       |
| Beginning Fund Balance             |                            |                         | 61,813,069                   | 43,323,264                      |                            |                        |                       |
| <b>Ending Fund Balance</b>         |                            |                         | <b>49,128,205</b>            | <b>23,082,509</b>               |                            |                        |                       |

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Oregon Convention Center

April 2020

|                                  | Prior Year<br>Month Actual | Current Month<br>Actual | Prior Year to<br>Date Actual | Current Year to<br>Date Actuals | % of Prior Year<br>to Date | Current Year<br>Budget | % of Annual<br>Budget |
|----------------------------------|----------------------------|-------------------------|------------------------------|---------------------------------|----------------------------|------------------------|-----------------------|
| <b>Operations</b>                |                            |                         |                              |                                 |                            |                        |                       |
| Charges for Services             | 1,248,932                  | 313,861                 | 12,092,699                   | 9,863,654                       | 81.6%                      | 13,932,018             | 70.8%                 |
| Food and Beverage Revenue        | 1,264,183                  | (1,469)                 | 14,282,675                   | 10,289,783                      | 72.0%                      | 16,341,351             | 63.0%                 |
| Local Government Shared Revenues | -                          | -                       | 11,634,142                   | 12,448,532                      | 107.0%                     | 14,877,000             | 83.7%                 |
| Grants                           | -                          | 408                     | 43,996                       | 55,866                          | 127.0%                     | -                      |                       |
| Interest Earnings                | 47,758                     | 24,225                  | 545,051                      | 266,070                         | 48.8%                      | 200,000                | 133.0%                |
| Miscellaneous Revenue            | 2,560                      | 3,757                   | 58,229                       | 52,466                          | 90.1%                      | 17,828                 | 294.3%                |
| Transfers-R                      | -                          | 123,052                 | -                            | 123,052                         |                            | -                      |                       |
| <b>Total Revenues</b>            | <b>2,563,433</b>           | <b>463,833</b>          | <b>38,656,792</b>            | <b>33,099,423</b>               | <b>85.6%</b>               | <b>45,368,197</b>      | <b>73.0%</b>          |
| Personnel Services               | 891,191                    | 1,148,410               | 9,140,308                    | 9,884,540                       | 108.1%                     | 13,151,217             | 75.2%                 |
| Materials and Services           | 890,891                    | 541,123                 | 7,474,739                    | 7,748,843                       | 103.7%                     | 11,397,440             | 68.0%                 |
| Food & Beverage Services         | 916,436                    | 138,657                 | 10,570,892                   | 8,821,396                       | 83.4%                      | 12,712,317             | 69.4%                 |
| Management Fee                   | 156,487                    | -                       | 1,564,867                    | 1,314,456                       | 84.0%                      | 1,971,684              | 66.7%                 |
| Transfers-E                      | 285,426                    | 311,530                 | 3,574,207                    | 3,115,302                       | 87.2%                      | 3,738,349              | 83.3%                 |
| <b>Total Expenditures</b>        | <b>3,140,431</b>           | <b>2,139,720</b>        | <b>32,325,013</b>            | <b>30,884,537</b>               | <b>95.5%</b>               | <b>42,971,007</b>      | <b>71.9%</b>          |
| <b>Net Operations</b>            | <b>(576,998)</b>           | <b>(1,675,888)</b>      | <b>6,331,779</b>             | <b>2,214,886</b>                |                            | <b>2,397,190</b>       |                       |
| Food & Beverage Margin \$        | 347,747                    | (140,126)               | 3,711,783                    | 1,468,387                       |                            | 3,629,034              |                       |
| Food & Beverage Margin %         | 28%                        | 9538%                   | 26%                          | 14%                             |                            | 22%                    |                       |
| <b>Capital</b>                   |                            |                         |                              |                                 |                            |                        |                       |
| Total Revenues                   | 483,680                    | 327,042                 | 2,263,585                    | 520,447                         | 23.0%                      | 6,759,359              | 7.7%                  |
| Total Expenditures               | 4,256,109                  | 65,247                  | 21,163,775                   | 14,234,302                      | 67.3%                      | 19,089,350             | 74.6%                 |
| <b>Net Capital</b>               | <b>(3,772,429)</b>         | <b>261,795</b>          | <b>(18,900,190)</b>          | <b>(13,713,855)</b>             |                            | <b>(12,329,991)</b>    |                       |
| <b>Change in Fund Balance</b>    | <b>(4,349,427)</b>         | <b>(1,414,092)</b>      | <b>(12,568,411)</b>          | <b>(11,498,969)</b>             |                            | <b>(9,932,801)</b>     |                       |
| <b>Ending Fund Balance</b>       |                            |                         | <b>27,295,946</b>            | <b>8,926,278</b>                |                            | <b>10,492,446</b>      |                       |



# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland'5 Centers for the Arts

April 2020

|  | Prior Year<br>Month Actual | Current Month<br>Actual | Prior Year to<br>Date Actual | Current Year to<br>Date Actuals | % of Prior Year<br>to Date | Current Year<br>Budget | % of Annual<br>Budget |
|--|----------------------------|-------------------------|------------------------------|---------------------------------|----------------------------|------------------------|-----------------------|
| <b>Operations</b>                      |                            |                         |                              |                                 |                            |                        |                       |
| Charges for Services                   | 1,601,006                  | (98,512)                | 11,855,881                   | 9,695,555                       | 81.8%                      | 15,148,714             | 64.0%                 |
| Food and Beverage Revenue              | 346,550                    | 16                      | 3,004,232                    | 2,671,995                       | 88.9%                      | 3,803,468              | 70.3%                 |
| Local Government Shared Revenues       | -                          | -                       | 1,372,912                    | 1,427,092                       | 103.9%                     | 2,160,835              | 66.0%                 |
| Contributions from Governments         | -                          | -                       | 923,843                      | -                               | 0.0%                       | 948,786                | 0.0%                  |
| Contributions from Private Sources     | -                          | -                       | -                            | -                               |                            | 125,000                | 0.0%                  |
| Interest Earnings                      | 24,754                     | 28,433                  | 270,220                      | 322,647                         | 119.4%                     | 237,500                | 135.9%                |
| Miscellaneous Revenue                  | 5,876                      | 15,522                  | 23,168                       | 35,786                          | 154.5%                     | 80,650                 | 44.4%                 |
| Transfers-R                            | -                          | 276,570                 | -                            | 276,570                         |                            | -                      |                       |
| <b>Total Revenues</b>                  | <b>1,978,186</b>           | <b>222,029</b>          | <b>17,450,255</b>            | <b>14,429,645</b>               | <b>82.7%</b>               | <b>22,504,953</b>      | <b>64.1%</b>          |
| Personnel Services                     | 705,466                    | 566,831                 | 6,455,280                    | 7,191,997                       | 111.4%                     | 9,416,654              | 76.4%                 |
| Materials and Services                 | 564,494                    | 171,563                 | 5,898,506                    | 5,117,460                       | 86.8%                      | 7,917,509              | 64.6%                 |
| Food & Beverage Services               | 190,881                    | 13,683                  | 2,081,331                    | 1,996,790                       | 95.9%                      | 2,803,246              | 71.2%                 |
| Transfers-E                            | 137,260                    | 160,869                 | 1,372,603                    | 1,608,686                       | 117.2%                     | 1,930,419              | 83.3%                 |
| <b>Total Expenditures</b>              | <b>1,598,101</b>           | <b>912,946</b>          | <b>15,807,720</b>            | <b>15,914,933</b>               | <b>100.7%</b>              | <b>22,067,828</b>      | <b>72.1%</b>          |
| <b>Net Operations</b>                  | <b>380,085</b>             | <b>(690,917)</b>        | <b>1,642,535</b>             | <b>(1,485,288)</b>              |                            | <b>437,125</b>         |                       |
| Food & Beverage Margin \$              | 155,669                    | (13,667)                | 922,901                      | 675,205                         |                            | 1,000,222              |                       |
| Food & Beverage Margin %               | 45%                        | -84105%                 | 31%                          | 25%                             |                            | 26%                    |                       |
| <b>Capital</b>                         |                            |                         |                              |                                 |                            |                        |                       |
| Total Revenues                         | -                          | -                       | 642,795                      | -                               | 0.0%                       | 3,500,000              | 0.0%                  |
| Total Expenditures                     | 57,353                     | 679,978                 | 2,031,862                    | 5,898,701                       | 290.3%                     | 9,331,338              | 63.2%                 |
| <b>Net Capital</b>                     | <b>(57,353)</b>            | <b>(679,978)</b>        | <b>(1,389,066)</b>           | <b>(5,898,701)</b>              |                            | <b>(5,831,338)</b>     |                       |
| <b>Change in Fund Balance</b>          | <b>322,732</b>             | <b>(1,370,896)</b>      | <b>253,469</b>               | <b>(7,383,989)</b>              |                            | <b>(5,394,213)</b>     |                       |
| <b>Ending Fund Balance - Operating</b> |                            |                         | <b>12,358,314</b>            | <b>1,146,358</b>                |                            | <b>3,068,771</b>       |                       |

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland Expo Center

April 2020

|  | Prior Year<br>Month Actual | Current Month<br>Actual | Prior Year to<br>Date Actual | Current Year to<br>Date Actuals | % of Prior Year<br>to Date | Current Year<br>Budget | % of Annual<br>Budget |
|--|----------------------------|-------------------------|------------------------------|---------------------------------|----------------------------|------------------------|-----------------------|
| <b>Operations</b>                      |                            |                         |                              |                                 |                            |                        |                       |
| Charges for Services                   | 467,147                    | (24,414)                | 4,177,484                    | 3,321,203                       | 79.5%                      | 4,777,447              | 69.5%                 |
| Food and Beverage Revenue              | 362,956                    | (5,498)                 | 1,871,500                    | 1,403,839                       | 75.0%                      | 2,252,351              | 62.3%                 |
| Local Government Shared Revenues       |                            |                         |                              |                                 |                            | -                      |                       |
| Interest Earnings                      | 4,159                      | 6,521                   | 43,397                       | 55,743                          | 128.4%                     | 62,500                 | 89.2%                 |
| Miscellaneous Revenue                  | 2,676                      | 2,096                   | 38,556                       | 37,983                          | 98.5%                      | 42,000                 | 90.4%                 |
| Transfers-R                            | 33,333                     | 57,363                  | 333,330                      | 357,360                         | 107.2%                     | 400,000                | 89.3%                 |
| <b>Total Revenues</b>                  | <b>870,271</b>             | <b>36,068</b>           | <b>6,464,267</b>             | <b>5,176,128</b>                | <b>80.1%</b>               | <b>7,534,298</b>       | <b>68.7%</b>          |
| Personnel Services                     | 147,299                    | 214,589                 | 1,463,023                    | 1,661,817                       | 113.6%                     | 2,174,718              | 76.4%                 |
| Materials and Services                 | 199,021                    | 93,935                  | 1,230,395                    | 1,166,978                       | 94.8%                      | 1,590,904              | 73.4%                 |
| Food & Beverage Services               | 225,377                    | 12,155                  | 1,631,921                    | 1,280,813                       | 78.5%                      | 1,849,468              | 69.3%                 |
| Management Fee                         | 38,606                     | -                       | 386,058                      | 339,816                         | 88.0%                      | 509,723                | 66.7%                 |
| Transfers-E                            | 57,814                     | 58,029                  | 1,511,965                    | 1,533,490                       | 101.4%                     | 1,716,121              | 89.4%                 |
| <b>Total Expenditures</b>              | <b>668,117</b>             | <b>378,708</b>          | <b>6,223,362</b>             | <b>5,982,914</b>                | <b>96.1%</b>               | <b>7,840,934</b>       | <b>76.3%</b>          |
| <b>Net Operations</b>                  | <b>202,154</b>             | <b>(342,640)</b>        | <b>240,905</b>               | <b>(806,786)</b>                |                            | <b>(306,636)</b>       |                       |
| Food & Beverage Margin \$              | 137,579                    | (17,653)                | 239,579                      | 123,026                         |                            | 402,883                |                       |
| Food & Beverage Margin %               | 38%                        | 321%                    | 13%                          | 9%                              |                            | 18%                    |                       |
| <b>Capital</b>                         |                            |                         |                              |                                 |                            |                        |                       |
| Total Revenues                         | 85,355                     | 57,713                  | 434,399                      | 123,659                         | 28.5%                      | 1,175,181              | 10.5%                 |
| Total Expenditures                     | 56,367                     | 43,253                  | 1,031,033                    | 204,116                         | 19.8%                      | 1,490,174              | 13.7%                 |
| <b>Net Capital</b>                     | <b>28,988</b>              | <b>14,461</b>           | <b>(596,634)</b>             | <b>(80,457)</b>                 |                            | <b>(314,993)</b>       |                       |
| <b>Change in Fund Balance</b>          | <b>231,142</b>             | <b>(328,179)</b>        | <b>(355,729)</b>             | <b>(887,243)</b>                |                            | <b>(621,629)</b>       |                       |
| <b>Ending Fund Balance - Operating</b> |                            |                         | <b>2,883,463</b>             | <b>1,433,463</b>                |                            | <b>1,933,613</b>       |                       |
| <b>Ending Fund Balance - Capital</b>   |                            |                         |                              | <b>998,146</b>                  |                            | <b>763,610</b>         |                       |

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

MERC Administration

April 2020

|                               | Prior Year<br>Month Actual | Current Month<br>Actual | Prior Year to Date<br>Actual | Current Year to<br>Date Actuals | % of Prior Year<br>to Date | Current Year<br>Budget | % of Annual<br>Budget |
|-------------------------------|----------------------------|-------------------------|------------------------------|---------------------------------|----------------------------|------------------------|-----------------------|
| <b>Operations</b>             |                            |                         |                              |                                 |                            |                        |                       |
| Interest Earnings             | 9,956                      | 13,222                  | 96,605                       | 117,386                         | 121.5%                     | 160,000                | 73.4%                 |
| Transfers-R                   | 73,366                     | 77,474                  | 733,658                      | 774,738                         | 105.6%                     | 929,685                | 83.3%                 |
| <b>Total Revenues</b>         | <b>83,322</b>              | <b>90,696</b>           | <b>830,263</b>               | <b>892,123</b>                  | <b>107.5%</b>              | <b>1,089,685</b>       | <b>81.9%</b>          |
| Personnel Services            | 54,754                     | 77,525                  | 563,679                      | 519,673                         | 92.2%                      | 695,278                | 74.7%                 |
| Materials and Services        | 14,386                     | 33,262                  | 219,520                      | 294,573                         | 134.2%                     | 537,025                | 54.9%                 |
| Transfers-E                   | 5,912                      | 436,080                 | 61,256                       | 548,432                         | 895.3%                     | 149,631                | 366.5%                |
| <b>Total Expenditures</b>     | <b>75,052</b>              | <b>546,867</b>          | <b>844,455</b>               | <b>1,362,678</b>                | <b>161.4%</b>              | <b>1,381,934</b>       | <b>98.6%</b>          |
| <b>Net Operations</b>         | <b>8,270</b>               | <b>(456,170)</b>        | <b>(14,192)</b>              | <b>(470,554)</b>                |                            | <b>(292,249)</b>       |                       |
| <b>Change in Fund Balance</b> | <b>8,270</b>               | <b>(456,170)</b>        | <b>(14,192)</b>              | <b>(470,554)</b>                |                            | <b>(292,249)</b>       |                       |
| <b>Ending Fund Balance</b>    |                            |                         | <b>6,590,483</b>             | <b>6,076,965</b>                |                            |                        |                       |

