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# **MERC Commission Meeting**

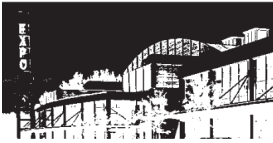
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September 5, 2018  
12:30 pm

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Portland Expo Center  
2060 N. Marine Drive  
Room D202/203

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600 NE Grand Ave.  
Portland, OR 97232  
503-797-1780

[www.oregonmetro.gov](http://www.oregonmetro.gov)



## Metro | *Exposition Recreation Commission*

### Agenda

Meeting: Metro Exposition Recreation Commission Meeting  
Date: Wednesday, September 5, 2018  
Time: 12:30-2:00 p.m.  
Place: Portland Expo Center – 2060 N. Marine Dr. Room D202/203

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#### CALL TO ORDER

- |       |    |   |  |
|-------|----|---|--|
| 12:30 | 1. | QUORUM CONFIRMED  |  |
| 12:35 | 2. | OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS  |  |
| 12:40 | 3. | COMMISSION/COUNCIL LIAISON COMMUNICATIONS   | Tom Hughes<br>Karis Stoudamire-Phillips            |
| 12:45 | 4. | GM COMMUNICATIONS   | Scott Cruickshank                                  |
| 12:50 | 5. | FINANCIAL REPORTS <ul style="list-style-type: none"><li>FY 2017-18 June 2018 Financial Report, second close</li><li>FY 2018-19 July 2018 Financial Report</li></ul>   | Rachael Lembo                                      |
| 12:55 | 6. | VENUE BUSINESS REPORTS  | Robyn Williams, Matthew P. Rotchford, Craig Stroud |
| 1:15  | 7. | CONSENT AGENDA <ul style="list-style-type: none"><li>Record of MERC Actions, June 6, 2018</li><li>Ethics approval for Ray Leary to attend the Travel Portland Multicultural sales event, Sept. 12-15, 2018</li><li>Ethics approval for Damien Hall to attend the Travel Portland Multicultural sales event, Sept. 12-15, 2018</li></ul> |  |
| 1:20  | 8. | TRAVEL PORTLAND FOURTH QUARTER REPORT 2018  | Steve Faulstick                                    |
| 1:40  | 9. | EXPO CENTER UPDATE ON HALL D/E ROOF PROJECT   | Jesse Flores, Metro Jim Dittmore, Anderson Roofing |

#### ADJOURN

# Metro respects civil rights

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

## Thông báo về sự Metro không kỳ thị thị của

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

## Повідомлення Metro про заборону дискримінації

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

## Metro 的不歧视公告

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

## Ogeysiiska takooris la'aanta ee Metro

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

## Metro의 차별 금지 관련 통지서

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

## Metroの差別禁止通知

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

ការ​គោរព​សិទ្ធិ​ពលរដ្ឋ​របស់​ ។ សំរាប់​ព័ត៌មាន​អំពី​កម្មវិធី​សិទ្ធិ​ពលរដ្ឋ​របស់​ Metro ឬ​ដើម្បី​ទទួល​ពាក្យ​បណ្តឹង​រើសអើង​សូម​ចូល​ទស្សនា​គេហទំព័រ [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights)។  
បើ​លោក​អ្នក​ត្រូវ​ការ​អនុបកប្រែ​ភាសា​នៅ​ពេល​អង្គបុគ្គល​សាធារណៈ សូម​ទូរស័ព្ទ​មក​លេខ 503-797-1890 (ម៉ោង 8 រឺ​ក្នុង​ម៉ោង 5 ល្ងាច ថ្ងៃ​អង្គារ​រហូត​ដល់​ថ្ងៃ​ច័ន្ទ) ប្រាំ​ពីរ​ថ្ងៃ​មុន​ថ្ងៃ​អង្គារ​មុន​ថ្ងៃ​អង្គារ​ដើម្បី​អាច​ឲ្យ​គេ​សម្រួល​តាម​សំណើ​របស់​លោក​អ្នក

## إشعار بحقوق مدني من Metro

تحتزم Metro الحقوق المدنية للمزيد من الممولات حول برنامج Metro للحقوق المدنية أو لإبداء شكوى ضالته مديري. رجي زيارة الموقع الإلكتروني [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). إن كنت بحاجة إلى مساعدة في اللغة، ي ج ب ع ل ي ك الاتصال مقدم برقم الهاتف 503-797-1890 من الساعة 8 صباحاً حتى الساعة 5 مساءً، أيام الاثنين إلى الجمعة قبل خمسة ( 5 ) أيام عمل من موعد الاجتماع.

## Paunawa ng Metro sa kawalan ng diskriminasyon

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

## Notificación de no discriminación de Metro

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

## Уведомление о недопущении дискриминации от Metro

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

## Avizul Metro privind nediscriminarea

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

## Metro txoj kev ntxub ntxaug daim ntawv ceeb toom

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



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# **MERC Commission Meeting**

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September 5, 2018  
12:30 pm

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5.0 Financial Reports

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JUNE 2018

## FINANCIAL INFORMATION

*For Management Purposes only*



**OREGON**

Oregon  
Convention  
Center



# Memo



**Metro**

600 NE Grand Ave.  
Portland, OR 97232-2736

Date: September 5, 2018  
To: Commissioner Karis Stoudamire-Phillips, Chair  
Commissioner John Erickson, Vice Chair  
Commissioner Deidra Kryz-Rusoff, Secretary-Treasurer  
Commissioner Damien Hall  
Commissioner Ray Leary  
Commissioner Dañel Malán  
Commissioner Deanna Palm

From: Rachael Lembo – MERC Finance Manager  
Re: Financial Updates for June 2018, second close

## June 2018 Financial Summary – All Venues

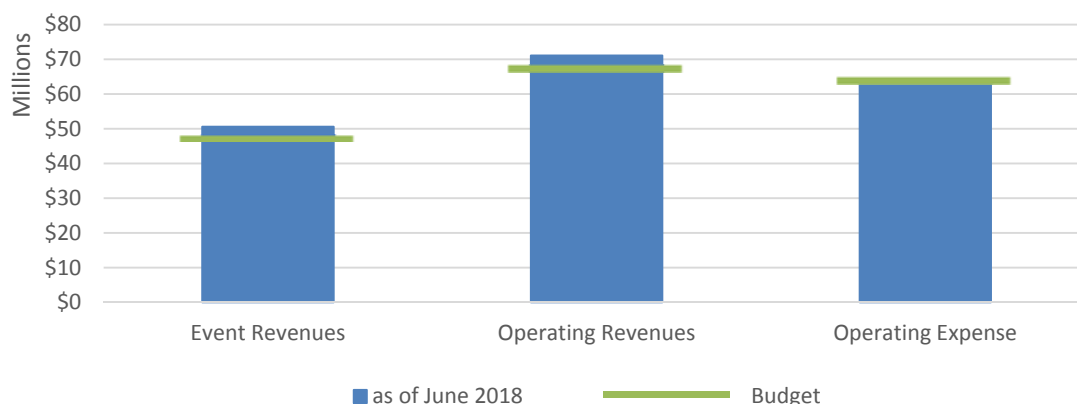
### Events & Attendance

Total attendance was down slightly in June, primarily due to an OCC event which shifted to January. For the year attendance was up 6% across the venues, primarily driven by Cirque du Soleil in the fall.

Total MERC Venues	FY 2016-17		FY 2017-18		Change from Prior Year	
	Events	Attendance	Events	Attendance	Events	Attendance
<b>Q1</b>	284	342,829	281	322,419	(3), (1%)	(20,410), (6%)
<b>Q2</b>	444	513,442	480	558,255	36, 8%	44,813, 9%
<b>Q3</b>	469	654,702	451	681,980	(18), (4%)	27,278, 4%
<b>April</b>	197	201,881	182	222,299	(15), (8%)	20,418, 10%
<b>May</b>	155	137,279	188	194,723	33, 21%	57,444, 42%
<b>June</b>	106	106,311	105	93,626	(1), (1%)	(12,685), (12%)
<b>YTD</b>	<b>1,655</b>	<b>1,956,444</b>	<b>1,687</b>	<b>2,073,302</b>	<b>32, 2%</b>	<b>116,858, 6%</b>

### Revenues & Expense through June, second close

Event revenues (charges for services and food & beverage) are \$51 million, 107% of annual budget. Total operating revenues are \$71 million, 106% of annual budget. Overall operating expenses are \$64 million, 100% of annual budget. Total MERC net operations are \$7 million.



## Food & Beverage

Margins reported below include the year-end accrual of PacificWild compensation. Both OCC and Expo fell short of margin goals, as was predicted. However, the variance to budget at OCC was less than previously estimated, due to a strong spring and changes implemented by PacificWild. As discussed in previous reports this is primarily due to changes in events, such as late cancellations last summer and fewer food and beverage heavy events this spring, and increased labor costs due to minimum wage and collective bargaining increases and higher labor usage in the fall. Portland's had a great year, exceeding both budgeted margins and the prior year.

	FY 2016-17 Margin %	FY 2017-18 Margin %	FY 2017-18 Budget Margin %
OCC	18.6%	14.3%	16.9%
P5	25.3%	25.5%	22.5%
Expo	15.8%	11.8%	17.0%
MERC Total	19.5%	16.0%	17.9%

	FY 2016-17 Margin	FY 2017-18 Margin	FY 2017-18 Budget Margin	Variance to Budget
OCC	\$2,490,000	\$1,940,000	\$2,210,000	(\$270,000)
P5	\$840,000	\$890,000	\$710,000	\$180,000
Expo	\$340,000	\$280,000	\$390,000	(\$110,000)
MERC Total	\$3,680,000	\$3,110,000	\$3,310,000	(\$200,000)

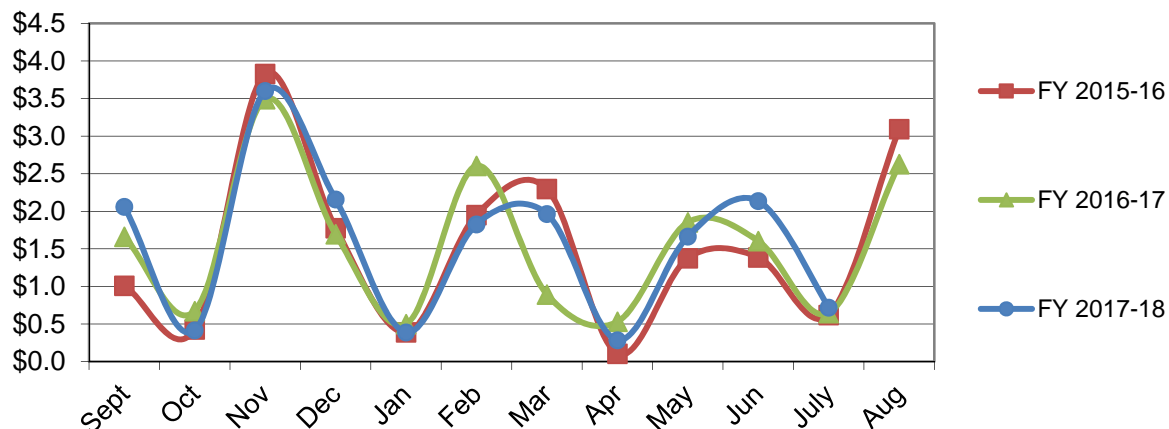
## Transient Lodging Tax (TLT) Excise Tax

The TLT period for the fiscal year is September – August; the July and August payments are accrued back into the prior year as they relate to activity in that year. Currently we have received 11 of the 12 monthly payments. The July payment was \$718k, 11% higher than July of the previous year. The August payment is typically a large amount, and will significantly influence the annual percentage change in collections.

Metro TLT Excise Tax receipts	FY2016-17	FY2017-18	\$ Var	% Var
YTD	16,152,474	17,219,118	1,066,644	7%

## TLT Collections by Month

Shown in Millions



## Capital Projects

The venues spent over \$10 million on capital projects this year, and significantly increased their percentage of budget spent. Significant projects included:

- OCC major renovation, staff & setup supervisor support space and loading dock improvements;
- Portland's Newmark and Winningstad lighting overhaul and Arlene Schnitzer Concert Hall elevators;
- Expo Halls D&E roof, shore power and the connector glass door.

	FY 2016-17 % Budget Spent	FY 2017-18 % Budget Spent		FY 2017-18 Capital Spending	FY 2017-18 Capital Budget	Variance
OCC	39%	70%	OCC	\$5,730,000	\$8,200,000	\$2,470,000
P5	30%	61%	P5	\$2,850,000	\$4,680,000	\$1,830,000
Expo	22%	55%	Expo	\$1,830,000	\$3,330,000	\$1,500,000
			MERC Total	\$10,410,000	\$16,210,000	\$5,800,000

	FY 2017-18	
	% Projects Contracted/ in Construction	% Projects Completed
OCC	18%	55%
P5	25%	50%
Expo	42%	32%



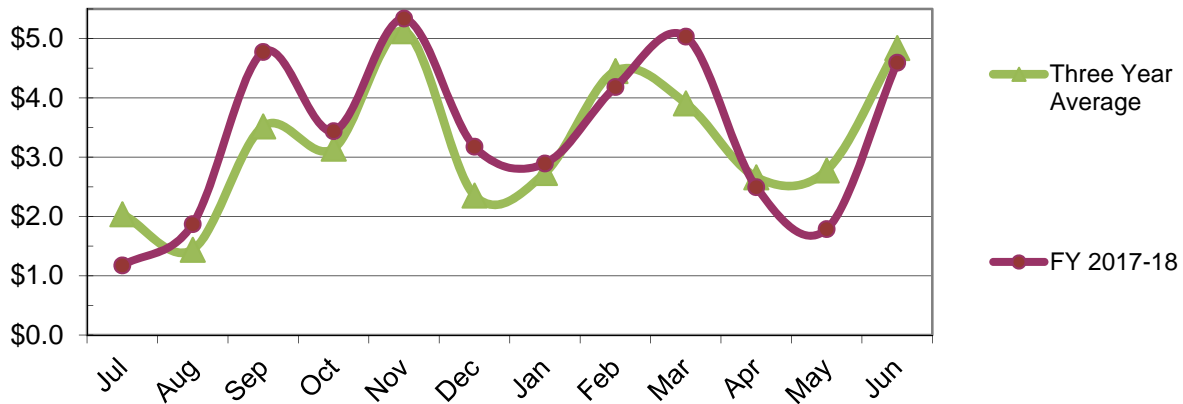
## Oregon Convention Center

Event revenues were \$2.1 million in June, down 16% from the prior year primarily due to 2017 including a large convention with a significant amount of food and beverage revenue. Event revenues are up 6% over the prior year and exceeded the revenue goal by \$1.5 million. Food and beverage margin ended at 14%, below budget and the prior year.

As of second close total operating expenses are slightly above budget. Savings were seen in personnel and materials and services, however food and beverage costs exceeded budget due to higher revenues and increased labor costs and usage.

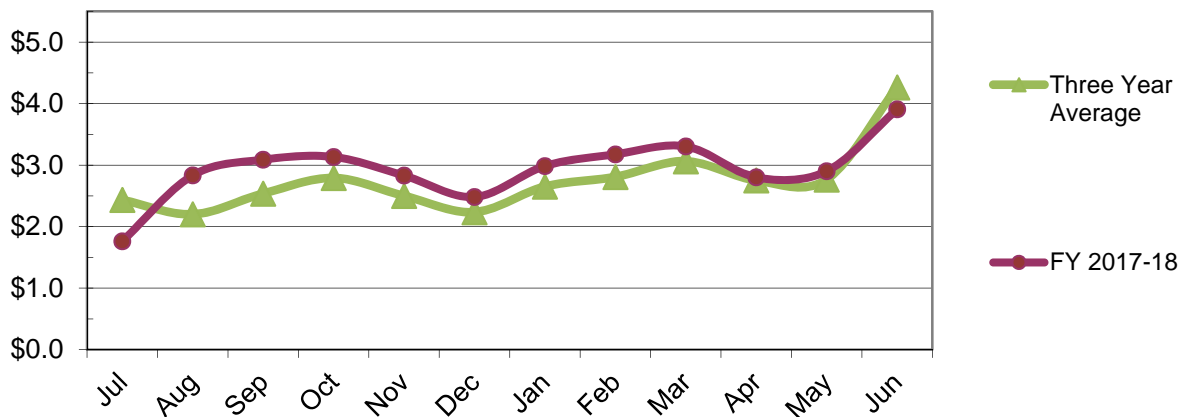
### OCC Program Revenues by Month

*Shown in Millions*



### OCC Program Expense by Month

*Shown in Millions*



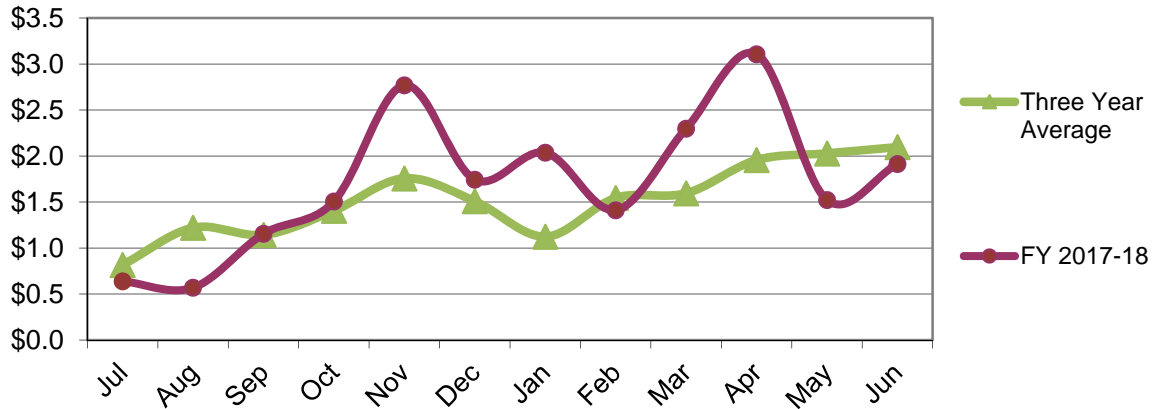
## Portland's 5 Centers for the Arts

June event related revenues were \$1.1 million, driven by our last Broadway show of the fiscal year. Event revenues are up 7% over the prior year and exceeded the revenue goal by almost \$2 million. Food and beverage margin ended strong at 26%, above both budget and prior year.

As of second close total operating expenses are slightly above budget. Savings were seen in personnel, however materials and services and food and beverage costs exceeded budget, primarily due to higher revenues.

