
MERC Commission Meeting

June 3, 2020
12:30 pm

Zoom Virtual Meeting

Metro respects civil rights

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

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

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

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

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

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

Metroの差別禁止通知 Metroでは公民権を尊重しています。Metroの公民権プログラムに関する情報について、または差別苦情フォームを入手するには、www.oregonmetro.gov/civilrights。までお電話ください公開会議で言語通訳を必要とされる方は、Metroがご要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​រឿង​អំពី​សូម​ចូល​ទស្សនា​គេហទំព័រ www.oregonmetro.gov/civilrights។ បើ​លោក​អ្នក​ត្រូវ​ការ​អនុបកប្រែ​ភាសា​នៅ​ពេល​អង្គបុគ្គលិក​ណា​មួយ​សូម​ទូរស័ព្ទ​មក​លេខ 503-797-1890 (ម៉ោង 8 រឿង​ក្នុង​ម៉ោង 5 ល្ងាច ថ្ងៃ​អង្គារ​ត្រឹម​ថ្ងៃ​ចន្ទ) មុន​ថ្ងៃ​អង្គុយ​ដើម្បី​ធានា​ឲ្យ​គេ​សម្រួល​តាម​សំណើ​របស់​លោក​អ្នក

إشعار بحقوق مدني من Metro الحقوق والمدنية للمزيد من المعلومات حول برنامج Metro للحصول على نموذج شكوى ضد التمييز في الخدمات العامة الإلكترونية www.oregonmetro.gov/civilrights. إن كنت بحاجة إلى مساعدة في اللغة، يرجى الاتصال بخدمات الهاتف 503-797-1890 من الساعة 8 صباحاً حتى الساعة 5 مساءً، أيام الاثنين إلى الجمعة قبل موعد الاجتماع.

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

Notificación de no discriminación de Metro Metro respeta los derechos civiles. Para obtener información sobre el programa de derechos civiles de Metro o para obtener un formulario de reclamo por discriminación, ingrese a www.oregonmetro.gov/civilrights. Si necesita asistencia con el idioma, llame al 503-797-1890 (de 8:00 a. m. a 5:00 p. m. los días de semana) 5 días laborales antes de la asamblea.

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

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

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



Karis Stoudamire-Phillips
Chair

John Erickson
Vice chair

Deidra Krys-Rusoff
Secretary-treasurer

Damien Hall

Ray Leary

Dañel Malán

Deanna Palm

Metropolitan Exposition Recreation Commission

Meeting Agenda

June 3, 2020

12:30 to 2:30 p.m.

Zoom | Webinar ID: 838 6215 2273

12:30 p.m.	Call to Order and Roll Call
12:35	Citizen Communication
12:40	Commission / Council Liaison Communications
12:45	General Manager Communications Scott Cruickshank
12:50	Metro Update Marissa Madrigal
1:00 p.m.	Financial Report Rachael Lembo
1:10	Venue Business Reports Matthew Rotchford, Robyn Williams, and Craig Stroud
1:20	Consent Agenda Record of MERC Actions April 8, 2020
1:25 p.m.	Action Agenda Resolution 20-03 - For the purpose of electing Metropolitan Exposition Recreation Commission Officers for fiscal year 2020-21. Resolution 20-04 - For the purpose of approving and transmitting to the Metro Council budget amendments to the Metropolitan Exposition Recreation Commission (MERC) Fund Budget for FY2020-21, and requesting amendment of the FY 2020-21 through FY 2024-25 Capital Improvement Plan (CIP). Resolution 20-05 - For the purpose of freezing rental rates for non-profit and resident companies for Portland's Centers for the Arts beginning in fiscal year, 2020-2021.
1:45 p.m.	Travel Portland Quarterly Report Jeff Miller and James Jesse, Travel Portland

MERC Commission Meeting

June 3, 2020
12:30 pm

Financial Report

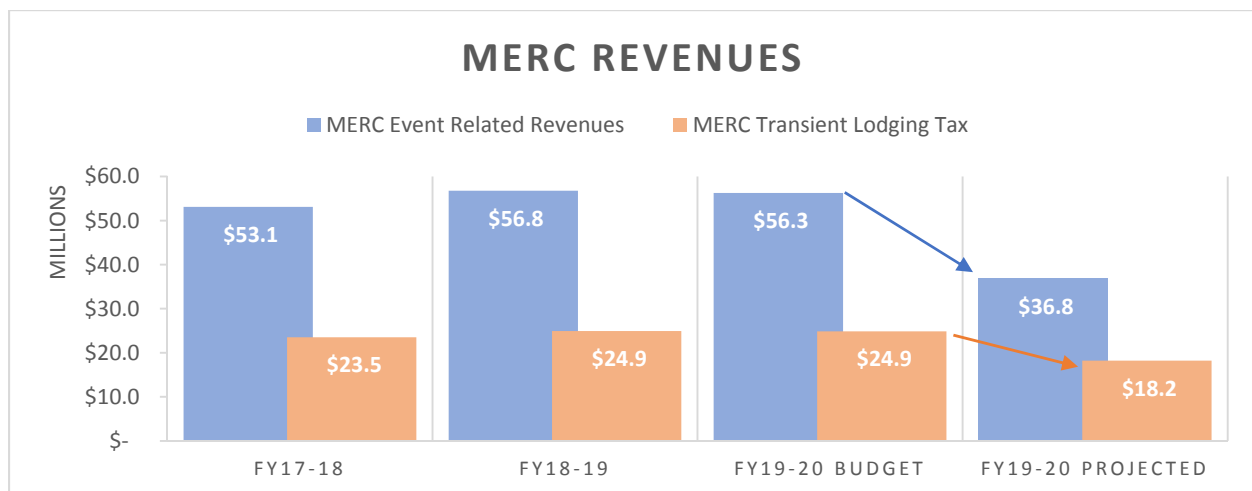
Metropolitan Exposition Recreation Commission

