MERC Commission Meeting

October 2, 2024 12:30 pm

Oregon Convention Center Room F150

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

Меtro 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 的不歧視公告

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 <u>www.oregonmetro.gov/civilrights</u>. Haddii aad u baahan tahay turjubaan si aad uga qaybqaadatid kullan dadweyne, wac 503-797-1890 (8 gallinka hore illaa 5 gallinka dambe maalmaha shaqada) shan maalmo 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<u>www.oregonmetro.gov/civilrights.</u> 당신의 언어 지원이 필요한 경우, 회의에 앞서 5 영업일 (오후 5시 주중에 오전 8시) 503-797-1890를 호출합니다.

Metroの差別禁止通知

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

ារម Metro

ការគោរពសិទិធលរង្**យ**ស់ ។ សំរាប់ព័ត៌មានអំពីកម**ិ**ធីសិទិធលរង្**យ**ស់ Metro ឬដេ**ម៊ីទៃ**ទូលពាក្យបណ្ឌើរើសអេធីសូមចូលទស្សនាគេហទំព័រ

www.oregonmetro.gov/civilrights9

បេណីកអ**ន**រកូវការអ**ន**បកប្រែកាសានៅពេលអងក របង់សាធារណៈ សូមទូរស័ពមកលេខ 503-797-1890 (ម៉ោង 8 រពឹកដល់ម៉ោង 5 ល្ងាច

إشعاربعدالهتمييز من **Metro**

تحترم Metroالحقوقالم دنية لمل مزيد من المع لومات حول برنامج Metroلم لوقالم دنية أو لإيداع شكوى ضلاحهم ويوني أو لإيداع شكوى ضلاحه يوني ويادة المموقع الإلكتروني www.oregonmetro.gov/civilrights. إلى مساع دقف ياللغة، يجبع ليك الاتصال مقدم أبرق المدات 1890-977-50، من الساعة 8 صباحاً حتى الساعة 5 مساعاً على مساعة 5 مساعاً على الساعة 5 مساعاً على المناطقة 18 مساعاً على المناطقة 18 مساعاً على الساعة 5 مساعاً على الساعة 5 مساعاً على الساعة 5 مساعاً على الساعة 18 مساعاً على الساعة 5 مساعاً على الساعة 18 مساعاً على الساعة 5 مساعاً على الساعة 5 مساعاً على الساعة 5 مساعاً على الساعة 18 مساعاً على الساعة 5 مساعاً على الساعاً على ال

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 вебсайте 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 ntawm lub rooj sib tham.





Metropolitan Exposition Recreation Commission







Karis Stoudamire-Phillips Chair

Damien Hall Vice chair

Deidra Krys-Rusoff Secretary-treasurer

Dañel Malán

Chris Oxley

Deanna Palm

David Penilton

Meeting Agenda

12:30 p.m.

October 2, 2024 12:30 to 2:30 p.m. Oregon Convention Center | Room F150 Zoom | Webinar ID: 876 0728 2304

12:35	Citizen Communication
12:40	Commission / Council Liaison Communications
12:45	General Manager Communications Craig Stroud
12:50	Financial Update Brian Kennedy
12:55 p.m.	Venue Business Reports Matthew Rotchford, Brian Wilson, Cindy Wallace
1:15	 Consent Agenda Record of MERC Actions, June 5, 2024 Record of MERC Actions, August 7, 2024
1:20	Travel Portland Quarterly Report James Jessie
1:50	Levy Update Ed Strong

Call to Order and Roll Call

MERC Commission Meeting

October 2, 2024 12:30 pm

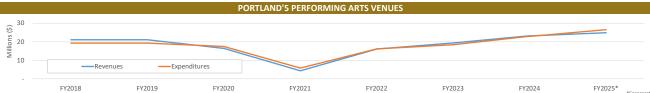
Financial Report



													*Forecast
	024-25 et to Actual				4-25 ecast	Curren	t Month vs Pri	ior Year Mo	onth		YTD vs Prior Fiscal	Year	
OPERATIONS	Adopted Budget	Actual thru Aug 2024 (16.7% of the Fiscal Year)	% Budget thru August 2024	Year-End Forecast	Forecast Over/(Under) Budget	Aug-24	Aug-23	% Var	\$ Var	Actual thru August 2023	Prior Year Year- End Actual	% Var	\$ Var
REVENUES													
Charges for Services													
Food & Beverage	14,864,290	1,469,446	10%	13,637,872	(1,226,418)	811,646	1,291,995	-37%	(480,349)	2,702,159	17,810,808	-46%	(1,232,713)
Facility Rentals	5,800,184	686,602	12%	5,800,184	-	454,913	328,939	38%	125,974	804,741	5,628,523	-15%	(118,139)
Audio Visual	2,940,000	505,626	17%	2,940,000	-	(13,050)	164,398	-108%	(177,448)	390,478	3,439,908	29%	115,148
Parking Revenue	2,305,000	127,451	6%	2,105,304	(199,696)	72,991	66,027	11%	6,964	138,486	2,008,297	-8%	(11,035)
All Other (Utility, Telecom, Etc.)	3,904,964	547,780	14%	4,069,737	164,773	298,751	668,813	-55%	(370,062)	668,813	4,931,632	-18%	(121,033)
Local Government Shared Revenues													
Lodging Excise Tax	14,901,200	-	0%	14,901,200	-	-	-		-	-	12,569,015		-
Visitor Facilities Trust Account	2,683,500	-	0%	2,683,500	-	-	-		-	-	1,841,250		-
Grants	-	1,000		1,000	1,000	1,000	1,000	0%	-	1,000	243,896	0%	-
Interest Earnings	384,311	62,731	16%	500,630	116,319	62,731	40,251	56%	22,481	40,251	741,476	56%	22,481
Miscellaneous Revenue REVENUE TOTAL	13,500 47.796.949	4,826 3.405.462	36% 7%	13,836 46.653.263	336 (1.143.686)	3,941 1.692.924	30,107 2.591.529	-87% - 35 %	(26,165) (898.605)	30,107 4.776.034	58,119 49.329.801	-84% -40%	(25,281)
REVENUE IOTAL	47,790,949	3,405,462	176	40,053,203	(1,143,080)	1,092,924	2,591,529	-33%	(690,669)	4,776,034	49,329,801	-40%	(1,370,573)
EXPENDITURES													
Food & Beverage	11,319,385	1,092,581	10%	10,755,069	(564,316)	1,079,293	1,021,030	6%	58,263	1,023,121	15,365,815	7%	69,460
Administration	2,364,053	358,213	15%	2,326,626	(37,427)	267,724	255,860	5%	11,864	337,619	1,527,163	6%	20,594
Strategy & Business Development					-				-				-
Marketing & Sales	6,870,429	1,547,782	23%	6,977,953	107,524	979,661	987,935	-1%	(8,274)	1,104,281	7,023,383	40%	443,501
Admissions	337,636	21,055	6%	206,272	(131,364)	8,448	9,715	-13%	(1,267)	33,408	322,205	-37%	(12,353)
Ticket Services	8,074	1,412	17%	1,815	(6,259)	777	1,396	-44%	(619)	1,396	30,080	1%	15
Guest Experience	668,555	136,056	20%	941,283	272,728	85,224	21,611	294%	63,614	47,225	611,627	188%	88,831
Parking	1,291,793	145,771	11%	1,241,234	(50,559)	87,484	(6,170)	-1518%	93,653	10,383	975,222	1304%	135,388
Facilities & Operations													
Facility Management	6,194,304	687,671	11%	6,124,879	(69,425)	436,465	346,916	26%	89,549	554,391	4,951,268	24%	133,279
Utility Services	937,500	153,543	16%	937,500	-	104,767	69,141	52%	35,626	156,794	1,219,251	-2%	(3,251)
Audio Visual Telecommunications	2,226,000	325,765	15% 17%	2,226,000	(404 447)	86,242	115,997	-26% 209%	(29,756) 74,966	414,658	2,667,622	-21% 171%	(88,893)
Event Services	926,259	153,206	1/%	741,812	(184,447)	110,788	35,822	209%	74,966	56,539	571,923	1/1%	96,668
Setup	4,690,076	587,851	13%	4,416,318	(273,758)	294,171	304,619	-3%	(10,449)	563,181	4,026,359	4%	24,670
Event Operations	1,367,307	194,394	14%	1,348,963	(18,344)	108,735	81.884	33%	26,851	154,137	1,155,783	26%	40,257
Public Safety	2,482,699	322,844	13%	2,311,644	(171,055)	156,661	191,706	-18%	(35,045)	333,361	2,312,386	-3%	(10,517)
Non-Dept.	_, .02,033	522,011	2370	_,511,644		230,001	_31,700	1070	(22,043)	333,301	2,512,500	570	(10,511)
Other	886,500	_	0%	886,500	-	(397,500)	-	l	(397,500)	_	738,713	l	-
CAP Transfers	6,341,845	1,056,974	17%	6,341,845	-	528,487	461,752	14%	66,735	923,504	5,541,036	14%	133,470
EXPENDITURE TOTAL	48,912,415	6,785,119	14%	47,785,713	(1,126,702)	3,937,427	3,899,215	1%	38,211	5,714,000	49,039,836	19%	1,071,119