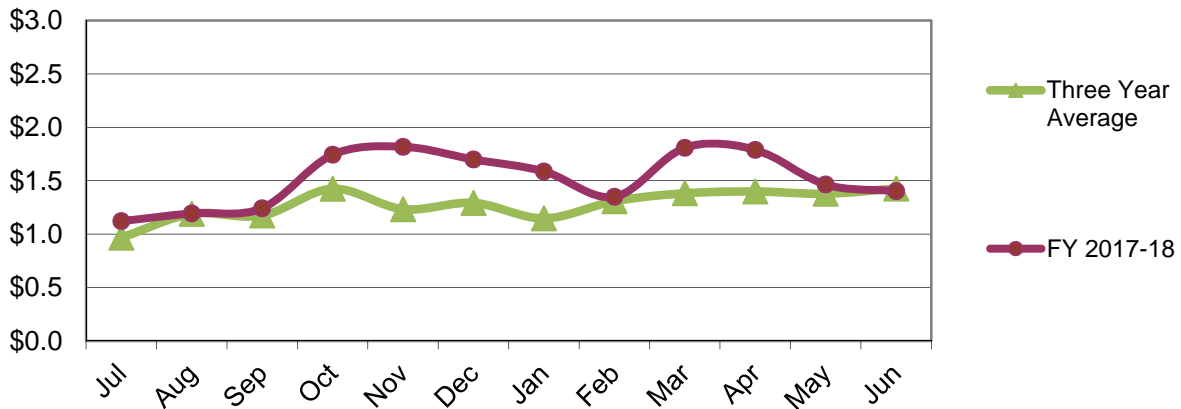
### P5 Program Revenue by Month

*Shown in Millions*



### P5 Program Expense by Month

*Shown in Millions*



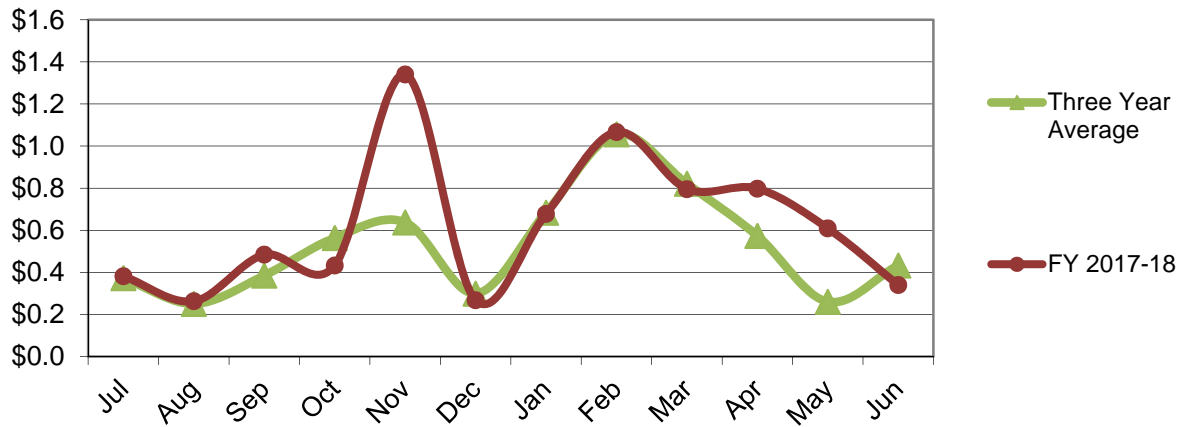
## Portland Expo Center

June revenues were led by the Mecum Auto Auction, a returning event that had another great year. Expo revenues set a new record high this year with total revenues of \$7.5 million, a 14% increase from the prior year. This includes the exciting Cirque du Soleil run from the fall; excluding Cirque, Expo total revenues were up 1% from the prior year.

As of second close total operating expenses are slightly above budget. Savings were seen in personnel and materials and services, however food and beverage costs exceeded budget due to higher revenues and increased labor costs and usage.

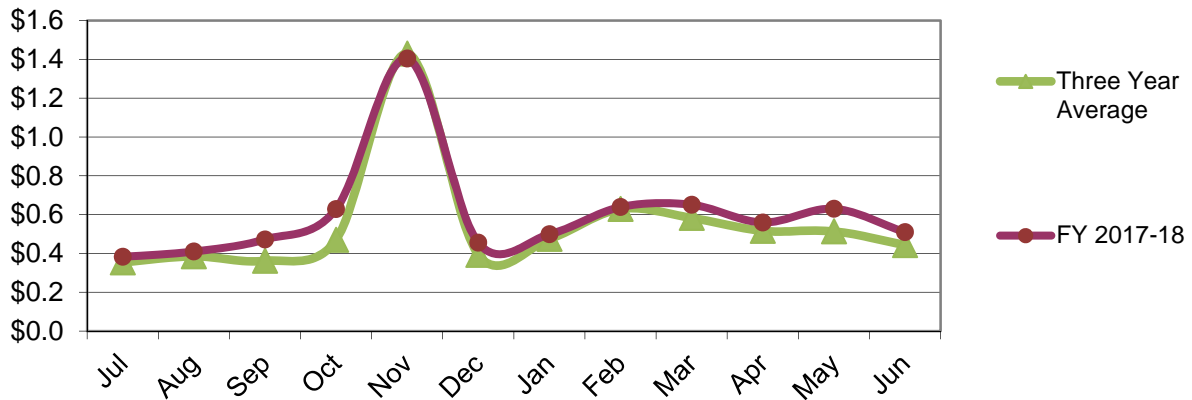
### Expo Program Revenue by Month

*Shown in Millions*



### Expo Program Expense by Month

*Shown in Millions*



# MERC Statement of Activity with Annual Budget

## Metropolitan Exposition-Recreation Commission

### All Departments

June 2018, second close

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actual	Prior Year to Date Actual	Current Year Budget	% of Prior Year	% of Annual Budget
<b>Operations</b>							
Charges for Services	2,201,313	2,235,313	31,166,090	28,793,952	28,783,091	108.24%	108.28%
Contributions from Governments	-	-	888,823	866,299	889,441	102.60%	99.93%
Contributions from Private Sources	-	-	300,000	-	75,000	0.00%	400.00%
Enhanced Marketing VDF	490,746	478,453	490,746	478,453	491,122	102.57%	99.92%
Food and Beverage Revenue	1,370,781	1,702,684	19,455,191	18,907,973	18,524,543	102.89%	105.02%
Grants	-	-	138,861	8,055	38,000	1723.91%	365.42%
Interest Earnings	144,818	119,439	884,351	480,851	445,000	183.91%	198.73%
Lodging Tax	-	-	12,583,853	12,254,704	13,052,470	102.69%	96.41%
Miscellaneous Revenue	203,111	(17,938)	360,251	169,950	113,765	211.97%	316.66%
Transfers-R	33,337	23,337	427,852	330,000	427,852	129.65%	100.00%
Visitor Development Fund Alloc	2,487,929	6,425,488	4,487,929	6,425,488	4,488,395	69.85%	99.99%
Total Revenues	6,932,036	10,966,775	71,183,948	68,715,725	67,328,679	103.59%	105.73%
Capital Outlay	-	-	18,911	-	-	0.00%	0.00%
Food & Beverage Services	1,300,378	1,635,299	16,338,666	15,226,840	15,210,656	107.30%	107.42%
Materials and Services	1,909,444	2,097,814	18,109,592	16,960,258	18,546,503	106.78%	97.64%
Personnel Services	1,753,260	1,593,548	21,378,815	19,735,898	22,106,786	108.32%	96.71%
Transfers-E	576,681	4,529,472	5,829,512	9,814,122	5,830,412	59.40%	99.98%
Visitor Development Marketing	490,746	478,453	2,490,746	478,453	2,508,282	520.58%	99.30%
Total Expenditures	6,030,510	10,334,586	64,166,242	62,215,571	64,202,639	103.14%	99.94%
Net Operations	901,526	632,189	7,017,705	6,500,154	3,126,040		
<b>Capital</b>							
Contributions from Private Sources	362,250	318,750	818,500	637,500	762,501	128.39%	107.34%
Grants	1,000	-	1,600	108,512	-	1.47%	0.00%
Lodging Tax	2,855,658	4,878,620	4,635,269	6,525,901	6,741,441	71.03%	68.76%
Miscellaneous Revenue	-	-	2,290	4,317	-	53.03%	0.00%
Transfers-R	-	26,663	-	320,000	-	0.00%	0.00%
Total Revenues	3,218,908	5,224,033	5,457,658	7,596,230	7,503,942	71.85%	72.73%
Capital Outlay	1,921,758	1,515,247	6,783,655	4,265,776	14,550,548	159.03%	46.62%
Materials and Services	856,999	1,777,578	3,626,448	3,369,978	1,901,867	107.61%	190.68%
Total Expenditures	2,778,757	3,292,826	10,410,103	7,635,754	16,452,415	136.33%	63.27%
Net Capital	440,151	1,931,208	(4,952,445)	(39,524)	(8,948,473)		
12 Month Fund Balance Increase	1,341,677	2,563,396	2,065,260	6,460,630	(5,822,433)		

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Convention Center Operating Fund

June 2018, second close

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
Operations							
Charges for Services	1,095,786	1,151,531	12,800,879	11,868,600	11,789,193	107.9%	108.6%
Contributions from Private Sources	-	-	300,000	-	-	0.0%	0.0%
Enhanced Marketing VDF	490,746	478,453	490,746	478,453	491,122	102.6%	99.9%
Food and Beverage Revenue	1,040,005	1,397,130	13,537,518	13,393,015	13,050,157	101.1%	103.7%
Grants	-	-	88,861	8,055	-	1103.2%	0.0%
Interest Earnings	83,241	52,683	421,589	189,373	190,000	222.6%	221.9%
Lodging Tax	-	-	11,193,132	10,898,863	11,661,784	102.7%	96.0%
Miscellaneous Revenue	131,328	(50,843)	185,138	29,936	17,700	618.4%	1046.0%
Transfers-R	(156,321)	(67,396)	(910,074)	(758,751)	(910,074)	119.9%	100.0%
Visitor Development Fund Alloc	1,784,527	5,739,705	3,784,527	5,739,705	3,784,454	65.9%	100.0%
Total Revenues	4,469,311	8,701,263	41,892,316	41,847,249	40,074,336	100.1%	104.5%
Capital Outlay	-	-	18,911	-	-	0.0%	0.0%
Food & Beverage Services	895,921	1,206,664	11,598,444	10,899,392	10,840,964	106.4%	107.0%
Materials and Services	1,234,033	1,371,611	9,324,618	8,922,820	9,848,744	104.5%	94.7%
Personnel Services	924,517	847,808	10,996,179	10,110,575	11,199,173	108.8%	98.2%
Transfers-E	412,338	4,390,281	2,829,588	6,790,256	2,830,488	41.7%	100.0%
Visitor Development Marketing	490,746	478,453	2,490,746	478,453	2,491,122	520.6%	100.0%
Total Expenditures	3,957,555	8,294,817	37,258,486	37,201,496	37,210,491	100.2%	100.1%
Net Operations	511,756	406,446	4,633,830	4,645,753	2,863,845		
Capital							
Contributions from Private Sources	267,642	199,219	535,284	398,438	476,563	134.3%	112.3%
Grants	1,000	-	1,600	97,548	-	1.6%	0.0%
Lodging Tax	2,427,309	-	3,939,978	-	-	0.0%	0.0%
Miscellaneous Revenue	-	-	2,290	4,317	-	53.0%	0.0%
Transfers-R	(1,668,946)	26,663	10,331,054	1,695,000	16,000,000	609.5%	64.6%
Total Revenues	1,027,005	225,882	14,810,206	2,195,303	16,476,563	674.6%	89.9%
Capital Outlay	1,428,417	389,084	4,050,772	1,451,385	7,840,500	279.1%	51.7%
Materials and Services	221,122	698,109	1,678,518	2,135,475	355,000	78.6%	472.8%
Total Expenditures	1,649,539	1,087,193	5,729,290	3,586,860	8,195,500	159.7%	69.9%
Net Capital	(622,534)	(861,311)	9,080,916	(1,391,557)	8,281,063		
12 Month Fund Balance Increase	(110,778)	(454,864)	13,714,746	3,254,196	11,144,908		

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland's Centers for the Arts Fund

June 2018, second close

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
Operations							
Charges for Services	895,971	783,587	13,810,194	12,914,253	12,170,223	106.9%	113.5%
Contributions from Governments	-	-	888,823	866,299	889,441	102.6%	99.9%
Contributions from Private Sources	-	-	-	-	75,000	0.0%	0.0%
Food and Beverage Revenue	249,098	149,549	3,501,255	3,329,348	3,175,764	105.2%	110.2%
Grants	-	-	-	-	38,000	0.0%	0.0%
Interest Earnings	43,368	33,748	294,137	153,354	170,000	191.8%	173.0%
Lodging Tax	-	-	1,390,721	1,355,841	1,390,686	102.6%	100.0%
Miscellaneous Revenue	61,171	26,258	122,187	102,488	61,590	119.2%	198.4%
Transfers-R	(81,038)	(36,852)	(486,226)	(442,226)	(486,226)	109.9%	100.0%
Visitor Development Fund Alloc	703,402	685,783	703,402	685,783	703,941	102.6%	99.9%
Total Revenues	1,871,972	1,642,072	20,224,493	18,965,140	18,188,419	106.6%	111.2%
Food & Beverage Services	239,941	258,939	2,608,014	2,486,088	2,461,553	104.9%	105.9%
Materials and Services	486,675	550,024	6,836,778	6,190,771	6,543,561	110.4%	104.5%
Personnel Services	601,925	516,390	7,490,317	7,099,975	7,862,673	105.5%	95.3%
Transfers-E	110,162	96,589	1,322,109	1,256,191	1,322,109	105.2%	100.0%
Total Expenditures	1,438,703	1,421,941	18,257,218	17,033,025	18,189,896	107.2%	100.4%
Net Operations	433,269	220,130	1,967,275	1,932,115	(1,477)		
Capital							
Contributions from Private Sources	54,290	71,719	102,580	143,438	114,375	71.5%	89.7%
Grants	-	-	-	9,964	-	0.0%	0.0%
Total Revenues	54,290	71,719	102,580	153,402	114,375	66.9%	89.7%
Capital Outlay	347,467	860,545	2,326,972	2,323,012	3,592,733	100.2%	64.8%
Materials and Services	181,360	495	522,032	57,167	1,085,000	913.2%	48.1%
Total Expenditures	528,827	861,040	2,849,005	2,380,179	4,677,733	119.7%	60.9%
Net Capital	(474,537)	(789,321)	(2,746,425)	(2,226,778)	(4,563,358)		
12 Month Fund Balance Increase	(41,268)	(569,191)	(779,150)	(294,663)	(4,564,835)		

# MERC Statement of Activity with Annual Budget

## Metropolitan Exposition-Recreation Commission

### Expo Fund

June 2018, second close

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
Operations							
Charges for Services	209,557	300,195	4,555,017	4,011,099	4,823,675	113.6%	94.4%
Food and Beverage Revenue	81,678	156,005	2,416,419	2,185,611	2,298,622	110.6%	105.1%
Interest Earnings	7,725	7,222	36,918	23,030	35,000	160.3%	105.5%
Miscellaneous Revenue	10,612	6,647	52,926	37,525	34,475	141.0%	153.5%
Transfers-R	33,337	23,337	400,000	280,000	400,000	142.9%	100.0%
Total Revenues	342,909	493,406	7,461,279	6,537,265	7,591,772	114.1%	98.3%
Food & Beverage Services	164,516	169,696	2,132,207	1,841,361	1,908,139	115.8%	111.7%
Materials and Services	162,423	158,823	1,581,294	1,520,397	1,615,813	104.0%	97.9%
Personnel Services	138,619	149,468	1,866,136	1,787,490	1,939,455	104.4%	96.2%
Transfers-E	53,991	42,427	1,670,090	1,733,825	1,670,090	96.3%	100.0%
Visitor Development Marketing	-	-	-	-	17,160	0.0%	0.0%
Total Expenditures	519,548	520,414	7,249,728	6,883,073	7,150,657	105.3%	101.4%
Net Operations	(176,639)	(27,009)	211,552	(345,808)	441,115		
Capital							
Contributions from Private Sources	40,318	47,813	180,636	95,625	171,563	188.9%	105.3%
Grants	-	-	-	1,000	-	0.0%	0.0%
Lodging Tax	428,349	-	695,290	-	-	0.0%	0.0%
Transfers-R	(294,520)	-	1,842,980	1,016,740	2,850,000	181.3%	64.7%
Total Revenues	174,147	47,813	2,718,907	1,113,365	3,021,563	244.2%	90.0%
Capital Outlay	145,874	265,618	405,911	491,379	2,867,315	82.6%	14.2%
Materials and Services	454,517	1,078,974	1,425,898	1,177,336	461,867	121.1%	308.7%
Total Expenditures	600,390	1,344,593	1,831,808	1,668,715	3,329,182	109.8%	55.0%
Net Capital	(426,244)	(1,296,780)	887,098	(555,350)	(307,619)		
12 Month Fund Balance Increase	(602,883)	(1,323,789)	1,098,650	(901,158)	133,496		

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

MERC Admin Sub Fund

June 2018, second close

		Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
Operations								
Grants		-	-	50,000	-	-	0.0%	0.0%
Interest Earnings		10,485	25,786	131,707	115,094	50,000	114.4%	263.4%
Transfers-R		237,359	104,248	1,424,152	1,250,977	1,424,152	113.8%	100.0%
Total Revenues		247,844	130,034	1,605,859	1,366,071	1,474,152	117.6%	108.9%
Materials and Services		26,313	17,356	366,902	326,269	538,385	112.5%	68.1%
Personnel Services		88,199	79,883	1,026,183	737,859	1,105,485	139.1%	92.8%
Transfers-E		190	175	7,725	33,850	7,725	22.8%	100.0%
Total Expenditures		114,702	97,414	1,400,810	1,097,977	1,651,595	127.6%	84.8%
Net Operations		133,141	32,620	205,050	268,093	(177,443)		
Capital								
Lodging Tax		-	4,878,620	-	6,525,901	6,741,441	0.0%	0.0%
Transfers-R		1,963,466	-	(12,174,034)	(2,391,740)	(18,850,000)	509.0%	64.6%
Total Revenues		1,963,466	4,878,620	(12,174,034)	4,134,161	(12,108,559)	-294.5%	100.5%
Capital Outlay		-	-	-	-	250,000	0.0%	0.0%
Total Expenditures		-	-	-	-	250,000	0.0%	0.0%
Net Capital		1,963,466	4,878,620	(12,174,034)	4,134,161	(12,358,559)		
12 Month Fund Balance Increase		2,096,607	4,911,241	(11,968,984)	4,402,255	(12,536,002)		