## MERC Food and Beverage Margins

April 2020

|   | Prior Year Month<br>Actual | Current Month<br>Actual | Prior Year to<br>Date Actual | Current Year to<br>Date | Annual Budget |
|---|----------------------------|-------------------------|------------------------------|-------------------------|---------------|
| <b>Convention Center Operating Fund</b>     |                            |                         |                              |                         |               |
| Food and Beverage Revenue                   | 1,264,183                  | (1,469)                 | 14,282,675                   | 10,289,783              | 16,341,351    |
| Food & Beverage Services                    | 916,436                    | 138,657                 | 10,570,892                   | 8,821,396               | 12,712,317    |
| Food and Beverage Gross Margin              | 347,747                    | (140,126)               | 3,711,783                    | 1,468,387               | 3,629,034     |
| Food and Beverage Gross Margin %            | 27.51%                     | 9,538.27%               | 25.99%                       | 14.27%                  | 22.21%        |
| <b>Portland's Centers for the Arts Fund</b> |                            |                         |                              |                         |               |
| Food and Beverage Revenue                   | 346,550                    | 16                      | 3,004,232                    | 2,671,995               | 3,803,468     |
| Food & Beverage Services                    | 190,881                    | 13,683                  | 2,081,331                    | 1,996,790               | 2,803,246     |
| Food and Beverage Gross Margin              | 155,669                    | (13,667)                | 922,901                      | 675,205                 | 1,000,222     |
| Food and Beverage Gross Margin %            | 44.92%                     | -84,104.80%             | 30.72%                       | 25.27%                  | 26.30%        |
| <b>Expo Fund</b>                            |                            |                         |                              |                         |               |
| Food and Beverage Revenue                   | 362,956                    | (5,498)                 | 1,871,500                    | 1,403,839               | 2,252,351     |
| Food & Beverage Services                    | 225,377                    | 12,155                  | 1,631,921                    | 1,280,813               | 1,849,468     |
| Food and Beverage Gross Margin              | 137,579                    | (17,653)                | 239,579                      | 123,026                 | 402,883       |
| Food and Beverage Gross Margin %            | 37.91%                     | 321.08%                 | 12.80%                       | 8.76%                   | 17.89%        |
| <b>MERC Fund Total</b>                      |                            |                         |                              |                         |               |
| Food and Beverage Revenue                   | 1,973,689                  | (6,951)                 | 19,158,406                   | 14,365,616              | 22,397,170    |
| Food & Beverage Services                    | 1,332,694                  | 164,495                 | 14,284,144                   | 12,098,999              | 17,365,031    |
| Food and Beverage Gross Margin              | 640,995                    | (171,446)               | 4,874,262                    | 2,266,617               | 5,032,139     |
| Food and Beverage Gross Margin %            | 32.48%                     | 2,466.52%               | 25.44%                       | 15.78%                  | 22.47%        |

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# **MERC Commission Meeting**

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June 3, 2020  
12:30 pm

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Venue Business Reports

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# PORTLAND'5

## CENTERS FOR THE ARTS



### Portland'5 Centers for the Arts

#### Business Report

June 2020

- Venues are still in minimal operations mode. Several capital projects in progress prior to the shutdown continue forward. We work to regularly stay in touch with both working and non-working staff. Staff are using the time to relook and rethink processes with an eye to efficiencies and stream lining operations.
- Staff continue to be involved in industry conversations on all things COVID. These include:
  - Front and back of house operations
  - Sanitation supplies, techniques, new products and best practices
  - Re-opening protocols, messaging, etc.
  - Refunds and ticketing
  - CDC and Health updates
  - Food and beverage issues
  - Best practices for event and non-event staff
  - PPE guidelines
  - Job hazard analysis
- P5 signed up to participate in ISSA's GBAC (Global Bio-risk Advisory Council) Star accreditation program. Composed of international leaders in the field of microbial-pathogenic threat analysis, mitigation, response, and recovery, the Global Bio-risk Advisory Council provides training, guidance, accreditation, certification, crisis management assistance, and leadership to government, commercial and private entities looking to mitigate, quickly address, and/or recover from biological threats and real-time crises. This program is performance-based and designed to help facilities establish a comprehensive system of cleaning, disinfection, and infectious disease prevention for their staff and their building. We believe becoming a certified GBAC Star venue is a necessary step in showing the seriousness P5 is taking in sanitation during and following a pandemic.

# PORTLAND'5

## CENTERS FOR THE ARTS



- P5 has been working with Metro on advocating for relief funds for the venues. Major arts groups, the P5 Foundation, Advisory members, RACC and Broadway in Portland were asked to send letters to the state's Legislative Emergency Board. P5 is also working with the International Association of Venue Managers to get funding packages to allow eligible venues to include governmentally owned venues.
- The P5 Foundation got PPP funds and hired Ruby Black (who was slated to come on board as P5's Director of Education and Community Engagement) and Erin Tillery (former education intern) to create a program that would place diverse artists in Title I schools. This program-currently being referred to as the Creative Community Residency Program. This team has drafted a template of what the program and curriculum could look like. Next steps are to flesh it out and develop a budget to launch the program in the winter or spring. Oh, Imani had her baby! Welcome, Nyah!!!



- Prior to COVID P5 sponsored a scholarship as part of the Hispanic Chamber's college scholarship program. P5's scholarship awardee is Leah Navarro from Beaverton. She will be a sophomore at U of O this fall. She is the first person in her family to go to college and has a double major in Cinema Studies and Political Science. We look forward to the day when we can meet her in person!

## **MERC Monthly Business Report - OCC Report**

June 3, 2020

1. **Work Share Schedule Reduction for Non-represented Staff**  
Effective May 25, all non-represented, eligible OCC employees will take a mandatory 20 percent reduction of hours and participate in the Oregon Work Share program. The reduction of hours is through July 31, 2020. Very few employees are expected to experience wage loss from this schedule reduction. In fact, almost all employees will maintain and exceed their wages through the Work Share program payments. The Oregon Work Share program is part of a Metro-wide effort and provides employers alternatives to layoffs and will help us address our continued budget shortfalls while offsetting financial impacts to individual employees. Metro has started working with our labor partners on negotiations for implementation for represented staff.
2. **Visitor Venues State Funding**  
Randy Tucker and Metro Government Affairs and Policy Development Team continue work on a venues-specific request for funding to the state. This would target the CARES relief fund and other emergency funds. The request highlights the significant economic impact the venues have on the state and local economies and associated businesses. If approved, our intent is that the funding will help us sustain operating costs, which have been reduced significantly to minimum levels, until our facilities are able to open again.
3. **Events Update**  
Given the Governor's recent guidance that conventions and large gatherings won't be possible until a reliable treatment or prevention is available, and that all large gatherings should be cancelled or significantly modified through at least September, the majority of events for OCC have been cancelled or rescheduled for June through September 2020. Our sales team continues to do their best to rebook events into future months and years. Further guidance on large gatherings scheduled for later in the fall will be provided this summer.
4. **Reopening Strategy**  
OCC's leadership, along with representatives from workgroups across OCC, are currently crafting a comprehensive plan to provide our staff and guests a path to service and attend safe and healthy events in the future. The following principles have been adopted to guide this work.

OCC will...

- prioritize the health and safety of staff and the public
- use a racial equity lens in our decisions and actions to minimize harm and maximize benefit for employees and communities of color



- allocate our funds for the best opportunities for reopening and recovery remain committed to our staff and will work to improve organizational culture and our employee experience, especially for our employees of color
- improve our business practices through process improvements
- find innovative ways to continue to lead sustainability in our industry
- honor our client commitments and hospitality partnerships to maintain and build long-term trust



MERC Commission Written Report for June 3, 2020 Meeting  
Portland Expo Center – Matthew P. Rotchford, Executive Director

**Events / Sales Awareness**

- The Expo Center recently agreed to extend its partnership with OHSU to provide space for its COVID-19 Drive-Thru Testing location thru the end of June. Expo staff supports the event Mon. – Sat., 10a.m. – 7p.m. An average of over 75 tests per day.
- We have finalized an internal storage agreement with Metro Paint that will house unprocessed paint through September 2020 in Hall B. This is a mutually beneficial arrangement that created agency-wide efficiencies by utilizing a portion of Expo property during the summer while large gatherings are prohibited, and saves Metro Paint from having to ship out of state to be processed at a higher expense.
- We are in the final stages of finalizing our amendment with Cirque du Soleil dates for summer 2021. As reported last month, Portland will be one of the very few large tent offerings by Cirque world-wide in 2021. Thanks to Nathan for his assistance
- The Expo team continues to field calls for events that meet state and local guidelines for gatherings – In addition to developing plans for our own drive-in, we are also exploring the possibilities of expanding our proven concept to include other events that will allow the public to enjoy entertainment while remaining in their cars at a safe physical distance from others. More to come on this and our re-opening plans.

**Building / Department Awareness**

- Expo staff are working with the Parks teams on a grounds maintenance plan.
- 24 Hour Security of our facility continues to be essential to our operation. Creative Security has done a fantastic job keeping the Expo Center safe and secure despite an increase in opportunistic crime in the area. Positive reviews from our clients also.

**Capital Project Updates**

- Last week, we met with the contractor for the lighting control and replacement project and conducted a walkthrough of the spaces to assess next steps.
- The Hall E flat roofs will be resurfaced utilizing leftover but usable product from our prior roof restorations. This will extend the warranty to these flat roof spaces.
- The Expo website project has been put on pause. The Metro Web Team will assess any immediate needs to our existing website until we are able to move forward.
- The Lower Lot One project will close with design-ready drawings.

**Partnerships / Community**

- Expo Staff is working with the Cystic Fibrosis Foundation to provide a drive-thru space for a CF Parade in August as well as other partners in need.
- Staff continue to represent in prof. organizations such as IAVM, NACS and IAFE.
- In support of our community, the Expo is sharing messaging on line, reaching out to clients and partners and offering support in our own ways possible including lighting our green wall in yellow and adjusting it for pride month.



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# **MERC Commission Meeting**

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June 3, 2020  
12:30 pm

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Consent Agenda

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**Metropolitan Exposition Recreation Commission**  
**Record of MERC Commission Actions**  
 April 8, 2020  
 Virtual Zoom Meeting

|                 |   |
|-----------------|---|
| <b>Present:</b> | Karis Stoudamire-Phillips, John Erickson, Damien Hall, Deidra Krys-Rusoff, Ray Leary, Dañel Malán, Deanna Palm  |
| <b>Absent:</b>  | None.   |
|                 | A regular meeting of the Metropolitan Exposition Recreation Commission was called to order Chair Stoudamire-Phillips at 12:32 p.m.  |
| <b>1.0</b>      | <b>Quorum Confirmed</b><br>A quorum of Commissioners was present.   |
| <b>2.0</b>      | <b>Opportunity for Public Comment on Agenda and Non-Agenda items</b> <ul style="list-style-type: none"> <li>None</li> </ul>   |
| <b>3.0</b>      | <b>Commission and Council Communications</b> <ul style="list-style-type: none"> <li>Councilor Lewis acknowledged the immediate and severe impacts to the venues due to the COVID-19 pandemic.</li> </ul>  |
| <b>4.0</b>      | <b>GM Communications</b><br>Scott Cruickshank provided the following updates: <ul style="list-style-type: none"> <li>The COVID-19 virus has caused unprecedented impacts to our economy. The public gathering bans on March 12 and 16th essentially put our venues out of business and this has led to some very difficult decisions leading to cancellation of most capital projects, laying off of hundreds of staff, and a near elimination of any future hiring.</li> <li>Given the current uncertainty, the Expo development opportunity study has been paused briefly until more clarity is gained.</li> <li>I have been assigned to participate on the Governor's coronavirus economic task force advisory council. This council includes leadership in multiple industries, employer groups, labor groups, and government representatives. Our focus is on how relief monies could be best used.</li> <li>Metro COO Marissa Madrigal was invited to share an update and discussed the effort to preserve venue business after the public gathering ban. Gratitude was expressed to Directors for managing layoffs.</li> </ul> |
| <b>5.0</b>      | <b>Financial Report</b><br>Rachael Lembo presented a financial update. <ul style="list-style-type: none"> <li>Commissioner Erickson noted that some hotels are still open and asked whether they would still contribute to the TLT funds. Jeff Miller responded that there are at least 22 hotels closed in the downtown area and he fears that the hotels do not have funds to pay the TLT payments.</li> <li>Krys-Rusoff noted there may be requests from hoteliers to waive or delay taxes and we should keep this in mind with future budget planning. Miller added that a delay is likely.</li> <li>Leary asked for clarity on the TLT numbers. Lembo responded the projections assumed is an average of a 75% drop through December.</li> <li>Commissioner Palm noted that while many organizations depend on TLT funds we should be open to a deferral as businesses try to navigate the stimulus program during this unprecedented time.</li> <li>Commissioner Erickson noted that we all share in the same problems and are in this together.</li> </ul>   |
| <b>6.0</b>      | <b>Venue Business Reports</b><br>Matthew P. Rotchford, Craig Stroud and Robyn Williams reported on business at the venues during the past month.  |

|            |  |
|------------|--|
|            | <ul style="list-style-type: none"> <li>Commissioner Malán asked about security issues around the recent broken window at OCC. Stroud noted one window was temporarily boarded as they await the special order replacement. Malán expressed concern about the disheartening appearance of boarded up windows in our communities. Stroud agreed and noted that are looking at temp branding to add to the area and shared they are proud to have the spires lit in red, white and blue during this time.</li> <li>Chair Stoudamire-Phillips offered to pass along a website with resources to share with our non-profit partners.</li> </ul> |
| <b>7.0</b> | <p><b>Consent Agenda</b></p> <ul style="list-style-type: none"> <li>Record of MERC Actions, March 4, 2020</li> </ul> <p>A motion was made by Commissioner Erickson and seconded by Commissioner Malán to approve the Consent Agenda.</p> <p>VOTING:    AYE: 7 (Stoudamire-Phillips, Erickson, Kryz-Rusoff. Hall, Leary, Malán and Palm)<br/>                        NAY: 0<br/>                        MOTION PASSED</p>   |
| <b>8.0</b> | <p><b>Travel Portland Update</b></p> <p>Jeff Miller</p> <ul style="list-style-type: none"> <li>Cruickshank thanked Travel Portland for their partnership during these difficult times.</li> <li>Malan attended the Society for Advancement of Chicanos/Hispanics and Native Americans in Science mixer and was impressed with the presentation and glad to see people continue to plan for the future.</li> <li>Leary appreciated Travel Portland’s effort and sacrifices during this time.</li> </ul>   |
|            | <p>As there was no further business to come before the Commission, the meeting was adjourned at 2:02. p.m.</p>   |

Minutes submitted by Amy Nelson.

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# **MERC Commission Meeting**

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June 3, 2020  
12:30 pm

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Action Agenda

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**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 20-03**

For the Purpose of Electing Metropolitan Exposition Recreation Commission Officers for Fiscal Year 2020-21.

**WHEREAS**, at the June 3, 2020 regular meeting of the Metropolitan Exposition Recreation Commission, the following Commissioners were nominated and elected as the Metropolitan Exposition Recreation Commission officers for a one year term, beginning July 1, 2020 and ending June 30, 2021:

|                             |                                  |
|-----------------------------|----------------------------------|
| <b>Chair:</b>               | <b>Karis Stoudamire-Phillips</b> |
| <b>Vice Chair:</b>          | <b>John Erickson</b>             |
| <b>Secretary-Treasurer:</b> | <b>Deidra Krys-Rusoff</b>        |

**BE IT THEREFORE RESOLVED** that the above slate of officers of the Metropolitan Exposition Recreation Commission is hereby confirmed.

Passed by the Commission on June 3, 2020.

Approved as to form:

Carrie MacLaren, Metro Attorney

\_\_\_\_\_  
Chair

By: \_\_\_\_\_

Nathan A. S. Sykes,  
Deputy Metro Attorney

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

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 20-04**

For the purpose of approving and transmitting to the Metro Council budget amendments to the Metropolitan Exposition Recreation Commission (MERC) Fund Budget for FY2020-21, and requesting amendment of the FY 2020-21 through FY 2024-25 Capital Improvement Plan (CIP).

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

**WHEREAS**, MERC previously approved and transmitted to the Metro Council the fiscal year 2020-21 budget for the MERC Fund; and

**WHEREAS**, MERC staff request certain budget amendments to the Proposed Budget for fiscal year 2020-21 for the reasons described in the attached Staff Report.

**BE IT THEREFORE RESOLVED THAT,**

1. MERC approves the budget amendments to the MERC Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021 for inclusion as part of the total Metro budget for this period.
2. MERC requests that the Metro COO present these amendments to the Proposed Budget to the Metro Council for ratification.

Passed by the Commission on June 3, 2020.