Memorandum

Date: June 3, 2020
To: Commissioner Karis Stoudamire-Phillips, Chair
Commissioner John Erickson, Vice Chair
Commissioner Deidra Kryz-Rusoff, Secretary-Treasurer
Commissioner Damien Hall
Commissioner Ray Leary
Commissioner Dañel Malán
Commissioner Deanna Palm
Councilor Christine Lewis
From: Rachael Lembo – MERC Finance Manager
Subject: April 2020 Financial Update

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

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



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

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



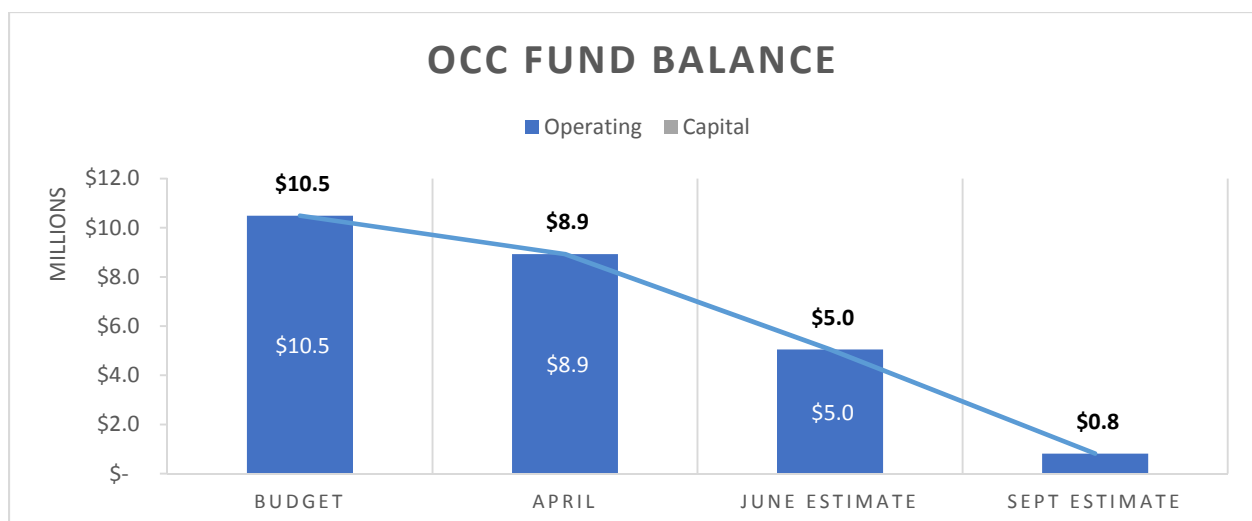
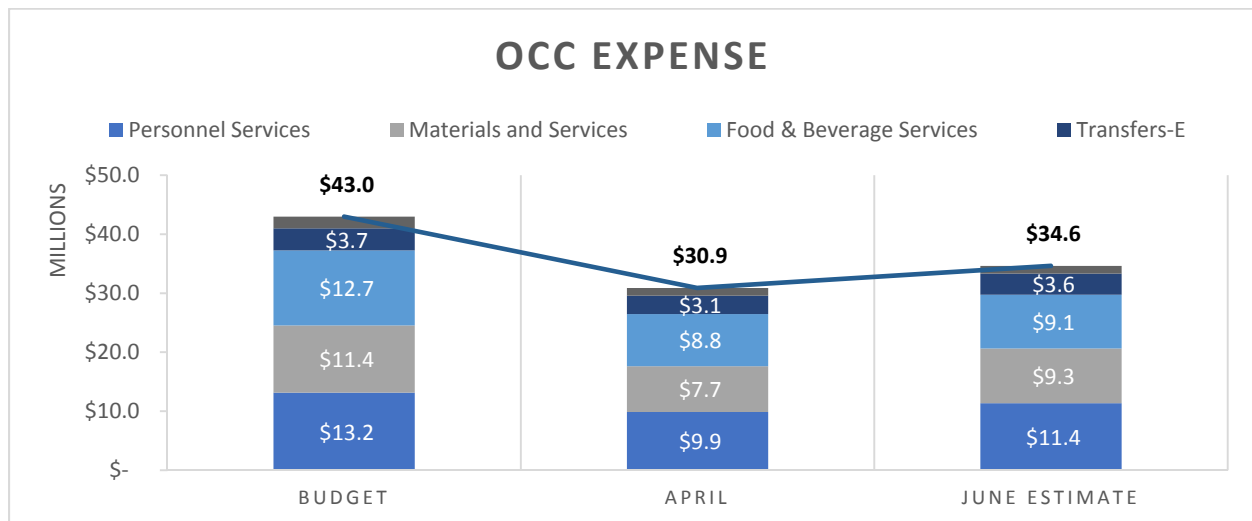
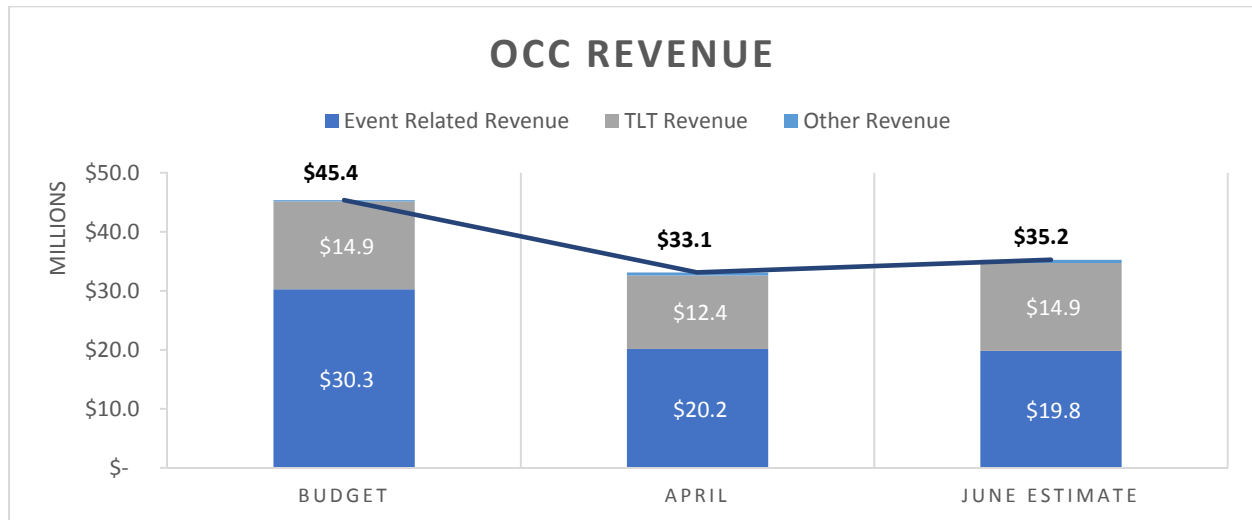
PORTLAND'S
CENTERS FOR THE ARTS