## MERC Food and Beverage Margins

June 2018, second close

	Current Month Actual	Prior Year Month Actual	Current Year to Date	Prior Year to Date Actual	Annual Budget
<b>Convention Center Operating Fund</b>					
Food and Beverage Revenue	1,040,005	1,397,130	13,537,518	13,393,015	13,050,157
Food & Beverage Services	895,921	1,020,745	11,598,444	10,899,392	10,840,964
Food and Beverage Gross Margin	144,084	376,385	1,939,074	2,493,623	2,209,193
Food and Beverage Gross Margin %	13.85%	26.94%	14.32%	18.62%	16.93%
<b>Portland'5 Centers for the Arts Fund</b>					
Food and Beverage Revenue	249,098	149,549	3,501,255	3,329,348	3,175,764
Food & Beverage Services	239,941	199,231	2,608,014	2,486,088	2,461,553
Food and Beverage Gross Margin	9,157	(49,683)	893,240	843,260	714,211
Food and Beverage Gross Margin %	3.68%	-33.22%	25.51%	25.33%	22.49%
<b>Expo Fund</b>					
Food and Beverage Revenue	81,678	156,005	2,416,419	2,185,611	2,298,622
Food & Beverage Services	164,516	139,266	2,132,207	1,841,361	1,908,139
Food and Beverage Gross Margin	(82,838)	16,738	284,212	344,250	390,483
Food and Beverage Gross Margin %	-101.42%	10.73%	11.76%	15.75%	16.99%
<b>MERC Fund Total</b>					
Food and Beverage Revenue	1,370,781	1,702,684	19,455,191	18,907,973	18,524,543
Food & Beverage Services	1,300,378	1,359,243	16,338,666	15,226,840	15,210,656
Food and Beverage Gross Margin	70,403	343,441	3,116,525	3,681,133	3,313,887
Food and Beverage Gross Margin %	5.14%	20.17%	16.02%	19.47%	17.89%

# MERC Statement of Fund Balances and Reserves

June 2018, second close

	Annual Basis			Monthly Basis	
	FY 2016-17 Actuals	FY 2017-18 Budget	FY 2017-18 YTD Actuals	FY 2016-17 June	FY 2017-18 June
<b><u>Oregon Convention Center</u></b>					
Beginning Fund Balance	21,770,042	24,966,039	25,024,238	25,479,102	38,849,762
Fund Balance Inc (Dec)	3,254,196	9,757,056	13,714,746	(454,864)	(110,778)
<b>Ending Fund Balance</b>	<b>25,024,238</b>	<b>34,723,095</b>	<b>38,738,984</b>	<b>25,024,238</b>	<b>38,738,984</b>
<i>Operations</i>	<i>8,469,462</i>	<i>3,592,301</i>	<i>13,153,193</i>		
<i>Capital</i>	<i>16,554,776</i>	<i>31,130,794</i>	<i>25,635,692</i>		
<b>Ending Fund Balance</b>	<b>25,024,238</b>	<b>34,723,095</b>	<b>38,788,885</b>		
<b><u>Portland's 5 Centers for the Arts</u></b>					
Beginning Fund Balance	13,178,660	13,293,035	12,883,997	13,453,187	12,146,114
Fund Balance Inc (Dec)	(294,663)	(2,038,222)	(779,151)	(569,191)	(41,268)
<b>Ending Fund Balance</b>	<b>12,883,997</b>	<b>11,254,813</b>	<b>12,104,846</b>	<b>12,883,996</b>	<b>12,104,846</b>
<i>Operations</i>	<i>4,198,939</i>	<i>2,863,311</i>	<i>6,202,555</i>		
<i>Capital</i>	<i>8,685,058</i>	<i>8,391,502</i>	<i>5,938,633</i>		
<b>Ending Fund Balance</b>	<b>12,883,997</b>	<b>11,254,813</b>	<b>12,141,188</b>		
<b><u>Expo</u></b>					
Beginning Fund Balance	2,843,104	2,527,012	1,941,946	3,265,735	3,643,479
Fund Balance Inc (Dec)	(901,158)	395,988	1,098,650	(1,323,789)	(602,883)
<b>Ending Fund Balance</b>	<b>1,941,946</b>	<b>2,923,000</b>	<b>3,040,596</b>	<b>1,941,946</b>	<b>3,040,596</b>
<i>Operations</i>	<i>1,581,296</i>	<i>2,923,000</i>	<i>1,802,890</i>		
<i>Capital</i>	<i>360,650</i>	<i>-</i>	<i>1,247,748</i>		
<b>Ending Fund Balance</b>	<b>1,941,946</b>	<b>2,923,000</b>	<b>3,050,638</b>		
<b><u>MERC Administration</u></b>					
Beginning Fund Balance	14,171,403	18,757,585	18,573,659	13,662,417	4,508,067
Fund Balance Inc (Dec)	4,402,256	(12,536,002)	(11,968,984)	4,911,241	2,096,607
<b>Ending Fund Balance</b>	<b>18,573,659</b>	<b>6,221,583</b>	<b>6,604,675</b>	<b>18,573,658</b>	<b>6,604,675</b>
<i>Operations</i>	<i>1,399,625</i>	<i>1,109,519</i>	<i>1,604,675</i>		
<i>Capital</i>	<i>17,174,034</i>	<i>5,112,064</i>	<i>5,000,000</i>		
<b>Ending Fund Balance</b>	<b>18,573,659</b>	<b>6,221,583</b>	<b>6,604,675</b>		
<b><u>MERC Fund</u></b>					
Beginning Fund Balance	51,963,209	59,543,671	58,423,839	55,860,441	59,147,423
Fund Balance Inc (Dec)	6,460,630	(4,421,180)	2,065,262	2,563,397	1,341,678
<b>Ending Fund Balance</b>	<b>58,423,839</b>	<b>55,122,491</b>	<b>60,489,101</b>	<b>58,423,838</b>	<b>60,489,101</b>

**MERC Visitor Venues  
Events-Performances-Attendance  
FY 2017-18**

	FY 2015 Annual		FY 2016 Annual		FY 2017 Annual		FY 2018 Annual		Net Change from Prior Year	
OCC	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance
Tradeshows/Conventions	75	135,950	74	162,526	70	145,098	77	133,780	7	(11,318)
Consumer Public Shows	69	389,561	57	352,551	56	325,311	50	345,350	(6)	20,039
Miscellaneous	-	-	-	-	-	-	-	-	-	-
Miscellaneous -In-House	153	3,177	193	4,384	195	5,742	172	5,853	(23)	111
Meetings	154	62,596	151	69,706	180	93,949	195	91,802	15	(2,147)
Catering	75	41,763	80	43,656	73	54,438	76	42,283	3	(12,155)
<b>Totals</b>	<b>526</b>	<b>633,047</b>	<b>555</b>	<b>632,823</b>	<b>574</b>	<b>624,538</b>	<b>570</b>	<b>619,068</b>	<b>(4)</b>	<b>(5,470)</b>

	FY 2015 Annual		FY 2016 Annual		FY 2017 Annual		FY 2018 Annual		Net Change from Prior Year	
Expo Center	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance
Consumer Public Shows	56	350,698	50	330,882	55	333,092	55	342,426	-	9,334
<i>Cirque Du Soleil</i>	-	-	-	-	-	-	57	103,410	57	103,410
Miscellaneous	29	14,109	33	25,848	25	23,647	29	11,718	4	(11,929)
Meetings	17	1,244	22	1,239	15	1,434	15	486	-	(948)
Catering	1	52	2	437	1	411	3	500	2	89
Tradeshows/Conventions	9	15,066	14	40,299	13	26,600	12	37,630	(1)	11,030
<b>Totals</b>	<b>112</b>	<b>381,169</b>	<b>121</b>	<b>398,705</b>	<b>109</b>	<b>385,184</b>	<b>114</b>	<b>392,760</b>	<b>5</b>	<b>7,576</b>
<b>Totals w/Cirque du Soleil</b>	<b>112</b>	<b>381,169</b>	<b>121</b>	<b>398,705</b>	<b>109</b>	<b>385,184</b>	<b>171</b>	<b>496,170</b>	<b>62</b>	<b>110,986</b>

	FY 2015 Annual		FY 2016 Annual		FY 2017 Annual		FY 2018 Annual		Net Change from Prior Year	
Portland '5	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance
Commercial (Non-Broadway)	129	166,796	105	165,256	157	180,892	129	160,769	(28)	(20,123)
Broadway	81	199,203	102	247,429	94	223,928	76	197,702	(18)	(26,226)
Resident Company	247	303,178	249	276,754	272	307,153	287	333,608	15	26,455
Non-Profit	303	103,518	280	111,764	207	94,840	200	111,942	(7)	17,102
Promoted/Co-Promoted	36	6,717	50	23,350	78	35,198	66	34,419	(12)	(779)
Student	161	96,395	167	102,477	152	103,463	165	117,222	13	13,759
Miscellaneous	12	3,528	11	1,121	12	1,248	23	2,402	11	1,154
<b>Totals</b>	<b>969</b>	<b>879,335</b>	<b>964</b>	<b>928,151</b>	<b>972</b>	<b>946,722</b>	<b>946</b>	<b>958,064</b>	<b>(26)</b>	<b>11,342</b>

<b>MERC Totals (w/ Cirque)</b>	<b>1,607</b>	<b>1,893,551</b>	<b>1,640</b>	<b>1,959,679</b>	<b>1,655</b>	<b>1,956,444</b>	<b>1,687</b>	<b>2,073,302</b>	<b>32</b>	<b>116,858</b>
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## OCC Capital Project Status Report

**Project Phases:** **Planning** - Initiating/Planning, **Design** - Design & Engineering, **Contracting** - in process of vendor selection & signing contract with selected vendor, **Construction/In Progress** - in progress, **Complete** - substantially complete, **Ongoing** - capital maintenance

Category			Management	Phase	FY 2017-18 Budget		
	Project	Project Title			Amended	Actual	Remaining
<b>Food &amp; Beverage</b>							
	85110	Food & Beverage Point of Sale System (POS) Replacement	ARA / IS	In Progress	230,000	-	230,000
<b>Renewal &amp; Replacement</b>							
	8R082	Plaza, Entries, & Major Interior Remodel	CPMO	Design	4,640,000	3,297,048	1,342,952
	8R187	Building Envelop Assessment	CPMO	Complete	85,000	85,450	(450)
	8R188	Cooling System Design Consulting (Cooling Towers & Chillers)	CPMO	Design	80,000	51,894	28,106
	8R189	Loading Dock Improvements (Dock Locks, Enclosures, Levelers)	CPMO	Complete	425,000	405,916	19,084
	8R190	Movable Partition Refurbishment	OCC	Complete	145,000	128,044	16,956
	8R191	Staff & Setup Supervisor Support Space Renovation	CPMO	Complete	644,000	653,504	(9,504)
	8R223	Exterior Waterproofing	CPMO	In Progress	-	36,716	(36,716)
		<i>Costs related to projects substantially completed in FY16-17</i>				103,690	(103,690)
<b>Security &amp; Access</b>							
	8N071	Security Camera Replacements	CPMO	In Progress	490,000	256,359	233,641
	8R166	Alerton Global Controller & Software Upgrade	OCC	Complete	70,000	68,179	1,821
	8N025	Integrated Door Access Controls	CPMO	On hold	260,000	-	260,000
<b>Life &amp; Safety</b>							
	8R162	Telecom MDF Fire Suppression Upgrade	OCC	On hold	55,000	-	55,000
	8R163	Emergency Notification Upgrade	OCC	Complete	41,000	48,258	(7,258)
	8R193	Fire Sprinkler System Design Consulting	OCC	Cancelled	50,000	-	50,000
<b>Lighting &amp; Electrical</b>							
	88174	Exhibit Hall Lighting Control Replacement	CPMO	Design	275,000	47,970	227,030
	8R197	NFPA 70 E Arc Flash Assess	OCC	Complete	15,000	24,100	(9,100)
<b>Technology</b>							
	65701C	Telephone - Voice Over Internet Protocol (VOIP) Implementation	IS	Construction	352,500	154,356	198,144
<b>Equipment</b>							
	8R118	AV Equipment	OCC	Complete	150,000	159,955	(9,955)
	8R194	Tug Tow Tractor Purchase	OCC	Complete	28,000	18,101	9,899
	8R195	480V Show Equipment	OCC	Complete	90,000	65,765	24,235
	8N074	Lactation Pods	OCC	Complete	-	53,700	(53,700)
	8R196	Holladay Suites Furniture Purchase	OCC	Complete	70,000	70,062	(62)
<b>Total</b>					<b>8,195,500</b>	<b>5,729,067</b>	<b>2,466,433</b>
<b>% of Budget</b>						<b>70%</b>	<b>30%</b>
<b>Project Phase Totals</b>			<b># of Proj</b>	<b>% of Total</b>			
Projects in Planning or Design phases			3	14%			
Projects in Contracting or Construction/In Progress phases			4	18%			
Completed Projects			12	55%			
On-hold or Cancelled Projects			3	14%			
			<u>22</u>				

## Portland'5 Center Capital Project Status Report

**Project Phases:** **Planning** - Initiating/Planning, **Design** - Design & Engineering, **Contracting** - in process of vendor selection & signing contract with selected vendor, **Construction/In Progress** - in progress, **Complete** - substantially complete, **Ongoing** - capital maintenance

Category			FY 2017-18 Budget		
Project Title	Management	Phase	Amended	Actuals	Remaining
Food & Beverage					
85108 ArtBar Bar Replacement (Aramark)	CPMO	Cancelled	75,000	-	75,000
85110 Aramark Point Of Sale System Replacement	ARA / IS	In Progress	172,000	-	172,000
Venue Management					
8R089/90Newmark / Winningstad Lighting Overhaul	P5	Complete	946,613	1,029,561	(82,948)
8R143 Newmark LED Cyclorama Light Fixtures	P5	Complete	70,000	69,810	190
8R155 P5 KA Switch Gear & Elec Pnl Rplcmnt	P5	Construction	300,000	36,641	263,359
8R176 AHH Brunish Theater Electrical Improvements	P5	Complete	50,000	54,119	(4,119)
8R181 AHH, ASCH, Keller Assisted Listening System	P5	Complete	58,000	58,802	(802)
8R182 AHH, ASCH, Keller ADA Signage	P5	On hold	50,000	-	50,000
8R184 Keller Balcony Front Fill Speakers	P5	Complete	50,000	-	50,000
8R185 Aerial Work Platform (Scissor lift)	P5	Complete	20,000	19,009	991
8R186 Banquet Chairs Replacement	P5	Construction	20,000	-	20,000
8R201 Keller light replacements	P5	Complete	12,000	6,702	5,298
8R200 Water Heater (R&R)	P5	Complete	-	42,160	(42,160)
8R206 Keller HVAC Chiller Compressor Rplcmnt	P5	Complete	-	32,700	(32,700)
Costs related to projects substantially completed in FY16-17				9,933	(9,933)
CpMO Management					
8R098 Keller - Roof & Drains Replacement	CPMO	Complete	90,000	50,921	39,079
8R099 ASCH - Portland Sign Assessment & Refurb Scoping	CPMO	Complete	150,000	147,905	2,095
8R092 Schnitzer Orchestra Shell Replacement	CPMO	Design	1,455,000	440,471	1,014,529
8R178 All Buildings Access Controls CCTV Replacement	CPMO	Complete	200,000	221,348	(21,348)
8R179 AHH Roof, Green Roof	CPMO	Design	150,000	99,336	50,664
8R120 ASCH - Cooling System Replacement	CPMO	Cancelled	10,000	-	10,000
8R177 ASCH Audience Chamber Lighting	CPMO	Cancelled	25,000	29,836	(4,836)
8R204 P5 ASCH BOH Elevators Overhaul	CPMO	Construction	320,000	216,970	103,030
8R205 P5 ASCH FOH Elevators Overhaul	CPMO	Construction	240,000	151,499	88,501
Information Technology					
65701 AHH/ASCH/Keller VOIP Implementation	IS	Construction	214,121	131,192	82,929
Total			4,677,734	2,848,915	1,828,819
% of Budget				61%	39%
Project Phase Totals		# of Proj	% of Total		
Projects in Planning or Design phases		2	8%		
Projects in Contracting or Construction/In Progress phases		6	25%		
Completed Projects		12	50%		
On hold or Cancelled Projects		4	17%		
		24			

## Expo Center Capital Project Status Report

**Project Phases:** **Planning** - Initiating/Planning, **Design** - Design & Engineering, **Contracting** - in process of vendor selection & signing contract with selected vendor, **Construction/In Progress** - in progress, **Complete** - substantially complete, **Ongoing** - capital maintenance, **Delayed** - project still exists but unfunded in the current year

Category	Project Title	Management	Phase	FY 2017-18 Budget		
				Amended	Actuals	Remaining
Food & Beverage						
85106	Connector Glass Door (ARA)	CPMO	Construction	225,000	112,874	112,126
85107	Concessions Upgrades (ARA)	EXPO	Delayed	50,000	-	50,000
85110	Aramark Point of Sale System Replacement	IS	In Progress	160,000	-	160,000
Renewal & Replacement						
8N020	Audio Visual Equipment	EXPO	Complete	11,867	11,864	3
8R040	Parking Lot Asphalt	CPMO	Delayed	135,000	-	135,000
8R151	Expo Water Efficiency Upgrades	EXPO	Cancelled	80,000	-	80,000
8R169	Halls ABCDE Lighting Controls study and Replacement	CPMO	Contracting	20,000	-	20,000
8R170	New Hall A Shore Power	CPMO	Complete	220,000	219,777	223
8R171	Interior & Exterior Lighting Replacements	EXPO	In Progress	70,000	43,218	26,782
8R172	Hall C HVAC Study	CPMO	In Progress	35,000	31,407	3,593
8R173	Halls ABCDE HVAC Controls Replacement	EXPO	Delayed	60,000	-	60,000
8R202	PGE Upgrades	CPMO	Contracting	100,000	-	100,000
Costs related to projects substantially completed in FY16-17					3,681	(3,681)
Roofing						
8R135	ABC Roof Repairs (R&R)	EXPO	Complete	80,000	40,000	40,000
8R136	Halls D & E Roof Replacement (R&R)	CPMO	Complete	1,744,689	1,290,022	454,667
Equipment						
8N011	Electronic Signage	CPMO	Complete	47,548	52,499	(4,951)
8R112	Security Camera Access Control System	CPMO	Delayed	82,138	-	82,138
8R150	Radio Replacements	EXPO	Complete	20,000	15,534	4,466
Information Technology						
65701B	Voice Over IP (VoIP) Infrastructure	IS	Construction	107,940	5,928	102,012
8R139	WiFi Upgrade	EXPO	In Progress	80,000	5,044	74,956
Total				3,329,182	1,831,848	1,497,334
% of Budget					55%	45%
Project Phase Totals		# of Proj	% of Total			
Projects in Planning or Design phases		0	0%			
Projects in Contracting or Construction/In Progress phases		8	42%			
Completed Projects		6	32%			
On hold, Cancelled or Delayed Projects		5	26%			
		19				

JULY 2018

## FINANCIAL INFORMATION

*For Management Purposes only*



**OREGON**

Oregon  
Convention  
Center



# Memo



**Metro**

600 NE Grand Ave.  
Portland, OR 97232-2736

Date: September 5, 2018  
To: Commissioner Karis Stoudamire-Phillips, Chair  
Commissioner John Erickson, Vice Chair  
Commissioner Deidra Kryz-Rusoff, Secretary-Treasurer  
Commissioner Damien Hall  
Commissioner Ray Leary  
Commissioner Dañel Malán  
Commissioner Deanna Palm  
  
From: Rachael Lembo – MERC Finance Manager  
Re: Financial Updates for July 2018

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## Review of Fiscal Year 2018-19 Budget

### Oregon Convention Center (OCC)

- OCC has 56 confirmed conventions and a strong line-up of regional events scheduled in FY 2018-19 supporting a forecast record rental of more than \$5 million.
- Food and beverage forecasted revenues are \$16.1 million, a 14 percent increase compared to the FY 2017-18 budget. This level of business is comparable to FY 2015-16, OCC's largest grossing year.
- A new Ambassador program will provide customer service, way finding, guest services and improve center safety and security.