				Y2024-25 Capita	al Projects						FY2024 Capital Pro	ojects	
	Adopted Budget	Actual thru Aug 2024 (16.7% of the Fiscal Year)	% Budget thru August 2024	Year-End Forecast	Over / (Under) Budget	Aug-24	Aug-23	% Var	\$ Var	Actual thru August 2023	Prior Year Year- End Actual	% Var	\$ Var
REVENUES	1,660,355	-	0%	2,825,000	1,164,645	-	-		-	-	276,180		(276,180)
EXPENSES	7,352,250	301,139	4%	6,000,000	1,352,250	279,371	248,020	13%	31,351	329,546	4,283,668	-9%	(28,406)
NET	(5,691,895)	(301,139)		(3,175,000)	2,516,895	(279,371)	(248,020)	13%	(31,351)	(329,546)	(4,007,488)	-9%	3,677,943
										•			

FY2024-25 Beginning Fund Balance
Projected Change in Fund Balance
Projected Ending Fund Balance
Projected Ending Fund Balance



FY2018	FY2	019	FY202	U	FY2021	FY2022		FY20	23	FY2024		FY2025*	*Forecaast
	24-25 to Actual			-	4-25 ecast	Current	: Month vs Pri	or Year M	onth		YTD vs Prior Fis	cal Year	
OPERATIONS	Adopted Budget	Actual thru Aug 2024 (16.7% of the Fiscal Year)	% Budget thru August 2024	Year-End Forecast	Forecast Over/(Under) Budget	Aug-24	Aug-23	% Var	\$ Var	Actual thru August 2023	Prior Year Year-End Actual	% Var	\$ Var
REVENUES													
Charges for Services													
Food & Beverage	1,572,208	143,474	9%	1,572,208	-	84,927	34,751	144%	50,176	135,994	1,746,423	5%	7,480
Ticket Services	7,344,054	633,914	9%	7,344,054	-	419,029	212,476	97%	206,553	694,625	7,670,666	-9%	(60,711)
Production Services	3,522,659	244,727	7%	3,522,659	-	174,534	30,171	478%	144,363	159,959	2,718,300	53%	84,768
Booking & Sales	2,700,470	155,880	6%	2,700,470	-	106,341	39,771	167%	66,570	206,799	2,463,061	-25%	(50,918)
P5 Presents	1,485,750	1,675	0%	1,485,750	-	-	77,927	-100%	(77,927)	77,927	969,923	-98%	(76,252)
Admissions	2,056,206	221,051	11%	2,056,206	-	124,018	(15,121)	-920%	139,139	91,996	1,512,697	140%	129,055
All Other (Utility, Telecom, Etc.)	2,204,326	21,302	1%	2,263,048	58,722	19,047	49,835	-62%	(30,788)	208,861	2,269,893	-90%	(187,559)
Local Government Shared Revenues	_,,0	,502		_,,,,,,,	,		,]	-		_,,		
Lodging Excise Tax	1,603,971	-	0%	1,603,971	-	_	-	l	-	-	1,373,336	l	-
Visitor Facilities Trust Account	684,000	-	0%	684,000	-	_	-		-	_	570,000		-
All Other	-	-		-	-	-	-		-	-			-
Contributions from Governments	1,125,135	_	0%	1,125,135	_	_	_		-	_	1,119,400		_
Contributions from Private Sources	109,580	-	0%	109,580	-	_	_		_	_	-,,		_
Other Financing Sources	-	-		-	-	_	-		-	-	-		-
Grants	_	-		_	-	_	-		-	_	-		-
Interest Earnings	292,149	79,823	27%	531,039	238,890	61,556	40,274	53%	21,282	40,274	846,239	98%	39,549
Miscellaneous Revenue	43,000	24,437	57%	65,711	22,711	23,288	(2,011)		25,299	(2,011)	51,854	-1315%	26,447
Transfers-R	125,000	,	0%	125,000	,		(-//			(-//	,		,
REVENUE TOTAL	24,868,508	1,526,283	6%	25,188,830	320,322	1,012,741	468,073	116%	544,668	1,614,424	23,311,793	-5%	(88,141)
EXPENDITURES													-
Food & Beverage	100,000	-	0%	100,000	-	-	494	-100%	(494)	741	71,567	-100%	(741)
Administration	1,420,489	379,759	27%	1,493,579	73,090	140,001	169,128	-17%	(29,128)	264,261	1,298,881	44%	115,498
Sales & Promotion									-				-
Booking & Sales	587,801	50,291	9%	441,430	(146,371)	30,120	33,877	-11%	(3,757)	63,019	536,281	-20%	(12,728)
Marketing & Advertisement	452,953	54,503	12%	391,795	(61,158)	29,463	32,549	-9%	(3,086)	57,289	313,314	-5%	(2,786)
Promoted Shows (P5 Presents)	1,457,886	39,865	3%	1,457,886	-	27,865	62,022	-55%	(34,156)	100,778	951,250	-60%	(60,912)
Culture & Community	869,608	79,323	9%	871,262	1,654	48,807	27,635	77%	21,172	47,576	551,665	67%	31,747
Facility Operations									-				-
Maintenance & Custodial	5,151,339	804,154	16%	5,504,132	352,793	487,714	359,130	36%	128,584	622,699	5,324,849	29%	181,455
Security	2,558,629	203,218	8%	2,171,673	(386,956)	111,712	62,113	80%	49,599	110,147	1,159,398	84%	93,070
Event Services								l				l	
Event Coordination	1,638,805	244,491	15%	1,640,587	1,782	125,457	56,388	122%	69,069	113,913	899,435	115%	130,578
Production Services	3,751,143	278,014	7%	3,751,143	-	173,755	104,379	66%	69,376	256,655	3,698,277	8%	21,359
Front of House	1,746,141	44,286	3%	1,746,141		21,832	70,344	-69%	(48,511)	102,129	2,026,237	-57%	(57,842)
Volunteer Services	154,710	18,102	12%	141,121	(13,589)	9,720	9,685	0%	35	16,980	121,340	7%	1,122
Ticket Services	2,959,590	463,297	16%	2,900,363	(59,227)	255,705	237,747	8%	17,959	350,742	2,636,685	32%	112,556
Non-Dept									-				
CAP Transfers EXPENDITURE TOTAL	3,625,450 26,474,544	604,242 3,263,546	17% 12%	3,625,450 26,236,562	(237,982)	302,121 1,764,272	279,497 1,504,987	8% 17%	22,624 259,285	558,994 2,665,922	3,353,963 22,943,140	8% 22%	45,248 597,624
			1276					17%	233,205			22%	397,024
NET OPERATIONS	(1,606,036)	(1,737,264)		(1,047,732)	558,304	(751,532)	(1,036,914)	I		(1,051,498)	368,654	l	

				г	2024-25 Capita	ii Projects	
	Adopted Budget	Actual thru Aug 2024 (16.7% of the Fiscal Year)	% Budget thru August 2024		Year-End Forecast	Over / (Under) Budget	А
REVENUES	1,000,000	-	0%	1	2,000,000	1,000,000	
EXPENSES	6,589,200	1,208,605	18%		7,339,200	(750,000)	1,
NET	(5,589,200)	(1,208,605)			(5,339,200)	250,000	(1,
				•			-

				ı	Y2024 Capital	Projects	
Aug-24	Aug-23	% Var	\$ Var	Actual thru August 2023	Prior Year Year-End Actual	% Var	\$ Var
-	-		-	-	-		-
1,008,505	530,303	90%	478,203	596,667	5,189,032	103%	611,938
(1,008,505)	(530,303)	90%	(478,203)	(596,667)	(5,189,032)	103%	(611,938)

FY2024-25 Beginning Fund Balance Projected Change in Fund Balance Projected Ending Fund Balance 9,485,440 (6,386,932) 3,098,508