**Approved as to Form:**  
**Carrie MacLaren, Metro Attorney**

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**Chair**

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**Secretary/Treasurer**

**By:**  

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



## MERC Staff Report

**Agenda Item/Issue:** For the purpose of approving and transmitting to the Metro Council a FY 2020-21 Budget and Capital Improvement Plan (CIP) amendment to the MERC Fund.

**Resolution No:** 20-04

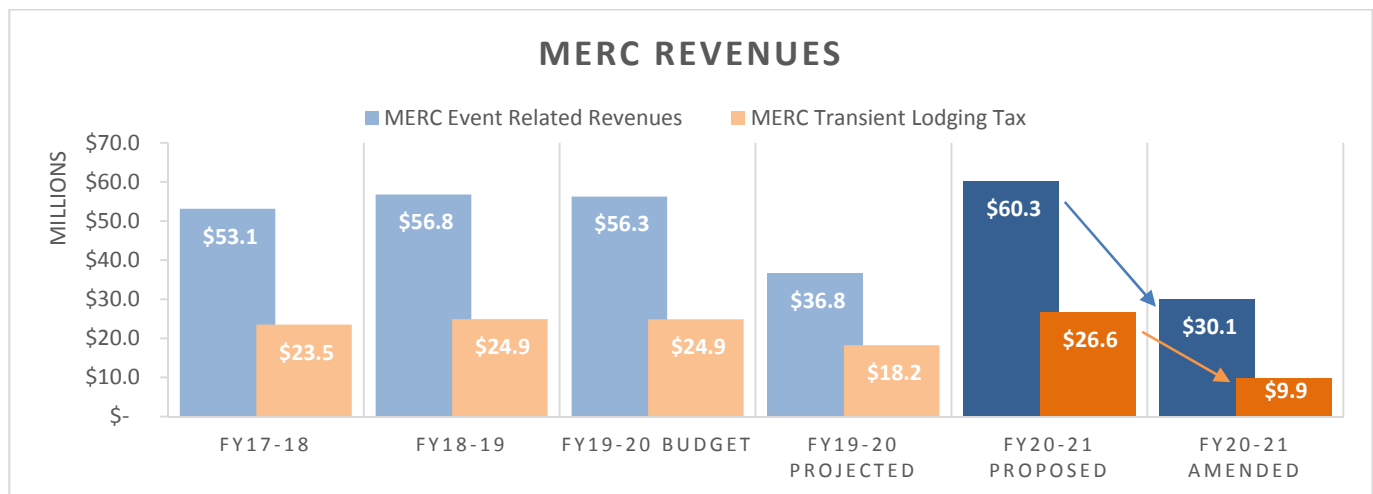
**Presented By:** Rachael Lembo, MERC Finance Manager

**Date:** June 3, 2020

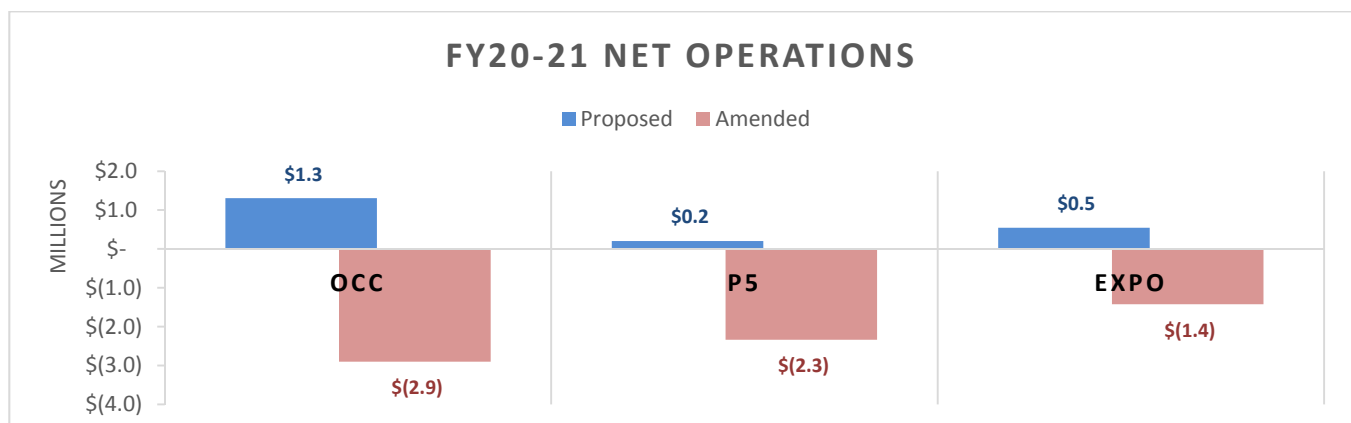
### **Background and Analysis:**

The MERC venues have experienced severe financial impacts due to the COVID-19 pandemic. These impacts will be long lasting and will likely result in permanent changes in the way our venues operate. At this point there are still many unknowns about FY20-21 – when and how our venues will be able to reopen, what changes will be necessary to operate safely and efficiently, and to what extent patrons will be ready to again gather in large groups. Venue staff are digging into these questions and planning for reopening and recovery, and adjusting those plans based on guidance from the State and health authorities.

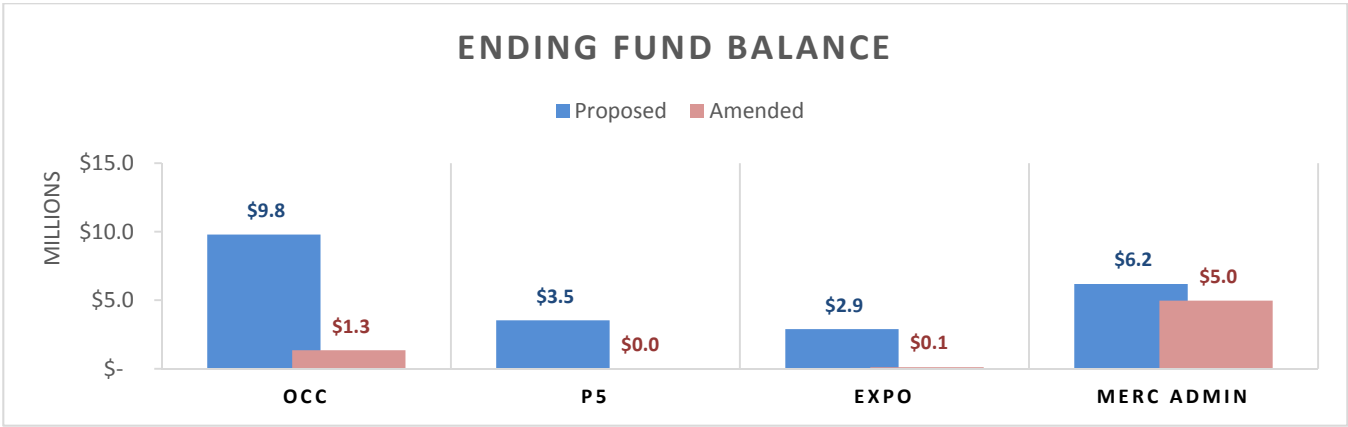
Our amended budget assumes we will have no events through September, and slowly reopen in the fall. Overall annual event revenues are expected to be down 50%, from \$60 million to \$30 million. Transient Lodging Taxes are also expected to be down as the pandemic has significantly impacted our hotel partners. Revenues originally projected at almost \$27 million are now projected at \$10 million.



Expenses have been adjusted relative to the revised revenues, however each venue now projects an operating deficit. Venue capital improvement plans have reduced FY20-21 projects to health/safety or externally funded projects only. This is primarily two projects at the Arlene Schnitzer Concert Hall – the acoustical project and the marquees, both of which have outside funding.



As a result, the venues expect a decrease in fund balance of \$10 million, and an ending fund balance of \$6 million. This is significantly lower than originally proposed ending fund balance of \$22 million. The \$5 million in MERC Admin is TLT pooled capital, which can be transferred to the venues but is restricted to capital projects.



**Fiscal Impact:** This action will amend the FY 2020-21 Approved Budgets and five-year Capital Improvement Plans as shown on Attachment 1.

**Recommendation:** Staff recommends the Metropolitan Exposition Recreation Commission adopt Resolution 20-04.

Metropolitan Exposition-Recreation Commission  
Convention Center Operating Fund

|   | FY 2018<br>Actual | FY 2019<br>Actual   | FY 2020<br>Budget   | FY 2021<br>Proposed Budget | FY 2021<br>Revised Budget | Prop-Rvsd Var<br>\$ | Prop-Rvsd<br>Var % |
|---|-------------------|---------------------|---------------------|----------------------------|---------------------------|---------------------|--------------------|
| <b>OPERATIONS</b>                       |                   |                     |                     |                            |                           |                     |                    |
| Charges for Services                    | 13,760,945        | 14,363,218          | 13,932,018          | 15,027,904                 | 6,567,391                 | (8,460,513)         | -56%               |
| Food and Beverage Revenue               | 14,552,832        | 17,811,358          | 16,341,351          | 17,500,044                 | 7,595,020                 | (9,905,024)         | -57%               |
| Local Government Shared Revenues        | 15,468,405        | 13,998,845          | 14,877,000          | 15,270,267                 | 8,641,845                 | (6,628,422)         | -43%               |
| Contributions from Private Sources      | 300,000           | -                   | -                   | -                          | -                         | -                   | 0%                 |
| Grants                                  | 88,861            | -                   | -                   | -                          | -                         | -                   | 0%                 |
| Interest Earnings                       | 421,589           | 45,996              | 200,000             | 333,071                    | 20,000                    | (313,071)           | -94%               |
| Miscellaneous Revenue                   | 185,138           | 680,098             | 17,828              | 21,500                     | 9,331                     | (12,169)            | -57%               |
| Transfers-R                             | -                 | 64,323              | -                   | -                          | 1,179,375                 | 1,179,375           | 100%               |
| Total Revenues                          | 44,777,770        | 46,963,837          | 45,368,197          | 48,152,786                 | 24,012,962                | (24,139,824)        | -50%               |
| Personnel Services                      | 10,996,179        | 11,258,448          | 13,151,217          | 14,595,195                 | 9,926,416                 | (4,668,779)         | -32%               |
| Materials and Services                  | 11,834,275        | 11,304,527          | 11,397,440          | 11,540,193                 | 6,432,644                 | (5,107,549)         | -44%               |
| Food & Beverage Services                | 11,598,444        | 13,200,339          | 12,712,317          | 13,825,669                 | 6,000,341                 | (7,825,328)         | -57%               |
| Management Fee                          | 1,975,380         | 1,877,840           | 1,971,684           | 2,190,000                  | -                         | (2,190,000)         | -100%              |
| Transfers-E                             | 3,739,662         | 4,157,565           | 3,738,349           | 4,696,988                  | 4,554,722                 | (142,266)           | -3%                |
| Total Expenditures                      | 40,143,940        | 41,798,720          | 42,971,007          | 46,848,045                 | 26,914,123                | (19,933,922)        | -43%               |
| <b>Net Operations</b>                   | <b>4,633,830</b>  | <b>5,165,117</b>    | <b>2,397,190</b>    | <b>1,304,741</b>           | <b>(2,901,161)</b>        | <b>(4,205,902)</b>  | <b>-322%</b>       |
| Food & Beverage Margin \$               | 2,954,388         | 4,611,019           | 3,629,034           | 3,674,375                  | 1,594,679                 | -2,079,696          | -57%               |
| Food & Beverage Margin %                | 20%               | 26%                 | 22%                 | 21%                        | 21%                       |                     |                    |
| <b>CAPITAL</b>                          |                   |                     |                     |                            |                           |                     |                    |
| Contributions from Private Sources      | 535,284           | 499,091             | -                   | -                          | -                         | -                   | 0%                 |
| Grants                                  | 1,600             | 3,375               | 100,000             | -                          | -                         | -                   | 0%                 |
| Miscellaneous Revenue                   | 2,290             | -                   | -                   | -                          | -                         | -                   | 0%                 |
| Lodging Tax Pooled Capital              | 5,065,352         | 7,489,795           | 6,659,359           | 7,289,297                  | -                         | (7,289,297)         | -100%              |
| Transfers-R                             | 10,331,054        | -                   | -                   | -                          | 76,910                    | 76,910              | 100%               |
| Total Revenues                          | 15,935,580        | 7,992,261           | 6,759,359           | 7,289,297                  | 76,910                    | (7,212,387)         | -99%               |
| Personnel Services                      | -                 | 383,754             | 313,920             | 328,903                    | -                         | (328,903)           | 0%                 |
| Materials and Services                  | 1,678,518         | 28,439,223          | 16,999,000          | 7,825,000                  | 250,000                   | (7,575,000)         | 0%                 |
| Capital Outlay                          | 4,050,772         | 3,773,512           | 1,480,000           | 1,200,000                  | 100,000                   | (1,100,000)         | 0%                 |
| Transfers-E                             | -                 | -                   | 96,430              | 256,367                    | 256,367                   | -                   | 0%                 |
| Total Expenditures                      | 5,729,290         | 32,596,490          | 18,889,350          | 9,610,270                  | 606,367                   | (9,003,903)         | -94%               |
| <b>Net Capital</b>                      | <b>10,206,290</b> | <b>(24,604,229)</b> | <b>(12,129,991)</b> | <b>(2,320,973)</b>         | <b>(529,457)</b>          | <b>1,791,516</b>    | <b>-77%</b>        |
| <b>Grand Total Operations / Capital</b> | <b>14,840,120</b> | <b>(19,439,111)</b> | <b>(9,732,801)</b>  | <b>(1,016,232)</b>         | <b>(3,430,618)</b>        | <b>(2,414,386)</b>  | <b>238%</b>        |
| Beginning Fund Balance                  | 25,024,238        | 39,864,358          | 18,100,000          | 10,810,958                 | 4,777,100                 | (6,033,858)         | -56%               |
| Contingency / Ending Fund Balance       | 39,864,358        | 20,425,246          | 8,367,199           | 9,794,726                  | 1,346,482                 | (8,448,244)         | -86%               |

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).