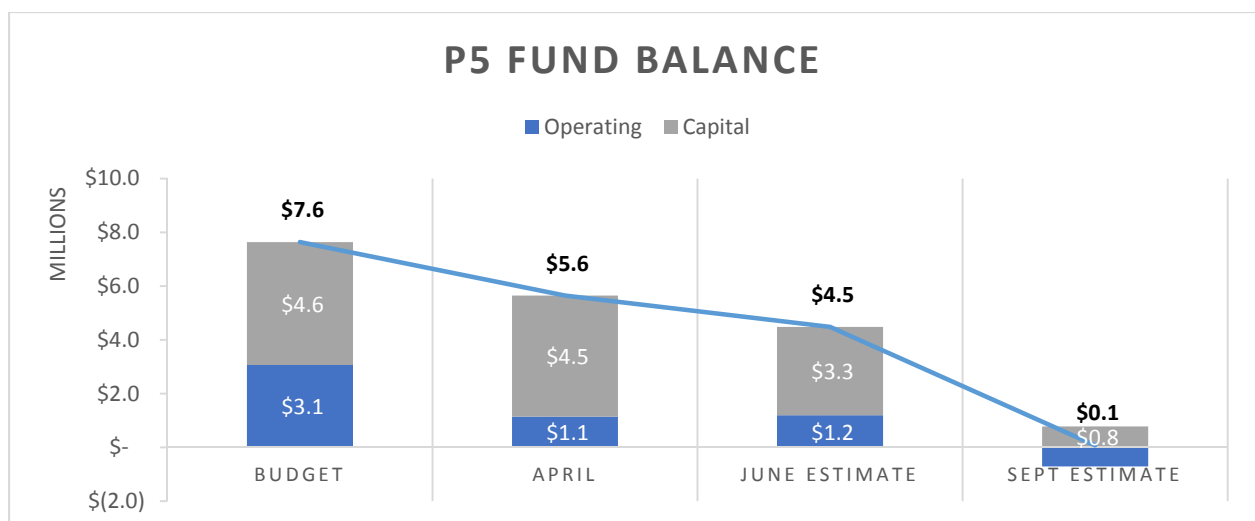
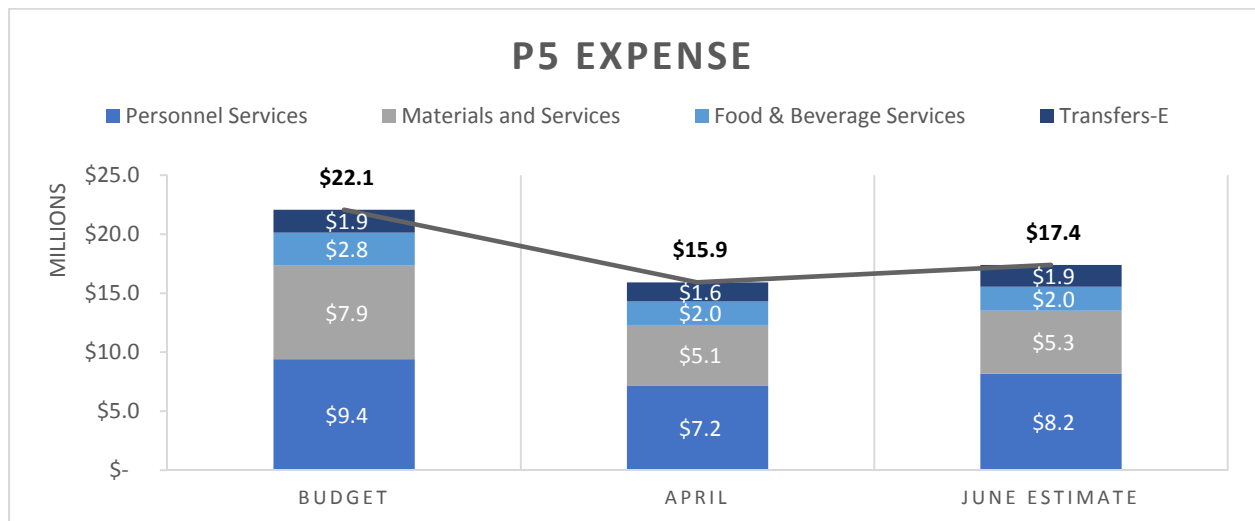
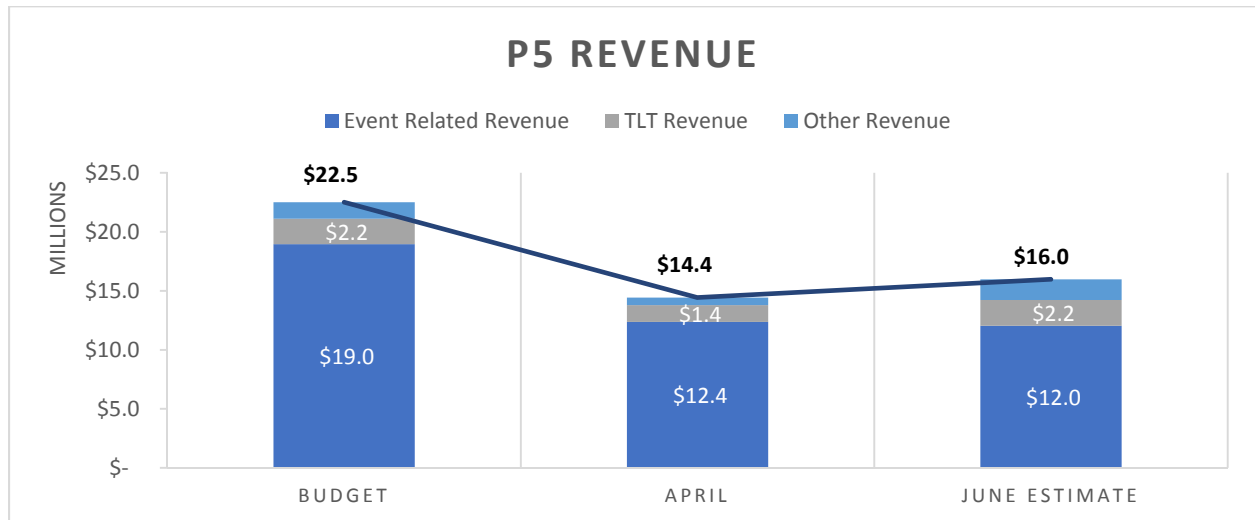
Oregon
Convention
Center