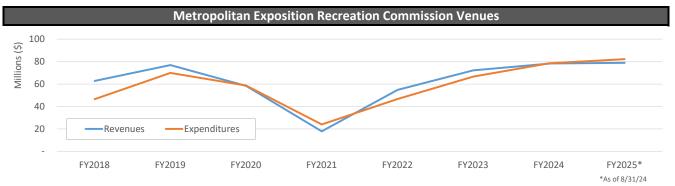


								5_5					*Forecast
	024-25 et to Actual			-	24-25 recast	Current	Month vs Pr	ior Year M	onth	,	/TD vs Prior F	iscal Year	
OPERATIONS	Adopted Budget	Actual thru Aug 2024 (16.7% of the Fiscal Year)	% Budget thru August 2024	Year-End Forecast	Forecast Over/(Under) Budget	Aug-24	Aug-23	% Var	\$ Var	Actual thru August 2023	Prior Year Year-End Actual	% Var	\$ Var
REVENUES													
Charges for Services													
Food & Beverage	579,000	51,836	9%	579,000	-	30,435	5,626	441%	24,809	10,565	469,330	391%	41,271
Facility Rentals	2,142,042	246,073	11%	2.142.042	_	95,635	68,591	39%	27,044	118,374	1,892,298	108%	127,699
Parking Revenue	2,202,158		6%	2,202,158	-	66,554	107,892	-38%	(41,338)	138,757	1,592,171	2%	3,456
Ticket Services	389,730		7%	389,730	-	5,658	14,685	-61%	(9,027)	20,085	382,672	42%	8,362
All Other (Utility, Telecom, Etc.)	927,975	156,359	17%	958,236	30,261	22,811	14,058	62%	8,753	58,750	818,771	166%	97,609
Local Government Shared Revenues									-				-
Visitor Facilities Trust Account	517,500	-	0%	517,500	-	-	-		-	-	431,250		-
All Other	-	-		-	-	-	-		-	-	-		-
Contributions from Governments	-	-		-	-	-	-		-	-	-		-
Contributions from Private Sources	-	-		-	-	-	-		-	-	-		-
Other Financing Sources	-	-		-	-	-	-		-	-	-		-
Grants	-	-		-	-	-	-		-	-	-		-
Interest Earnings	75,000	8,209	11%	79,473	4,473	8,209	-		8,209	5,943	99,418	38%	2,266
Miscellaneous Revenue	82,500	2,380	3%	80,099	(2,401)	651	1,173	-45%	(522)	2,659	68,223	-10%	(279)
Transfers-R	400,000	-	0%	400,000	-	-	-		-	-	-		-
REVENUE TOTAL	7,315,905	635,517	9%	7,348,238	32,333	229,952	212,024	8%	17,928	355,132	5,754,133	79%	280,384
EXPENDITURES													-
Food & Beverage	46,000	_	0%	46,000	_	_	(3,704)	-100%	3,704	(3,704)	16,696	-100%	3,704
Administration	732,460	109,282	15%	686,615	(45,845)	68,000	59,262	15%	8,738	82,912	570,056	32%	26,371
Sales & Marketing	434,658		16%	529,548	94,890	45,779	20,342	125%	25,438	41,403	362,099	64%	26,681
Facility Operations	2,783,447	272,302	10%	2,539,902	(243,545)	150,420	86,858	73%	63,561	159,629	2,078,410	71%	112,673
Special Services	554,014	53,127	10%	539,041	(14,973)	42,729	50,086	-15%	(7,357)	50,744	451,013	5%	2,384
Event Coordination	544,477	83,574	15%	524,660	(19,817)	47,156	28,641	65%	18,514	53,804	507,261	55%	29,770
Admissions	88,851	5,180	6%	77,252	(11,599)	462	468	-1%	(6)	1,472	76,422	252%	3,708
Ticket Services	277,422		10%	189,867	(87,555)	16,140	7,676	110%	8,464	14,492	200,812	88%	12,715
Parking	522,593	61,082	12%	515,779	(6,814)	51,101	37,397	37%	13,704	47,540	387,111	28%	13,542
Non-Dept				1					-				
CAP Transfers	1,966,569	157,749	8%	1,966,569	-	78,874	74,315	6%	4,559	148,630	1,906,222	6%	9,119
EXPENDITURE TOTAL	7,950,491	837,588	11%	7,615,233	(335,258)	500,662	361,343	39%	139,319	596,922	6,556,102	40%	240,665

	FY2024-25 Capital Projects										FY2024 Capital Projects			
	Adopted Budget	Actual thru Aug 2024 (16.7% of the Fiscal Year)	% Budget thru August 2024	Year-End Forecast	Over / (Under) Budget	Aug-24	Aug-23	% Var	\$ Var	Actual thru August 2023	Prior Year Year-End Actual	% Var	\$ Var	
REVENUES	558,004	-	0%	558,004	-	-	,		-	-	-		-	
EXPENSES	1,674,100	1,051,121	63%	1,674,100	-	1,036,292	61,657	1581%	974,635	61,657	524,930	1605%	989,463	
NET	(1,116,096)	(1,051,121)		(1,116,096)	-	(1,036,292)	(61,657)	1581%	(974,635)	(61,657)	(524,930)	1605%	(989,463)	

FY2024-25 Beginning Fund Balance
Projected Change in Fund Balance
Projected Ending Fund Balance

1,976,860 (1,383,091) 593,769



	Current	t Fiscal Year 2024-2	:5		
OPERATIONS	Adopted Budget	Actual thru Aug 2024 (16.7% of the Fiscal Year)	Year-End Estimate	Estimate Over/(Under) Budget	% Budget thru August 2024
REVENUES					
Charges for Services	56,941,016	5,383,855	55,768,657	(1,172,359)	9%
Local Government Shared Revenues	20,390,171	-	20,390,171	-	0%
Contributions from Governments	1,125,135	-	1,125,135	-	0%
Contributions from Private Sources	109,580	-	109,580	-	0%
Grants	-	1,000	1,000	1,000	
Interest Earnings	751,460	150,763	1,111,142	359,682	20%
Miscellaneous Revenue	139,000	31,643	159,645	20,645	23%
REVENUE TOTAL	79,456,362	5,567,261	79,190,331	(266,031)	7%
EXPENDITURES					
Personnel Services	32,532,624	4,045,539	31,396,998	(1,135,626)	12%
Materials and Services	38,995,962	5,021,749	38,306,646	(689,316)	13%
Transfers-E	11,933,864	1,818,965	11,933,864	-	15%
EXPENDITURE TOTAL	83,462,450	10,886,252	81,637,508	(1,824,942)	13%

Prior Fis	cal Year
Actual thru August 2023	Year-End Actual
6,627,368	58,325,375
-	16,784,851
_	1,119,400 56,877
1,000	243,896
86,467	1,687,133
32,024	178,197
6,746,859	78,395,728
3,383,357	27,165,498
3,962,359 1,631,128	40,524,193 10,801,221
8,976,844	78,490,912

		Operating Margi	n
Amount (\$)	(4,006,088)	(5,318,991)	(2,447,177)
Percent (%)	-5.0%	-95.5%	-3.1%

Operating Margin							
(2,229,985)	(95,184)						
-33.1%	-0.1%						

Current Fiscal Year 2024-25									
CAPITAL PROJECTS	Adopted Actual thru Aug 2024 (16.7% of the Fiscal Year)		Year-End Estimate	Estimate Over/(Under) Budget	% Budget thru August 2024				
REVENUES									
Contributions from Private Sources	1,465,000	-	1,465,000	-	0%				
Local Government Shared Revenues	1,453,359	-	1,453,359	-	0%				
Contributions from Governments	-	-	-	-					
Transfers-R	300,000	-	300,000	-	0%				
REVENUE TOTAL	3,218,359	-	3,218,359	-	0%				
EXPENDITURES									
Oregon Convention Center	7,352,250	301,139	6,000,000	(1,352,250)	4%				
Portland'5	6,589,200	1,208,605	7,339,200	750,000	18%				
Portland Expo	1,674,100	1,051,121	1,674,100	-	63%				
EXPENDITURE TOTAL	15,615,550	2,560,865	15,013,300	(602,250)	16%				

Prior Fisc	Prior Fiscal Year						
Actual thru August 2023	Year-End Actual						
	276 100						
-	276,180						
-	-						
-	-						
-	-						
-	276,180						
329,546	4,283,668						
596,667	5,189,032						
61,657	524,930						
987,870	9,997,631						

FY2024-25 Beginning Fund Balance 29,842,433
Projected Change in Fund Balance (14,242,118)
Projected Ending Fund Balance 15,600,315

MERC Commission Meeting

October 2, 2024 12:30 pm

Consent Agenda

Metropolitan Exposition Recreation Commission Record of MERC Commission Actions

June 5, 2024

Oregon Convention Center Room F150

Present:	Karis Stoudamire-Phillips, Damien Hall, Deidra Krys-Rusoff, Chris Oxley, Deanna Palm, David Penilton
Absent:	Dañel Malán
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Vice-Chair Hall at 12:35.
1.0	Quorum Confirmed A quorum of Commissioners was present.
2.0	Opportunity for Public Comment on Agenda and Non-Agenda items
	• N/A
3.0	Commission and Council Communications
	Commissioner Krys-Rusoff praised the team that planned the recent Expo Future Storytelling event and highlighted the moving stories shared and how they fueled excitement for the project.
	 Commissioner Palm echoed the sentiments and highlighted the Historical Significance and Memorialization Committee for their work to memorialize Expo's history as a part of the Expo Future project.
	 Chair Stoudamire-Phillips noted it was an emotional event and she was touched by the stories that were shared.
	 Councilor Rosenthal shared Metro is going through the urban growth boundary process that happens every 6 years; preparing for escalating regional transportation work soon; was impressed by the 3 distinct threads of memorialization from the different culturally specific groups that were affected by the history of the Expo site.
4.0	GM Communications
	Steve Faulstick provided the following updates:
	 Thanked the Expo team for their ongoing efforts in relationship building with the 3 affected historical groups and the work that led up to hosting a successful Expo Future Storytelling event
	 The Metro Council and MERC joint work session will be held on June 25 at the Expo Center
	The July MERC meeting will be canceled due to the holiday
	 Thanked the Commission for all the additional time they have committed to serving on committees, interviews, and their work to support venue projects
	 Will be traveling to Memphis and Birmingham with a small group of Expo Future project folks to tour 3 sperate venues and learn from their building and funding processes
5.0	Financial Report
	Ashley Sloan presented a financial update:
	Commissioner Krys-Rusoff noted it was nice to see in the report that each venue has more revenue
	than expenditures right now and acknowledged the hard work to get us there
	 Commissioner Krys-Rusoff cautioned deferring capital projects for too long with an inflationary environment
	 Williams noted that with older venues, scopes can increase as unseen problems are revealed in the construction process
6.0	Venue Business Reports
	Craig Stroud, Robyn Williams, and Matthew Rotchford reported on business at the venues during the past month.
	 Chair Stoudamire-Phillips shared that she has started preliminary conversations around the Albina Acknowledgement Project and thanked Craig and his team for introducing the idea
	· · · · · · · · · · · · · · · · · · ·

- Commissioner Hall asked about the Business Development Stakeholder engagement process around accessibility and noted that the feedback received could likely benefit all the MERC venues.
- Commissioner Krys-Rusoff referenced the large number of events and asked Williams about current staffing levels. Williams responded that the event staff is variable hour / flex staff, so we can offer more shifts according to event levels. A re org in the event production department allowed for more opportunities to share the workload. We struggle to fill a few positions in engineering and custodial
- Commissioner Oxley noted the grants for Clean and Safe Program services how long will that coverage be extended to venues? Stroud responded that there is large venue, cooperate, and government partners that could potentially come on board and grow the program. We are optimistic we can prove the value of the program. VDF funding is one year, and OCC has some funds in the budget to supplement specific events. Willams responded that P5 would not have funds to supplement the services after the 2 years of funding.
- Commissioner Krys-Rusoff asked if the recent Multnomah Drainage District progress impacts the ongoing Levy project. Rotchford replied that the bodies of work run parallel to each other.