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

|   | FY 2018<br>Actual  | FY 2019<br>Actuals | FY 2020 Budget     | FY 2021<br>Proposed<br>Budget | FY 2021<br>Revised Budget | Prop-Rvsd Var \$   | Prop-Rvsd<br>Var % |
|---|--------------------|--------------------|--------------------|-------------------------------|---------------------------|--------------------|--------------------|
| <b>OPERATIONS</b>                       |                    |                    |                    |                               |                           |                    |                    |
| Charges for Services                    | 13,810,194         | 14,174,846         | 15,148,714         | 15,815,113                    | 9,414,896                 | (6,400,217)        | -40%               |
| Food and Beverage Revenue               | 3,501,255          | 3,442,491          | 3,803,468          | 3,917,712                     | 2,331,039                 | (1,586,673)        | -40%               |
| Local Government Shared Revenues        | 2,094,123          | 2,104,010          | 2,160,835          | 2,199,038                     | 1,103,602                 | (1,095,436)        | -50%               |
| Contributions from Governments          | 888,823            | 923,843            | 948,786            | 981,313                       | 981,313                   | -                  | 0%                 |
| Contributions from Private Sources      | -                  | -                  | 125,000            | 153,450                       | 153,450                   | -                  | 0%                 |
| Interest Earnings                       | 294,137            | 381,489            | 237,500            | 245,731                       | 50,663                    | (195,068)          | -79%               |
| Miscellaneous Revenue                   | 122,187            | 52,788             | 80,650             | 56,595                        | 33,673                    | (22,922)           | -41%               |
| Transfers-R                             | -                  | -                  | -                  | -                             | 573,387                   | 573,387            | 0%                 |
| Total Revenues                          | 20,710,719         | 21,079,468         | 22,504,953         | 23,368,952                    | 14,642,023                | (8,726,929)        | -37%               |
| Personnel Services                      | 7,490,317          | 7,953,118          | 9,416,654          | 10,344,611                    | 8,453,607                 | (1,891,004)        | -18%               |
| Materials and Services                  | 6,836,778          | 7,206,819          | 7,917,509          | 7,643,378                     | 4,586,535                 | (3,056,843)        | -40%               |
| Food & Beverage Services                | 2,608,015          | 2,512,263          | 2,803,246          | 2,882,917                     | 1,715,335                 | (1,167,582)        | -41%               |
| Transfers-E                             | 1,808,335          | 1,647,114          | 1,930,419          | 2,294,160                     | 2,223,027                 | (71,133)           | -3%                |
| Total Expenditures                      | 18,743,445         | 19,319,314         | 22,067,828         | 23,165,066                    | 16,978,504                | (6,186,562)        | -27%               |
| <b>Net Operations</b>                   | <b>1,967,274</b>   | <b>1,760,153</b>   | <b>437,125</b>     | <b>203,886</b>                | <b>(2,336,481)</b>        | <b>(2,540,367)</b> | <b>-1246%</b>      |
| Food & Beverage Margin \$               | 893,240            | 930,228            | 1,000,222          | 1,034,795                     | 615,704                   | -419,091           | -40%               |
| Food & Beverage Margin %                | 26%                | 27%                | 26%                | 26%                           | 26%                       |                    |                    |
| <b>CAPITAL</b>                          |                    |                    |                    |                               |                           |                    |                    |
| Local Government Shared Revenues        | -                  | 2,500,000          | 2,000,000          | -                             | -                         | -                  | 0%                 |
| Contributions from Governments          | -                  | -                  | -                  | -                             | -                         | -                  | 0%                 |
| Contributions from Private Sources      | 102,580            | 142,795            | 1,500,000          | 4,000,000                     | 4,000,000                 | -                  | 0%                 |
| Transfers-R                             | -                  | -                  | -                  | -                             | 515,353                   | 515,353            | 100%               |
| Total Revenues                          | 102,580            | 2,642,795          | 3,500,000          | 4,000,000                     | 4,515,353                 | 515,353            | 13%                |
| Personnel Services                      | -                  | 161,087            | 146,123            | 159,952                       | 159,952                   | -                  | 0%                 |
| Materials and Services                  | 522,032            | 1,505,059          | 3,839,000          | 645,000                       | -                         | (645,000)          | -100%              |
| Capital Outlay                          | 2,326,972          | 1,810,001          | 5,298,000          | 5,494,000                     | 5,494,000                 | -                  | 0%                 |
| Transfers-E                             | -                  | -                  | 48,215             | 51,175                        | 51,175                    | -                  | 0%                 |
| Total Expenditures                      | 2,849,004          | 3,476,147          | 9,331,338          | 6,350,127                     | 5,705,127                 | (645,000)          | -10%               |
| <b>Net Capital</b>                      | <b>(2,746,424)</b> | <b>(833,352)</b>   | <b>(5,831,338)</b> | <b>(2,350,127)</b>            | <b>(1,189,774)</b>        | <b>1,160,353</b>   | <b>-49%</b>        |
| <b>Grand Total Operations / Capital</b> | <b>(779,150)</b>   | <b>926,801</b>     | <b>(5,394,213)</b> | <b>(2,146,241)</b>            | <b>(3,526,255)</b>        | <b>(1,380,014)</b> | <b>64%</b>         |
| Beginning Fund Balance                  | 12,883,995         | 12,104,845         | 11,065,000         | 5,683,976                     | 3,543,637                 | (2,140,339)        | -38%               |
| Contingency / Ending Fund Balance       | 12,104,845         | 13,031,646         | 5,670,787          | 3,537,735                     | 17,382                    | (3,520,353)        | -100%              |

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).

Metropolitan Exposition-Recreation Commission  
Expo Fund

|   | FY 2018*         | FY 2019       | FY2020           | FY 2021          | FY 2021            | Prop-Rvsd          | Prop-Rvsd    |
|---|------------------|---------------|------------------|------------------|--------------------|--------------------|--------------|
|   | Actual           | Actual        | Budget           | Proposed Budget  | Revised Budget     | Prop-Rvsd Var \$   | Var %        |
| <b>OPERATIONS</b>                       |                  |               |                  |                  |                    |                    |              |
| Charges for Services                    | 4,896,643        | 4,790,623     | 4,777,447        | 5,527,026        | 2,875,514          | (2,651,512)        | -48%         |
| Food and Beverage Revenue               | 2,597,650        | 2,179,579     | 2,252,351        | 2,498,651        | 1,285,081          | (1,213,570)        | -49%         |
| Local Government Shared Revenues        |                  |               |                  | 589,375          | 147,344            | (442,031)          | -75%         |
| Interest Earnings                       | 36,918           | 57,286        | 62,500           | 78,000           | 10,000             | (68,000)           | -87%         |
| Miscellaneous Revenue                   | 52,926           | 42,543        | 42,000           | 43,500           | 22,446             | (21,054)           | -48%         |
| Transfers-R                             | 400,000          | 400,000       | 400,000          | -                | 225,446            | 225,446            | 100%         |
| Total Revenues                          | 7,984,138        | 7,470,031     | 7,534,298        | 8,736,552        | 4,565,831          | (4,170,721)        | -48%         |
| Personnel Services                      | 1,866,136        | 1,803,458     | 2,174,718        | 2,363,277        | 1,647,337          | (715,940)          | -30%         |
| Materials and Services                  | 1,581,294        | 1,545,325     | 1,590,904        | 1,881,129        | 1,451,441          | (429,688)          | -23%         |
| Food & Beverage Services                | 2,132,207        | 1,940,309     | 1,849,468        | 2,179,665        | 1,121,891          | (1,057,774)        | -49%         |
| Debt Service                            | 1,022,275        | 1,022,025     | 1,019,775        | 1,016,475        | 1,016,475          | -                  | 0%           |
| Management Fee                          | 522,858          | 463,270       | 509,723          | -                | -                  | -                  | 0%           |
| Transfers-E                             | 647,815          | 693,773       | 696,346          | 751,485          | 751,485            | -                  | 0%           |
| Total Expenditures                      | 7,772,585        | 7,468,160     | 7,840,934        | 8,192,031        | 5,988,629          | (2,203,402)        | -27%         |
| <b>Net Operations</b>                   | <b>211,553</b>   | <b>1,871</b>  | <b>(306,636)</b> | <b>544,521</b>   | <b>(1,422,798)</b> | <b>(1,967,319)</b> | <b>-361%</b> |
| Food & Beverage Margin \$               | 465,443          | 239,270       | 402,883          | 318,986          | 163,190            | (155,796)          | -49%         |
| Food & Beverage Margin %                | 18%              | 11%           | 18%              | 13%              | 13%                |                    |              |
| <b>CAPITAL</b>                          |                  |               |                  |                  |                    |                    |              |
| Contributions from Private Sources      | 180,636          | 123,614       | -                | -                | -                  | -                  | 0%           |
| Grants                                  | -                | -             | -                | -                | -                  | -                  | 0%           |
| Lodging Tax Pooled Capital              | 893,886          | 1,321,729     | 1,175,181        | 1,286,346        | -                  | (1,286,346)        | -100%        |
| Transfers-R                             | 1,842,980        | -             | -                | -                | 8,308              | 8,308              | 100%         |
| Total Revenues                          | 2,917,502        | 1,445,342     | 1,175,181        | 1,286,346        | 8,308              | (1,278,038)        | -99%         |
| Personnel Services                      | -                | 137,411       | 140,067          | 151,484          | 71,808             | (79,676)           | -53%         |
| Materials and Services                  | 1,425,898        | 425,199       | 1,040,000        | 1,025,000        | 269,676            | (755,324)          | -74%         |
| Capital Outlay                          | 405,911          | 804,943       | 286,000          | 370,000          | 361,000            | (9,000)            | -2%          |
| Transfers-E                             | -                | -             | 24,107           | 27,693           | 27,693             | -                  | 0%           |
| Total Expenditures                      | 1,831,809        | 1,367,553     | 1,490,174        | 1,574,177        | 730,177            | (844,000)          | -54%         |
| <b>Net Capital</b>                      | <b>1,085,693</b> | <b>77,789</b> | <b>(314,993)</b> | <b>(287,831)</b> | <b>(721,869)</b>   | <b>(434,038)</b>   | <b>151%</b>  |
| <b>Grand Total Operations / Capital</b> | <b>1,297,246</b> | <b>79,660</b> | <b>(621,629)</b> | <b>256,690</b>   | <b>(2,144,667)</b> | <b>(2,401,357)</b> | <b>-936%</b> |
| Beginning Fund Balance                  | 1,941,947        | 3,239,193     | 2,781,000        | 2,632,497        | 2,263,472          | (369,025)          | -14%         |
| Contingency / Ending Fund Balance       | 3,239,193        | 3,318,853     | 2,159,371        | 2,889,187        | 118,805            | (2,770,382)        | -96%         |

\* 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.

Metropolitan Exposition-Recreation Commission  
MERC Admin Sub Fund

|   | FY 2018<br>Actual   | FY 2019<br>Actual | FY 2020<br>Budget | FY 2021<br>Proposed<br>Budget | FY 2021<br>Revised Budget | Prop-Rvsd<br>Var \$ | Prop-Rvsd<br>Var % |
|---|---------------------|-------------------|-------------------|-------------------------------|---------------------------|---------------------|--------------------|
| <b>OPERATIONS</b>                       |                     |                   |                   |                               |                           |                     |                    |
| Grants                                  | 50,000              | -                 | -                 | -                             | -                         | -                   | 0%                 |
| Interest Earnings                       | 131,707             | 127,738           | 160,000           | 190,000                       | 30,000                    | (160,000)           | -84%               |
| Transfers-R                             | 1,424,152           | 880,389           | 929,685           | 1,148,610                     | 979,421                   | (169,189)           | -15%               |
| Total Revenues                          | 1,605,859           | 1,008,127         | 1,089,685         | 1,338,610                     | 1,009,421                 | (329,189)           | -25%               |
| Personnel Services                      | 1,026,183           | 704,602           | 695,278           | 941,442                       | 800,069                   | (141,373)           | -15%               |
| Materials and Services                  | 366,902             | 281,384           | 537,025           | 486,900                       | 387,150                   | (99,750)            | -20%               |
| Capital Outlay                          | -                   | 6,214             | -                 | -                             | -                         | -                   | 0%                 |
| Transfers-E                             | 7,725               | 73,083            | 149,631           | 147,362                       | 647,362                   | 500,000             | 339%               |
| Total Expenditures                      | 1,400,810           | 1,065,283         | 1,381,934         | 1,575,704                     | 1,834,581                 | 258,877             | 16%                |
| <b>Net Operations</b>                   | <b>205,049</b>      | <b>(57,156)</b>   | <b>(292,249)</b>  | <b>(237,094)</b>              | <b>(825,160)</b>          | <b>(588,066)</b>    | <b>248%</b>        |
| <b>CAPITAL</b>                          |                     |                   |                   |                               |                           |                     |                    |
| Lodging Tax Pooled Capital              | -                   | -                 | -                 | -                             | -                         | -                   | -                  |
| Transfers-R                             | (12,174,034)        | -                 | -                 | -                             | -                         | -                   | -                  |
| Total Revenues                          | (12,174,034)        | -                 | -                 | -                             | -                         | -                   | -                  |
| <b>Net Capital</b>                      | <b>(12,174,034)</b> | <b>-</b>          | <b>-</b>          | <b>-</b>                      | <b>-</b>                  | <b>-</b>            | <b>-</b>           |
| <b>Grand Total Operations / Capital</b> | <b>(11,968,985)</b> | <b>(57,156)</b>   | <b>(292,249)</b>  | <b>(237,094)</b>              | <b>(825,160)</b>          | <b>(588,066)</b>    | <b>248%</b>        |
| Beginning Fund Balance                  | 18,573,660          | 6,604,675         | 6,435,795         | 6,420,000                     | 5,799,151                 | (620,849)           | -10%               |
| Contingency / Ending Fund Balance       | 6,604,675           | 6,547,519         | 6,143,546         | 6,182,906                     | 4,973,991                 | (1,208,915)         | -20%               |

## CIP Summary

### Fiscal Year 2021

| Department: OCC                                     |                  |                    |                    |                     |                    |                     |
|---|------------------|--------------------|--------------------|---------------------|--------------------|---------------------|
|   | FY 2020-21       | FY 2021-22         | FY 2022-23         | FY 2023-24          | FY 2024-25         | Total               |
| <b>CONVENTION CENTER OPERATING FUND</b>             |                  |                    |                    |                     |                    |                     |
| Tower/Crown Glazing                                 | 250,000          | 1,180,000          | -                  | -                   | -                  | 1,430,000           |
| CCTV Security Camera System Server upgrades         | 100,000          | -                  | -                  | -                   | -                  | 100,000             |
| Future Renovation Planning                          | -                | 500,000            | -                  | -                   | -                  | 500,000             |
| Glass Tower Structural Reinforcement                | -                | 175,000            | -                  | -                   | -                  | 175,000             |
| I5 Parking Lot Repair/Sealing                       | -                | 130,000            | -                  | -                   | -                  | 130,000             |
| Waterproofing: Miscellaneous                        | -                | 90,000             | 450,000            | -                   | -                  | 540,000             |
| ABC Meeting Room Renovation                         | -                | -                  | 1,200,000          | 8,000,000           | -                  | 9,200,000           |
| Vertical Transportation: Elevator Modernizations    | -                | -                  | 350,000            | 350,000             | 350,000            | 1,050,000           |
| Security Console/Entrance area Renovation           | -                | -                  | 230,000            | 1,400,000           | -                  | 1,630,000           |
| OCC - AV Audio System Upgrade                       | -                | -                  | 100,000            | 750,000             | -                  | 850,000             |
| Facility Security Capital Assessment                | -                | -                  | 100,000            | -                   | -                  | 100,000             |
| Waterproofing: SW Exterior & Egress Doors           | -                | -                  | -                  | 400,000             | -                  | 400,000             |
| OCC Cooling System phase II                         | -                | -                  | -                  | 40,000              | 4,000,000          | 4,040,000           |
| Vertical Transportation: Escalator Modernizations   | -                | -                  | -                  | -                   | 100,000            | 100,000             |
| OCC - Boiler Replacement                            | -                | -                  | -                  | -                   | 100,000            | 100,000             |
| Exhibit Hall Lighting Retrofit                      | -                | -                  | -                  | -                   | 90,000             | 90,000              |
| <b>TOTAL OCC - CONVENTION CENTER OPERATING FUND</b> | <b>\$350,000</b> | <b>\$2,075,000</b> | <b>\$2,430,000</b> | <b>\$10,940,000</b> | <b>\$4,640,000</b> | <b>\$20,435,000</b> |

## CIP Summary

### Fiscal Year 2021

| Department: P5                                      |                    |                    |            |                    |            |                     |
|---|--------------------|--------------------|------------|--------------------|------------|---------------------|
|   | FY 2020-21         | FY 2021-22         | FY 2022-23 | FY 2023-24         | FY 2024-25 | Total               |
| <b>PORTLAND'S CENTERS FOR THE ARTS FUND</b>         |                    |                    |            |                    |            |                     |
| Schnitzer Acoustical Enhancements                   | 4,320,000          | 2,420,000          | -          | -                  | -          | 6,740,000           |
| P5 ASCH Broadway and Park Marquees                  | 1,174,000          | -                  | -          | -                  | -          | 1,174,000           |
| P5 KA New PA  | -                  | -                  | -          | 1,500,000          | -          | 1,500,000           |
| ASCH Sound Reinforcement System                     | -                  | -                  | -          | 1,400,000          | -          | 1,400,000           |
| <b>TOTAL - PORTLAND'S CENTERS FOR THE ARTS FUND</b> | <b>\$5,494,000</b> | <b>\$2,420,000</b> | <b>\$0</b> | <b>\$2,900,000</b> | <b>\$0</b> | <b>\$10,814,000</b> |