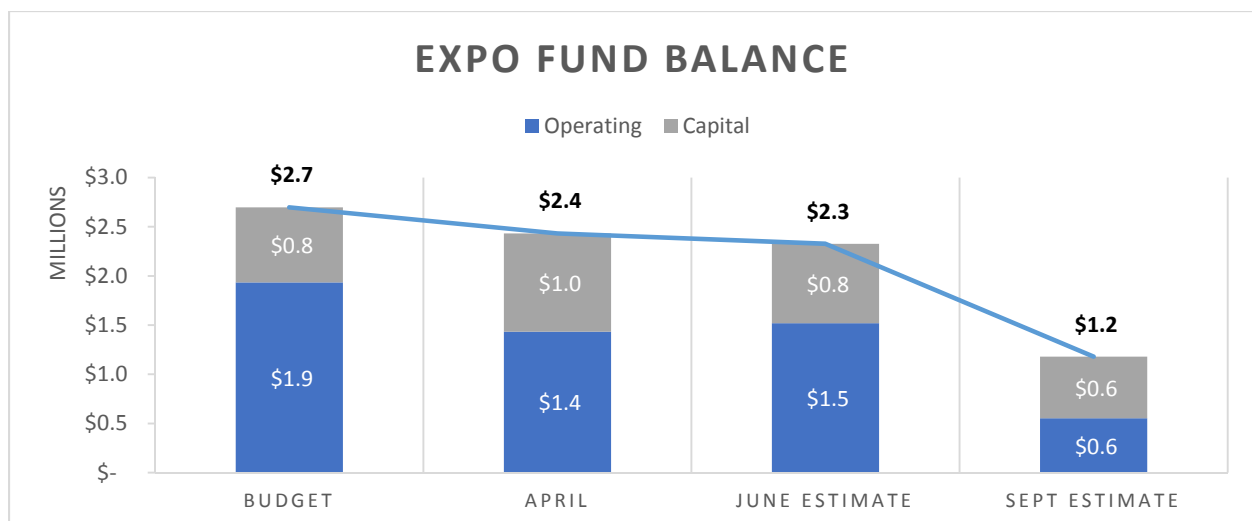
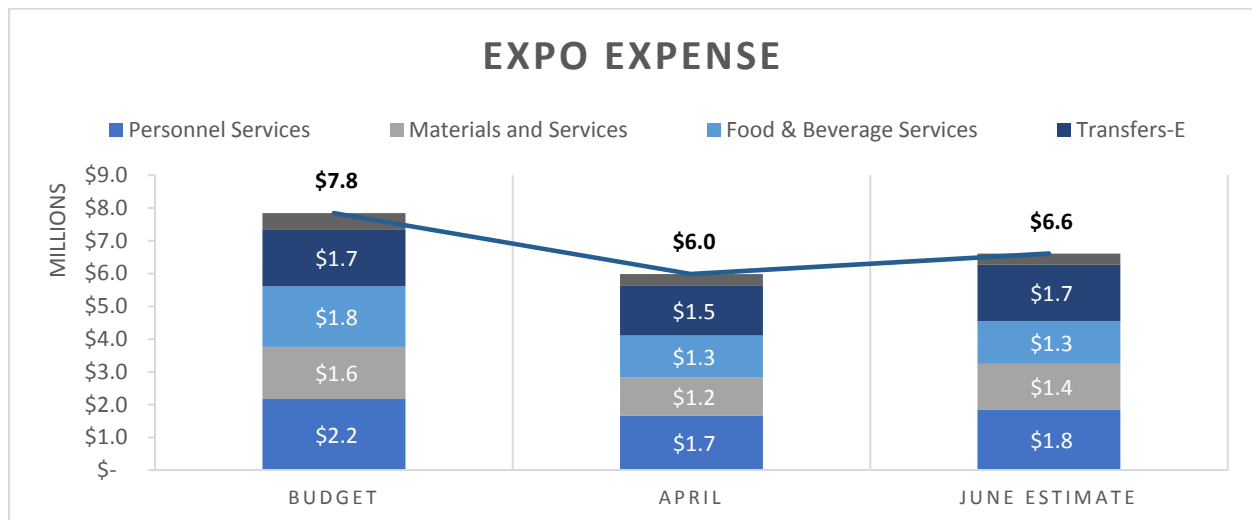
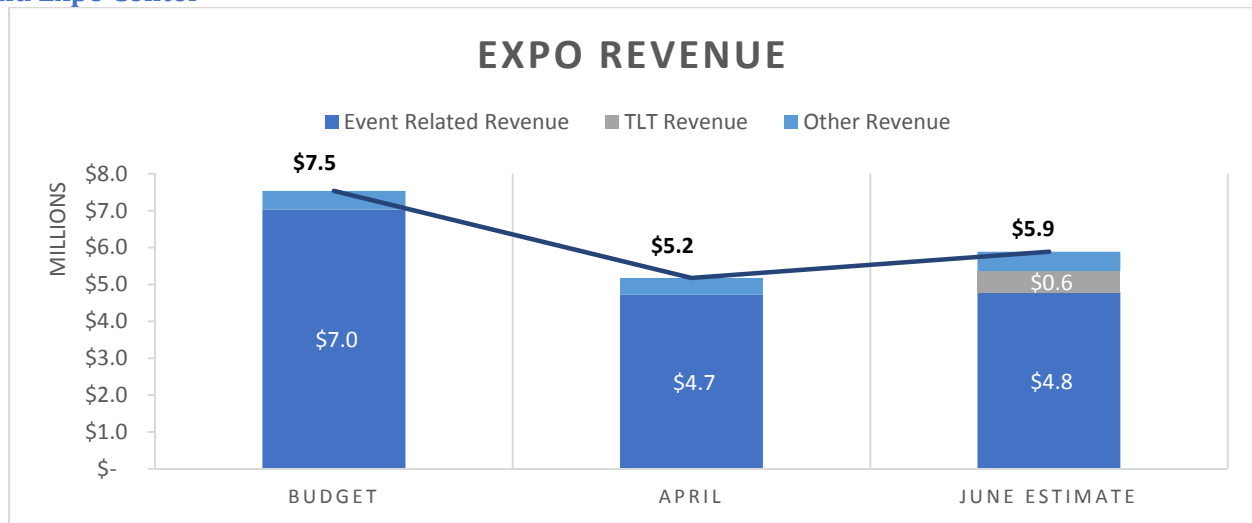
Oregon Convention Center