### Portland's Centers for the Arts (Portland's)

- The budget includes nine weeks of Broadway, including two weeks of Phantom of the Opera. In addition, Wicked, which is scheduled for FY 2019-20, will go on sale in FY 2018-19.
- Rental and billable rates are set to increase 3 percent.
- Food and beverage revenues are up 9 percent based on event projections and spending trends. The budgeted margin is 23 percent, an increase from FY 2017-18 but comparable to prior years.
- Support of \$125,000 for the education program is estimated from the Portland's Foundation.
- New FTE include an Administrative Technician position in the Education department, Facility Security Agent at the Antoinette Hatfield Hall stage door, and an Administrative Assistant at the reception desk.

### Expo Center (Expo)

- Cirque du Soleil is not part of these budget year assumptions. Cirque is expected to return bi-annually starting in FY 2020-21.
- Base parking rates have been increased from \$8 to \$10 per car, which results in an estimated increase of \$300,000.
- Food and beverage revenues are up 7 percent compared to FY 2016-17, primarily due to recent price changes.
- The budget includes a General Fund allocation of \$400,000 from Metro. Additionally MERC Administration support costs were waived this year.
- A re-organization expanded the Operations and Event Coordination departments and increased FTE by 1.0.

### Other budget items

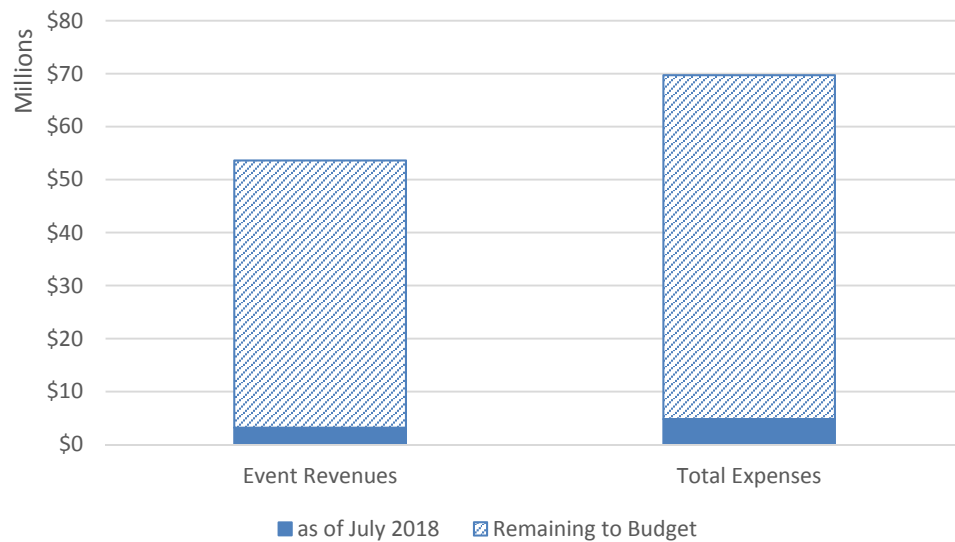
- Metro will no longer charge a 7.5 percent excise tax on event related revenues at OCC and Expo, which was previously shown net with revenue. A new management fee in operating expense will support the costs of general government activities. Prior year OCC and Expo financials have been adjusted in this report to reflect gross revenue, not net of excise tax, and a management fee so they are comparable to the current year.



- Transient Lodging Tax pooled capital will be recorded directly to OCC, 85%, and Expo, 15%, in FY 2018-19. The budget assumes total collections increase 4% in FY 2017-18 and 5% in FY 2018-19. The first FY 2018-19 TLT payment will be for September 2018, which will be received in early October.

### All Venues

Event revenues (charges for services and food & beverage) are \$3.1 million, 6% of annual budget. Total expenses are \$4.8 million, 7% of annual budget. Total MERC net operations are negative \$1.5 million. It is not unusual for MERC net operations to be negative at the beginning of the fiscal year, which is typically a slower time of year for the venues and before any TLT operations support has been received.



### Capital

Many capital projects begun in FY 2017-18 are being wrapped up this summer and fall, and new projects are being planned. July capital expenses tend to be low as invoices received in July are primarily for work in June and accrued to the prior year. Capital spending updates are at the end of this report.

## Oregon Convention Center

Event revenues were \$2.1 million in July, driven by the O'Reilly Open Source Convention. This led to food and beverage sales of almost \$1.2 million and a margin of 32%. Operating expenses are right in line with the expected amount based on the FY 2018-19 budget.

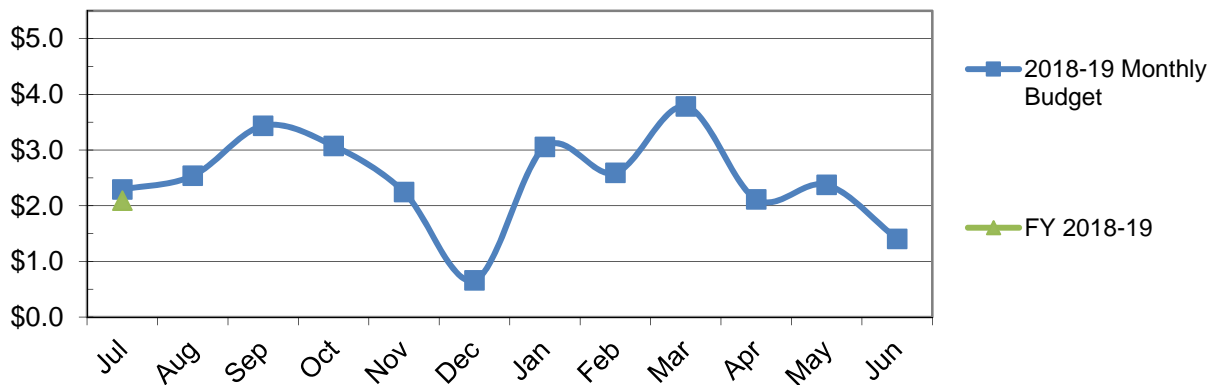
	2018-19		3-year average		Food & Beverage		
	Events	Attendance	Events	Attendance	Revenue	Margin	Margin %
July	31	14,105	31	20,362	1,176,844	373,527	31.7%

Highest Grossing Events*	Gross Event Revenue	% of Event Revenue
OSCON 2018	\$774,158	37%
Society for Industrial & Applied Mathematics	500,215	24%
International Lactation Consultant Assoc.	362,764	17%
National Association of Home Builders	254,607	12%
All other Events	198,960	10%
<b>Total Event Revenues</b>	<b>\$2,090,704</b>	<b>100%</b>

\*Note: The table above reflects event revenue in the reporting month only and not total event revenue.

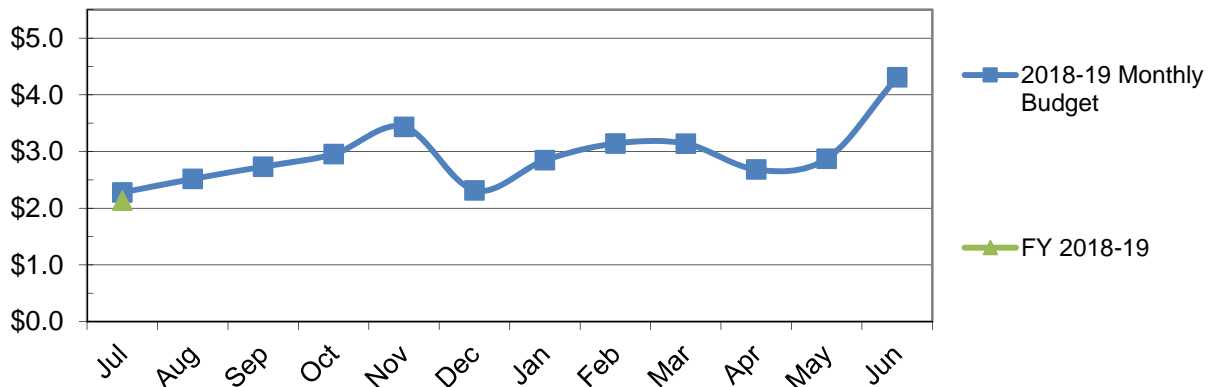
### OCC Event Revenues: Charges for Services and Food & Beverage

Shown in Millions



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

Shown in Millions



## Portland's Centers for the Arts

Event revenues were \$785,000 in July, which included a week of the Phantom of the Opera. This show drove attendance for the month, which exceeded the 3-year average for July. It also resulted in a strong food and beverage margin of 30%. Operating expenses are slightly below the expected amount based on the FY 2018-19 budget.

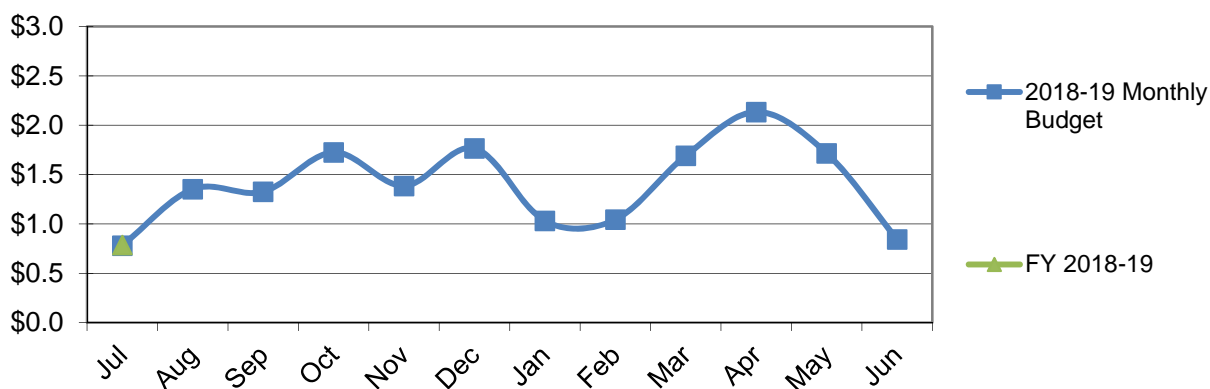
	2018-19		3-year average		Food & Beverage		
	Events	Attendance	Events	Attendance	Revenue	Margin	Margin %
July	45	34,474	37	26,336	July 209,029	62,959	30.1%

Highest Grossing Events*	Gross Event Revenue	% of Event Revenue
The Phantom of the Opera	\$364,200	46%
Bill Burr	82,522	10%
Cenerentola	56,564	7%
World Domination Summit	33,933	4%
All other Events	249,107	32%
<b>Total Event Revenues</b>	<b>\$786,326</b>	<b>100%</b>

\*Note: The table above reflects event revenue in the reporting month only and not total event revenue.

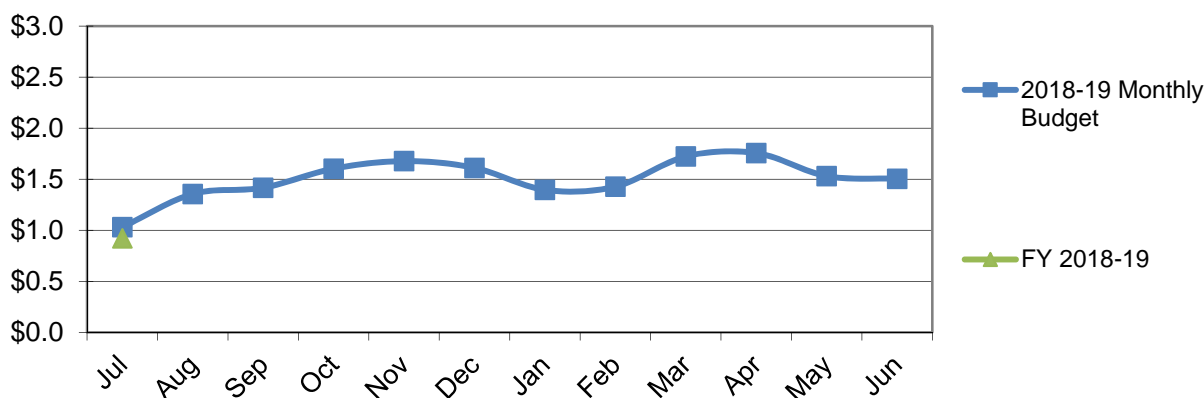
### P5 Event Revenues: Charges for Services and Food & Beverage

Shown in Millions



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

Shown in Millions



## Portland Expo Center

Event revenues were \$305,000 in July, driven by two returning events. The increase in attendance is due to the Jehovah's Witness Convention, with 30,000 attendees. Food and beverage sales were down \$45,000 this year and resulted in a negative margin. Operating expenses are right in line with the expected amount based on the FY 2018-19 budget.

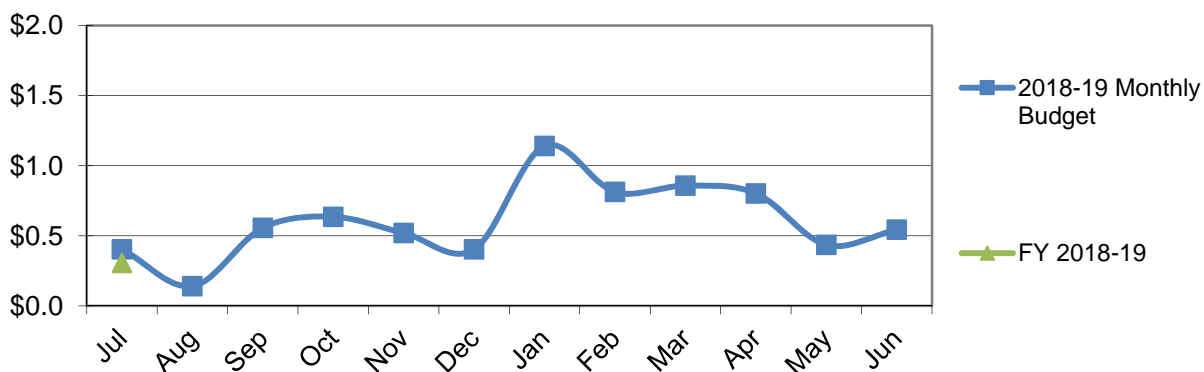
	2018-19		3-year average		Food & Beverage		
	Events	Attendance	Events	Attendance	Revenue	Margin	Margin %
July	5	42,465	7	20,922	July 74,190	(10,879)	(14.7%)

Highest Grossing Events*	Gross Event Revenue	% of Event Revenue
America's Largest Antique and Collectible Show	\$158,378	52%
Portland Kennel Club Dog Show	98,911	32%
Jehovah's Witness Convention	10,500	3%
Mecum Auto Auction	7,451	2%
All other Events	31,617	10%
<b>Total Event Revenues</b>	<b>\$306,857</b>	<b>100%</b>

\*Note: The table above reflects event revenue in the reporting month only and not total event revenue.

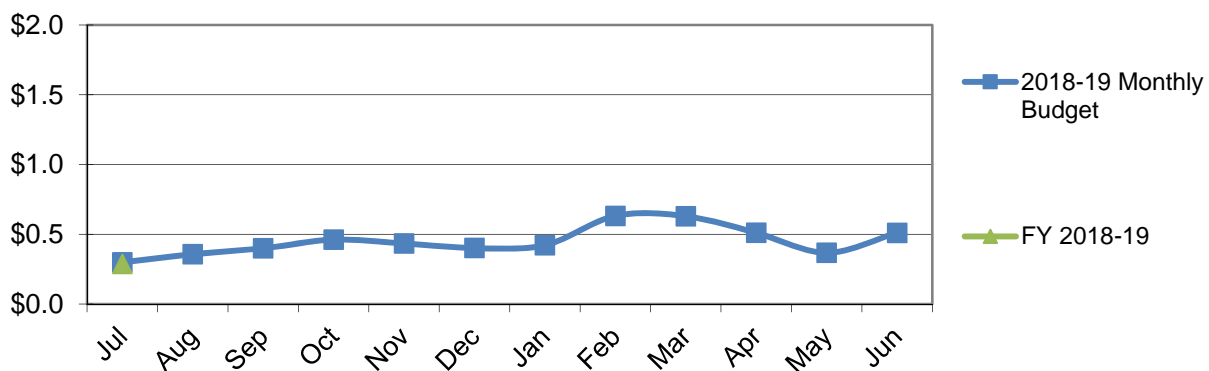
### Expo Event Revenues: Charges for Services and Food & Beverage

Shown in Millions



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

Shown in Millions



# MERC Statement of Activity with Annual Budget

## Metropolitan Exposition-Recreation Commission

### All Departments

July 2018

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actual	Prior Year to Date Actual	Current Year Budget	% of Prior Year	% of Annual Budget
Operations							
Charges for Services	1,723,824	1,337,680	1,723,824	1,337,680	31,455,607	128.9%	5.5%
Food and Beverage Revenue	1,460,063	817,263	1,460,063	817,263	22,157,802	178.7%	6.6%
Transient Lodging Tax - ETF	-	-	-	-	13,069,871	0.0%	0.0%
VFTA allocations	-	-	-	-	3,053,665	0.0%	0.0%
Contributions from Governments	-	-	-	-	911,677	0.0%	0.0%
Contributions from Private Sources	-	-	-	-	125,000	0.0%	0.0%
Grants	-	50,000	-	50,000	-	0.0%	0.0%
Interest Earnings	-	666	-	666	690,798	0.0%	0.0%
Miscellaneous Revenue	10,655	8,396	10,655	8,396	156,328	126.9%	6.8%
Transfers-R	106,699	33,333	106,699	33,333	1,280,389	320.1%	8.3%
Total Revenues	3,301,241	2,247,338	3,301,241	2,247,338	72,901,137	146.9%	4.5%
Food & Beverage Services	1,034,456	886,985	1,034,456	886,985	15,919,101	116.6%	6.5%
Materials and Services	797,166	537,254	797,166	537,254	20,415,822	148.4%	3.9%
Personnel Services	1,569,249	1,541,848	1,569,249	1,541,848	23,223,981	101.8%	6.8%
Management fee	195,093	-	195,093	-	2,564,209	0.0%	7.6%
Transfers-E	1,206,557	389,596	1,206,557	389,596	7,606,244	309.7%	15.9%
Total Expenditures	4,802,520	3,355,683	4,802,520	3,355,683	69,729,357	143.1%	6.9%
Net Operations	(1,501,279)	(1,108,345)	(1,501,279)	(1,108,345)	3,171,780		
Capital							
Contributions from Private Sources	-	-	-	-	3,862,501	0.0%	0.0%
Transient Lodging Tax - ETF	-	-	-	-	7,465,244	0.0%	0.0%
Transfers-R	-	-	-	-	-	0.0%	0.0%
Total Revenues	-	-	-	-	11,327,745	0.0%	0.0%
Capital Outlay	85	57,495	85	57,495	6,460,000	0.1%	0.0%
Materials and Services	88,503	-	88,503	-	39,909,343	0.0%	0.2%
Personnel Services	38,431	-	38,431	-	704,894	0.0%	5.5%
Total Expenditures	127,020	57,495	127,020	57,495	47,074,237	220.9%	0.3%
Net Capital	(127,020)	(57,495)	(127,020)	(57,495)	(35,746,492)		
Change in Fund Balance	(1,628,298)	(1,165,840)	(1,628,298)	(1,165,840)	(32,574,712)		
Ending Fund Balance			58,957,087	57,258,000	23,073,202		

Note: Prior year adjustments have not been made on this tab.