7.0 Consent Agenda

• Record of MERC Actions, April 3, 2024

A motion was made by Commissioner Krys-Rusoff and seconded by Commissioner Oxley, to approve the Consent Agenda.

VOTING: AYE: 6 (Stoudamire-Phillips, Hall, Krys-Rusoff, Oxley, Palm and Penilton)

NAY: 0

MOTION PASSED

8.0 Action Agenda

• Resolution 24-03: For the Purpose of Electing Metropolitan Exposition Recreation Commission Officers for Fiscal Year 2024-25.

Chair: Karis Stoudamire-Phillips

Vice Chair: Damien Hall

Secretary / Treasurer: Deidra Krys-Rusoff

A motion was made by Commissioner Penilton and seconded by Commissioner Oxley, to approve Resolution 24-03

VOTING: AYE: 6 (Stoudamire-Phillips, Hall, Krys-Rusoff, Oxley, Palm and Penilton)

NAY: 0

Resolution 24-03 Passed

8.0 Keller Project Update

Karl Lisle, Chariti Montez

- Councilor Rosenthal highlighted the two main decisions for the Keller: to remodel or rebuild, and if building new is preferred, how to decide on the which site. Which order will the decisions be made? Lisle responded that the order outlined in the most linear and makes the most sense.
- Commissioner Oxley noted the reported closure period from 18-24 months and Lisle clarified that 24 months is what was asked of the consultants to encompass all potential scenarios.
- Commissioner Oxley asked whether the city has an opinion on whether the structure can fit on a standard city block. Lisle noted that is one of the considerations in the decisions. Currently the building in larger that the 200X200 block and any renovations would extend out even further into 2nd and 3rd ave. Williams noted that shows are getting larger and there may come a point that we cannot accommodate.

Commissioner Oxley asked for clarity around the City Council decision in August. Lisle replied that
Council's intentions are to make a decision this summer but noted they have a considerable amount of
new information shared at the last council presentation to consider.

9.0 Travel Portland Quarterly Report

James Jessie, Angela Nelson

- Councilor Rosenthal highlighted Portland's reputation as a "foodie" city and asked how we can
 leverage that in enhancing our reputation in the tourism industry. Jessie noted one of the ways we are
 taking advantage of that is bringing local culinary talent to events around the country to showcase
 their talents. Nelson added that their PR teams reach out to content writers to highlight our diverse
 culinary scene
- Commissioner Krys-Rusoff noted a recent conference she attended was smaller than it has been and asked if that is still typical post pandemic. Jessie noted it varies. Attendance in Portland has been strong, but we are still working though hybrid situations and how they will move forward.
- Commissioner Krys-Rusoff referenced earlier feedback around the issue of meeting planners'
 excitement for holding their events in Portland, but final decision makers are more difficult to
 convince. Have any improvements been noted? Jessie shared there have been some improvements,
 but they have taken a different stance on how they market the destination, for example
 supplementing offerings on the convention side and connecting directly with decision makers.
- Chair Stoudamire-Phillips asked about the next FAM event. Jessie shared Conference Direct will be held in August, bringing in 50 associations

As there was no further business to come before the Commission, the meeting was adjourned at 2:27 p.m.

Minutes submitted by Amy Nelson.

Metropolitan Exposition Recreation Commission Record of MERC Commission Actions

August 7, 2024 Virtual Zoom Meeting

Present:	Karis Stoudamire-Phillips, Damien Hall, Deidra Krys-Rusoff, Dañel Malán, David Penilton
Absent:	Chris Oxley, Deanna Palm
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair
	Stoudamire-Phillips at 12:31.
1.0	Quorum Confirmed
	A quorum of Commissioners was present.
2.0	Opportunity for Public Comment on Agenda and Non-Agenda items
	• N/A
3.0	Commission and Council Communications
	 Commissioner Malán shared Milagro is opening its first big play of Season 41: Celebrate the Change
	Makers on September 6.
	 Councilor Rosenthal shared that the Interstate Bridge project just received 1 billion in funding, and the draft environmental impact report was released last week and has a window of 90 days for comment. We also received 500 million for the cover for the Albina District. The urban growth report was recently released with data around population forecast and long-term trends.
4.0	GM Communications
	Steve Faulstick provided the following updates:
	 Last day at Metro will be September 3 and Craig Stroud will transition to Interim GM position on
	September 4
	Thanked MERC and shared appreciation for their support and guidance
5.0	Financial Report
	Brian Kennedy presented a financial update:
	 Commissioner Krys-Rusoff thanked the GM and executive directors for the recent numbers showing 80 million in revenue when 73 million was budgeted for MERC overall.
	 Krys-Rusoff pointed out the TLT numbers at 79-81% of budget is lower than forecasted and asked for additional thoughts or trends. Kennedy responded that most travel and tourism related TLT comes from the summer months, and we won't have those figures until October. We are currently not seeing anything that would lead us to change our forecast. Recently we've seen some promising trends around occupancy, but the average daily rates are still low. Travel Portland recently shared that a few conferences didn't reach their room block minimums as attendees were booking elsewhere for more affordable rates. Krys-Rusoff noted we will be challenged for a least a few more years and should be open to adjustments in the budget mid-year if needed. Councilor Rosenthal asked if Cirque would have a significant impact on the operating deficit at Expo and will Wicked have a similar impact for P5? Kenndy responded that Cirque years tend to have better
6.0	financial performance but its unclear if it will eliminate the entire operating deficit. An important metric for P5 forecasting is number of weeks of Broadway but there can be nuance depending on what shows are included. Venue Business Reports Craig Stroud, Brian Wilson, and Matthew Rotchford reported on business at the venues during the past month.
	 Commissioner Krys-Rusoff noted the ongoing negative media around Portland and asked if the Clean and Safe Program is resonating with potential conference planners. Stroud responded the narrative

- has been out there for a long time and there are a list of activities and coordination actively in place providing information to decision makers.
- Chair Stoudamire- Phillips commented that the Clean and Safe workers are having a positive affect on downtown not only with their work but by just being present and improvements have been noted.
- Councilor Rosenthal shared the IBR EIS was released and noted its impacts on Expo operations and
 wanted to know the process in place for review. Rotchford responded they are in communication with
 the IBR team through the Expo Future project and executive leadership have been meeting to discuss
 the process.
- Commissioner Penilton asked about any additional security considerations around the upcoming shows at Expo. Rotchford responded he is happy with Expo's relationship and response from PPD and is pleased with Creative Security's service, Expo's security team.

7.0 Consent Agenda

- Record of MERC Actions, July 16, 2024
- Commissioner Malán asked about the notes of the special meeting where they heard an Expo Future update
- Nathan Sykes recommended pulling the minutes in question off the agenda until we can get more clarity. The June 5 meeting notes will be voted on in our September meeting

A motion was made by Commissioner Hall and seconded by Commissioner Penilton to approve the Consent Agenda.

VOTING: AYE: 4 (Stoudamire-Phillips, Hall, Malán, and Penilton)

Abstained: 1 (Krys-Rusoff)

NAY: 0

MOTION PASSED

8.0 Keller Project Update

Karl Lisle provided verbal update

- Chair Stoudamire-Phillips relayed the understanding there are a lot of moving parts to the project and expressed being involved and communication is important
- Commissioner Hall echoed the importance of communication on how MERC can engage in the process
- Councilor Rosenthal highlighted the importance of public perception of the project and asked how public responses are being managed from various groups. Lisle agreed it has been challenging as some groups have launched their own PR / private engagement that can appear as if it is coming from the city. The city would request to stop that narrative and let them control the dialog and work together
- Lisle shared on a positive note that its clear the community is engaged in this topic and recognizes how important it is.
- Commissioner Malán asked about PSU theater student engagement. Lisle doesn't want to speak for PSU but their proposal to accommodate a large Broadway-capable theater on their site is part of a much larger development vision they are working on.

9.0 Expo Future Update

Paul Slyman, Stephanie Redman

- Chair Stoudamire-Phillips is pleased with how well the project is moving forward
- Commissioner Penilton appreciates the work and how they are engaging the community and thinks
 this could be a model nationwide. The importance of including Matthew and his team in future
 decision making was noted
- Commissioner Malán noted one of the Hunden recommendations included outside facility management and this is concerning as retaining Expo staff is preferred

10.0	Chair Stoudamire-Phillps, Commissioner's Penilton, Malan, Krys-Rusoff and Council Rosenthal thanked Steve for his service and wished him well in his next chapter
	As there was no further business to come before the Commission, the meeting was adjourned at 2:01 p.m.

Minutes submitted by Amy Nelson.