## CIP Summary

### Fiscal Year 2021

| Department: EXPO   |                  |                    |                    |                    |                    |                    |
|--|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|  | FY 2020-21       | FY 2021-22         | FY 2022-23         | FY 2023-24         | FY 2024-25         | Total              |
| <b>EXPO FUND</b>   |                  |                    |                    |                    |                    |                    |
| Expo - Exhibit Hall Lighting                             | 200,000          | -                  | -                  | -                  | -                  | 200,000            |
| Expo - Lighting Control review and install - Halls ABCDE | 161,000          | -                  | -                  | -                  | -                  | 161,000            |
| Expo Hall E Flat Roof                                    | 150,000          | -                  | -                  | -                  | -                  | 150,000            |
| Expo - Lower Parking Lot: Lighting                       | -                | 475,000            | -                  | -                  | -                  | 475,000            |
| Hall C Structural Repairs                                | -                | 200,000            | 200,000            | -                  | -                  | 400,000            |
| Expo - Lower Parking Lot: Grading                        | -                | 150,000            | 300,000            | -                  | -                  | 450,000            |
| Expo - Main Entry Improvements                           | -                | 185,000            | -                  | -                  | -                  | 185,000            |
| Expo - Facility Wide Overhead Door improvements          | -                | 125,000            | 100,000            | -                  | -                  | 225,000            |
| Plaza Security Enhancements                              | -                | 50,000             | 100,000            | -                  | -                  | 150,000            |
| Expo - Hall D&E HVAC                                     | -                | -                  | 150,000            | 150,000            | 160,000            | 460,000            |
| Expo - F&B Facility Renewal and Replacement              | -                | -                  | 150,000            | 150,000            | -                  | 300,000            |
| A/B/C Electrical Review                                  | -                | -                  | 125,000            | -                  | -                  | 125,000            |
| Reseal Hall D/E Flooring                                 | -                | -                  | -                  | 400,000            | 400,000            | 800,000            |
| Expo - Halls D&E Interior Improvements                   | -                | -                  | -                  | 250,000            | -                  | 250,000            |
| Expo - UP2 North Walkway Cover                           | -                | -                  | -                  | 200,000            | 300,000            | 500,000            |
| Expo - Hall C Roof Recoat                                | -                | -                  | -                  | 150,000            | -                  | 150,000            |
| Campus Master Plan                                       | -                | -                  | -                  | 20,000             | 100,000            | 120,000            |
| Sustainability - Stormwater                              | -                | -                  | -                  | -                  | 250,000            | 250,000            |
| Electrical Generator Enhancement                         | -                | -                  | -                  | -                  | 250,000            | 250,000            |
| <b>TOTAL EXPO - EXPO FUND</b>                            | <b>\$511,000</b> | <b>\$1,185,000</b> | <b>\$1,125,000</b> | <b>\$1,320,000</b> | <b>\$1,460,000</b> | <b>\$5,601,000</b> |

**METROPOLITAN EXPOSITION RECREATION COMMISSION**  
**Resolution No. 20-05**

For the Purpose of Freezing Rental Rates for Non-profit and Resident Companies for Portland's Centers for the Arts beginning in fiscal year, 2020-2021.

**WHEREAS**, the Metropolitan Exposition Recreation Commission (MERC) approves the Rental Fee rates for the Portland 5 Centers for the Arts (Portland's); and

**WHEREAS**, on March 4<sup>th</sup> 2020, MERC adopted Resolution No. 20-02 which increased rental rates for all users of Portland's effective July 1, 2020; and

**WHEREAS**, given the financial realities facing Resident Companies and Non-profit users due to the Covid-19 pandemic, Portland's now recommends that MERC postpone the scheduled increases.

**NOW THEREFORE BE IT RESOLVED** that the Metropolitan Exposition Recreation Commission hereby:

1. Freezes all rental rate increases approved in Resolution 20-02 for all Tier 2, Tier 3 and Tier 4 Non-profit and Resident companies, all Tier-1 rate increases shall remain in effect; and
2. Delegates authority to the Metro General Manager of Visitor Venues or his designee to increase the rental rates back to the amounts set forth in Resolution 20-02 at an appropriate time based upon the economic circumstances for the Non-profit and Resident Companies.

Passed by the Commission on June 3rd, 2020.

\_\_\_\_\_  
Chair

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

Approved as to form:  
Carrie MacLaren, Metro Attorney

By: \_\_\_\_\_  
Nathan A. S. Sykes  
Deputy Metro Attorney

## **MERC Staff Report**

**Agenda Item/Issue:** For the Purpose of Freezing Rental Rates for Non-profit and Resident Companies for Portland's Centers for the Arts beginning in fiscal year, 2020-2021.

**Resolution No.:** 20-05

**Presented By:** Robyn Williams

**Date:** June 3, 2020

**Background and Analysis:** On March 4<sup>th</sup> 2020, MERC adopted Resolution No. 20-02 which increased rental rates for all users of Portland's effective July 1, 2020. On March 16<sup>th</sup> Portland's venues were shut down due to the Covid-19 pandemic. Portland's is now closed through September 2020. All client groups were forced to cancel their performances and seasons. Given the financial realities facing Resident Companies and Non-profit users, Portland's now recommends that MERC postpone the scheduled increases and hold the rental rates for one fiscal year. Portland's will work with the resident companies and non-profits on a plan to increase the rental rates back to those set in Resolution 20-02 at an appropriate time based upon the economic circumstances of Portland's and these user groups.

**Fiscal Impact:** Rental increases were expected to generate approximately \$196,000. Deep cuts in Portland's operating costs will allow P5 to discuss rental rate increases with the affected companies and develop a plan to bring the rate back to the amounts set forth in Resolution 20-02.

**Recommendation:** Staff recommends that the Metropolitan Exposition-Recreation Commission adopt Resolution 20-05 For the Purpose of Freezing Rental Rates for Non-profit and Resident Companies for Portland's Centers for the Arts beginning in fiscal year, 2020-2021 and delegates authority to the Metro General Manager of Visitor Venues or his designee to increase the rental rates back to the amounts set forth in Resolution 20-02 at an appropriate time based upon the economic circumstances for the Non-profit and Resident Companies.

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# **MERC Commission Meeting**

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June 3, 2020  
12:30 pm

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Travel Portland Quarterly  
Report

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TRAVEL  
**PORTLAND**

# **3RD QUARTER 2019-20 REPORT**

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Highlights:

Executive Summary – Page 3



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|                    |   |
|--------------------|---|
| Jeff Miller .....  | President and CEO                         |
| Ana Andueza .....  | Interim Chief Financial Officer           |
| Greg Newland ..... | Chief Marketing Officer                   |
| Megan Conway ..... | Chief Strategy Officer                    |
| James Jessie ..... | Senior Vice President of Convention Sales |

**Travel Portland**  
100 SW Main, Suite 1100  
Portland, OR 97204  
503.275.9750



## EXECUTIVE SUMMARY

### ACCOMPLISHMENTS

- For the 3rd quarter OCC realized over \$1.6 million in revenue from Travel Portland booked business. Community impact ROI from all future bookings was 11.5 to 1.
- Six new and one repeat OCC conventions were booked for future years in the quarter worth over \$1.1 million in OCC revenue and community economic impact over \$4.7 million. Total Travel Portland bookings, including single hotel will result in approximately \$13 million of economic impact.
- Across domestic media outlets, Portland was included in 685 placements with total impressions of more than 1.2 billion that could potentially influence consumer perception of Portland as a business and leisure travel destination.

### TRENDS, SUCCESSES, OBSTACLES

- Transient Lodging Tax due to COVID-19 will have dramatic drops well into the future. Fiscal YTD collections of the city's tax through March were down 0.6%.
- Portland hotels' occupancy decreased 25.0% for calendar YTD through March; ADR decreased 5.2%, RevPar decreased 28.9%, demand decreased 21.6%, and room revenue decreased 25.6%.
- End of March began convention and single hotel cancellations due to COVID-19.
- By the first of April, over 20 hotels had closed their doors due to COVID-19, including the Hyatt Regency Portland at the Oregon Convention Center.

### MERC CONTRACT TARGETS

| TARGET # | TARGET DESCRIPTION          | YEAR TO DATE ACTUAL | ANNUAL TARGET |
|----------|-----------------------------|---------------------|---------------|
| 1        | OCC revenue target          | \$9,266,890         | \$18 Million  |
| 2        | ROI on future OCC business  | 3.1                 | 5.8           |
| 3        | Lead conversion             | 17%                 | 18%           |
| 4        | Services performance survey | 4.0                 | 3.8           |
| 5        | Public relations/media      | 9.0                 | 12            |
| 6        | Community economic impact   | 25.7                | 44.0          |

### CITY CONTRACT GOALS

| OBJECTIVE # | GOAL DESCRIPTION                                   | YEAR TO DATE ACTUAL | ANNUAL GOAL |
|-------------|--|---------------------|-------------|
| 1           | Convention Sales and Marketing Economic Impact ROI | 21.2                | 25.0        |



# CONVENTION SALES

| OREGON CONVENTION CENTER BOOKING REVENUE<br>FROM TRAVEL PORTLAND BOOKINGS |               |               |                                    |
|---|---------------|---------------|------------------------------------|
|   | OCC Revenue   | Annuals       | Total Potential<br>Future Business |
| FY19-20   | \$ 13,199,829 | \$ -          | \$ 13,199,829                      |
| FY20-21   | \$ 13,569,682 | \$ 622,619    | \$ 14,192,301                      |
| FY21-22   | \$ 17,873,938 | \$ 1,324,080  | \$ 19,198,018                      |
| FY22-23   | \$ 21,525,710 | \$ 1,526,154  | \$ 23,051,864                      |
| FY23-24   | \$ 8,249,717  | \$ 1,324,160  | \$ 9,573,877                       |
| FY24-25   | \$ 4,404,968  | \$ 1,526,234  | \$ 5,931,202                       |
| FY25-26   | \$ 1,173,228  | \$ 1,324,160  | \$ 2,497,388                       |
| FY26-27   | \$ 1,857,528  | \$ 1,526,234  | \$ 3,383,762                       |
| FY27-28   | \$ -          | \$ 1,324,160  | \$ 1,324,160                       |
| FY28-29   | \$ 534,267    | \$ -          | \$ 534,267                         |
| TOTAL   | \$ 82,388,867 | \$ 10,497,801 | \$ 92,886,668                      |

| OREGON CONVENTION CENTER PROJECTED FUTURE REVENUE |               |               |              |
|---|---------------|---------------|--------------|
| Total Travel Portland Contract:                   | QTR           | YTD           | Target       |
| New OCC Bookings                                  | 6             | 35            |              |
| Repeat OCC Bookings                               | 1             | 2             |              |
| Total OCC Bookings                                | 7             | 37            |              |
| Room Nights from OCC Bookings                     | 4,857         | 86,701        |              |
| Future OCC Revenue Booked during FY 2019/20       | \$ 1,140,607  | \$ 11,296,373 |              |
| ROI OCC Bookings                                  | \$ 1.0        | \$ 3.1        | 5.8 to 1     |
| Community Economic Impact from OCC Bookings       | \$ 4,784,013  | \$ 58,489,103 |              |
| Total Room Nights Booked                          | 21,929        | 157,305       |              |
| Total Community Economic Impact from Bookings     | \$ 13,009,735 | \$ 94,607,834 |              |
| ROI on Total Community Economic Impact            | \$ 11.5       | \$ 25.7       | 44.0 to 1    |
| OCC Revenue Realized During FY 2019/20            | \$ 1,612,476  | \$ 9,266,890  | \$18 Million |





# CONVENTION SALES

| LEAD CONVERSION            |                     |
|----------------------------|---------------------|
|                            | As of April 1, 2020 |
| Lead Conversion Percentage | 17%                 |
| Annual Target -18%         |                     |

| OREGON CONVENTION CENTER FUTURE GROUP BOOKINGS |            |            |            |            |                       |
|--|------------|------------|------------|------------|-----------------------|
| AS OF APRIL 1, 2020                            |            |            |            |            |                       |
|  | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 | FY 2023-24 and beyond |
| Current  | 44         | 45         | 28         | 27         | 23                    |
| 4 Year Average                                 | Current    | 1 yr. out  | 2 yrs. out | 3 yrs. out | Beyond 3 yrs.         |
| (FY 16/17-19/20)                               | 50         | 43         | 24         | 18         | 23                    |

| OREGON CONVENTION CENTER REVENUE      |                |               |
|---------------------------------------|----------------|---------------|
| THREE YEAR AVERAGE                    |                |               |
|                                       | Total Contract |               |
|                                       | Quarter        | YTD           |
| OCC Revenue Generated (3 yr. average) | \$ 3,286,989   | \$ 10,098,430 |
| Travel Portland Contract Costs        | \$ 1,131,290   | \$ 3,680,337  |
| ROI (Revenue / Costs)                 | 2.9            | 2.7           |

| 3RD QUARTER - OREGON CONVENTION CENTER LOST BUSINESS |        |                   |           |                  |                                |
|--|--------|-------------------|-----------|------------------|--------------------------------|
| Account  | Groups | Total Room Nights | Attendees | Lost OCC Revenue | Lost Community Economic Impact |
| Total  | 42     | 167,626           | 114,130   | \$ 21,618,091    | \$ 115,010,931                 |



# CONVENTION SALES

| MINORITY PROJECTED FUTURE REVENUE  |             |        |
|------------------------------------|-------------|--------|
| Total Travel Portland Contract     | 3rd Quarter | YTD    |
| New Minority Bookings              | 0           | 9      |
| Total Minority Bookings            | 0           | 9      |
| Room Nights from Minority Bookings | 0           | 11,097 |
|                                    |             |        |
| Minority Leads                     | 16          | 37     |
| Minority Lost Leads                | 7           | 20     |

## 3RD QUARTER - OREGON CONVENTION CENTER CANCELLATIONS

| Account Name   | Groups    | Reason                               | Total Room Nights | Attendees     | Lost OCC Revenue    | Lost Community Economic Impact | Arrival Date |
|--|-----------|--------------------------------------|-------------------|---------------|---------------------|--------------------------------|--------------|
| American Mosquito Control Association                | 1         | COVID-19                             | 2,615             | 700           | \$ 142,966          | \$ 1,196,208                   | 3/13/20      |
| Tilde Inc.   | 1         | COVID-19                             | 310               | 1,250         | \$ 91,536           | \$ 272,484                     | 3/15/20      |
| Key Club International                               | 1         | COVID-19                             | 1,308             | 2,000         | \$ 496,354          | \$ 2,015,348                   | 3/19/20      |
| Forest Business Network                              | 1         | COVID-19                             | 610               | 600           | \$ 90,092           | \$ 381,849                     | 3/23/20      |
| Future Business Leaders of America - Phi Beta Lambda | 1         | COVID-19                             | 1,134             | 1,500         | \$ 220,805          | \$ 1,023,875                   | 3/29/20      |
| Oregon Dental Association                            | 1         | COVID-19                             | 1,044             | 6,500         | \$ 443,536          | \$ 1,196,643                   | 3/31/20      |
| International Association of Operative Millers       | 1         | COVID-19                             | 1,355             | 900           | \$ 122,606          | \$ 907,297                     | 4/4/20       |
| Oregon School Personnel Association                  | 1         | COVID-19                             | 240               | 5,000         | \$ 59,747           | \$ 448,416                     | 4/5/20       |
| Government Alliance on Race and Equity               | 1         | COVID-19                             | 1,270             | 900           | \$ 67,589           | \$ 638,873                     | 4/12/20      |
| Specialty Coffee Association                         | 1         | COVID-19                             | 9,500             | 9,000         | \$ 808,816          | \$ 6,244,896                   | 4/20/20      |
| Northwest Energy Efficiency Alliance                 | 1         | COVID-19                             | 565               | 450           | \$ 89,372           | \$ 458,074                     | 5/10/20      |
| Exploding Kittens                                    | 1         | COVID-19                             | 130               | 5,000         | \$ 133,063          | \$ 438,447                     | 5/14/20      |
| Church of God in Christ, Inc.                        | 1         | COVID-19                             | 10,200            | 9,000         | \$ 932,180          | \$ 7,008,815                   | 5/22/20      |
| Association of Public Health Laboratories            | 1         | COVID-19                             | 1,517             | 550           | \$ 224,018          | \$ 947,376                     | 6/5/20       |
| O'Reilly Media, Inc.                                 | 1         | COVID-19                             | 2,225             | 3,000         | \$ 423,181          | \$ 1,749,291                   | 7/10/20      |
| Viewpoint Construction Software                      | 1         | COVID-19                             | 4,535             | 1,200         | \$ 221,345          | \$ 1,999,357                   | 9/19/20      |
| O'Reilly Media, Inc.                                 | 1         | Conference Cancelled - Not Happening | 2,225             | 2,000         | \$ 429,814          | \$ 1,771,420                   | 7/9/21       |
| <b>Total OCCC Cancellations</b>                      | <b>17</b> |                                      | <b>40,783</b>     | <b>49,550</b> | <b>\$ 4,997,020</b> | <b>\$ 28,698,669</b>           |              |



# CONVENTION SERVICES

| ACTIVITY DESCRIPTION   | 3RD QUARTER | YTD    |
|--|-------------|--------|
| OCC groups occurring during the quarter  | 7           | 34     |
| Distribution of promotional pieces   | 3,515       | 47,195 |
| Meeting planning assistance - Services leads                                     | 4           | 1,380  |
| Pre-convention attendance building - Site tours                                  | 7           | 32     |
| Pre-convention attendance building -<br>Promo trips, e-newsletters and materials | 7           | 39     |
| Housing-convention room nights   | 2,740       | 17,264 |

## TRAVEL PORTLAND POST CONVENTION SURVEY

Overall impression of the following:

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

In planning your event from start to finish, how would you describe your relationship with your Sales Manager and/or Services Manager?