Portland's 5 Centers for the Arts



Portland Expo Center



MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

All Venues

April 2020

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

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Oregon Convention Center

April 2020

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

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland's Centers for the Arts

April 2020

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

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland Expo Center

April 2020

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

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

MERC Administration

April 2020

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

MERC Food and Beverage Margins

April 2020

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

MERC Commission Meeting

June 3, 2020
12:30 pm

Venue Business Reports

PORTLAND'5

CENTERS FOR THE ARTS



Portland'5 Centers for the Arts

Business Report

June 2020

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

PORTLAND'5

CENTERS FOR THE ARTS



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



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

MERC Monthly Business Report - OCC Report

June 3, 2020

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

OCC will...

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

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

MERC Commission Meeting

June 3, 2020
12:30 pm

Consent Agenda

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

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

	- Commissioner Malán asked about security issues around the recent broken window at OCC. Stroud noted one window was temporarily boarded as they await the special order replacement. Malán expressed concern about the disheartening appearance of boarded up windows in our communities. Stroud agreed and noted that are looking at temp branding to add to the area and shared they are proud to have the spires lit in red, white and blue during this time. - Chair Stoudamire-Phillips offered to pass along a website with resources to share with our non-profit partners.
7.0	Consent Agenda Record of MERC Actions, March 4, 2020 A motion was made by Commissioner Erickson and seconded by Commissioner Malán to approve the Consent Agenda. VOTING: AYE: 7 (Stoudamire-Phillips, Erickson, Kryz-Rusoff, Hall, Leary, Malán and Palm) NAY: 0 MOTION PASSED
8.0	Travel Portland Update Jeff Miller - Cruickshank thanked Travel Portland for their partnership during these difficult times. - Malan attended the Society for Advancement of Chicanos/Hispanics and Native Americans in Science mixer and was impressed with the presentation and glad to see people continue to plan for the future. - Leary appreciated Travel Portland's effort and sacrifices during this time.
	As there was no further business to come before the Commission, the meeting was adjourned at 2:02. p.m.

Minutes submitted by Amy Nelson.

MERC Commission Meeting

June 3, 2020
12:30 pm

Action Agenda

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 20-03

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

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

Chair:	Karis Stoudamire-Phillips
Vice Chair:	John Erickson
Secretary-Treasurer:	Deidra Krys-Rusoff

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

Passed by the Commission on June 3, 2020.

Approved as to form:

Carrie MacLaren, Metro Attorney

Chair

By: _____

Nathan A. S. Sykes,
Deputy Metro Attorney

Secretary/Treasurer

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 20-04

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

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

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

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

BE IT THEREFORE RESOLVED THAT,

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

Passed by the Commission on June 3, 2020.

Approved as to Form:
Carrie MacLaren, Metro Attorney

Chair

Secretary/Treasurer

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

MERC Staff Report

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

Resolution No: 20-04

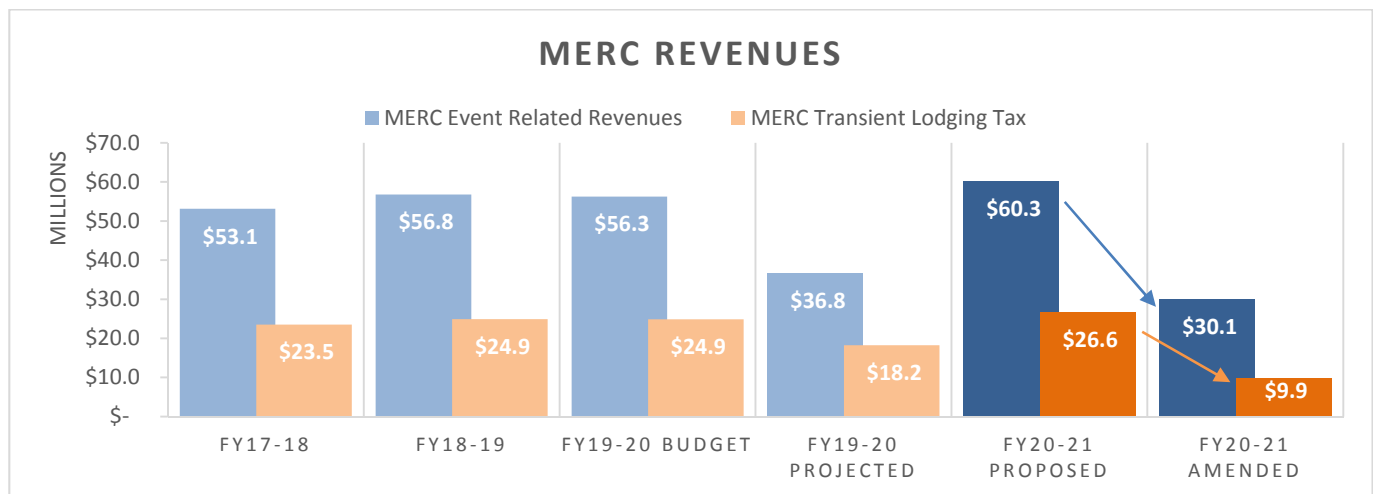
Presented By: Rachael Lembo, MERC Finance Manager