MERC Statement of Activity with Annual Budget  
Metropolitan Exposition-Recreation Commission  
Convention Center Operating Fund  
July 2018

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
Operations							
Charges for Services	913,861	648,185	913,861	648,185	13,422,681	141.0%	6.8%
Food and Beverage Revenue	1,176,844	611,800	1,176,844	611,800	16,139,205	192.4%	7.3%
Transient Lodging Tax - ETF	-	-	-	-	11,644,428	0.0%	0.0%
VFTA allocations	-	-	-	-	2,332,125	0.0%	0.0%
Interest Earnings	-	-	-	-	300,000	0.0%	0.0%
Miscellaneous Revenue	6,645	4,953	6,645	4,953	28,828	134.2%	23.1%
Transfers-R	-	(78,161)	-	(78,161)	-	0.0%	0.0%
Total Revenues	2,097,350	1,186,778	2,097,350	1,186,778	43,867,267	176.7%	4.8%
Food & Beverage Services	803,317	619,589	803,317	619,589	11,682,157	129.7%	6.9%
Materials and Services	493,105	113,570	493,105	113,570	11,477,297	434.2%	4.3%
Personnel Services	837,762	810,334	837,762	810,334	12,060,539	103.4%	6.9%
Management Fee	156,487	87,906	156,487	87,906	1,877,840	178.0%	8.3%
Transfers-E	1,005,378	219,750	1,005,378	219,750	4,170,065	457.5%	24.1%
Total Expenditures	3,296,048	1,851,149	3,296,048	1,851,149	41,267,898	186.9%	8.0%
Net Operations	(1,198,699)	(664,371)	(1,198,699)	(664,371)	2,599,369		
Capital							
Contributions from Private Sources	-	-	-	-	557,813	0.0%	0.0%
Transient Lodging Tax - ETF	-	-	-	-	6,345,457	0.0%	0.0%
Total Revenues	-	-	-	-	6,903,270	0.0%	0.0%
Capital Outlay	85	16,550	85	16,550	3,170,000	0.5%	0.0%
Materials and Services	88,503	-	88,503	-	35,708,000	0.0%	0.2%
Personnel Services	19,461	-	19,461	-	383,690	0.0%	5.1%
Total Expenditures	108,049	16,550	108,049	16,550	39,261,690	652.9%	0.3%
Net Capital	(108,049)	(16,550)	(108,049)	(16,550)	(32,358,420)		
Change in Fund Balance	(1,306,748)	(680,920)	(1,306,748)	(680,920)	(29,759,051)		
Ending Fund Balance			37,482,137	24,343,318	7,889,312		

Note: Prior year revenues previously subject to excise tax have been adjusted to reflect gross revenue, not net of excise tax. A comparable Management Fee has been included in Materials and Services.

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland'5 Centers for the Arts Fund

July 2018

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
Operations							
Charges for Services	577,296	499,219	577,296	499,219	13,281,980	115.6%	4.3%
Food and Beverage Revenue	209,029	136,873	209,029	136,873	3,515,895	152.7%	5.9%
Visitor Development Fund Alloc	-	-	-	-	721,540	0.0%	0.0%
VFTA allocations	-	-	-	-	1,425,443	0.0%	0.0%
Contributions from Governments	-	-	-	-	911,677	0.0%	0.0%
Contributions from Private Sources	-	-	-	-	125,000	0.0%	0.0%
Grants	-	-	-	-	-	0.0%	0.0%
Interest Earnings	-	666	-	666	225,000	0.0%	0.0%
Miscellaneous Revenue	2,389	1,659	2,389	1,659	89,000	144.0%	2.7%
Transfers-R	-	(40,519)	-	(40,519)	-	0.0%	0.0%
Total Revenues	788,715	597,899	788,715	597,899	20,295,535	131.9%	3.9%
Food & Beverage Services	146,070	125,590	146,070	125,590	2,381,250	116.3%	6.1%
Materials and Services	239,158	378,239	239,158	378,239	7,164,487	63.2%	3.3%
Personnel Services	535,819	507,667	535,819	507,667	8,488,561	105.5%	6.3%
Transfers-E	137,260	110,177	137,260	110,177	1,647,114	124.6%	8.3%
Total Expenditures	1,058,308	1,121,673	1,058,308	1,121,673	19,681,412	94.4%	5.4%
Net Operations	(269,593)	(523,774)	(269,593)	(523,774)	614,123		
Capital							
Contributions from Private Sources	-	-	-	-	3,067,813	0.0%	0.0%
Total Revenues	-	-	-	-	3,067,813	0.0%	0.0%
Capital Outlay	-	5,899	-	5,899	2,950,000	0.0%	0.0%
Materials and Services	-	-	-	-	2,817,000	0.0%	0.0%
Personnel Services	12,648	-	12,648	-	177,367	0.0%	7.1%
Total Expenditures	12,648	5,899	12,648	5,899	5,944,367	214.4%	0.2%
Net Capital	(12,648)	(5,899)	(12,648)	(5,899)	(2,876,554)		
Change in Fund Balance	(282,241)	(529,673)	(282,241)	(529,673)	(2,262,431)		
Ending Fund Balance			11,858,946	12,354,324	6,394,036		

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Expo Fund

July 2018

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
Operations							
Charges for Services	232,668	253,160	232,668	253,160	4,750,946	91.9%	4.9%
Food and Beverage Revenue	74,190	119,618	74,190	119,618	2,502,702	62.0%	3.0%
Interest Earnings	-	-	-	-	35,000	0.0%	0.0%
Miscellaneous Revenue	1,620	1,784	1,620	1,784	38,500	90.9%	4.2%
Transfers-R	33,333	33,333	33,333	33,333	400,000	100.0%	8.3%
Total Revenues	341,811	407,895	341,811	407,895	7,727,148	83.8%	4.4%
Food & Beverage Services	85,069	141,806	85,069	141,806	1,855,694	60.0%	4.6%
Materials and Services	62,580	38,504	62,580	38,504	1,611,940	162.5%	3.9%
Personnel Services	139,562	148,153	139,562	148,153	1,953,278	94.2%	7.1%
Management Fee	38,606	26,008	38,606	26,008	463,270	148.4%	8.3%
Transfers-E	57,814	53,984	57,814	53,984	1,715,798	107.1%	3.4%
Total Expenditures	383,631	408,455	383,631	408,455	7,599,980	100.3%	5.0%
Net Operations	(41,820)	(560)	(41,820)	(560)	127,168		
Capital							
Contributions from Private Sources	-	-	-	-	236,875	0.0%	0.0%
Transient Lodging Tax - ETF	-	-	-	-	1,119,787	0.0%	0.0%
Total Revenues	-	-	-	-	1,356,662	0.0%	0.0%
Capital Outlay	-	35,047	-	35,047	340,000	0.0%	0.0%
Materials and Services	-	-	-	-	1,384,343	0.0%	0.0%
Personnel Services	6,323	-	6,323	-	143,837	0.0%	4.4%
Total Expenditures	6,323	35,047	6,323	35,047	1,868,180	18.0%	0.3%
Net Capital	(6,323)	(35,047)	(6,323)	(35,047)	(511,518)		
Change in Fund Balance	(48,142)	(35,607)	(48,142)	(35,607)	(384,350)		
Ending Fund Balance			3,002,496	1,906,339	2,418,849		

Note: Prior year revenues previously subject to excise tax have been adjusted to reflect gross revenue, not net of excise tax. A comparable Management Fee has been included in Materials and Services.



# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

MERC Admin Sub Fund

July 2018

		<b>Current Month</b>	<b>Prior Year</b>	<b>Current Year to</b>	<b>Prior Year to</b>	<b>Current Year</b>	<b>% of Prior Year</b>	<b>% of Annual</b>
		<b>Actual</b>	<b>Month Actual</b>	<b>Date Actuals</b>	<b>Date Actual</b>	<b>Budget</b>	<b>to Date</b>	<b>Budget</b>
Operations								
Grants		-	50,000	-	50,000	-	0.0%	0.0%
Interest Earnings		-	-	-	-	130,798	0.0%	0.0%
Transfers-R		73,366	118,679	73,366	118,679	880,389	61.8%	8.3%
Total Revenues		73,366	168,679	73,366	168,679	1,011,187	43.5%	7.3%
Materials and Services		2,323	6,941	2,323	6,941	385,197	33.5%	0.6%
Personnel Services		56,105	75,694	56,105	75,694	721,603	74.1%	7.8%
Transfers-E		6,105	5,685	6,105	5,685	73,267	107.4%	8.3%
Total Expenditures		64,533	88,320	64,533	88,320	1,180,067	73.1%	5.5%
Net Operations		8,832	80,360	8,832	80,360	(168,880)		
Capital								
Lodging Tax		-	-	-	-	-	0.0%	0.0%
Transfers-R		-	-	-	-	-	0.0%	0.0%
Total Revenues		-	-	-	-	-	0.0%	0.0%
Net Capital		-	-	-	-	-		
Change in Fund Balance		8,832	80,360	8,832	80,360	(168,880)		
Ending Fund Balance				6,613,507	18,654,019	6,371,005		

## MERC Food and Beverage Margins

July 2018

	Current Month Actual	Prior Year Month Actual	Current Year to Date	Prior Year to Date Actual	Annual Budget
<b>Convention Center Operating Fund</b>					
Food and Beverage Revenue	1,176,844	611,800	1,176,844	611,800	16,139,205
Food & Beverage Services	803,317	619,589	803,317	619,589	11,682,157
Food and Beverage Gross Margin	373,527	(7,789)	373,527	(7,789)	4,457,048
Food and Beverage Gross Margin %	31.74%	-1.27%	31.74%	-1.27%	27.62%
<b>Portland'5 Centers for the Arts Fund</b>					
Food and Beverage Revenue	209,029	136,873	209,029	136,873	3,515,895
Food & Beverage Services	146,070	125,590	146,070	125,590	2,381,250
Food and Beverage Gross Margin	62,959	11,284	62,959	11,284	1,134,645
Food and Beverage Gross Margin %	30.12%	8.24%	30.12%	8.24%	32.27%
<b>Expo Fund</b>					
Food and Beverage Revenue	74,190	119,618	74,190	119,618	2,502,702
Food & Beverage Services	85,069	141,806	85,069	141,806	1,855,694
Food and Beverage Gross Margin	(10,879)	(22,188)	(10,879)	(22,188)	647,008
Food and Beverage Gross Margin %	-14.66%	-18.55%	-14.66%	-18.55%	25.85%
<b>MERC Fund Total</b>					
Food and Beverage Revenue	1,460,063	868,292	1,460,063	868,292	22,157,802
Food & Beverage Services	1,034,456	886,985	1,034,456	886,985	15,919,101
Food and Beverage Gross Margin	425,607	(18,693)	425,607	(18,693)	6,238,701
Food and Beverage Gross Margin %	29.15%	-2.15%	29.15%	-2.15%	28.16%

Note: Prior year revenues previously subject to excise tax have been adjusted to reflect gross revenue, not net of excise tax. A comparable Management Fee has been included in Materials and Services.

**MERC Visitor Venues**  
**Events-Performances-Attendance**  
**FY 2018-19**

	July 2015		July 2016		July 2017		July 2018		Net Change from Prior Year		July 2018	
OCC	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Tradeshows/Conventions	4	12,210	3	2,247	2	3,187	5	8,250	3	5,063	1,924,028	96%
Consumer Public Shows	4	2,923	2	3,504	2	3,827	1	2,933	(1)	(894)	28,923	1%
Miscellaneous							-	-	-	-	-	0%
Miscellaneous -In-House	13	334	13	220	7	93	18	295	11	202	6,552	0%
Meetings	11	2,087	11	6,951	11	2,537	7	2,627	(4)	90	42,303	2%
Catering	6	5,315	2	15,625	1	25	-	-	(1)	(25)	1,161	0%
<b>Totals</b>	<b>38</b>	<b>22,869</b>	<b>31</b>	<b>28,547</b>	<b>23</b>	<b>9,669</b>	<b>31</b>	<b>14,105</b>	<b>8</b>	<b>4,436</b>	<b>\$ 2,002,967</b>	<b>100%</b>

	July 2015		July 2016		July 2017		July 2018		Net Change from Prior Year		July 2018	
Expo Center	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Consumer Public Shows	3	18,582	3	19,341	3	17,339	2	12,465	(1)	(4,874)	266,706	95%
<i>Cirque Du Soleil</i>	-	-	-	-	-	-	-	-	-	-	-	0%
Miscellaneous	2	4,520	2	37	1	882	1	-	-	(882)	1,724	1%
Meetings	1	26	1	18	-	-	-	-	-	-	-	0%
Catering	1	37	-	-	3	500	-	-	(3)	(500)	-	0%
Tradeshows/Conventions	1	1,483	-	-	-	-	2	30,000	2	30,000	13,213	5%
<b>Totals</b>	<b>8</b>	<b>24,648</b>	<b>6</b>	<b>19,396</b>	<b>7</b>	<b>18,721</b>	<b>5</b>	<b>42,465</b>	<b>(2)</b>	<b>23,744</b>	<b>\$ 281,643</b>	<b>100%</b>
<b>Totals w/Cirque du Soleil</b>	<b>8</b>	<b>24,648</b>	<b>6</b>	<b>19,396</b>	<b>7</b>	<b>18,721</b>	<b>5</b>	<b>42,465</b>	<b>(2)</b>	<b>23,744</b>	<b>\$ 281,643</b>	<b>100%</b>

	July 2015		July 2016		July 2017		July 2018		Net Change from Prior Year		July 2018	
Portland '5	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Revenue	% of Rev.
Commercial (Non-Broadway)	13	22,791	7	9,607	4	5,473	5	7,099	1	1,626	604,910	83%
Broadway	-	-	-	-	4	6,895	9	18,855	5	11,960	7,791	1%
Resident Company	7	3,429	13	6,150	9	5,089	11	5,727	2	638	78,836	11%
Non-Profit	-	-	2	172	9	6,688	-	-	(9)	(6,688)	26,330	4%
Promoted/Co-Promoted	4	1,955	9	3,111	9	4,601	7	2,215	(2)	(2,386)	8,437	1%
Student	17	2,541	1	100	2	304	12	443	10	139	2,210	0%
Miscellaneous	1	43	1	58	-	-	1	135	1	135	1,090	0%
<b>Totals</b>	<b>42</b>	<b>30,759</b>	<b>33</b>	<b>19,198</b>	<b>37</b>	<b>29,050</b>	<b>45</b>	<b>34,474</b>	<b>8</b>	<b>5,424</b>	<b>\$ 729,604</b>	<b>100%</b>

<b>MERC Totals (w/ Cirque)</b>	<b>88</b>	<b>78,276</b>	<b>70</b>	<b>67,141</b>	<b>67</b>	<b>57,440</b>	<b>81</b>	<b>91,044</b>	<b>14</b>	<b>33,604</b>	<b>3,014,214</b>	
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## OCC Capital Project Status Report FY 2018-19

**Project Phases:** **Planning** - Initiating/Planning, **Design** - Design & Engineering, **Contracting** - in process of vendor selection & signing contract with selected vendor, **Construction/In Progress** - in progress, **Complete** - substantially complete

Project Title	Management	Phase	Budget	Actual	Remaining
Master Plan Renovation	cPMO	Design	29,030,000	85	29,029,915
Cooling System Rplcmnt	cPMO	Design	2,900,000	60	2,899,940
Lighting Control System	cPMO	Design	2,255,000	-	2,255,000
Chair Replacement	Venue	Planning	1,300,000	-	1,300,000
Orbit Café Improvements	cPMO	Planning	293,000	-	293,000
Tower/Crown Glazing	cPMO	Design	500,000	-	500,000
Elevator Upgrades	cPMO	Planning	375,000	-	375,000
Door Access Controls	cPMO	In Progress	260,000	-	260,000
Exterior Waterproofing	cPMO	Contracting	250,000	-	250,000
Portable Ticketing Kiosks Purchase	Venue	Planning	250,000	-	250,000
Dragon/Orbit HVAC & Space Mods	cPMO	Contracting	775,000	-	775,000
Ops Office/Guest Service/pacificWild North reno	cPMO	Planning	80,000	-	80,000
Rain Garden Update	Venue	Planning	80,000	-	80,000
Key Management System Upgrade	Venue	Planning	75,000	-	75,000
Parking Pay on Foot Stations Purchase/Install	Venue	Planning	75,000	-	75,000
Water Heater Replacement	cPMO	Planning	50,000	-	50,000
A/V Equipment	Venue	Planning	150,000	-	150,000
WiFi & Show Network Upgrades	Venue	Planning	120,000	-	120,000
Alerton Glbl Cntrlr Upgrd	Venue	Planning	60,000	3,938	56,063
Point of Sale	IS	In Progress	-	88,503	(88,503)
<b>Total</b>			<b>38,878,000</b>	<b>92,585</b>	<b>38,785,415</b>
<b>% of Budget</b>				<b>0%</b>	<b>100%</b>

Project Phase Totals	# of Proj	% of Total
Projects in Planning or Design phases	16	80%
Projects in Contracting or Construction/In Progress phases	4	20%
Completed Projects	0	0%
On-hold or Cancelled Projects	0	0%
	20	

## P5 Capital Project Status Report FY 2018-19

**Project Phases:** **Planning** - Initiating/Planning, **Design** - Design & Engineering, **Contracting** - in process of vendor selection & signing contract with selected vendor, **Construction/In Progress** - in progress, **Complete** - substantially complete