Tim was easily the best CVB rep we have EVER HAD. We cannot say more amazing things about him and his team. Our sincere thanks to him for all he did through this craziness.

Tim Mongin is great, super nice and always on top of things.

Very good. We make a good team delivering a beneficial package and great value to my client.

Great rapport, very friendly, some of the best professional relationships I have.

Groups Serviced/Surveyed:

Kumoricon *\*Completed Survey*

Tektronix, Inc. *\* Completed Survey*

Oregon Wine Board *\*Completed Survey*

Association for Computing Machinery *\*Completed Survey*

Signature EquipoVision, LLC

Council for Exceptional Children

PacWest Spirit Group

Aloha International Spirit Cheer



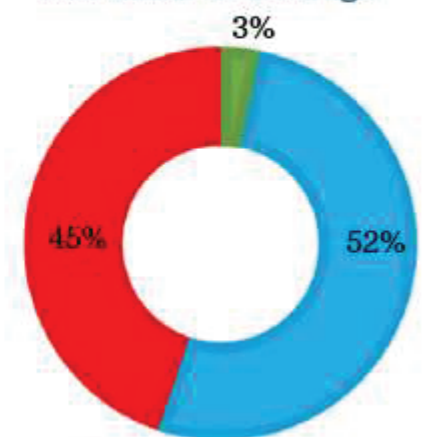
*Traditional media mentions captured across print and online that may influence consumer perception of Portland as a business and leisure travel destination.*

*Earned media placements generated by Travel Portland public relations efforts that mention the Oregon Convention Center or cover industry topics related to Portland as a meeting destination.*

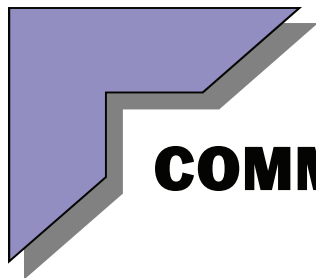
*Print and online media outlets strategically targeted by Travel Portland's public relations efforts because they are most influential to potential visitors.*

*International print and online media outlets strategically targeted by Travel Portland's public relations efforts in international markets, including, but not limited to: United Kingdom, The Netherlands, Oceania and Canada.*

## TOTAL DOMESTIC MEDIA SENTIMENT



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# COMMUNICATION & PR

| ARTICLES         |                                |   | MERC   |                   |            |
|------------------|--------------------------------|---|--------|-------------------|------------|
| Publication Date | Outlet                         | Headline  | Medium | Total Circulation | Placements |
| 1/1/20           | Prevue Meetings and Incentives | The Creative Center   | Print  | 37,800            | 1          |
| 1/1/20           | Northwest Meetings + Events    | Portland Hotel Openings   | Print  | 16,000            | 1          |
| 1/1/20           | Meetings Today                 | Delicious Diversions  | Print  | 55,085            | 1          |
| 1/14/20          | Meetings Today                 | 6 Group-Friendly Culinary Trends in the Pacific Northwest                                     | Online | 10,525            | 1          |
| 1/27/20          | Connect                        | 20 New and Improved Sports Venues to Know in 2020   | Online | 9,441             | 1          |
| 1/29/20          | Event Manager Blog (Skift)     | The Future of Events Banks on Commitment  | Online | 608,440           | 1          |
| 2/1/20           | Smart Meetings                 | Portland Calling  | Print  | 44,000            | 1          |
| 2/11/20          | Corporate Event News           | How a Green Team Can Help You Plan More Sustainable Events                                    | Online | 2,000             | 1          |
| 2/11/20          | Smart Meetings                 | Portland, Oregon: Good Vibes and Better Hotel Rooms   | Online | 50,000            | 1          |
| 2/17/20          | TSNN                           | How a Green Team Can Help You Plan More Sustainable Event                                     | Online | 98,000            | 1          |
| 2/27/20          | Connect                        | First Full-Service Hyatt Regency in Portland Embraces Portland Aesthetic                      | Online | 9,441             | 1          |
| 3/1/20           | The Meeting Professional       | Quirky and Delicious  | Print  | 30,157            | 1          |
| 3/1/20           | Group Travel Leader            | Portland Pours  | Online | 532               | 1          |
| 3/3/20           | Corporate Event News           | Pacific Northwest – Everything From Mountain Views to Idyllic Settings Will Inspire Attendees | Online | 2,000             | 1          |
| 3/3/20           | Corporate Event News           | Rooms Evolve to Meet the Needs of Today's Attendees   | Online | 2,000             | 1          |
| 3/9/20           | USAE                           | State of the Industry   | Print  | 2,000             | 1          |
| <b>Total</b>     |                                |   |        | <b>977,421</b>    | <b>16</b>  |

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

## PITCHES DELIVERED

|   |  |
|---|--|
| 1 | Portland All Grown Up - A pitch demonstrating how Portland has up-leveled its meetings and conventions offerings and is now regarded as a standout meeting destination.  |
| 2 | Dining Month - A pitch describing and inviting media to experience Portland's overall food and beverage culture, highlighting Portland's Dining Month as one lens into the city's culinary scene for larger groups and events. |
| 3 | Branding - A pitch showcasing Travel Portland's new brand refresh for Meetings and Conventions   |

**Target Goal: Deliver three meetings-related pitches to industry media on a quarterly basis.**



# MARKETING & INTERNATIONAL TOURISM

| MARKETING                       |             |           |
|---------------------------------|-------------|-----------|
| TravelPortland.com              | 3rd Quarter | YTD       |
| Visits                          | 846,141     | 2,305,065 |
| International Visits            | 55,127      | 198,723   |
| Referrals                       | 164,900     | 458,433   |
| Business and Event Detail Views | 604,096     | 1,376,350 |
| Meetings.TravelPortland.com     |             |           |
| Venue Finder Page Views         | 1,123       | 3,307     |

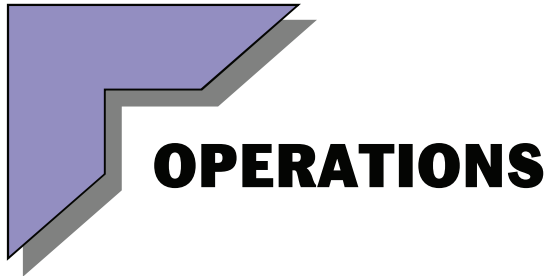
*Source: Google Analytics*

| INTERNATIONAL TOURISM          |             |             |
|--------------------------------|-------------|-------------|
| International Visits/Arrivals* | 2nd Quarter | 4th Quarter |
| Portland**                     | 2%          | N/A         |
| Competitive Set***             | 0%          | N/A         |

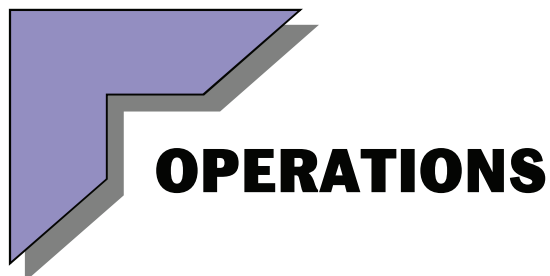
*\*Source: Oxford Tourism Economics Company reports twice during the calendar year.*

*\*\*Be no less than 5% of our competitive sets' performance for overall visits/arrivals.*

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



| DIVERSITY EMPLOYMENT STATISTICS 2019-2020                 |                      |                 |                   |                 |           |
|---|----------------------|-----------------|-------------------|-----------------|-----------|
| TRAVEL PORTLAND GOALS AND OBJECTIVES BY JOB CATEGORIES    |                      |                 |                   |                 |           |
|   | March 31, 2020       |                 | Third Quarter     |                 |           |
| Job Category  | Category Number      | Total           | Actual Percentage | Goal Percentage | Objective |
|   | Number of Females    | Number of Staff |                   |                 |           |
| Executive/Senior Level                                    | 4                    | 8               | 50%               | 40-60%          | Monitor   |
| First/Mid Level Manager                                   | 12                   | 15              | 80%               | 40-60%          | Monitor   |
| Professionals   | 11                   | 17              | 65%               | 40-60%          | Monitor   |
| Sales Workers   | 11                   | 11              | 100%              | 40-60%          | Monitor   |
| Admin Support Workers                                     | 16                   | 18              | 89%               | 40-60%          | Monitor   |
| Total   | 54                   | 69              | 78%               | 40-60%          | Monitor   |
|   | Number of Minorities | Number of Staff |                   |                 |           |
| Executive/Senior Level                                    | 2                    | 8               | 25%               | 15-33%          | Monitor   |
| First/Mid Level Manager                                   | 2                    | 15              | 13%               | 15-33%          | Improve   |
| Professionals   | 2                    | 17              | 12%               | 15-33%          | Improve   |
| Sales Workers   | 2                    | 11              | 18%               | 15-33%          | Monitor   |
| Admin Support Workers                                     | 5                    | 18              | 28%               | 15-33%          | Monitor   |
| Total   | 13                   | 69              | 19%               | 15-33%          | Monitor   |
| This report is based on current full and part-time staff. |                      |                 |                   |                 |           |



## FIRST OPPORTUNITY TARGET AREA (FOTA) 3RD QUARTER 2019-20

### HIRING

|   |                                |                            |                  |
|---|--------------------------------|----------------------------|------------------|
| Job Posting Locations                   | The Skanner                    | El Hispanic News           | Hispanic Chamber |
|   | The Asian Reporter             | Urban League               | Monster.com      |
|   | Urban League                   | Mosaic Metier              | PDX Pipeline     |
|   | Oregon Native American Chamber | Partners in Diversity      | Jooble           |
|   | Portland State University      | Indeed                     | LinkedIn         |
|   | Travel Portland Website        | Destinations International | H-Careers        |
|   | SearchWide Global              | Murphy, Symonds & Stowell  |                  |
| Current Employees residing in MERC FOTA |                                | 16                         |                  |

### PURCHASING (YTD)

|  |           |
|--|-----------|
| Travel Portland expenditure with MERC FOTA area businesses | \$763,472 |
|--|-----------|

### PARTNERSHIP

| Total Partners | Within FOTA | Minority | Women-Owned |
|----------------|-------------|----------|-------------|
| 761            | 110         | 37       | 63          |

### MBE/DBE/WBE PURCHASING PARTICIPATION FY 2019-20 (YTD)

|  | Total Expended | Expended with Minority/<br>Women-Owned or Emerging Small<br>Business Enterprises | Percentage of Total Spend on<br>Minority/Women-Owned or Emerging<br>Small Business Enterprises |
|--|----------------|--|--|
| Lodging taxes expended with<br>MBE/DBE/WBE | \$1,082,857    | \$625,195  | 58%  |

For the last 31 years Travel Portland has implemented a voluntary MBE/DBE/WBE purchasing program that strives to ensure a high level of participation with certified minority-owned, disadvantaged or women-owned businesses when securing services and supplies that are purchased using lodging tax dollars.



## OCC SALES AND MARKETING BUDGET

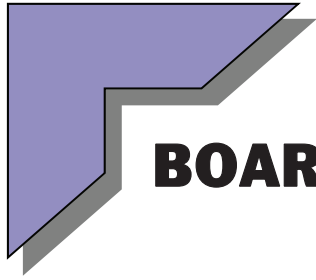
| Expenses  | Annual Budget    | MERC -<br>QTR Ending<br>03-31-20 | TID/TLT -<br>QTR Ending<br>03-31-20 | Subtotal QTR Ending<br>03-31-20 | Sum MERC<br>YTD<br>06-30-20 | Sum TID/TLT<br>YTD<br>06-30-20 | Sum of YTD<br>06-30-20 | Percent |
|---|------------------|----------------------------------|-------------------------------------|---------------------------------|-----------------------------|--------------------------------|------------------------|---------|
| <b>Direct Sales:</b>  |                  |                                  |                                     |                                 |                             |                                |                        |         |
| Personnel Costs   | 1,714,479        | 482,698                          |                                     | 482,698                         | 1,379,129                   | -                              | 1,379,129              |         |
| Direct expenses   | 257,172          | 64,293                           |                                     | 64,293                          | 192,879                     | -                              | 192,879                |         |
| Total Portland office                                       | 1,971,651        | 546,990                          | -                                   | 546,990                         | 1,572,008                   | -                              | 1,572,008              | 80%     |
| Fall & Spring Fam   | 100,000          | (38,100)                         | (1,048)                             | (39,148)                        | 129,433                     | 3,559                          | 132,992                |         |
| DC client events  | 13,000           | 6,407                            | 6,901                               | 13,308                          | 6,440                       | 6,935                          | 13,375                 |         |
| Chicago client events                                       | 12,000           | 1,279                            | 1,067                               | 2,345                           | 1,865                       | 1,555                          | 3,420                  |         |
| Site Visits   | 100,000          | 37,276                           | 9,319                               | 46,595                          | 89,566                      | 22,391                         | 111,957                |         |
| Bid/Sales Trips   | 40,000           | 3,201                            | 470                                 | 3,671                           | 42,592                      | 6,256                          | 48,849                 |         |
| Local Promotions  | 5,000            | 2,264                            | 934                                 | 3,197                           | 5,229                       | 2,157                          | 7,386                  |         |
| Tradeshows  | 340,000          | 36,680                           | 10,050                              | 46,730                          | 273,917                     | 75,053                         | 348,970                |         |
| Road Shows/Client Events-Chicago & Washington DC            | 95,000           | 3,947                            | 865                                 | 4,811                           | 31,915                      | 6,991                          | 38,905                 |         |
| Research/Lead Generation                                    | 45,000           | 12,470                           | 6,560                               | 19,029                          | 32,601                      | 17,149                         | 49,750                 |         |
| Three City Alliance   | 50,000           | 7,636                            |                                     | 7,636                           | 54,510                      | -                              | 54,510                 |         |
| Advisory Council  | 60,000           | 9,527                            | 695                                 | 10,222                          | 10,408                      | 759                            | 11,166                 |         |
| Multicultural Sales & Opportunities                         |                  |                                  |                                     | -                               | -                           | -                              | -                      |         |
| Congressional Black Caucus                                  | 48,188           | 237                              | 15                                  | 252                             | 41,884                      | 2,626                          | 44,510                 |         |
| NCBMP Annual Trade Show                                     | 11,150           | 1,429                            | 90                                  | 1,519                           | 4,080                       | 196                            | 4,275                  |         |
| Connect Diversity Trade Show                                | 11,550           | 9,708                            | 609                                 | 10,316                          | 10,271                      | 644                            | 10,915                 |         |
| Association Forum   | 50,000           | -                                |                                     | -                               | 29,024                      | 1,820                          | 30,844                 |         |
| Women's Executive Retreat                                   | 60,000           | 30,277                           | 1,898                               | 32,175                          | 65,751                      | 4,122                          | 69,873                 |         |
| My People's Market  | 75,000           | 18,750                           | -                                   | 18,750                          | 56,250                      | -                              | 56,250                 |         |
| Marketing assets and collateral                             | 25,000           | 6,250                            | -                                   | 6,250                           | 18,750                      | -                              | 18,750                 |         |
| Program Support/Local/event support                         | 8,000            | 2,000                            | -                                   | 2,000                           | 6,000                       | -                              | 6,000                  |         |
| DEI Partner trainings (welcoming environment cust. service) | 20,000           | 5,000                            | -                                   | 5,000                           | 15,000                      | -                              | 15,000                 |         |
| Sub-Total   | 1,168,888        | 156,237                          | 38,423                              | 194,659                         | 925,484                     | 152,214                        | 1,077,698              | 92%     |
| <b>Total Direct Sales</b>                                   | <b>3,140,539</b> | <b>703,227</b>                   | <b>38,423</b>                       | <b>741,650</b>                  | <b>2,497,492</b>            | <b>152,214</b>                 | <b>2,649,706</b>       | 84%     |
| <b>Marketing:</b>   |                  |                                  |                                     |                                 |                             |                                |                        |         |
| Total Marketing   | 695,382          | 205,556                          | 35,701                              | 241,257                         | 514,153                     | 94,891                         | 609,045                | 88%     |
| <b>Public Relations (&amp; Multicultural PR)</b>            |                  |                                  |                                     |                                 |                             |                                |                        |         |
| Total PR  | 150,575          | 39,980                           | 17,697                              | 57,677                          | 115,977                     | 52,474                         | 168,451                | 112%    |
| <b>Convention Services:</b>                                 |                  |                                  |                                     |                                 |                             |                                |                        |         |
| Total Convention Services                                   | 491,079          | 127,254                          | 3,163                               | 130,417                         | 370,276                     | 13,122                         | 383,398                | 78%     |
| <b>Contract Admin.</b>                                      |                  |                                  |                                     |                                 |                             |                                |                        |         |
| Total Contract Admin  | 154,281          | 55,273                           | -                                   | 55,273                          | 182,438                     | -                              | 182,438                | 118%    |
| <b>Total Budget</b>   | <b>4,631,854</b> | <b>1,131,290</b>                 | <b>94,983</b>                       | <b>1,226,274</b>                | <b>3,680,337</b>            | <b>312,701</b>                 | <b>3,993,038</b>       | 86%     |