Date: June 3, 2020

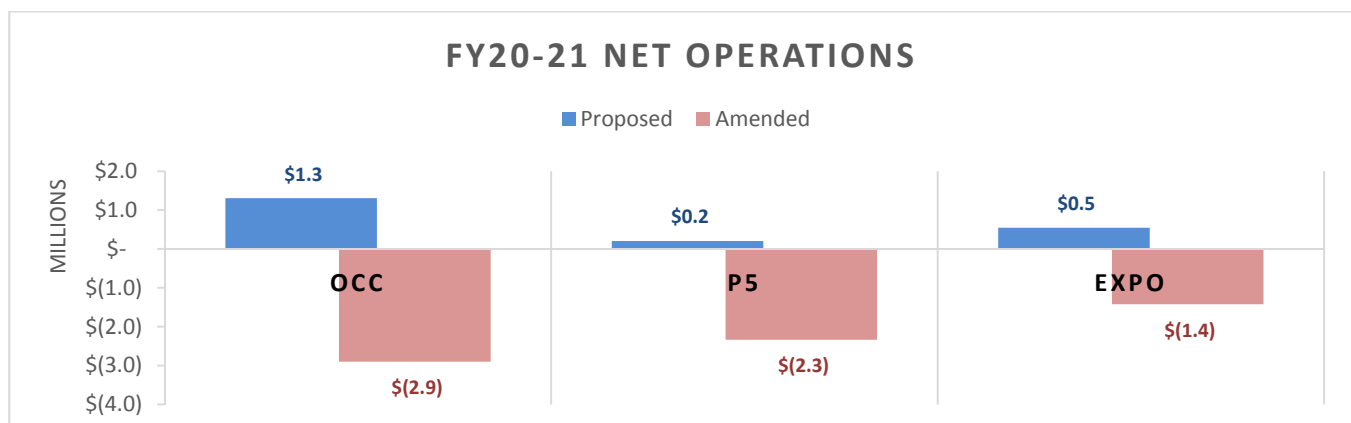
Background and Analysis:

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

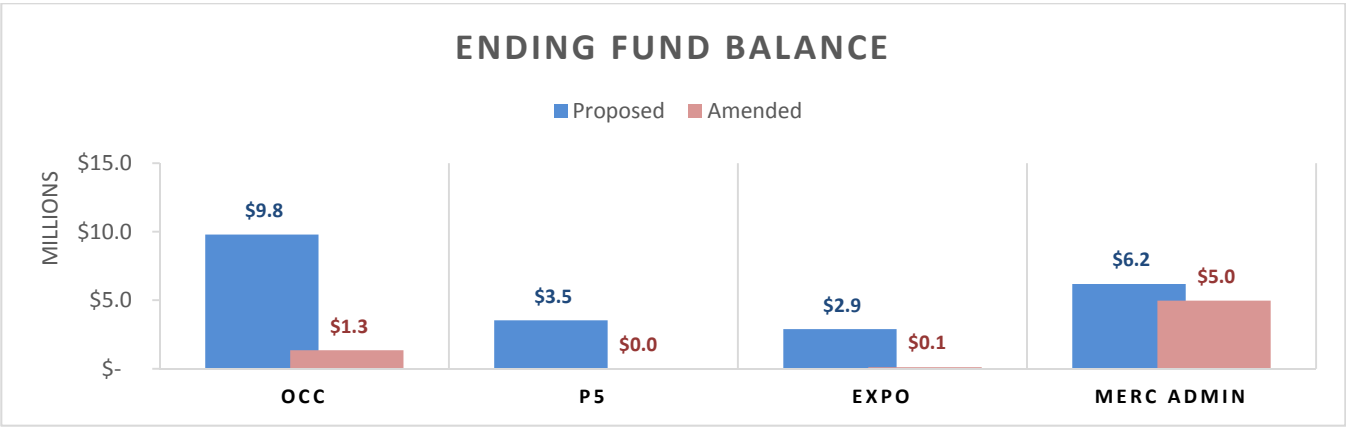
Our amended budget assumes we will have no events through September, and slowly reopen in the fall. Overall annual event revenues are expected to be down 50%, from \$60 million to \$30 million. Transient Lodging Taxes are also expected to be down as the pandemic has significantly impacted our hotel partners.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



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



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



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

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

Metropolitan Exposition-Recreation Commission
Convention Center Operating Fund

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

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

- Revenues previously subject to excise tax have been adjusted to reflect gross revenue, not net of excise tax. A comparable Management Fee has been included in Materials and Services.
- Transfers for MERC Admin support costs are now shown in Transfers-E (expense) rather than Transfers-R (revenue).

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

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

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

Metropolitan Exposition-Recreation Commission
Expo Fund

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

* FY 2018 included Cirque du Soleil.

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

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

Metropolitan Exposition-Recreation Commission
MERC Admin Sub Fund

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

CIP Summary

Fiscal Year 2021

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

CIP Summary

Fiscal Year 2021

Department: P5

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

CIP Summary

Fiscal Year 2021

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

METROPOLITAN EXPOSITION RECREATION COMMISSION
Resolution No. 20-05

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

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

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

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

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

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

Passed by the Commission on June 3rd, 2020.

Chair

Secretary/Treasurer

Approved as to form:
Carrie MacLaren, Metro Attorney

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

MERC Staff Report

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

Resolution No.: 20-05

Presented By: Robyn Williams

Date: June 3, 2020

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

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

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

MERC Commission Meeting

June 3, 2020
12:30 pm

Travel Portland Quarterly
Report

TRAVEL
PORTLAND

3RD QUARTER 2019-20 REPORT

Highlights:

Executive Summary – Page 3



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

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



EXECUTIVE SUMMARY

ACCOMPLISHMENTS

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

TRENDS, SUCCESSES, OBSTACLES

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

MERC CONTRACT TARGETS

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

CITY CONTRACT GOALS

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



CONVENTION SALES

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

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



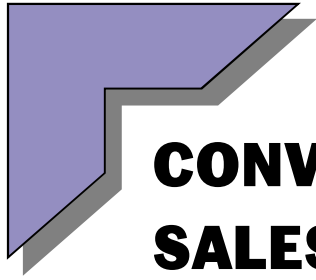
CONVENTION SALES

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

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

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

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



CONVENTION SALES

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

3RD QUARTER - OREGON CONVENTION CENTER CANCELLATIONS

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



CONVENTION SERVICES

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

TRAVEL PORTLAND POST CONVENTION SURVEY

Overall impression of the following:

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

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

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

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

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

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

Groups Serviced/Surveyed:

Kumoricon **Completed Survey*

Tektronix, Inc. ** Completed Survey*

Oregon Wine Board **Completed Survey*

Association for Computing Machinery **Completed Survey*

Signature EquipoVision, LLC

Council for Exceptional Children

PacWest Spirit Group

Aloha International Spirit Cheer



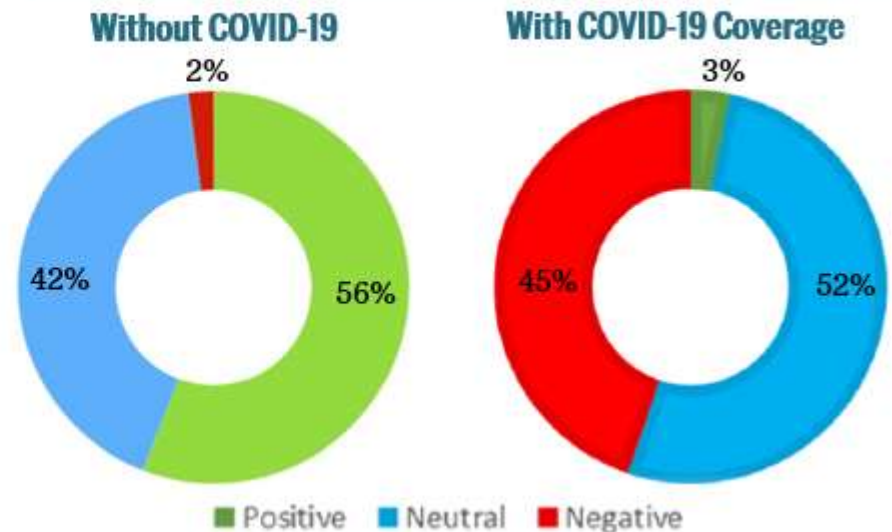
Traditional media mentions captured across print and online that may influence consumer perception of Portland as a business and leisure travel destination.

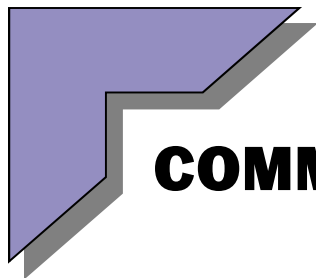
Earned media placements generated by Travel Portland public relations efforts that mention the Oregon Convention Center or cover industry topics related to Portland as a meeting destination.

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

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

TOTAL DOMESTIC MEDIA SENTIMENT





COMMUNICATION & PR

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

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

PITCHES DELIVERED

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

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



MARKETING & INTERNATIONAL TOURISM

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

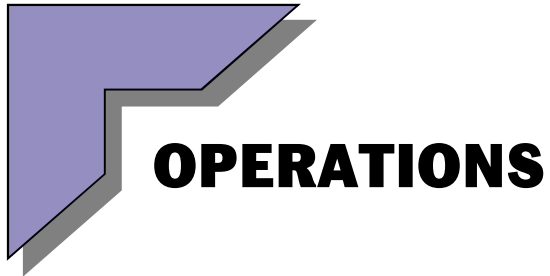
Source: Google Analytics

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

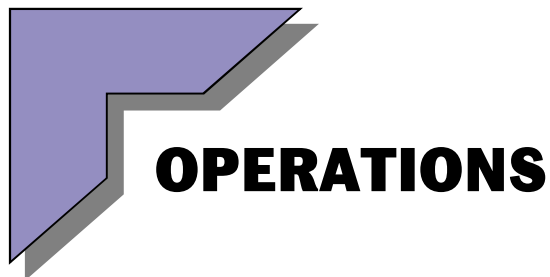
**Source: Oxford Tourism Economics Company reports twice during the calendar year.*

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

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



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



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

HIRING

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

PURCHASING (YTD)

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

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

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

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

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

OCC SALES AND MARKETING BUDGET

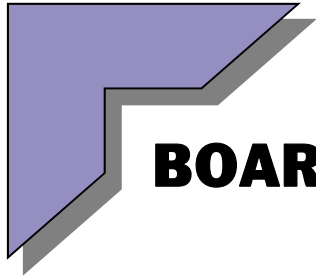
Expenses	Annual Budget	MERC - QTR Ending 03-31-20	TID/TLT - QTR Ending 03-31-20	Subtotal QTR Ending 03-31-20	Sum MERC YTD 06-30-20	Sum TID/TLT YTD 06-30-20	Sum of YTD 06-30-20	Percent
Direct Sales:								
Personnel Costs	1,714,479	482,698		482,698	1,379,129	-	1,379,129	
Direct expenses	257,172	64,293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

Travel Portland
Income Statement
(Statement of Financial Activities)

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

Travel Portland
Balance Sheet
(State of Financial Position)

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



BOARD OF DIRECTORS

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