MERC Commission Meeting

October 2, 2024 12:30 pm

Travel Portland Quarterly Report

PORTLAND 4TH QUARTER 2023-24 REPORT

Highlights:

Executive Summary – Page 3



TABLE OF CONTENTS

Executive Summary	3
Convention Sales	6
Convention Services	9
Communications and Publications	10
Consumer Sentiment	13
Marketing	17
International Tourism Sales	17
Operations	18
Finance	20
Board of Directors	23



ACCOMPLISHMENTS

- In this fiscal year, OCC realized more than \$21.5 million in revenue from Travel Portland booked business. Community impact ROI from all future bookings was 34.7 to 1.
- Forty-six new and nine repeat OCC conventions were booked for future years during FY24 worth more than \$19.6 million in OCC revenue and community economic impact more than \$123 million. Total Travel Portland bookings, including single hotel will result in more than \$185 million of economic impact.
- Across domestic media outlets this fiscal year, Portland was included in 2,350 placements with a total impression of more than 11.7 billion that could potentially influence Portland as a business and leisure travel destination.
- Travel Portland's Convention Sales Team hosted client events in Washington D.C and Chicago. Meeting planners
 were engaged in a series of events that showcased Portland food and art. Several RFPs were garnered for future
 city wide convention business.
- The International Tourism Sales Team attended IPW, the largest inbound destination showcase in the US. Over 200 appointments were held. The team created itineraries from tour operators from France, UK, Germany, the Netherlands, Japan, China, Australia and New Zealand.
- Angela Nelson, Vice President of Equity, Diversity, and Inclusion, hosted a series of Belonging Dinners which
 brought together our local diverse partners. These dinners were created to reach out to find mutually beneficial
 ways to support our partners while also growing our support from our partner communities.

TRENDS, SUCCESSES, OBSTACLES

- Portland's hotel business continues soft recovery in FY24. Combined TLT/TID collection in FY24 is \$22M, representing +4.5% year on year growth. Convention business continues to drive hotel business. Without convention consumed room nights, we have seen decline in hotel revenue in recent months.
- Two groups were lost in the fourth quarter due to safety and perception concerns which would have totaled 5,384 room nights with an estimated community economic impact of more than \$3.7 million.
- Travel Portland worked successfully with Prosper Portland's Events and Film Office on grants to enhance events in the coming months. With funding from the VFTA, we were able to create grants of \$900,000 which will be used over two years to enhance events the drive overnight visitation.
- The Annual Travel Portland Awards and State of the Industry lunch was held to share current hospitality trends
 and to recognize excellence of local businesses. These awardees helped drive overnight tourism and create a
 welcoming environment for visitors. The Portland Award went to 8 Seconds Rodeo, the second year of the Black
 Rodeo in Portland which grew this year and was held at Memorial Coliseum.

MERC CONTRACT TARGETS

TARGET #	TARGET DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL TARGET
1	OCC revenue target	\$21,572,784	\$18 Million
2	ROI on future OCC business	3.7	2.0
3	Lead conversion	13%	17%
4	Services performance survey	3.9	3.8
5	Public relations/media	32.0	25
6	Community economic impact	34.7	11.0

CITY CONTRACT GOALS

OBJECTIVE #	GOAL DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL GOAL
1	Convention Sales and Marketing Economic Impact ROI	21.0	12.0
3	Report the Health of the Market Using Third Party Resources	See pages 4 & 5	
5	International visitors against comp set*	-15.0%	Benchmark
7	Total Media Placements	330	220
7	Total Media Engagements for	1.376	750
,	Minority-Owned Businesses	1,376	730
8	Services Performance Survey	32	6/Year

*See International Tourism page for further explanation



HOTEL DEMAND

COMPETITIVE SET COMPARISON							
Smith Travel							
Research Central Business Districts							
Occupancy ADR RevPar							
(%) (\$)							
Portland Central City +	56.2%	\$ 149.52	\$ 84.05				
Denver	67.6%	\$ 202.67	\$ 136.97				
Seattle	68.9%	\$ 211.73	\$ 145.81				
Salt Lake City	72.0%	\$ 172.73	\$ 124.32				
Nashville	76.3%	\$ 285.08	\$ 217.39				
Austin	69.9%	\$ 258.90	\$ 180.85				
Minneapolis	51.9%	\$ 174.49	\$ 90.63				
San Francisco	58.3%	\$ 257.17	\$ 149.89				

^{*}Smith Travel Report is on a calendar basis, not Travel Portland's Fiscal Year

	Smith Travel Research - Region*								
	Occu	Occupancy		ADR		RevPar		Demand	
	This Year	Change	This Year	Change	This Year	Change	This Year	Change	
Downtown	56.2%	3.5%	\$ 149.52	-8.4%	\$ 84.05	-5.2%	1,023,257	3.6%	
Airport	64.3%	3.0%	\$ 135.48	2.0%	\$ 87.13	5.1%	382,591	1.7%	
Eastside	61.7%	-2.2%	\$ 105.40	7.8%	\$ 65.02	5.4%	54,825	-2.2%	
Jantzen Beach	57.6%	-0.4%	\$ 119.31	3.0%	\$ 68.76	2.6%	151,362	-0.4%	
City of Portland +	58.3%	2.8%	\$ 141.85	-4.8%	\$ 82.65	-2.2%	1,612,035	2.5%	

^{*}Smith Travel Report is on a calendar basis, not Travel Portland's Fiscal Year

REGION	LODGING TAX COLLECTIONS* QUARTER 4							
	TLT/TID							
	FY24 (\$)	FY24 (% of TTL)	CHANGE FY23 to FY24 (\$)	CHANGE FY23 to FY24 (%)				
Central City	\$11,613,106	52%	(139,011)	-1.2%				
Airport	\$4,149,357	19%	686,621	19.8%				
Eastside	\$168,345	1%	(11,898)	-6.6%				
Jantzen Beach	\$1,231,524	5%	(166,047)	-11.9%				
Subtotal	\$17,162,331	77%	369,665	2.2%				
Online Travel Agency	\$2,133,660	10%	813,047	61.6%				
Short Term Rental	\$3,027,161	14%	(192,144)	-6.0%				
Other	\$94,984	0%	(22,711)	-19.3%				
Subtotal	\$5,255,805	23%	\$598,192	12.8%				
Grand Total	\$22,418,136	100%	\$967,857	4.5%				

Page 4 of 23

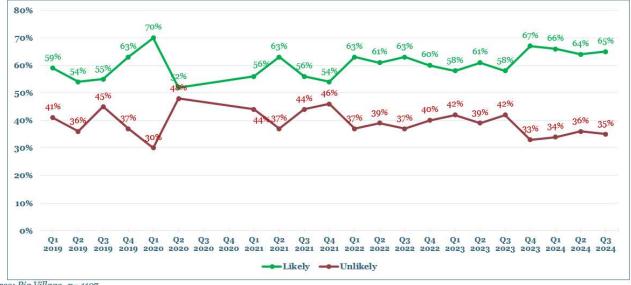


AD ACCOUNTABILITY: INCREMENTAL VISITOR SPENDING GENERATED BY ADVERTISING

Advertising accountability: Results for spring/summer campaign available in Quarter 2 of FY25.

INTENT TO TRAVEL

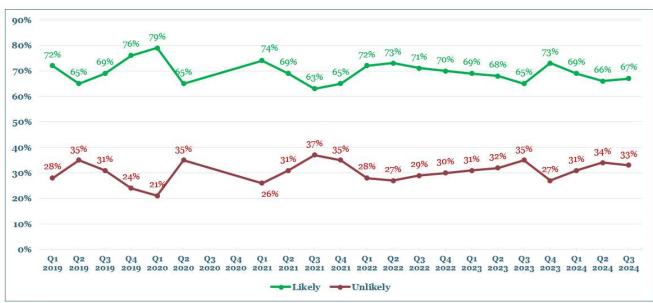
Likelihood of visiting Portland (among US adults)



Source: Big Village n= 1197

INTENT TO TRAVEL

Likelihood of visiting Portland (among those who live in the West)



Source: Big Village n=420 Page 5 of 23



OREGON CONVENTION CENTER BOOKING REVENUE FROM TRAVEL PORTLAND BOOKINGS

					Total Potential	
	OCC Revenue		Annuals		Future Business	
FY 23/24	\$	21,572,784	\$	-	\$	21,572,784
FY 24/25	₩	14,317,004	\$	1,121,479	₩	15,438,483
FY 25/26	₩	8,162,532	\$	1,997,296	₩	10,159,828
FY 26/27	₩	7,674,431	\$	2,422,433	₩	10,096,864
FY 27/28	\$	2,679,027	\$	2,250,080	\$	4,929,107
FY 28/29	\$	1,169,688	\$	2,422,433	₩	3,592,121
FY 29/30	₩	1,850,552	\$	2,250,080	₩	4,100,632
FY 30/31	₩	393,477	\$	2,422,433	₩	2,815,910
FY 31/32	₩	-	\$	2,250,080	₩	2,250,080
FY 32/33	\$	-	\$	2,422,433	\$	2,422,433
FY 33/34	\$	727,661	\$	2,250,080	\$	2,977,741
TOTAL	\$	58,547,156	\$	21,808,827	\$	80,355,983

^{*}FY 23/24 OCC Revenue does not include the following meetings that occurred during quarter 4 at OCC, but had not settled in OCC's accounting software (USI) at the time of reporting: American Society for Engineering Education and United National Indian Tribal Youth. They are included in FY24-25 estimate.

OREGON CONVENTION CENTER PROJECTED FUTURE REVENUE							
Total Travel Portland Contract:		QTR		YTD	Target		
New OCC Bookings		12		46			
Repeat OCC Bookings		2		9			
Total OCC Bookings		14		55			
Room Nights from OCC Bookings		31,677		173,238			
Future OCC Revenue Booked during FY 2023/24	\$	4,155,199	\$	19,616,446			
ROI OCC Bookings	\$	7.6	\$	3.7	2.0 to 1		
Community Economic Impact from OCC Bookings	\$	25,518,986	\$	123,348,850			
Total Room Nights Booked		76,088		300,715			
Total Community Economic Impact from Bookings	\$	47,338,904	\$	185,009,173			
ROI on Total Community Economic Impact	\$	86.8	\$	34.7	11.0 to 1		
OCC Revenue Realized During FY 2023/24*	\$	6,989,519	\$	21,572,784	\$18 Million		

*OCC Revenue Realized includes the following meeting that occurred during quarters 3 at OCC, but the group had not settled in OCC's accounting software (USI) at the time of reporting. They are in included in quarter 3 OCC revenue realized - Association for Computing Machinery, Forest Business Network, and Future Business Leaders of America - Phi Beta Lambda.