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

|   | <b>Actual (Prior Year)<br/>YTD<br/>3/31/2019<br/>Column A</b> | <b>Actual<br/>YTD<br/>3/31/2020<br/>Column B</b> | <b>Budget<br/>YTD<br/>3/31/2020<br/>Column C</b> | <b>Actual (Prior Year)<br/>Full Year<br/>6/30/2019<br/>Column D</b> | <b>Budget<br/>Full Year<br/>6/30/2020<br/>Column E</b> |
|---|---|--|--|---|--|
| <b>Revenue</b>                          |   |  |  |   |  |
| City/County Lodging Tax (1%)            | 5,473,382   | 5,346,398  | 5,550,894  | 6,935,320   | 7,108,703  |
| Tourism Improvement District (TID) (2%) | 10,726,428  | 10,886,057                                       | 10,960,892                                       | 13,786,129  | 14,130,782   |
| MERC (OCC contract)                     | 3,293,302   | 3,473,890  | 3,473,888  | 4,391,069   | 4,631,854  |
| Partnership Dues                        | 342,573   | 337,537  | 333,749  | 453,592   | 445,000  |
| Fees earned                             | 159,072   | 134,541  | 91,500   | 181,597   | 122,000  |
| Other Income                            | 171,531   | -88,130  | 18,750   | 246,618   | 25,000   |
| Tradeout/In-Kind                        | 0   | 0  | 0  | 18,960  | 0  |
| Cooperative programs                    | 77,794  | 130,690  | 115,500  | 124,835   | 154,000  |
| Regional RCTP (from Travel Oregon)      | 2,680,271   | 2,265,798  | 2,314,804  | 2,916,006   | 3,086,406  |
| Cultural Tourism                        | 295,038   | 299,897  | 225,000  | 332,778   | 300,000  |
| Visitor Development Fund (VDF)          | 0   | 60,000   | 64,350   | 0   | 85,800   |
| <b>Total Revenue</b>                    | <b>23,219,391</b>   | <b>22,846,680</b>                                | <b>23,149,327</b>                                | <b>29,386,903</b>   | <b>30,089,545</b>                                      |
| <b>Expenses</b>                         |   |  |  |   |  |
| Convention Sales                        | 4,047,229   | 3,990,582  | 4,213,206  | 5,364,441   | 5,485,000  |
| Int'l Tourism                           | 1,592,420   | 1,752,517  | 1,861,775  | 2,473,140   | 2,585,800  |
| Marketing & Communications              | 6,918,942   | 7,375,824  | 6,021,981  | 8,927,806   | 9,900,000  |
| Regional RCTP (from Travel Oregon)      | 2,366,358   | 2,002,880  | 2,659,338  | 2,919,386   | 3,086,406  |
| Convention & Housing Services           | 881,000   | 927,610  | 892,799  | 1,203,080   | 1,240,000  |
| Events                                  | 202,691   | 174,400  | 259,200  | 367,377   | 360,000  |
| Destination Mgmt & DEI                  | 862,298   | 902,238  | 1,216,800  | 1,240,768   | 1,690,000  |
| Visitor Services (Fulfillment & VC)     | 268,312   | 312,961  | 368,640  | 367,784   | 512,000  |
| Program Support                         | 2,734,313   | 3,246,681  | 3,005,999  | 3,618,072   | 4,175,000  |
| <b>Total Expenses</b>                   | <b>19,873,563</b>   | <b>20,685,691</b>                                | <b>20,499,737</b>                                | <b>26,481,854</b>   | <b>29,034,206</b>                                      |
| <b>NET SURPLUS/(DEFICIT)</b>            | <b>3,345,828</b>  | <b>2,160,989</b>                                 | <b>2,649,590</b>                                 | <b>2,905,049</b>  | <b>1,055,339</b>                                       |

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

|  | <b>Actual<br/>3/31/2020<br/>Column A</b> | <b>Actual as of<br/>6/30/2019<br/>Column B</b> | <b>Increase (Decrease)<br/>Column C</b> |
|--|--|--|---|
| <b>Assets</b>                            |  |  |   |
| Cash and Cash Equivalents                | \$6,771,660.13                           | \$4,988,878.92                                 | 36%                                     |
| Investments                              | \$4,535,578.56                           | \$4,637,647.78                                 | -2%                                     |
| Accounts Receivable                      | \$935,031.81                             | \$2,689,013.16                                 | -65%                                    |
| Prepaid Assets                           | \$718,832.76                             | \$908,541.53                                   | -21%                                    |
| Fixed Assets, net                        | \$2,672,680.49                           | \$2,347,215.55                                 | 14%                                     |
| Other Assets                             | \$745.96                                 | \$0.00   | 0%                                      |
| <b>Total Assets</b>                      | <b>\$15,634,529.71</b>                   | <b>\$15,571,296.94</b>                         | <b>0%</b>                               |
| <b>Liabilities and Net Assets</b>        |  |  |   |
| <b>Liabilities</b>                       |  |  |   |
| Accounts Payable & Accrued Expenses      | \$1,337,786.55                           | \$3,578,217.91                                 | -63%                                    |
| Accrued Personnel                        | \$1,764,905.24                           | \$2,337,442.97                                 | -24%                                    |
| Deferred Revenue                         | \$167,045.04                             | \$223,434.31                                   | -25%                                    |
| Other Fiduciary Liabilities - RCTP       | \$820,608.41                             | \$49,006.32                                    | 1574%                                   |
| <b>Total Liabilities</b>                 | <b>\$4,090,345.24</b>                    | <b>\$6,188,101.51</b>                          | <b>-34%</b>                             |
| <b>Net Assets</b>                        |  |  |   |
| Undesignated-Balance Sheet               | \$7,671,845.49                           | \$5,510,856.45                                 | 39%                                     |
| Board Designated-Balance Sheet           | \$1,525,123.43                           | \$1,525,123.43                                 | 0%                                      |
| Net Property and Equipment-Balance Sheet | \$2,347,215.55                           | \$2,347,215.55                                 | 0%                                      |
| <b>Total Net Assets</b>                  | <b>\$11,544,184.47</b>                   | <b>\$9,383,195.43</b>                          | <b>23%</b>                              |
| <b>Total Liabilities and Net Assets</b>  | <b>\$15,634,529.71</b>                   | <b>\$15,571,296.94</b>                         | <b>0%</b>                               |



# BOARD OF DIRECTORS

| LAST NAME    | FIRST NAME | COMPANY  | OFFICERS    | COMMITTEE CHAIR  |
|--------------|------------|--|-------------|--|
| Ackman       | Tim        | Alaska Airlines  |             |  |
| Bebo         | Chris      | Provenance Hotels                                      |             |  |
| Craddick     | Shirley    | Metro  |             |  |
| Daley        | Mike       | Sheraton Portland Airport Hotel                        | Chair-elect | Nominating Committee<br>Tourism Improvement District Committee |
| Dawes        | Alex       | Embassy Suites by Hilton Portland Downtown             |             |  |
| Endorf       | Erica      | AC Hotel Portland Downtown                             |             | Community Action Committee                                     |
| Faustin      | Bertony    | Abbey Creek Vineyard                                   |             |  |
| Fleming      | Peter      | Enterprise Holdings                                    | Vice Chair  |  |
| Goeman       | Mark       | CoHo Services  |             |  |
| Hasan        | Naim       | Naim Hasan Photography @ N2H Media Group               |             |  |
| Hiller-Webb  | Shannon    | Host2Host/Prosparus                                    |             |  |
| Holt         | Charles    | The Mark Spencer Hotel                                 |             |  |
| Huffman      | Kurt       | ChefStable   |             |  |
| Johnson      | Dennis     | CPA  | Treasurer   | Budget and Finance Committee                                   |
| Kafoury      | Deborah    | Multnomah County                                       |             |  |
| Kunzer       | Ryan       | The Duniway Portland, A Hilton Hotel                   |             |  |
| Lopuszynski  | Ziggy      | Crown Plaza Portland - Downtown Convention Center      |             |  |
| Malik        | Tauseen    | Hilton Portland Downtown                               |             |  |
| Mann         | Amanda     | Rose Quarter   |             |  |
| McIlroy      | Emma       | Wildfang   |             |  |
| Nicolopoulos | Shane      | Hyatt Regency Portland at the Oregon Convention Center |             |  |
| Penilton     | David      | America's Hub World Tours                              |             |  |
| Peralta      | Paul       | Canopy by Hilton Portland Pearl District               |             |  |
| Pyne         | Tim        | Portland Marriott Downtown Waterfront                  | Past Chair  | Convention Sales Steering Committee                            |
| Rank Ignacio | Renee      | McMenamins Pubs, Breweries & Historic Hotels           |             |  |
| Shelly       | Ruth       | Portland Children's Museum                             |             |  |
| Tatone       | Sarah      | Vacasa   |             |  |
| Weston       | Linda      | Rapporto   | Chair       |  |
| Wheeler      | Ted        | City of Portland                                       |             |  |

# 3RD QUARTER 2019-20 REPORT

## JUNE 3, 2020



TRAVEL  
**PORTLAND**



# RESOURCES



Travel Portland is sharing weekly updates with resources to help our Portland hospitality industry partners navigate these uncertain times. Please email [content@travelportland.com](mailto:content@travelportland.com) if you have suggestions.

## Free Training for Hospitality Employees

The Oregon Restaurant & Lodging Association is offering free online training for hospitality industry employees who have been furloughed or laid off. These competency-building courses, based on restaurant and hotel perspectives, help build skills that are transferable to other industries. Scholarships for additional online courses, and for continuing education such as earning a GED or post-secondary degrees, are available to those in the hospitality industry.

ENROLL BY APRIL 30

## State of Oregon COVID-19 Business Impacts Survey

Business Oregon, Travel Oregon and Small Business Development Centers have partnered to develop a survey to understand how COVID-19 is impacting businesses.

## Prosper Portland Small Business Relief Fund Loans

Prosper Portland's Small Business Relief Fund will open to loan applications on Wednesday, April 8, at 9 a.m. and close on Saturday, April 11. Up to \$50,000 in zero-interest loans will be available for Portland businesses with \$5 million or less in annual gross revenue. These funds are intended to support vulnerable businesses as near-term relief until additional state and federal resources become available. Details about eligibility, requirements and frequently asked questions are posted at [www.prosperportland.us/relief](http://www.prosperportland.us/relief).

## Travel Portland Reduces Staff by 40% as Travel Industry Is Heavily Impacted by COVID-19

In a cost-saving effort to focus all work on hospitality business support and being positioned to promote Portland as recovery begins, Travel Portland has reduced staff throughout the organization by 40 percent. Additionally, remaining full-time staff will see scaled reductions in salary. Laid-off employees will receive two weeks' severance in addition to three months of health benefits and pay-out of accrued PTO.

# COVID-19 and the Portland Community

Get the latest news and resources about COVID-19 (coronavirus disease 2019) in Portland and Oregon.

[LEARN MORE >](#)



## Visit Portland Virtually

Tune into our weekly #TelePortland video series on Instagram for glimpses into Portland's great creative community.

[CHECK IT OUT >](#)

### COVID-19 RESOURCES

## #PortlandTogether

Businesses and attractions are closed, but you can still show your love for Portland.



### Support #PortlandTogether

Join in supporting local businesses by ordering take-out or delivery and purchasing gift cards and certificates online.



### Experience #PortlandTogether

Wherever your home is, you can virtually visit Portland with these things to do, watch, hear and experience.



### COVID-19 Resources for Business Owners

We've rounded up these resources for local businesses to support each other, recover and stay afloat.



# RESOURCES

## COVID-19 Business Assistance

### Business Oregon

Resources for Oregon businesses looking for assistance with the economic impacts of COVID-19.



### Google My Business

Use this quick reference guide to utilize Google's most recent functionality to help represent your business accurately.



### Main Street Lending Program

The Federal Reserve is providing roughly \$600 billion in loans to businesses, with interest rates ranging from 2.5% to 4%.



### Oregon Community Foundation

Learn about the fund created to support nonprofits impacted by the virus.



### Oregon Restaurant & Lodging Association

FAQs for employers and employees in the hospitality industry



### The Oregonian

Apply for marketing matching grants for advertising through The Oregonian.



### Pamplin Media Group

Apply for marketing matching grants for advertising through Pamplin Media Group



### Portland Small Business Relief Fund

Prosper Portland is offering over \$2 million in grants and no-interest loans to local small businesses impacted by COVID-19 (applications closed as of April 11).



### Pregame HQ

Access free and discounted coaching for impacted small businesses.



### Prosper Portland

Round-up of links and resources for local businesses impacted by COVID-19.





# CONSUMER-FACING




# #PDXTOGO





**Travel Portland (Default)**  
Sponsored · 


...