Project Title	Management	Phase	Budget	Actual	Remaining
Schnitzer Orchestra Shell Replacement	cPMO	Design	1,845,000	-	1,845,000
AHH Roof	cPMO	Design	1,107,000	-	1,107,000
Keller Electrical Infrastructure Update	Venue	In Progress	550,000	-	550,000
KA Generator Fuel Storage	Venue	Design	350,000	-	350,000
ASCH Roof Drains	cPMO	On hold	250,000	-	250,000
ASCH Piano Replacement	Venue	On hold	200,000	-	200,000
Newmark Main Speakers	Venue	Design	200,000	-	200,000
Portable Concession Kiosks	Venue	On hold	175,000	-	175,000
ASCH Chamber Lighting	cPMO	On hold	175,000	-	175,000
ArtBar/Lobby Furniture Replacement	Venue	On hold	175,000	-	175,000
Newmark Piano Replacement	Venue	On hold	150,000	-	150,000
Voice over Internet Protocol (VoIP)	IS	In Progress	110,000	-	110,000
KA Fall Arrest	Venue	Planning	100,000	-	100,000
ASCH Cooling Airflow Study	cPMO	On hold	100,000	-	100,000
ASCH FOH Elevators Overhaul	cPMO	In Progress	60,000	42,172	17,828
ASCH Broadway and Park Marquees	cPMO	Planning	50,000	-	50,000
ASCH Backstage Dressing Tower Elevator	cPMO	In Progress	80,000	54,136	25,864
AHH/ASCH/Keller ADA signage	Venue	Design	30,000	-	30,000
AHH Stage door area rebuild	cPMO	On hold	25,000	-	25,000
<b>Total</b>			<b>5,732,000</b>	<b>96,308</b>	<b>5,635,692</b>
<b>% of Budget</b>				<b>2%</b>	<b>98%</b>

Project Phase Totals	# of Proj	% of Total
Projects in Planning or Design phases	7	37%
Projects in Contracting or Construction/In Progress phases	4	21%
Completed Projects	0	0%
On-hold or Cancelled Projects	8	42%
	<u>19</u>	

## Expo Capital Project Status Report FY 2018-19

**Project Phases:** **Planning** - Initiating/Planning, **Design** - Design & Engineering, **Contracting** - in process of vendor selection & signing contract with selected vendor, **Construction/In Progress** - in progress, **Complete** - substantially complete

Project Title	Management	Phase	Budget	Actual	Remaining
Hall C Refurbishment	cPMO	Planning	300,000	-	300,000
Lower Parking lot 1 Improvements	cPMO	Planning	200,000	-	200,000
Voice over Internet Protocol (VoIP)	IS	In Progress	198,000	-	198,000
Show Net	IS	In Progress	165,000	-	165,000
Security Cameras / Access Controls	cPMO	In Progress	157,138	-	157,138
Lighting Control review/install - Halls ABCDE	cPMO	Design	150,000	-	150,000
Hall C Roof Recoat	cPMO	Cancelled	125,000	-	125,000
Halls ABCDE HVAC Controls Replacement	Venue	Planning	60,000	-	60,000
Parking Lot Asphalt Maintenance	cPMO	Contracting	60,000	-	60,000
Security Gates and Fencing	cPMO	Planning	42,000	-	42,000
UP4 New Storage Building	cPMO	Planning	40,000	-	40,000
Expo Website Update	Venue	Planning	40,000	-	40,000
Facility Wide Door review / install / security	Venue	Planning	20,000	-	20,000
Hall A Carpet Paint	Venue	Planning	10,000	-	10,000
Connector Glass Door	cPMO	Construction	-	31,913	(31,913)
<b>Total</b>			<b>1,567,138</b>	<b>31,913</b>	<b>1,535,225</b>
<b>% of Budget</b>				<b>2%</b>	<b>98%</b>

Project Phase Totals	# of Proj	% of Total
Projects in Planning or Design phases	9	60%
Projects in Contracting or Construction/In Progress phases	5	33%
Completed Projects	0	0%
On-hold or Cancelled Projects	1	7%
	<u>15</u>	

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# **MERC Commission Meeting**

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September 5, 2018  
12:30 pm

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7.0 Consent Agenda

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# Metropolitan Exposition Recreation Commission

## Record of MERC Commission Actions

June 6, 2018

Oregon Convention Center, Room A107-08

<b>Present:</b>	Karis Stoudamire-Phillips, Deidra Krys-Rusoff, Ray Leary, John Erickson, Deanna Palm, Damien Hall, Dañel Malán
<b>Absent:</b>	none
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Karis Stoudamire-Phillips at 12:35 p.m.
<b>1.0</b>	<b>QUORUM CONFIRMED</b> A quorum of Commissioners was present.
<b>2.0</b>	<b>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b> <ul style="list-style-type: none"><li>• John Rudoff, Polaris Images. It is my understanding, through secondhand sources, that a decision is about to be made regarding funding or approving a lecture by Jordan Peterson at the Keller Auditorium on the 25<sup>th</sup> or 26. Is that correct?</li><li>• Nathan Sykes: There is no decision being made here.</li><li>• Chair Stoudamire-Phillips: That is not on the agenda.</li><li>• Rudoff: Will it be a subject matter for substantive discussion today?</li><li>• Chair Stoudamire-Phillips: No it is not.</li><li>• Rudoff: Thank you very much.</li></ul>
<b>3.0</b>	<b>COMMISSION COMMUNICATIONS</b> <ul style="list-style-type: none"><li>• President Hughes reported he has been out of town for the last three weeks and had nothing to report.</li></ul>
<b>4.0</b>	<b>GM COMMUNICATIONS</b> Scott Cruickshank updated the commission on the following: <ul style="list-style-type: none"><li>• Metro Deputy COO, Andrew Scott will begin work at Metro on June 26. He has been invited to attend the July 11 joint work session on the hotel.</li><li>• Staff from Metro, the City of Portland and Multnomah County are working on possible new opportunities for the Visitor Facility Trust Account (bucket system). A non-binding letter of agreement was signed by the Mayor, Multnomah Chair and President Hughes recently instructing staff to move forward with developing a proposal</li><li>• July 11<sup>th</sup> meeting will be a joint council/commission work session with a project update on the Hyatt Regency Portland at the Convention Center. Due to a strict dress code for those touring the site, please bring or wear sturdy walking shoes, at least 4 inch sleeves, long pants, and no skirts or dresses.</li><li>• The current Aramark/Pacificwild contract expires June 30, 2019 with no extensions left. A food services request for proposal will need to be developed and released. To assist with that project, William Caruso and Partners (WCP) was contracted to assist the venue teams in developing this large request for proposal and identifying current trends.</li><li>• June 30 is the “My People’s Market” at the Rose Quarter Commons. Travel Portland, as event sponsor, will be sending out event announcement.</li></ul>
<b>5.0</b>	<b>FINANCIAL REPORT</b> Rachael Lembo presented the April 2018 financial report. <ul style="list-style-type: none"><li>• Commissioner Krys-Rusoff asked for a year-to-year comparison of expenditures for capital projects. Lembo responded she would add the comparison in future reports.</li></ul>
<b>6.0</b>	<b>VENUE BUSINESS REPORTS</b> Robyn Williams (P5); Matthew P. Rotchford (Expo) and Craig Stroud (OCC) provided April/May highlights

Metropolitan Exposition Recreation Commission Record of Actions

June 6, 2018



	<p>of their respective venues.</p> <ul style="list-style-type: none"> <li>Andrew Colas, Colas Construction provided a report an updated on subcontractor bidding opportunities for the Convention Center plaza, entries and interiors project.</li> </ul>
<b>7.0</b>	<p><b>CONSENT AGENDA</b></p> <ul style="list-style-type: none"> <li>Record of MERC Actions, May 2, 2018</li> </ul> <p>A motion was made by Commissioner Kryz-Rusoff and seconded by Commissioner Erickson to approve the Consent Agenda.</p> <p>VOTING: AYE: 7 (Kryz-Rusoff, Erickson, Hall , Leary, Palm, Stoudamire-Phillips, Dañel Malán)</p> <p>NAY: 0</p> <p>MOTION PASSED</p>
<b>8.0</b>	<p><b>TRAVEL PORTLAND THIRD QUARTER 2018 REPORT</b></p> <ul style="list-style-type: none"> <li>Steve Faulstick presented the report.</li> <li>S. Cruickshank reported that an invitation would be coming soon for two Commissioners to attend the American Society of Association Executives (ASAE) annual meeting, in Chicago, August 18-21. Travel Portland, with Oregon Convention Center sales staff and local hoteliers, sell Portland as a destination to national association executives.</li> <li>Commissioner Hall commented that he had attended last year’s event in Toronto and expressed his appreciation for the program of activities.</li> </ul>
<b>9.0</b>	<p><b>RECRUITING A DIVERSE WORKFORCE – INTRODUCTION TO METRO’S RECRUITMENT MARKETING STRATEGY</b></p> <ul style="list-style-type: none"> <li>Scott Cruickshank introduced the agenda items by noting that at the last commissioner retreat, the noted that at the last commissioner retreat, Commissioners would be provided an opportunity to for Commissioners to be on the front end of policy discussion in order to shape and ask questions of the policy. He explained that this presentation was an opportunity to hear about some of the project Metro staff are working on and provide commentary and feedback.</li> <li>Mary Rowe, Metro Human Resources Director, spoke of the past action to re-define the geographic boundaries and income levels of the First Opportunity Target Area (FOTA) program. As a recruitment tool, Human Resources staff is providing more consistency in outreach in FOTA advertising and including more opportunities to FOTA areas. Rowe reviewed a statistical table of FOTA hires over the last two years.</li> <li>Janice Larsen, Metro communications manager, presented a short power point introducing a campaign related to Metro’s recruitment marketing strategy – recruiting a diverse workforce.</li> <li>Commissioner Erickson asked if the job web site and job applications were mobile friendly. Rowe answered in the affirmative.</li> <li>Commissioner Leary spoke about the challenges of communicating what Metro is/does and simultaneously communicate the rebranded FOTA program to the public. J. Larsen noted her agreement with the challenges Commission Leary spoke of.</li> <li>Commissioner Malán asked about bilingual staff attending outreach events and working toward multi language recruitment materials. Rowe noted the web site materials are available in other languages and her department staff work with a variety of communities of color and job fairs.</li> <li>Rowe introduced Janet Lee, HR recruitment, who works closely with FOTA recruitments spoke to the number of community outreach events and job fair participation.</li> <li>Chair Stoudamire-Phillips encouraged Commissioners to pass on any ideas or suggestions to staff in the human resources department.</li> </ul>

10.	<p><b>Resolution 18-10</b> For the purpose of electing the slate of MERC officers for FY 2018-19.</p> <p>A motion was made by Commissioner Leary and seconded by Commissioner Malán to approve Resolution 18-10 as presented.</p> <p>VOTING:     AYE: 7 (Krys-Rusoff, Erickson, Hall, Leary, Palm, Stoudamire-Phillips, Malán)</p> <p>                  NAY: 0</p> <p>                  MOTION PASSED</p> <p>Chair Stoudamire –Phillips thanked Commissioner Leary for his service over the years as a MERC officer.</p>
	<p>As there was no further business to come before the Commission, the meeting was adjourned at 2:10 p.m.</p>

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

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

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

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

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

While attending the 2018 Multicultural Sales Mission, activities  
related to the Travel Portland business relationship where meals,  
room and travel expenses will be paid for by Travel Portland, to  
introduce and familiarize potential meeting planners and  
association executives with Portland and the Oregon Convention  
Center, and to facilitate Oregon and Portland tourism and  
economic development, which activity(ies) will take place in  
Washington, D.C., on September 12-15, 2018.

Being approved by the MERC Commission, at its regular meeting on  
September 5, 2018, the above activity is hereby officially sanctioned by  
MERC.

---

Karis Stoudamire-Phillips  
MERC Commission Chair

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

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

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

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

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

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Karis Stoudamire-Phillips  
MERC Commission Chair

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# **MERC Commission Meeting**

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September 5, 2018  
12:30 pm

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8.0 Travel Portland Fourth  
Quarter 2018 Report

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# travel PORTLAND

Highlights:

Executive Summary - Page 3



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Jeff Miller .....	President and CEO
Brian Doran .....	Chief Financial Officer
Greg Newland .....	Chief Marketing Officer
Steve Faulstick .....	Chief Sales Officer
Megan Conway .....	Senior Vice President of Communications and Regional Strategy
James Jessie .....	Senior Vice President of Convention Sales

100 SW Main Suite 1100 Portland, OR 97204 503.475.9750
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# Executive Summary

## ACCOMPLISHMENTS

- In this year OCC realized \$11.9 million in revenue from Travel Portland booked business. Community impact ROI from all future bookings was 53 to 1.
- Fifty-seven new and four repeat OCC conventions were booked for future year's worth over \$44.3 million in OCC revenue. Community economic impact will result in \$160.2 million. Travel Portland bookings, including single hotel, will result in over \$229.4 million of economic impact.
- Travel Portland booked ten minority meetings for the year with an EEI of over \$9.7 million and 15,772 room nights.
- Travel Portland generated 805 media placements in FY 2017-18, with a total circulation of over 1.9 billion. Of that, 80 articles were meetings related with a circulation of over 24.3 million.
- Travel Portland estimated economic impact from domestic and international tour operator bookings is over \$24.2 million.

	Number of tour operators	Number of published itineraries
	2017-18	2017-18
Asia	18	30
Canada	23	34
Domestic (U.S.)	36	62
Europe	90	311
Latin America	0	0
Oceania	4	26
Total	171	463

## TRENDS, SUCCESSES, OBSTACLES

- Transient Lodging Tax is flattening after 5 years of significant increases. Fiscal YTD collection from the City is up 3.5% compared to FY 2016-17.
- Central City hotels' occupancy decreased 1.3% for calendar YTD through June; ADR decreased 1.4%, RevPar decreased 2.7%, demand increased 5.4%, and room revenue increased 3.9%.
- TID hotels' occupancy decreased 2.2% for calendar YTD through June; ADR increased 0.4%, RevPar decreased 1.9%, demand increased 1.3%, and room revenue increased 1.7%.





# Executive Summary

## MERC CONTRACT TARGETS

TARGET #	TARGET DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL TARGET
1	OCC revenue target	\$11,925,341	\$11.0 Million
2	ROI on future OCC business	10.2	3.8
3	Lead conversion	32%	40%
4	Services performance survey	3.8	3.8
5	Public relations/media	See page 15 & 16	Report
6	Community economic impact	53.0	42.0

## CITY CONTRACT GOALS

OBJECTIVE #	GOAL DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL GOAL
1	Convention Sales and Marketing Economic Impact ROI	41.9	25.0
2			

Market Performance: Hotel Demand		
Market	January – March 2017 vs. PYTD	January – March 2018 vs. PYTD
Portland*	+0.4%	-0.3%
San Francisco	-2.1%	+0.8%
Seattle	+7.0%	+0.8%
Vancouver, BC	+0.4%	+6.2%
*Includes TID and non-TID hotels		
Source: STR (Smith Travel Research)		

TID Hotels: Monthly Demand		
Month	Demand: forecast	Demand: actual
November 2017	+1.6%	+2.2%
December 2017	+2.4%	-0.3%
January 2018	+2.2%	-1.0%
February 2018	+3.0%	+3.8%
March 2018	+0.5%	+0.4%
Source: STR Analytics and STR (Smith Travel Research)		



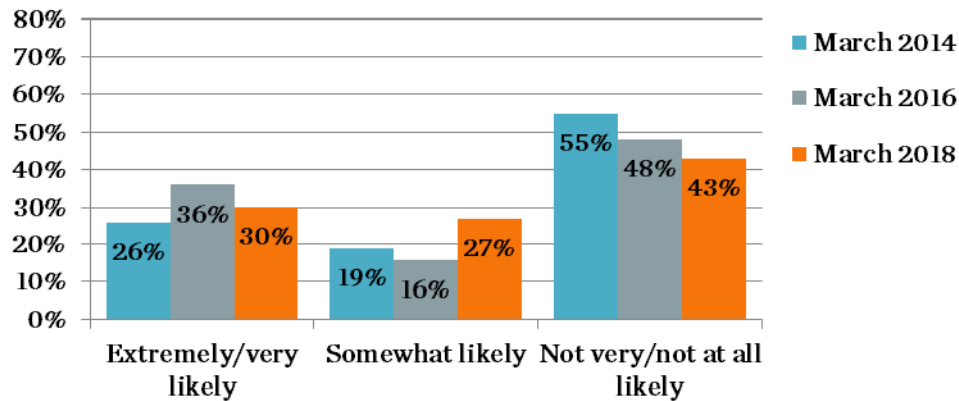
# Executive Summary

## CITY CONTRACT GOALS - OBJECTIVE #2 CONTINUED

### Intent to Travel to Portland

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

#### Lives in West

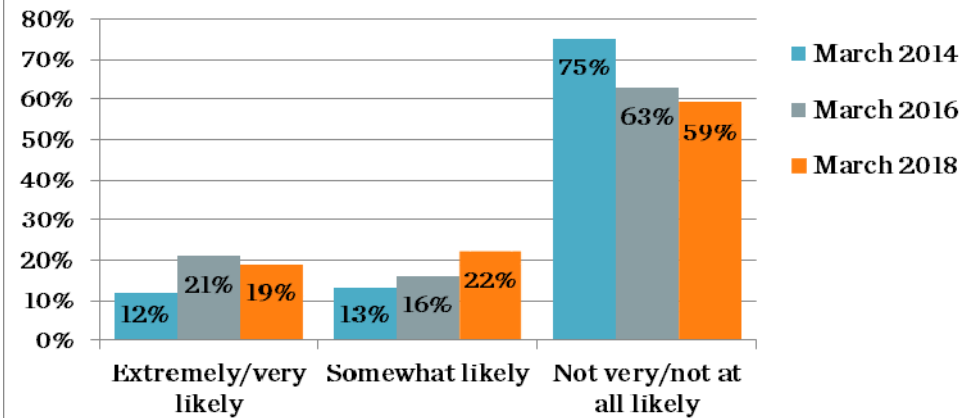


Source: MMGY Global

### Intent to Travel to Portland

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

#### National



Source: MMGY Global

### Ad Accountability: Incremental Visitor Spending Generated by Advertising

Spring 2017 (long-term)	\$85M
Winter 2017-18	To come: August 2018
Spring 2018	To come: Fall 2018
Source: Longwoods International	