*OCC Revenue Realized does not include the following meetings that occurred during quarter 4 at OCC, but had not settled in OCC's accounting software (USI) at the time of reporting: American Society for Engineering Education and United National Indian Tribal Youth. They will be included in quarter 1 OCC revenue realized.



OCC LEAD CONVERSION					
As of July 1, 202					
Lead Conversion Percentage	13%				
Benchmark / Annual Target -17%					

OREGON CONVENTION CENTER FUTURE GROUP BOOKINGS								
AS OF JULY 1, 2024								
	FY 2023-24 FY 2024-25 FY 2025-26 FY 2026-27 FY 2027-28 and beyond							
Current	Current 61 37 21 11 12							
4 Year Average Current 1 yr. out 2 yrs. out 3 yrs. out Beyond 3 yrs.								
23/24)	37	37	26	15	13			

OREGON CONVENTION CENTER REVENUE						
THREE YEAR AVERAGE						
Total Contract						
Quarter YTD						
OCC Revenue Generated (3 yr. average)	\$	7,738,679	\$	16,902,990		
Travel Portland Contract Costs*	\$	545,103	\$	5,332,811		
ROI (Revenue / Costs) 14.2 3.2						
*Travel Portland YTD Contract Costs reflect budge	t revisi	on approved l	by M	ERC		

4TH QUARTER - OREGON CONVENTION CENTER LOST BUSINESS								
	Groups Total Room Nights Attendees Lost OCC Revenue Lost Community Economic Impact							
Total	51	182,205	96,900	\$ 23,284,058	\$ 117,004,654			



DIVERSE GROUPS/MINORITY PROJECTED FUTURE REVENUE							
Total Travel Portland Contract	4th Quarter	YTD					
New Diverse/Minority Group Bookings	8	21					
Total Diverse/Minority Group Bookings	8	21					
Room Nights from Diverse/Minority Group Bookings	3,268	19,537					
Diverse/Minority Group Leads	13	38					
Diverse/Minority Group Lost Leads	3	21					

For the fourth quarter of FY 2023/24, minority bookings created an estimated economic impact to the greater metro Portland community of approximately \$1.3 million. Booked groups included the following:

National Indian Child Welfare Association	\$ 68,055
Allen Temple CME Church	\$ 46,338
Northwest Portland Area Indian Health Board	\$ 56,970
National Indian Child Care Association	\$ 130,615
Latinos in Transit	\$ 123,353
Affiliated Tribes of Northwest Indians	\$ 359,300
Zeta Phi Beta Sorority, Inc.	\$ 141,774
Affiliated Tribes of Northwest Indians	\$ 366,874

4TH QUARTER - OREGON CONVENTION CENTER CANCELLATIONS								
Account Name Groups Reason Total Room Nights					Lost OCC Revenue	Lost Community Economic Impact	Arrival Date	
National Business Aviation Association	1	Perceived Destination Draw	6,174	2,900	\$ 1,121,796	\$ 4,595,893	3/8/2025	
Total OCC Cancellations	1		6,174	2,900	1,121,796	4,595,893		



ACTIVITY DESCRIPTION	4TH QUARTER	YTD
OCC groups occurring during the quarter	16	60
Pre-convention attendance building - Site tours	16	57

TRAVEL PORTLAND POST CONVENTION SURVEY							
Overall impression of the following:							
Answer Options	Excellent =	Good =	Average =	Poor =	N/A	Rating	Response
	4	3	2	1		Average	Count
Travel Portland sales staff	6	0	0	0	1	4.0	6
Travel Portland convention services staff	7	0	0	0	0	4.0	7
Travel Portland collateral/promotional materials	6	0	0	0	1	4.0	6
Quality and user-friendliness of the Travel Portland website	6	0	0	0	1	4.0	6
Average rating for the quarter 4.0							
				Average r	ating 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?

Beth and Tracey were both excellent! They are truly some of the best. Listened, helpful, available, knowledgeable, flexible, solutions oriented, thoughtful and generous!

Travel Portland was truly incredible to work with. They were always so quick to respond, great at checking in at just the right time, and honestly I have never had a site visit so nicely organized and managed by the destination. Beth was amazing to work with, and we are so grateful for all of her help!

Crista was an absolute pleasure. She was responsive, creative and solutions-focused. She was always available to assist with planning and coordination between all vendor partners (Hyatt, OCC, Guide). I truly enjoyed working with her and learned so much about the city.

Both sales and service managers were vital in the success of the meeting with supporting information and assistance.

Alenna was amazing to work with. She is a rockstar and I couldn't really share it to its fullest! You all went above and beyond for us and it made the back end (admin) side of such a large event that much better. Amazing, professional, direct, and friendly! Human to human relationships which are the best and ones that always go remembered. That is what you all created for us.

Alenna was responsive, helpful and super friendly. She was a big resource for us.

Great!

Completed Group Survey:

American Society of Health-System Pharmacists Medical Library Association American Association of Woodturners American Public Transportation Association Climbing Wall Association National Business Aviation Association Oregon Dental Association

Page 9 of 23

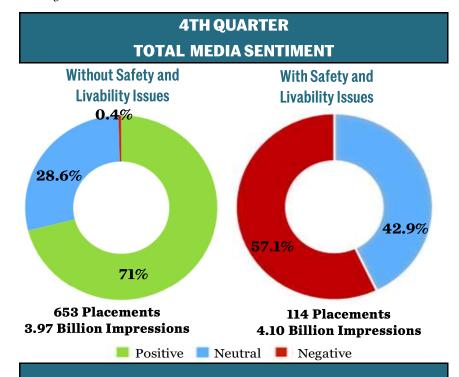
COMMUNICATION & PR

TOTAL MEDIA NARRATIVE	Q4	YTD
Placements	653	2,350
Impressions	3,967,635,013	11,755,696,573

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

MERC-RELATED MEDIA PLACEMENTS	Q4	YTD
Placements*	7	26
Impressions*	281,381	993,795

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.



TARGETED MEDIA NARRATIVE	Q4	YTD	Target Goal
Placements	90	330	220
Impressions	2,181,254,648	8,072,272,798	

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

TARGETED INTERNATIONAL MEDIA*	Q4	YTD
Placements	0	0
Impressions	0	0

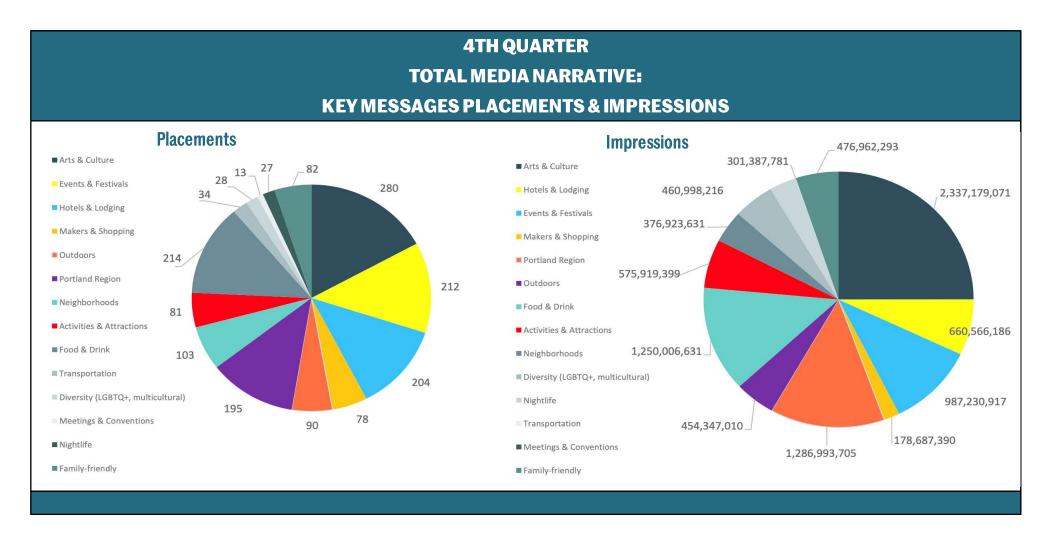
International print and online media outlets strategically targeted by Travel Portland's public relations efforts in international markets, including, but not limited to: United Kingdom, The Netherlands, Oceania and Canada.

^{*}International media results on hold for FY 23-24

MEDIA ENGAGEMENTS FOR MINORITY-OWNED	Q4	YTD	Target Goal
Engagements	325	1,376	750

A media engagement is defined as an interaction with media regarding a single topic or issue.