Are your favorite local spots open for to-go or delivery? If you have the means, order to go, so they're here to stay! Check out ...[See More](#)




 162

5 Comments 11 Shares

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 Comment

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# #TELEPORTLAND





# CONVENTION SALES PROGRAM UPDATES



# BI-WEEKLY MEETING

## MERC/OCC

- Scott Cruickshank
- Craig Stroud
- Cindy Wallace
- Rachael Lembo

## TRAVEL PORTLAND

- James Miller
- James Jessie
- Desiree Everett
- Megan Conway
- Greg Newland
- Steve Halasz

- **ECONOMIC DEVELOPMENT AGENCY GRANT**
- **UPDATED BUDGET SCENARIOS**
  - **-50%**
  - **-70%**

## OREGON CONVENTION CENTER BOOKING REVENUE FROM TRAVEL PORTLAND BOOKINGS

|              | OCC Revenue          | Annuals              | Total Potential<br>Future Business |
|--------------|----------------------|----------------------|------------------------------------|
| FY19-20      | \$ 13,199,829        | \$ -                 | \$ 13,199,829                      |
| FY20-21      | \$ 13,569,682        | \$ 622,619           | \$ 14,192,301                      |
| FY21-22      | \$ 17,873,938        | \$ 1,324,080         | \$ 19,198,018                      |
| FY22-23      | \$ 21,525,710        | \$ 1,526,154         | \$ 23,051,864                      |
| FY23-24      | \$ 8,249,717         | \$ 1,324,160         | \$ 9,573,877                       |
| FY24-25      | \$ 4,404,968         | \$ 1,526,234         | \$ 5,931,202                       |
| FY25-26      | \$ 1,173,228         | \$ 1,324,160         | \$ 2,497,388                       |
| FY26-27      | \$ 1,857,528         | \$ 1,526,234         | \$ 3,383,762                       |
| FY27-28      | \$ -                 | \$ 1,324,160         | \$ 1,324,160                       |
| FY28-29      | \$ 534,267           | \$ -                 | \$ 534,267                         |
| <b>TOTAL</b> | <b>\$ 82,388,867</b> | <b>\$ 10,497,801</b> | <b>\$ 92,886,668</b>               |



# INDUSTRY UPDATE



# MONTHLY PORTLAND HOTEL PERFORMANCE: CENTRAL CITY+ (CENTRAL CITY+ INCLUDES DOWNTOWN AND LLOYD)

| Occupancy (%)        | 2020       |            |            |            | Year To Date | Running 12 Months |
|----------------------|------------|------------|------------|------------|--------------|-------------------|
|                      | Jan        | Feb        | Mar        | Apr        | 2020         | 2020              |
| This Year            | 54.9       | 68.6       | 28.8       | 9.1        | 42.8         | 68.0              |
| Last Year            | 55.8       | 71.3       | 77.5       | 78.8       | 70.8         | 77.0              |
| Percent Change       | -1.6       | -3.8       | -62.8      | -88.5      | -39.5        | -11.6             |
| ADR                  | 2020       |            |            |            | Year To Date | Running 12 Months |
|                      | Jan        | Feb        | Mar        | Apr        | 2020         | 2020              |
| This Year            | 139.91     | 148.11     | 146.71     | 111.29     | 143.51       | 174.27            |
| Last Year            | 142.34     | 154.33     | 163.63     | 167.25     | 158.11       | 178.57            |
| Percent Change       | -1.7       | -4.0       | -10.3      | -33.5      | -9.2         | -2.4              |
| RevPAR               | 2020       |            |            |            | Year To Date | Running 12 Months |
|                      | Jan        | Feb        | Mar        | Apr        | 2020         | 2020              |
| This Year            | 76.84      | 101.56     | 42.25      | 10.12      | 61.40        | 118.59            |
| Last Year            | 79.47      | 110.04     | 126.82     | 131.73     | 111.90       | 137.42            |
| Percent Change       | -3.3       | -7.7       | -66.7      | -92.3      | -45.1        | -13.7             |
| Supply               | 2020       |            |            |            | Year To Date | Running 12 Months |
|                      | Jan        | Feb        | Mar        | Apr        | 2020         | 2020              |
| This Year            | 301,599    | 278,572    | 308,419    | 193,800    | 1,082,390    | 3,335,754         |
| Last Year            | 282,317    | 254,996    | 282,317    | 273,210    | 1,092,840    | 3,234,237         |
| Percent Change       | 6.8        | 9.2        | 9.2        | -29.1      | -1.0         | 3.1               |
| Demand               | 2020       |            |            |            | Year To Date | Running 12 Months |
|                      | Jan        | Feb        | Mar        | Apr        | 2020         | 2020              |
| This Year            | 165,644    | 191,005    | 88,812     | 17,619     | 463,080      | 2,269,897         |
| Last Year            | 157,625    | 181,814    | 218,814    | 215,192    | 773,445      | 2,488,870         |
| Percent Change       | 5.1        | 5.1        | -59.4      | -91.8      | -40.1        | -8.8              |
| Revenue              | 2020       |            |            |            | Year To Date | Running 12 Months |
|                      | Jan        | Feb        | Mar        | Apr        | 2020         | 2020              |
| This Year            | 23,174,431 | 28,290,472 | 13,029,663 | 1,960,744  | 66,455,310   | 395,570,614       |
| Last Year            | 22,436,575 | 28,059,362 | 35,804,514 | 35,990,920 | 122,291,371  | 444,448,372       |
| Percent Change       | 3.3        | 0.8        | -63.6      | -94.6      | -45.7        | -11.0             |
| Census %             | 2020       |            |            |            |              |                   |
|                      | Jan        | Feb        | Mar        | Apr        |              |                   |
| Census Props         | 54         | 55         | 55         | 37         |              |                   |
| Census Rooms         | 9729       | 9949       | 9949       | 6460       |              |                   |
| % Rooms Participants | 99.5       | 99.3       | 99.3       | 90.8       |              |                   |

# MONTHLY PORTLAND HOTEL PERFORMANCE: CITY OF PORTLAND+

(CITY OF PORTLAND+ INCLUDES CENTRAL CITY, AIRPORT, JANTZEN BEACH, AND EASTSIDE)

| Occupancy (%)        | 2020       |            |            |            | Year To Date | Running 12 Months |
|----------------------|------------|------------|------------|------------|--------------|-------------------|
|                      | Jan        | Feb        | Mar        | Apr        | 2020         | 2020              |
| This Year            | 54.4       | 66.3       | 32.2       | 14.0       | 42.9         | 66.2              |
| Last Year            | 56.1       | 70.9       | 75.2       | 75.7       | 69.4         | 75.4              |
| Percent Change       | -2.9       | -6.4       | -57.2      | -81.6      | -38.1        | -12.2             |
| ADR                  | 2020       |            |            |            | Year To Date | Running 12 Months |
|                      | Jan        | Feb        | Mar        | Apr        | 2020         | 2020              |
| This Year            | 126.18     | 133.93     | 126.65     | 92.01      | 126.95       | 152.79            |
| Last Year            | 126.66     | 136.39     | 144.13     | 147.74     | 139.62       | 155.38            |
| Percent Change       | -0.4       | -1.8       | -12.1      | -37.7      | -9.1         | -1.7              |
| RevPAR               | 2020       |            |            |            | Year To Date | Running 12 Months |
|                      | Jan        | Feb        | Mar        | Apr        | 2020         | 2020              |
| This Year            | 68.69      | 88.86      | 40.79      | 12.84      | 54.47        | 101.17            |
| Last Year            | 71.03      | 96.71      | 108.35     | 111.81     | 96.86        | 117.23            |
| Percent Change       | -3.3       | -8.1       | -62.4      | -88.5      | -43.8        | -13.7             |
| Supply               | 2020       |            |            |            | Year To Date | Running 12 Months |
|                      | Jan        | Feb        | Mar        | Apr        | 2020         | 2020              |
| This Year            | 483,321    | 442,708    | 490,141    | 369,660    | 1,785,830    | 5,487,896         |
| Last Year            | 466,147    | 421,036    | 466,147    | 451,110    | 1,804,440    | 5,399,604         |
| Percent Change       | 3.7        | 5.1        | 5.1        | -18.1      | -1.0         | 1.6               |
| Demand               | 2020       |            |            |            | Year To Date | Running 12 Months |
|                      | Jan        | Feb        | Mar        | Apr        | 2020         | 2020              |
| This Year            | 263,109    | 293,736    | 157,842    | 51,582     | 766,269      | 3,633,947         |
| Last Year            | 261,401    | 298,554    | 350,433    | 341,416    | 1,251,804    | 4,073,960         |
| Percent Change       | 0.7        | -1.6       | -55.0      | -84.9      | -38.8        | -10.8             |
| Revenue              | 2020       |            |            |            | Year To Date | Running 12 Months |
|                      | Jan        | Feb        | Mar        | Apr        | 2020         | 2020              |
| This Year            | 33,199,652 | 39,340,423 | 19,990,630 | 4,745,983  | 97,276,689   | 555,220,707       |
| Last Year            | 33,109,789 | 40,720,338 | 50,507,455 | 50,439,455 | 174,777,037  | 632,992,750       |
| Percent Change       | 0.3        | -3.4       | -60.4      | -90.6      | -44.3        | -12.3             |
| Census %             | 2020       |            |            |            |              |                   |
|                      | Jan        | Feb        | Mar        | Apr        |              |                   |
| Census Props         | 106        | 107        | 107        | 89         |              |                   |
| Census Rooms         | 15591      | 15811      | 15811      | 12322      |              |                   |
| % Rooms Participants | 98.6       | 98.5       | 98.5       | 93.0       |              |                   |

# GROUP CANCELLATIONS & POSTPONEMENTS



# CANCELLED GROUP ROOM NIGHTS

| By Facility Type  |         |
|-------------------|---------|
| OCC               | 53,305  |
| Single Hotel      | 41,092  |
| Memorial Coliseum | 840     |
| Moda Center       | 1,683   |
| Grand Total       | 100,938 |

| By Arrival Date |        |
|-----------------|--------|
| March 2020      | 18,622 |
| April 2020      | 19,832 |
| May 2020        | 22,315 |
| June 2020       | 10,545 |
| July 2020       | 13,487 |
| August 2020     | 2,108  |
| September 2020  | 9,052  |
| October 2020    | 647    |
| July 2021       | 2,225  |
| July 2022       | 2,105  |

\* As of May 21, 2020

# POSTPONED GROUP ROOM NIGHTS

| By Facility Type |               |
|------------------|---------------|
| OCC              | 24,388        |
| Single Hotel     | 20,302        |
| Grand Total      | <b>44,690</b> |

\* As of May 21, 2020

# POSTPONED GROUP ROOM NIGHTS BY NEW ARRIVAL DATE

|                |        |
|----------------|--------|
| July 2020      | 24     |
| August 2020    | 10,517 |
| September 2020 | 85     |
| October 2020   | 42     |
| November 2020  | 1,472  |
| December 2020  | 283    |
| February 2021  | 64     |
| March 2021     | 1,258  |
| April 2021     | 620    |
| May 2021       | 240    |
| June 2021      | 3,548  |
| July 2021      | 1,804  |
| August 2021    | 2,109  |
| September 2021 | 390    |
| October 2021   | 213    |

|      |        |
|------|--------|
| 2022 | 8,291  |
| 2023 | 11,907 |
| 2025 | 1,823  |

\* As of May 21, 2020

# HOTEL CLOSURES

| Hotel Property                          | Targeted to re-open      |
|---|--------------------------|
| AC Hotel Portland                       | 06/29/2020               |
| Allison Inn & Spa                       | Unsure                   |
| Hotel deLuxe                            | 10/1/2020                |
| Hotel Lucia                             | 7/2/2020                 |
| Dossier                                 | 8/30/2020                |
| Embassy Suites Portland Downtown        | 6/1/2020                 |
| Heathman Hotel                          | June or July             |
| Hilton Portland (Duniway is still open) | 9/1/2020                 |
| Hotel Eastlund                          | 7/1/2020                 |
| Hotel Zags                              | 6/1/2020                 |
| Hyatt Centric                           | 7/1/2020                 |
| Hyatt Regency Portland                  | July – specific date TBD |
| Inn at the Convention Center            | 6/1/2020                 |
| Kimpton Hotel Monaco                    | 6/1/2020                 |
| Salishan Resort                         | 6/5/2020                 |
| Skamania Lodge                          | 5/27/2020                |
| The Allison Inn & Spa                   | 6/1/2020                 |
| The Hoxton Portland                     | 6/1/2020                 |
| The Nines                               | 7/1/2020                 |
| The Paramount Hotel                     | 6/1/2020                 |
| The Society Hotel                       | 5/14/2020                |
| Woodlark & Sentinel                     | 8/3/2020                 |



# TRAVEL PORTLAND WEBSITE UPDATE



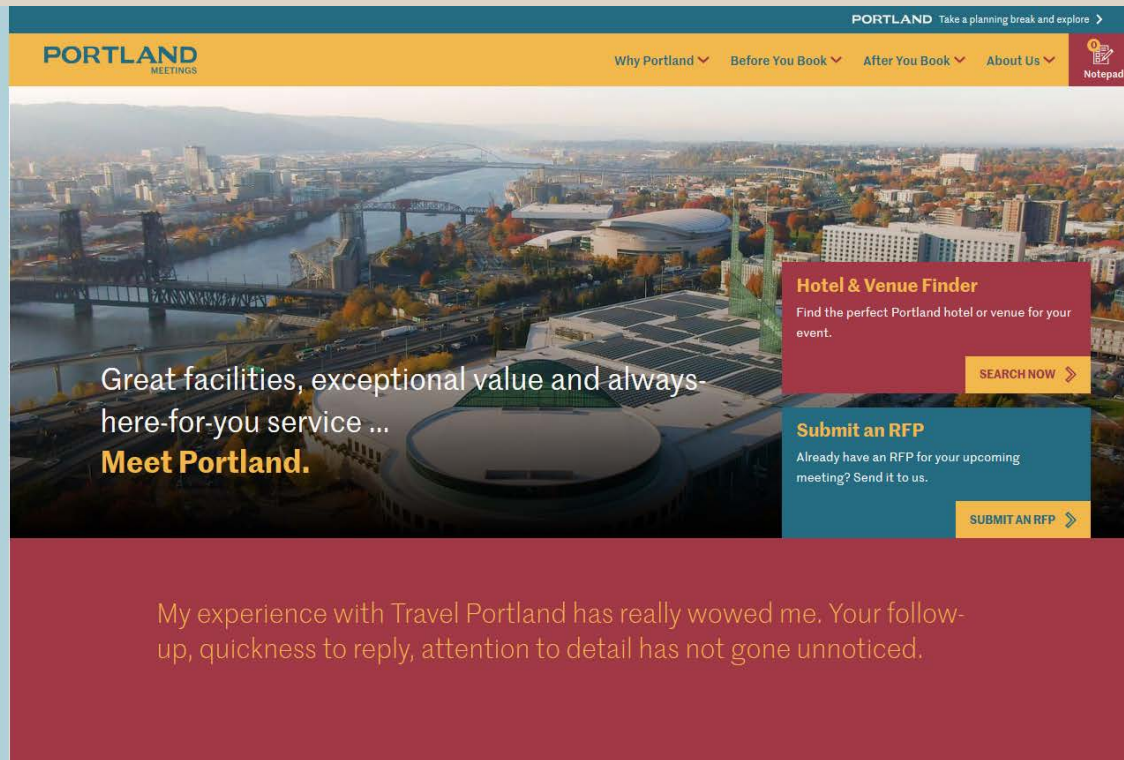
# TRAVEL PORTLAND WEBSITE UPDATE



## Visitation

- 40K pageviews/year
- Venue Finder is 6,500 pageviews/year
- Rebranded site is live!

# TRAVEL PORTLAND WEBSITE UPDATE



# VENUE FINDER



# VIRTUAL SITE TOUR



[Virtual site visit link](#)

# CONVENTION & MEETING READINESS TASK FORCE



# CONVENTION & MEETING READINESS TASK FORCE

## Readiness Planning for Post-COVID-19 Guidelines and Protocols

- Social Distancing Requirements for Meeting & Exhibit Space
- Rooms-to-Space Issues
- Hybrid Meetings - Cost Issues Associated with Amplified IT Requirements
- Develop Innovative Approaches to Re-Presenting Portland's Meeting Product

# CONVENTION & MEETING READINESS TASK FORCE

## **Establish Business Recovery Strategies for Portland Hotels and Oregon Convention Center**

- Support Oregon Convention Center Re-Opening Plan
- Explore Marketing Opportunities Upon Business Re-Emergence
- Business-Assist Program to Stimulate 2021 Leads/Bookings



# CONVENTION & MEETING READINESS TASK FORCE

## Task Force Representatives:

- Travel Portland
- Oregon Convention Center
- ORLA
- Port of Portland
- Portland Hotels(4)
- Tri-Met
- Multnomah County Health Supervisor
- Travel Portland Customer Advisory Board Members (2)

# GROUP BUSINESS-ASSIST PROGRAM

## 2021 SELF-CONTAINED BUSINESS

- Financial Assistance Program to Provide Incentives for Hotel Group Business in Calendar Year 2021
- Aligning Unique Meeting Spaces to Augment Space Challenges at Portland Hotels
- Combining the Strengths of Travel Portland Sourced Group Leads and Hotel-Direct Leads (CVENT)

An aerial photograph of the Oregon State Capitol building in Portland, Oregon. The building features a prominent, angular glass tower and a large, curved, white-roofed plaza with rows of dark seating. To the right is a large, modern, multi-story building with a grid of windows. The background shows the city of Portland, including the Willamette River, bridges, and distant hills under a clear blue sky.

THANK YOU

TRAVEL  
PORTLAND