## Convention Sales

OREGON CONVENTION CENTER REVENUE FROM TRAVEL PORTLAND BOOKINGS			
	OCC Revenue	Annuals	Total Potential Future Business
FY 17/18	\$ 11,925,341	\$ -	\$ 11,925,341
FY 18/19	\$ 12,318,838	\$ -	\$ 12,318,838
FY 19/20	\$ 11,680,712	\$ 745,280	\$ 12,425,992
FY 20/21	\$ 7,311,060	\$ 1,177,889	\$ 8,488,949
FY 21/22	\$ 12,613,156	\$ 745,280	\$ 13,358,436
FY 22/23	\$ 12,258,353	\$ 1,177,889	\$ 13,436,242
FY 23/24	\$ 3,020,184	\$ 754,800	\$ 3,774,984
FY 24/25	\$ 3,258,244	\$ 1,187,409	\$ 4,445,653
FY 25/26	\$ -	\$ 754,800	\$ 754,800
FY 26/27	\$ 1,857,528	\$ 1,187,409	\$ 3,044,937
FY 27/28	\$ -	\$ 754,800	\$ 754,800
<b>TOTAL</b>	<b>\$ 76,243,416</b>	<b>\$ 8,485,556</b>	<b>\$ 84,728,972</b>

Oregon Convention Center Projected Future Revenue			
Total Travel Portland Contract:	Quarter	YTD	Target
New OCC Bookings	26	57	
Repeat OCC Bookings	2	4	
Total OCC Bookings	28	61	
Room Nights from OCC Bookings	92,624	193,773	
Future OCC Revenue Booked during FY 2017/18	\$ 17,781,742	\$ 44,388,222	
ROI OCC Bookings	\$ 15.1	\$ 10.2	3.8 to 1
Community Economic Impact from OCC Bookings	\$ 74,071,341	\$ 160,282,626	
Total Room Nights Booked	133,691	315,873	
Total Community Economic Impact from Bookings	\$ 97,241,219	\$ 229,491,399	
ROI on Total Community Economic Impact	\$ 82.4	\$ 53.0	42.0 to 1
OCC Revenue Realized During FY 2017/18	\$ 2,592,327	\$ 11,925,341	\$11.0 Million

# Convention Sales

OREGON CONVENTION CENTER FUTURE GROUP BOOKINGS					
AS OF JULY 1, 2018					
	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22 and beyond
Current	53	42	31	15	33
4 Year Average	Current	1 yr. out	2 yrs. out	3 yrs. out	Beyond 3 yrs.
(FY 14/15 – FY 17/18)	56	45	25	15	21

4TH QUARTER - ROOM NIGHTS FROM OREGON CONVENTION CENTER BOOKINGS					
Year	Groups	Total Room Nights	Attendees	OCC Revenue	Community Economic Impact
FY 18/19	4	4,417	17,500	\$ 655,802	\$ 4,681,233
FY 19/20	5	15,557	4,900	\$ 1,386,972	\$ 7,636,531
FY 20/21	7	17,759	8,500	\$ 3,383,749	\$ 12,819,447
FY 21/22	4	17,307	9,750	\$ 3,750,370	\$ 14,686,851
FY 22/23	5	19,511	12,880	\$ 4,613,620	\$ 17,158,515
FY 23/24	1	4,559	4,000	\$ 1,011,905	\$ 5,664,902
FY 24/25	1	6,174	2,900	\$ 1,121,796	\$ 4,595,893
FY 26/27	1	7,340	5,000	\$ 1,857,528	\$ 6,827,969
TOTAL OCC BOOKINGS	28	92,624	65,430	\$ 17,781,742	\$ 74,071,341

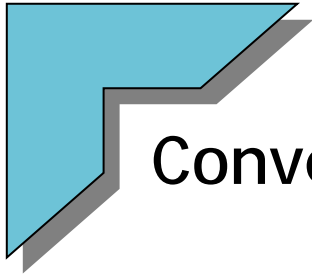
4TH QUARTER - ROOM NIGHTS FROM SINGLE HOTEL BOOKINGS				
Year	Groups	Total Room Nights	Room Tax Generated	Community Economic Impact
FY 17/18	22	2,488	\$ 50,281	\$ 1,024,069
FY 18/19	49	14,134	\$ 285,639	\$ 8,899,406
FY 19/20	21	14,538	\$ 293,804	\$ 7,394,536
FY 20/21	8	4,393	\$ 88,780	\$ 2,362,042
FY 21/22	4	5,514	\$ 111,434	\$ 3,489,825
Total Other Bookings	104	41,067	\$ 829,937	\$ 23,169,878

# Convention Sales

Oregon Convention Center Revenue: Three Year Average						
	Total Contract		Chicago Office		Washington, DC Office	
	Quarter	YTD	Quarter	YTD	Quarter	YTD
OCC Revenue Generated (3 yr. average)	\$ 4,129,649	\$ 14,703,565	\$ 1,124,182	\$ 2,419,338	\$ 984,435	\$ 3,477,410
Travel Portland Contract Costs	\$ 1,180,653	\$ 4,331,797	\$ 42,620	\$ 163,551	\$ 91,998	\$ 354,955
ROI (Revenue / Costs)	3.5	3.4	26.4	14.8	10.7	9.8

LEAD CONVERSION						
	Travel Portland Office		Chicago Office		Washington, DC Office	
	Quarter	YTD	Quarter	YTD	Quarter	YTD
OCC Leads	42	254	5	49	12	109
OCC Lost Leads due to OCC space & availability	9	41	0	6	5	18
Lead Conversion Percentage	85%	32%	100%	31%	243%	35%
Annual Target -40%						

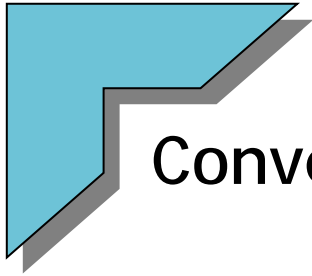
4TH QUARTER - OREGON CONVENTION CENTER LOST BUSINESS						
Account	Groups	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact
Subtotal	9	Date Availability - OCC	40,549	24,800	\$ 7,829,797	\$ 30,840,711
Subtotal	8	Board Decision	54,282	54,325	\$ 7,166,595	\$ 53,056,996
Subtotal	5	Geographic	26,073	7,700	\$ 4,458,154	\$ 15,585,002
Subtotal	3	Conference Cancelled - Moved to Another Year	4,829	2,350	\$ 915,877	\$ 3,598,647
Subtotal	3	No Response from Client	7,637	4,300	\$ 1,643,364	\$ 6,157,113
Subtotal	3	Rates/Cost - Hotel	9,902	4,000	\$ 1,701,607	\$ 6,726,078
Subtotal	3	Selected Another Year	13,215	7,000	\$ 3,702,155	\$ 12,875,414
Subtotal	2	Declined business - OCC	14,408	4,850	\$ 1,893,059	\$ 7,995,062
Subtotal	2	Rates/Cost - OCC	5,634	3,400	\$ 1,160,324	\$ 4,293,471
Subtotal	1	Client Postponed Search	100	350	\$ 30,407	\$ 107,862
Subtotal	1	Date Availability - Hotel	1,261	1,000	\$ 219,154	\$ 925,471
Subtotal	1	Date availability - Other Facility	15,280	6,000	\$ 2,359,419	\$ 9,318,478
Subtotal	1	Declined Business - Hotel	1,911	420	\$ 94,480	\$ 625,058
Subtotal	1	Hotel - Meeting Space Issue	1,560	800	\$ 310,120	\$ 1,264,611
Subtotal	1	Not Enough Committable Hotel Rooms - Unable to Bid	3,460	1,500	\$ 627,104	\$ 2,366,870
Subtotal	1	OCC - Does Not Meet Booking Guidelines	2,180	7,000	\$ 1,508,126	\$ 3,669,462
Subtotal	1	Perceived Destination Draw	2,865	1,300	\$ 594,236	\$ 2,223,297
Subtotal	1	Weak Local Support	5,200	2,000	\$ 1,057,194	\$ 4,186,303
Total	47		210,346	133,095	\$ 37,271,172	\$ 165,815,906



# Convention Sales

4TH QUARTER - OREGON CONVENTION CENTER CANCELLATIONS							
Account Name	Groups	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact	Arrival Date
N/A	0	N/A	0	0	\$ -	\$ -	N/A

4TH QUARTER INDUSTRY TRADE SHOWS AND EVENTS	
Trade Show/Event	Location
HelmsBriscoe	Orlando, FL
XDP - ASAE	Washington, D.C.
National Association of Sports Commissions Sports Event Symposium	Indianapolis, IN
Simpleview Summit	Scottsdale, AZ
D.C. Client Event Week	Washington, D.C.
Chicago Client Event Week	Chicago, IL
IMEX America: The Worldwide Meetings and Incentive Travel Exhibition	Frankfurt, Germany
Oregon Association of Nurseries Golf Tournament	Portland, OR
Oregon Dental Association Golf Tournament	Portland, OR
Professional Convention Management Association Convening Leaders 2018 Education	Cleveland, OH
Meeting Professionals International World Education Congress	Indianapolis, IN
Society of Government Meeting Professionals National Education Conference	Norfolk, VA



## Convention Sales

MINORITY PROJECTED FUTURE REVENUE		
Total Travel Portland Contract:	4th Quarter	YTD
New Minority Bookings	5	10
Total Minority Bookings	5	10
Room Nights from Minority Bookings	3,960	15,772
Minority Leads	10	38
Minority Lost Leads	10	37
Minority Lost Leads Due to OCC Space & Availability	2	5
Minority Lost Leads Due to Hotel Package & Availability	0	1

For the fourth quarter of FY 2017/18, minority bookings created an estimated economic impact to the greater metro Portland community of about \$2.4 million. Booked groups included the following:

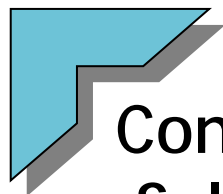
Rose City Softball Association	\$ 26,858
Association for Lesbian, Gay, Bisexual & Transgender Issues in Counseling	\$ 246,403
Lesbian Gay Band Association	\$ 234,404
National Indian Child Welfare Association	\$ 13,717
National Congress of American Indians	\$ 1,878,124



# Convention Sales

Program	Date	Location	Total Travel Portland Staff
<b>Jul-18</b>			
Council of Engineering and Scientific Society Executives	July 10-12, 2018	Pasadena, CA	1
Destinations International	July 10-13, 2018	Anaheim, CA	1
IEEE Convene	July 18-21, 2018	Berlin, Germany	1
Cvent	July 23-26, 2018	Las Vegas, NV	1
Customer Advisory Board	July 25-27, 2018	Portland, OR	10
<b>Aug-18</b>			
Council of Manufacturing Association	August 8-10, 2018	Chicago, IL	2
Expriente4	August 12-15, 2018	Anaheim, CA	1
ASAE	August 18-21, 2018	Chicago, IL	5
Kellen Management Summit	August 27-29, 2018	Atlanta, GA	1
Connect Marketplace	August 23-25, 2018	Salt Lake City, UT	3
<b>Sep-18</b>			
Congressional Black Caucus Annual Legislative Conference	September 11-16, 2018	Washington, DC	6
Experient ENAM Encounter	September 6-9, 2018	Palm Springs	1
NE Region Sales Calls, PCMA Education Day	September 10-14, 2018	Cleveland, Philadelphia	2
DC Multicultural Event	September 15, 2018	Washington, DC	5
<b>Oct-18</b>			
TEAMS: Travel, Events and Management in Sports	October 1-4, 2018	Louisville, KY	1
IMEX America: The Worldwide Meetings and Incentive Travel	October 16-18, 2018	Las Vegas, NV	4
<b>Nov-18</b>			
Connect Sports Women in Sports Tourism	November 5-7, 2018	Orlando, FL	1
HPN Global Partners Meeting	November 6-9, 2018	Miami Beach, FL	1
Connect Faith	November 12-14, 2018	Ontario, California	2
Nursing Organizations Alliance	November 15-17, 2018	Louisville, KY	1
CMP Conclave	November 16-18, 2018	Birmingham, AL	2
Portland Close UP Sales Mission	TBD	Washington, D.C.	6
CD Forum 2018	November 27-30, 2018	Huntington Beach, CA	1
Fall Fam	Nov 28 - Dec. 2, 2018	Portland, OR	17
Association HQ Leadership Forum & Sales Calls	November 12-15, 2018	Mt. Laurel, NJ	1
National Coalition of Black Meeting Planners Educational Conference	Nov. 28 - Dec 1, 2018	New Orleans, LA	2
<b>Dec-18</b>			
Oregon Society of Association Management Annual Meeting	December 5, 2018	Portland, OR	1
Inter[action]	December 13-16, 2018	San Diego, CA	1
Holiday Showcase	December 13, 2018	Chicago, IL	3
Holiday Showcase - Sales Training Track	December 13-16, 2018	Chicago, IL	2
<b>Jan-19</b>			
Professional Convention Management Association Convening Leaders	January 6-9, 2019	Pittsburgh, PA	9
Religious Conference Management Association Emerge Conference	January 29-31, 2019	Greenboro, NC	1
Council of Manufacturing Association	January 9-11, 2019	Baltimore, MD	2
<b>Feb-19</b>			
Council of Engineering and Scientific Society Executives Annual Meeting	February 24-27, 2019	Kiawah Island, SC	1
Connect Diversity	TBD	Birmingham, AL	2
MPI Northern California	February 26, 2019	San Francisco, CA	2
Society of Government Meeting Professionals National Education	TBD	TBD	1
Portland Close UP Sales Mission	TBD	TBD	4





# Convention Sales

Program	Date	Location	Total Travel Portland Staff
<b>Mar-19</b>			
Experient Envision	March 12-15, 2019	Las Vegas, NV	2
MPI Cascadia	TBD	Tacoma, WA	1
West Coast Road Show	TBD	TBD	3
Women's Executive Leadership Forum	TBD	Portland, OR	5
MCI Colorado	March 12-13, 2018	Denver, CO	2
CBI Pharma Forum	March 24-27, 2018	New York, NY	2
ConferenceDirect	March 3-7, 2018	Atlanta, GA	1
Three City Collective Tea Event	TBD	Chicago, IL	1
Meet NY	March 4-7, 2019	New York, NY	1
<b>Apr-19</b>			
National Association of Sports Commissions Women's Symposium	April 5-7, 2018	Tampa Bay, FL	1
CDX19 Spring	TBD	TBD	1
XDP - ASAE	April 11-12, 2019	Washington, DC	3
D.C. Sales Mission	TBD	Washington, DC	6
National Association of Sports Commissions Sports Event Symposium	April 23-26, 2019	Knoxville, TN	2
<b>May-19</b>			
Simpleview Summit	TBD	TBD	1
Chicago Sales Mission	TBD	Chicago, IL	5
MPI Golf Tournament	TBD	Chicago, IL	1
HelmsBriscoe ABC	May 28-30, 2019	Houston, TX	2
IMEX America: The Worldwide Meetings and Incentive Travel	May 21-24, 2019	Frankfurt, Germany	2
<b>Jun-19</b>			
Oregon Association of Nurseries Golf Tournament	TBD	Portland, OR	0
Oregon Dental Association Golf Tournament	TBD	Portland, OR	0
AMC Spring Familiarization Tour	TBD	Portland, OR	5
Professional Convention Management Association Convening Leaders	June 23-25, 2019	Los Angeles, CA	5
Meeting Professionals International World Education Congress	June 15-18, 2019	Toronto, Canada	2
Society of Government Meeting Professionals National Education	June 25-27, 2019	Detroit, MI	1
<b>Jul-19</b>			
Oregon Society of Association Management and Meeting Professionals International - Oregon Chapter Golf Tournaments	TBD	TBD	2
Exprient e4	TBD	TBD	2
Destination Marketing Association International Annual Conference	TBD	TBD	3
Council of Engineering and Scientific Society Executives Annual Meeting	TBD	TBD	1
<b>Aug-19</b>			
Council of Manufacturing Association	TBD	TBD	2
IEEE Panel of Conference Organizers	TBD	TBD	1
ASAE	TBD	TBD	5
Kellen Management	TBD	TBD	1
Connect Marketplace	TBD	TBD	3
<b>Sep-19</b>			
HelmsBriscoe Cares	TBD	TBD	1
Destination Marketing Association of the West Education Summit	TBD	TBD	2
ASAE 5 Star Weekend	TBD	TBD	2
CDX Client & Partner Event	TBD	TBD	1
Congressional Black Caucus Annual Legislative Conference	TBD	TBD	6
DC Multicultural Event	TBD	TBD	6



# Convention Services

ACTIVITY DESCRIPTION	4TH QUARTER	YTD
OCC groups occurring during the quarter	15	53
Distribution of promotional pieces	38,127	110,047
Meeting planning assistance - Services leads	243	1,166
Pre-convention attendance building - Site tours	16	43
Pre-convention attendance building -Promo trips, e-newsletters and materials	15	29
Housing-convention room nights	2,104	16,377

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

Organization	Organization Location	Promotional Trip	Site Visit	OCC	Non-OCC
National Conference on Race and Ethnicity in American Higher Education	Norman, OK	X		X	
IEEE Power & Energy Society	Piscataway, NJ	X		X	
IEEE Power & Energy Society	Piscataway, NJ		X	X	
International Students Inc.	Colorado Springs, CO		X		X
Professional Aviation Safety Specialists	Washington, DC		X		X
International Sculpture Center	Hamilton, NJ		X		X
Netflix	Los Gatos, CA		X		X
Mayors' Institute on City Design	Washington, DC		X		X
Western Finance Association	Durham, NC		X		X
National Association of State Treasurers	Lexington, KY		X		X
Society for Medical Decision Making	Hillsborough, NJ		X		X
Electric Power Research Institute	Palo Alto, CA		X		X
Society for personality and Social Psychology	Washington, DC		X	X	
NeighborWorks America	Washington, DC		X	X	
National Conference of Standards Laboratories International	Boulder, CO		X	X	
American Physical Society	College Park, MD		X	X	
TOPS Club, Inc.	Milwaukie, WI		X	X	
National PACE Association	Alexandria, VA		X		