COMMUNICATION & PR

	ARTICLES			MERC	
Publication Date	Outlet	Headline	Medium	Total Circulation	Placements
April 2024	Meetings Today	5 Sustainability Trends in the Conventions Industry	Print	55,100	1
April 2024	Meetings Today online	5 Sustainability Trends in the Conventions Industry	Online	42,855	1
April 2024	Northwest Meetings + Events	Portland's Block 216 Achieves LEED Gold	Online	20,100	1
May 2024	Meetings Today	Play in Portland	Print	55,100	1
May 2024	Meetings Today	Play in Portland	Online	42,855	1
June 2024	Convene	Making Space for Makers in Portland	Print	34,000	1
June 2024	Convene	Making Space for Makers in Portland	Online	31,371	1
Total				281,381	7

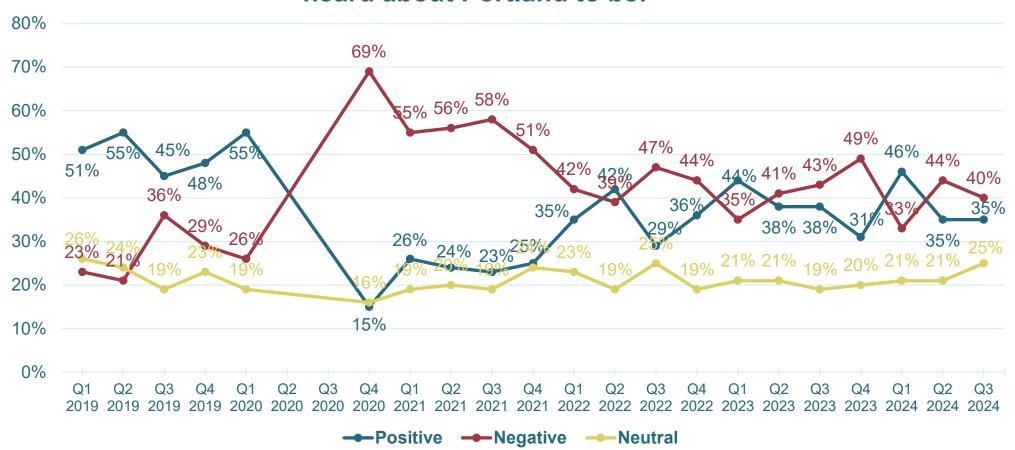
*Entries that appear to be duplicate articles represent different media placements, i.e. print, online and broadcast.

TRAVEL PORTLAND SPONSORED ARTICLES			MERC	
Publication Date	Outlet	Headline	Medium	Total Circulation
March / April 2024	Convene	Top 10 Reasons to Meet in Portland	Print	34,000
March 2024	Meetings Net	Destination & Venue News: Tax Freeeeee	Digital	2,219
April 2024	Skift Meetings	Destination Brief: No Sales Tax in Portland Leads To Hero Event Experiences		2,836
April 2024	PCMA	5 Great Reasons to Meet in Portland	Online	31,371
April 2024 Associations Now How to See If Taxes Are Affecting Your Meeting's Profits		Online	5,027	
Total				75,453

PITCHES DELIVERED
1 Facilitated media lead for Danielle LeBreck for Meetings Today's May Issue about unique breakout / team building activities
2 Conducted a media appointment with Taylor Smith at Meetings Today to learn more about their new Gen-Z column, "The Z"
3 Pitched destination update highlighting news + upcoming events in Portland for Summer 2024 and beyond
4 Pitched Portland as a top-notch wellness destiation, spotlighting a variety of wellness locations/activities for groups
5 Shared details on Portland for Facilities & Destinations Magazine's July Issue (slated to cover the PNW)
6 Pitched "Group Activities in Portland Beyond the Conference Room" (Lost Plate, First Nature, etc)
7 Met with Solomon Herbert of Black Meetings and Tourism to discuss media opportunities and potential cover story
8 Coordinated interview with Travel Portland and Prosper Portland with Jen Dienst of Convene Magazine highlighting My
People's Market
Target Goal: Deliver 6-7 meetings-related pitches to industry media on a quarterly basis. Twenty-five total over the fiscial year.

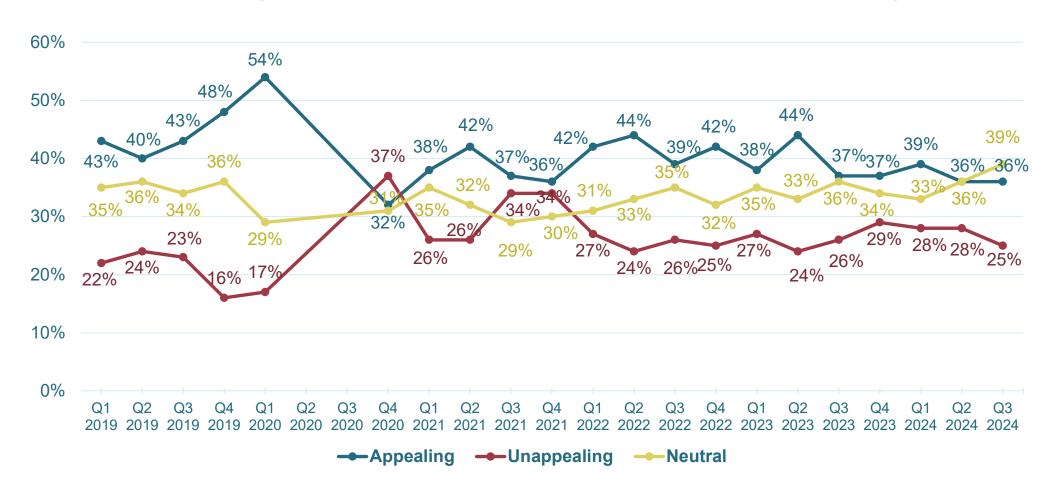


Q: Would you consider the general tone of media coverage you saw or heard about Portland to be:



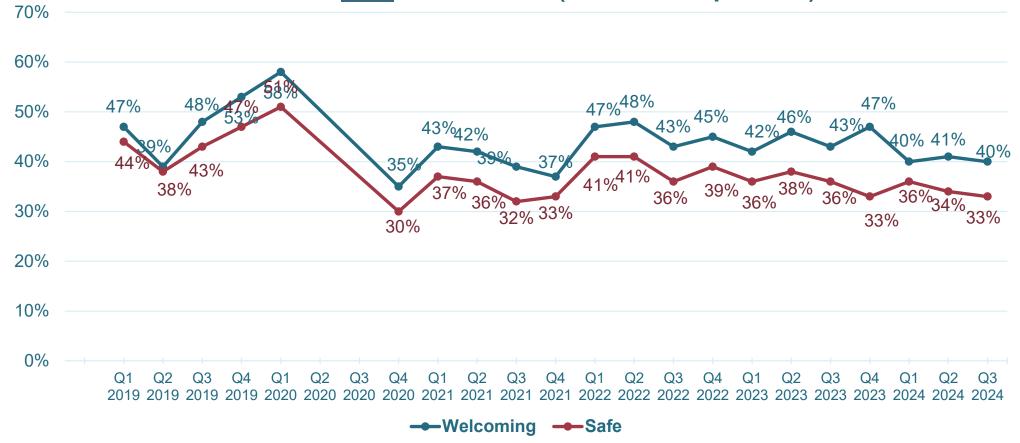


Q: How appealing is Portland as a potential vacation destination to you?



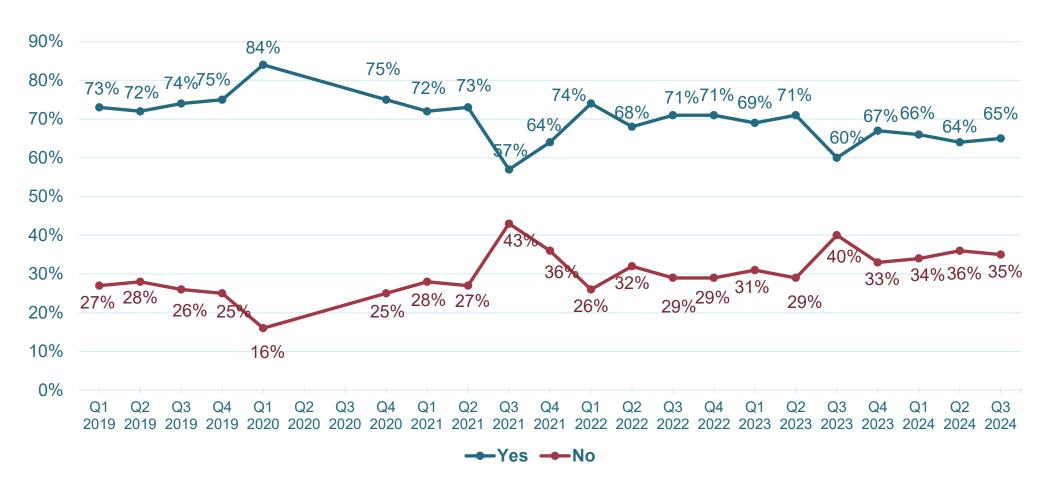


Q: Portland is a <u>welcoming</u> destination. (AGREE - Top 2 Box)
Q: Portland is a <u>safe</u> destination. (AGREE - Top 2 Box)





Q: If you have visited Portland before, are you likely to visit again?



MARKETING & INTERNATIONAL TOURISM

MARKETING					
TravelPortland.com	4th Quarter	YTD			
Visits	1,451,336	4,663,227			
International Visits	95,659	325,453			
Referrals	214,602	796,817			
Business and Event Detail Views	627,480	2,455,512			
TravelPortland.com/meetings					
Venue Finder Page Views	3,460	10,318			

Source: Google Analytics

INTERNATIONAL TOURISM				
International Visits/Arrivals* 2nd Quarter 4th Quarter				
Portland**	-13.7%	-15.0%		
Competitive Set***	-13.2%	-14.0%		

 $^{{\}it *Source: Oxford\ Tourism\ Economics\ Company\ reports\ twice\ during\ the\ calendar\ year.}$

^{**}Be within 20% of our competitive sets' performance for overall visits/arrivals (5 year rolling basis).

^{***}Competitive set = Denver, Salt Lake City, San Diego, Seattle

^{****}This will be a re-building goal for 5 years.