# Convention Services

TRAVEL PORTLAND POST CONVENTION SURVEY							
Overall impression of the following:							
Answer Options	Excellent = 4	Good = 3	Average = 0	Poor = 1	N/A	Rating Average	Response Count
Travel Portland sales staff	9	1	0	0	0	3.9	10
Travel Portland convention services staff	9	1	0	0	0	3.9	10
Travel Portland housing services (if utilized)	1	0	0	0	9	4.0	1
Travel Portland collateral/promotional materials	5	3	0	0	2	3.6	8
Quality and user-friendliness of the Travel Portland website	8	2	0	0	0	3.8	10
Average rating for the quarter						3.8	
Average rating YTD						3.8	
Target						3.8	
In planning your event from start to finish, how would you describe your relationship with your Sales Manager and/or Services							
<ul style="list-style-type: none"> <li>- Every interaction was positive!</li> <li>- We don't use the Travel Portland staff a great deal, but when we do the staff and our sales manager are very friendly and accommodating.</li> <li>- Excellent, Ana &amp; Sissy are both great to work with as we prepared for the show.</li> <li>- We didn't work through the whole event together, but I was pleased with the services offered by Travel Portland.</li> <li>- Ana and Sissy and the entire team made us feel that we had someone supporting us and ready to help on an instant's notice. Out of all the teams I have encountered, Travel Portland is the most cohesive and happy to work together (and with their clients). The can-do attitude and professionalism (things are done when they are promised, no excuses made) transpires down to the OCC.</li> </ul>							
Groups Serviced/Surveyed:							
Design-Build Institute of America <i>*Completed Survey</i>				Access Intelligence			
American Distilling Institute <i>*Completed Survey</i>				American Association of Woodturners			
Portable Sanitation Association International <i>*Completed Survey</i>				American Homebrewers Association			
Future Business Leaders of America <i>*Completed Survey</i>				Northwest District of the Lutheran Church-Missouri Synod			
Key Club International <i>*Completed Survey</i>				Oregon Dental			
Forest Business Network <i>*Completed Survey</i>				Oregon School Personnel Association			
International Living Future Institute <i>*Completed Survey</i>				Radix Dance Convention			
National Business Media <i>*Completed Survey</i>				Society of Refugee Healthcare Providers			
Quilts, Inc. <i>*Completed Survey</i>				The Boeing Company			
Forth - EV Roadmap 11 <i>*Completed Survey</i>				Washington State Medical Group Management Association			



# Communications & PR

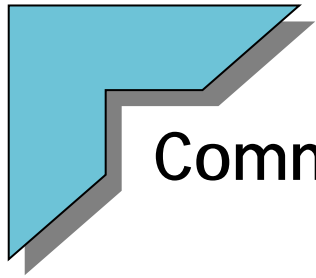
KEY MESSAGES/CONTENT	
Circulation Totals - 2017-18	
Top 10 of 31 key messages	
	Total
Drink	733,246,905
Food	690,746,384
Lodging	567,511,504
Character	545,689,271
Arts	400,168,636
Outdoor Recreation	376,470,240
Quirky	301,250,531
Designers & Makers	262,470,713
TravelPortland.com	241,916,651
Gardens	237,601,498

	4th Quarter	YTD	Target
<b>City of Portland Totals (Broadcast, Print, &amp; Online)</b>			
Circulation	406,973,133	1,966,236,010	
Placements	263	805	
<b>International (Broadcast, Print, &amp; Online)</b>			
Circulation	147,057,231	737,623,365	
Placements	116	424	
<b>MERC*</b>			<b>Report</b>
Circulation	1,208,056	24,318,309	
Placements	13	80	

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

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

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



# Communications & PR

Articles			MERC	
Publication/ Air Date	Outlet	Headline	Total Circulation	Placements
10/1/2017	Meeting News Northwest	Introducing Health and Wellness into your Events	0	1
1/1/2018	Meeting News Northwest	Introducing Health and Wellness into your Events	8,500	1
3/1/2018	Meetings & Conventions Magazine	The Greenest Convention Centers	50,000	1
3/1/2018	Northwest Meetings & Events Magazine	Better off TED	48,000	1
3/1/2018	Northwest Meetings & Events Magazine	Stop and Smell the Roses	48,000	1
3/1/2018	Northwest Meetings & Events Magazine	Better off TED	16,000	1
3/1/2018	Northwest Meetings & Events Magazine	Stop and Smell the Roses	16,000	1
3/5/2018	KGW Broadcast	Business Travel To Portland Set To Increase	113,728	1
3/5/2018	KGW Broadcast	Business Travel To Portland Set To Increase	667,620	1
3/14/2018	Connect Magazine	Travel Portland's James Jessie Keeps it Weird	122,000	1
5/1/2018	Meetings Today	Portland Powers Up	55,151	1
5/11/2018	Portland Business Journal	Travel Portland Honors Travel Industry's Heavy Hitters	47,492	1
6/1/2018	The Meetings Magazine	Getting Real in the Pacific Northwest	15,565	1
<b>Total</b>			<b>1,208,056</b>	<b>13</b>

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

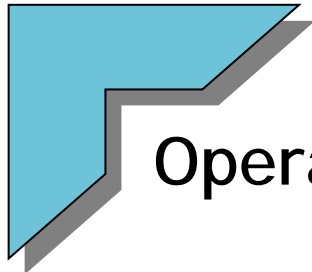


# Marketing & Tourism Sales

MARKETING		
TravelPortland.com*	4th Quarter	YTD
Visits	1,144,789	4,070,399
International Visits	257,828	591,185
Referrals	214,621	918,543
Business and Event Detail Views	464,143	2,001,426
Meetings.TravelPortland.com*		
Venue Finder Page Views	1,467	6,453
Social Media**		
Estimated Economic Impact of Social Media Activity (Monthly Average)		\$ 2,241,763

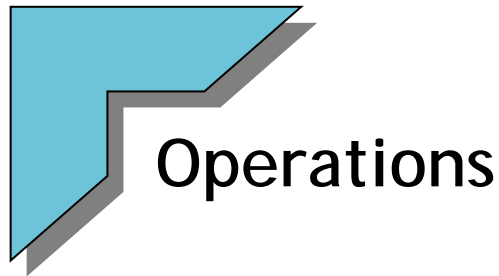
\*Source: Google Analytics / \*\*Source: Edelman Worldwide

TOURISM SALES		
	4th Quarter	YTD Total
<b>Client Contacts</b>		
Trade Shows, Events, Inquiries and Sales Calls	220	34,627
<b>FAMS/Research &amp; Site Visits</b>		
# of Fams	17	68
# of Companies	70	183
# of Attendees	71	255
Published Itineraries	340	541
<b>Number of Room Nights by County</b>		
Receptive & Tour Operators & Hotels report Room Nights at fiscal year end.		
Clackamas County	1,336	2,225
Columbia County	0	0
Multnomah County	27,186	40,393
Washington County	2,023	2,049



# Operations

DIVERSITY EMPLOYMENT STATISTICS 2017-18					
TRAVEL PORTLAND GOALS AND OBJECTIVES BY JOB CATEGORIES					
	June 30, 2018		2017-18		
Job Category	Category Number	Total	Actual Percentage	Goal Percentage	Objective
	Number of Females	Number of Staff			
Office/Clerical	18	19	95%	65%	Monitor
Officials/Administration	4	10	40%	50%	Improve
Professionals	13	19	68%	50%	Monitor
Sales	18	19	95%	50%	Monitor
Technicians	3	7	43%	10%	Monitor
Total	56	74	76%	45%	Monitor
	Number of Minorities	Number of Staff			
Office/Clerical	4	19	21%	15%	Monitor
Officials/Administration	3	10	30%	15%	Monitor
Professionals	2	19	11%	15%	Improve
Sales	3	19	16%	15%	Monitor
Technicians	0	7	0%	15%	Improve
Total	12	74	16%	15%	Monitor
This report is based on current full and part-time staff.					



## **FIRST OPPORTUNITY TARGET AREA (FOTA)**

### **HIRING**

Travel Portland hired one new employees in the fourth quarter. Recruiting and special considerations are always made for applicants in the MERC FOTA. Travel Portland currently has eleven employees who reside in the MERC FOTA. Job openings were posted to the following: The Skanner, El Hispanic News, The Asian Reporter, Urban League, Mosaic Metier, Hispanic Chamber, Oregon Native American Chamber, Partners in Diversity, Monster.com, Indeed, PDC Pipeline, Portland State University, Marylhurst University, Jooble, Travel Portland website, and LinkedIn.

### **PURCHASING**

Travel Portland expended a total of \$546,390 with businesses in the FOTA area for ending FY quarter June 2018.

### **PARTNERSHIP**

Travel Portland currently has 123 member businesses within FOTA and 53 minority and 90 women-owned businesses as its partners.

## **MBE/DBE/WBE PURCHASING PARTICIPATION**

For the last 29 years Travel Portland has implemented a voluntary MBE/DBE/WBE purchasing program that strives to ensure a high level of participation with certified minority-owned, disadvantaged or women-owned businesses when securing services and supplies that are purchased using lodging tax dollars.

For fiscal year 2017-18, Travel Portland expended \$1,381,084 of lodging tax dollars in the purchasing of services and supplies where it had the discretion to purchase from outside vendors. Of this amount, \$658,973 or 48% percent was spent with minority/women-owned or emerging small business enterprises.



# OCC SALES AND MARKETING BUDGET

## Expenses

### Direct Sales:

#### Portland office:

Personnel Costs	1,154,309	245,272	1,092,386	
Direct expenses	127,623	31,906	127,623	
Total Portland office	1,281,932	277,178	1,220,008	95%

#### Washington DC office:

Personnel Costs	278,800	72,960	301,391	
DC client events	13,000	3,250	13,000	
Direct expenses	63,155	15,789	63,155	
Total DC office	354,955	91,998	377,546	106%

#### Chicago office:

Personnel Costs	130,900	34,458	137,888	
Chicago client events	12,000	3,000	12,000	
Direct expenses	20,651	5,163	20,651	
Total Chicago expenses	163,551	42,620	170,539	104%

Fall & Spring Fam	113,000	-	56,707	
Site Visits	70,500	37,681	118,899	
Bid/Sales Trips	41,600	7,631	110,846	
Local Promotions	5,500	1,375	5,500	
Tradeshows	285,661	39,230	769,602	
Road Shows/Client Events-Chicago & Washington DC	93,500	23,375	93,500	
Research/Lead Generation	42,600	93,189	178,856	
Three City Alliance	55,000	9,398	70,017	
Advisory Council	102,000	14,629	48,041	
Multicultural Sales & Opportunities	259,487	66,583	192,253	
Sub-Total	1,068,848	293,090	1,644,220	

<b>Total Direct Sales</b>	<b>2,869,286</b>	<b>704,886</b>	<b>3,412,314</b>	119%
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### Marketing:

<b>Total Marketing</b>	<b>738,248</b>	<b>272,423</b>	<b>1,112,377</b>	151%
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### Publication Relations:

<b>Total PR</b>	<b>147,350</b>	<b>41,373</b>	<b>159,345</b>	108%
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### Convention Services:

<b>Total Convention Services</b>	<b>431,054</b>	<b>133,065</b>	<b>476,756</b>	111%
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### Contract Administration:

Personnel Costs	145,861	28,906	131,117	
<b>Total Contract Admin</b>	<b>145,861</b>	<b>28,906</b>	<b>131,117</b>	90%

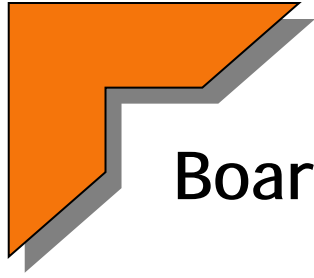
<b>Total Budget</b>	<b>\$ 4,331,797</b>	<b>\$ 1,180,653</b>	<b>\$ 5,291,909</b>	122%
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**Travel Portland**  
**Income Statement**  
(Statement of Financial Activities)  
As of 18-12 (Jun, 2nd Close)

	Actual (Prior Year) YTD 6/30/2017 Column A	Actual YTD 6/30/2018 Column B	Budget YTD 6/30/2018 Column C	Actual (Prior Year) Full Year 6/30/2017 Column D	Budget Full Year 6/30/2018 Column E
Revenue					
City/County Lodging Tax (1%)	6,371,458	6,592,722	6,530,745	6,371,458	6,530,745
Tourism Improvement District (TID) (2%)	11,198,661	11,469,713	11,478,627	11,198,661	11,478,627
MERC (OCC contract)	4,078,453	4,338,746	4,331,797	4,078,453	4,331,797
Partnership Dues	490,741	514,943	475,000	490,741	475,000
Fees earned	178,311	263,932	547,000	178,311	547,000
Other Income	50,467	58,305	2,800	50,467	2,800
Tradeout/In-Kind	18,345	12,620	0	18,345	0
Cooperative programs	362,628	399,291	224,000	362,628	224,000
Regional RCTP (from Travel Oregon)	425,000	1,886,757	1,943,465	425,000	1,943,465
Cultural Tourism	329,490	335,503	300,000	329,490	300,000
Visitor Development Fund (VDF)	2,406	95,336	129,130	2,406	129,130
Total Revenue	23,505,960	25,967,868	25,962,564	23,505,960	25,962,564
Expenses					
Convention Sales	4,308,789	4,628,873	4,950,000	4,308,789	4,950,000
Int'l Tourism	2,610,273	2,554,909	2,547,872	2,610,273	2,547,872
Marketing & Communications	11,783,473	11,877,365	12,310,000	11,783,473	12,310,000
Regional RCTP (from Travel Oregon)	688,673	1,886,757	1,943,465	688,673	1,943,465
Convention & Housing Services	987,229	1,115,842	1,225,000	987,229	1,225,000
Partnership Services & Events	763,525	848,502	860,000	763,525	860,000
Visitor Services (Fulfillment & VIC)	348,432	361,390	390,000	348,432	390,000
Program Support	3,463,076	4,195,519	4,227,933	3,463,076	4,227,933
Total Expenses	24,953,469	27,469,157	28,454,270	24,953,469	28,454,270
<b>NET SURPLUS/(DEFICIT)</b>	<b>-1,447,509</b>	<b>-1,501,289</b>	<b>-2,491,706</b>	<b>-1,447,509</b>	<b>-2,491,706</b>

**Travel Portland**  
**Balance Sheet**  
(Statement of Financial Position)  
As of 18-12 (Jun, 2nd Close)

	<b>Actual 6/30/2018 Column A</b>	<b>Actual as of 6/30/2017 Column B</b>	<b>Increase (Decrease) Column C</b>
<b>Assets</b>			
Cash and Cash Equivalents	\$3,158,579.47	\$3,253,533.29	-3%
Investments	\$4,422,170.12	\$4,391,572.08	1%
Accounts Receivable	\$974,741.25	\$996,922.33	-2%
Prepaid Assets	\$969,178.97	\$754,753.83	28%
Fixed Assets, net	\$1,562,377.69	\$1,945,937.10	-20%
<b>Total Assets</b>	<b>\$11,087,047.50</b>	<b>\$11,342,718.63</b>	<b>-2%</b>
<b>Liabilities and Net Assets</b>			
<b>Liabilities</b>			
Accounts Payable & Accrued Expenses	\$2,139,138.46	\$1,428,922.66	50%
Accrued Personnel	\$2,196,430.06	\$1,694,941.83	30%
Deferred Revenue	\$216,320.54	\$239,418.97	-10%
Other Fiduciary Liabilities - RCTP	\$57,012.19	\$0.00	0%
<b>Total Liabilities</b>	<b>\$4,608,901.25</b>	<b>\$3,363,283.46</b>	<b>37%</b>
<b>Net Assets</b>			
Undesignated-Balance Sheet	\$3,877,329.11	\$4,749,070.28	-18%
Board Designated-Balance Sheet	\$1,038,439.45	\$1,284,427.79	-19%
Net Property and Equipment-Balance Sheet	\$1,562,377.69	\$1,945,937.10	-20%
<b>Total Net Assets</b>	<b>\$6,478,146.25</b>	<b>\$7,979,435.17</b>	<b>-19%</b>
<b>Total Liabilities and Net Assets</b>	<b>\$11,087,047.50</b>	<b>\$11,342,718.63</b>	<b>-2%</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		
Dawes	Alex	Embassy Suites by Hilton Portland Downtown		
Endorf	Erica	AC Hotel Portland Downtown		
Fleming	Peter	Enterprise Holdings		
Goeman	Mark	CoHo Services		
Goldman	Terry	Canopy by Hilton Portland Pearl District		
Hasan	Naim	Naim Hasan Photography @ N2H Media Group	Chair	
Holt	Charles	The Mark Spencer Hotel		
Huffman	Kurt	ChefStable		
Johnson	Dennis	CPA	Treasurer	Budget and Finance Committee
Kunzer	Ryan	Kimpton Monaco Portland		
Mann	Amanda	Rose Quarter		
McIlroy	Emma	Wildfang		
Murray	Dave	Courtyard Portland City Center		
Patel	Jatin	Lodging Mgmt NW, LLC		
Penilton	David	America's Hub World Tours	Past Chair	
Ponzi	Maria	Ponzi Vineyards		
Pyne	Tim	Portland Marriott Downtown Waterfront	Chair-elect	Convention Sales Steering Committee
Rank Ignacio	Renee	McMenamins Pubs, Breweries & Historic Hotels		
Shelly	Ruth	Portland Children's Museum		Partner Services Committee
Smith	Loretta	Multnomah County		
Temple	Mike	PlusPoint Consulting		
Walters	Eric	Hilton Portland Downtown & The Duniway		TID Committee
Weston	Linda	Rapporto	Vice Chair	Community Action Committee
Wheeler	Ted	City of Portland		

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# **MERC Commission Meeting**

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September 5, 2018  
12:30 pm

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9.0 Expo Center Hall D/E  
Roof Project Update

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# Halls D & E Roof Restoration Project

**Expo Roof Project Team:** Metro cPMO - Jesse Flores, John Lindenthal; MERC - Rachael Lembo; Portland Expo Center - Chuck Dills, Matthew Rotchford.

**Contractors and Partners;** Anderson Roofing Company, Inc. – Jim Dittamore; Tremco - Lawrence J. Lehrke, Keith Schwarting; Stryker Sheet Metal; Todd VonSeldt - Safway Steel; Troy Brown

**Design and Oversight:** SEA Architects – Brian Hoeft, Copeland Downs; Professional Roofing Consultants – Jose Ponce

Metro contracted with Professional Roofing Consultants (PRC) in 2014 to assess the condition of both Hall D and Hall E barrel roofs at the Portland Expo Center. The report noted Halls D & E, plus the Connector roof were experiencing intermittent failures and at the end of useful life (E -1996, D – 2001). In order to preserve these assets, PRC recommended full replacement within a five (5) year period.

Through the replacement design process, the roof systems were evaluated and determined from site analysis to be good candidates for **restoration**. The proposed process was a good option for the Expo Center - in addition to providing a new top coat to restore waterproofing continuity, it was the most sustainable and economical option.

The project commenced the summer of 2017 and is now in the final weeks of completion.

Some highlights as follows:

- The Expo Roof Project evolved from a complete tear-off, into a more environmentally friendly and sustainable **“Roof Restoration”** project.
- This restoration saved Metro \$1,900,000 in expenditures and 83 tons of roof debris from going to the landfill.
- The Expo Roof Project was the largest of its kind in the Portland area at over 200,000 SQ. FT.
- Service life extended - with **a 30 year Warranty.**
- Veteran Owned business subcontractor (Stryker Sheet Metal), Tremco application certification training was extended to COBID Contractor; Sterling Pacific.
- To great benefit for Expo operations and events; numerous scheduled events experienced minimal disruption.



Hall E after photo

## Financial Snapshot

- Total project budget: \$2.7 million
- Expenses to date: \$2.2 million

## Connector Roof Crew