DIVERSITY EMPLOYMENT STATISTICS 2023-24							
TRAVEL PORTLAND GOALS AND OBJECTIVES BY JOB CATEGORIES							
	June 30, 2	2024	Fo	ourth Quarter			
			Actual	Goal			
Job Category	Category Number	Total	Percentage	Percentage	Objective		
	Number of Females	Number of Staff					
Executive/Senior Level	6	13	46%	40-60%	Monitor		
First/Mid Level Manager	6	9	67%	40-60%	Monitor		
Professionals	17	23	74%	40-60%	Monitor		
Sales Workers	9	10	90%	40-60%	Monitor		
Admin Support Workers	14	18	78%	40-60%	Monitor		
Total	52	73	71%	40-60%	Monitor		
	Number of Minorities	Number of Staff					
Executive/Senior Level	4	13	31%	15-33%	Monitor		
First/Mid Level Manager	2	9	22%	15-33%	Monitor		
Professionals	6	23	26%	15-33%	Monitor		
Sales Workers	4	10	40%	15-33%	Monitor		
Admin Support Workers	10	18	56%	15-33%	Monitor		
Total	26	73	36%	15-33%	Monitor		
This report is based of	on current full and part-ti	me staff.					



FIRST OPPORTUNITY TARGET AREA (FOTA) 4TH QUARTER 2023-24					
	HIRING				
Job Posting Locations	The Skanner	El Hispanic News	Hispanic Chamber		
	WorkplaceDiversity.com	Urban League	Monster.com		
	VeteransConnect.com	Mosaic Metier	PDX Pipeline		
	HispanicDiversity.com	Partners in Diversity	AllDiversity.com		
	DisabilityConnect.com	Indeed	LinkedIn		
	OutandEqual.com	Destinations International	Travel Portland website		
	LGBTConnect.com	H-Careers	PDX Women in Tech		
	Black Travel Alliance	Mac's List	Oregon Destination Assn		
Current Employees residing in MERC FO	ΓΑ	14			

PURCHASING (YTD)			
Travel Portland expenditure with MERC FOTA area businesses	\$	2,819,374	

PARTNERSHIP				
Total Partners Within FOTA Diverse Partners/Minority Women-Owned				
1671	326	258	306	

MWESB PURCHASING PARTICIPATION FY 2023-24 (YTD)						
	Percentage of Total Spend on MWESB Expended					
COBID or Other State Certified	\$1,188,408	\$6,333,659	19%			
Self-Reported	\$1,409,646	\$6,333,659	22%			
Total	\$2,598,054	\$6,333,659	41%			
Scholarships/Membership/Donations	\$132,968	\$234,097	57%			

For the last 35 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 06-30-24	TID/TLT QTR Ending 06-30-24	Subtotal QTR Ending 06-30-24	Sum MERC YTD 06-30-24	Sum TID/TLT YTD 06-30-24	Sum of YTD 06-30-24	Percent
MERC Supported - Professional Services								
Professional Services <u>Convention Sales</u> Direct Sales:								
Subtotal - Convention Sales Professional Services	1,561,175	268,217	285,822	554,039	1,542,487	315,755	1,858,243	119.03%
Program Support Subtotal - Program Support	241,489	60,372	0	60,372	241,488	0	241,488	100.00%
Research Subtotal - Reserach Professional Services	82,875	0	36,338	36,338	82,875	58,650	141,525	170.77%
Convention Services Subtotal - Convention Services Professional Services	187,050	0	92,470	92,470	187,050	193,294	380,344	203.34%
Other Contractual Professional Services								
Subtotal - Other Contractual Professional Services	279,550	20,856	140,816	161,672	278,539	249,268	527,807	188.81%
Total - MERC Supported - Professional Services	2,352,139	349,445	555,445	904,890	2,332,440	816,968	3,149,407	133.90%
Other Non-Contractual Professional Services Total - Other Non-Contractual Professional Services		0	48,780	48,780	0	187,290	187,290	0.00%
Convention Sales - MERC Supported Program of Work								
Sales Calls, Trips and Missions Subtotal - Sales Calls, Trips and Missions	210,000	58,612	20,755	79,368	206,663	20,755	227,418	108.29%
<u>Multicultural Sales Efforts</u> Subtotal - Multicultural Sales Efforts	103,027	20,311	6,084	26,395	103,027	6,084	109,110	105.90%
<u>Trade Shows and Industy Events</u> Subtotal - Industry Trade Shows and Events	838,936	70,781	86,800	157,581	838,311	97,237	935,548	111.52%
Familiarization Tours & Site Visits Subtotal - Familiarization Tours	309,017	5,898	49,816	55,714	309,018	49,816	358,834	116.12%
Other Programs Subtotal - Other Programs	142.706	27.017		27.017	142.70/	0	142.706	100.00%
	142,706	27,917	162.456	27,917	142,706	172 902	142,706	110.60%
Total Convention Sales MERC Supported Program of Work	1,603,686	183,520	163,456	346,975	1,599,724	173,893	1,773,617	110.00%
Other Departments - MERC Supported POW								
Convention Services - Other Programs Subtotal - Con Svcs - Other Programs	155,986	12,138	66,181	78,319	147,959	117,115	265,073	169.93%
Research - Other Programs Research	125,000		53,837	53,837	125,000	148,401	273,401	
Subtotal - Research - Other Programs	125,000	0	53,837	53,837	125,000	148,401	273,401	218.72%
<u>DEI - Other Programs</u> Subtotal - DEI - Other Programs	125,000	0	34,807	34,807	125,000	58,625	183,625	146.90%
<u>Communications/PR</u> Subtotal - Comm/PR - Other Programs	100,000	0	65,214	65,214	100,000	94,251	194,251	194.25%
Marketing Subtotal - Marketing - Other Programs	902,689	0	487,119	487,119	902,689	512,564	1,415,253	156.78%
Total Other Depts MERC Supported Program of Work	1,408,675	12,138	707,157	719,295	1,400,648	930,955	2,331,603	165.52%
Grand Total	5,364,500	545,103	1,474,837	2,019,940	5,332,811	2,109,105	7,441,916	138.73%

^{*}Annual Budget reflects revision approved by MERC

Travel Portland Income Statement (Statement of Financial Activities)

	Actual (Prior Year) YTD 6/30/2023 Column A	Actual YTD 6/30/2024 Column B	Budget YTD 6/30/2024 Column C	Actual (Prior Year) Full Year 6/30/2023 Column D	Approved Budget Full Year 6/30/2024 Column E
Revenue	_				
City/County Lodging Tax (1%)	5,212,907	5,400,785	6,491,784	5,212,907	6,491,784
Tourism Improvement District (TID = $2\% + 1\%$)	16,118,923	17,525,506	19,361,278	16,118,923	19,361,278
MERC (OCC Contract)	4,986,618	5,364,500	5,364,500		5,364,500
Partnership Dues	199,772	210,742	0	199,772	0
Fees Earned & Other Income	692,550	1,269,640	260,421	692,550	260,421
EDA Grant	195,323	385,550	0	195,323	0
Trade-Out/In-Kind	2,745	0	0	2,745	0
Cooperative Programs	-1,650	-2,225	0	-1,650	0
Regional RCTP (from Travel Oregon)	3,371,083	2,003,027	1,805,080	3,371,083	1,805,080
Regional Recovery & Stabilization Fund (From Travel Oregon)	0	100,000	0	0	0
Cultural Tourism	282,783	253,458	212,000	282,783	212,000
Visitor Development Fund (VDF)	0	0	0		0
Total Revenue	31,061,053	32,510,983	33,495,063	31,061,053	33,495,063
Expenses					
Convention Sales	6,428,142	7,011,095	6,634,943	6,428,142	6,634,943
Research	445,935	477,426	665,456	445,935	665,456
Marketing	10,371,141	11,239,184	11,462,469	10,371,141	11,462,469
Convention Services	1,208,851	995,812	1,166,447	1,208,851	1,166,447
Events	538,643	580,390	632,638	538,643	632,638
International Tourism	927,993	1,726,047	1,949,715	927,993	1,949,715
Communications/PR	1,506,445	1,252,347	1,627,735	1,506,445	1,627,735
Regional RCTP (from Travel Oregon)	3,371,083	2,003,027	1,805,080	3,371,083	1,805,080
Community Engagement	1,288,272	1,396,318	1,484,707	1,288,272	1,484,707
Visitor Services	69,967	550,804	652,764	69,967	652,764
Equity Diversity Inclusion (EDI)	514,107	593,755	657,892	514,107	657,892
Program Support	4,218,166	4,192,380	4,755,217	4,218,166	4,755,217
Total Expenses	30,888,746	32,018,586	33,495,063	30,888,746	33,495,063
Net Surplus/(Deficit)	172,308	492,397	0	172,308	0

Travel Portland Balance Sheet

(Statement of Financial Position)

	Actual	Actual	Change	Actual	Change
	Prior Period YTD	Current YTD	MTM	Prior YTD	YOY
	5/31/2024	6/30/2024	Percentage	6/30/2023	Percentage
	Column A	Column B	Column C	Column D	Column E
Assets					
Cash and Cash Equivalents	8,982,626	5,961,045	-51%	7,661,283	-22%
Investments	5,525,409	5,619,411	2%	5,047,598	11%
Accounts Receivable	2,936,303	1,742,095	-69%	1,761,033	-1%
Prepaid Assets	1,696,071	2,262,167	25%	1,796,826	26%
Fixed Assets, net	1,601,766	1,560,000	-3%	1,493,476	4%
Other Assets	4,153,653	4,154,703	0%	3,850,450	8%
Total Assets	24,895,827	21,299,421	-17%	21,610,665	-1%
Liabilities and Net Assets					
Liabilities					
Accounts Payable & Accrued Expenses	6,022,689	5,817,726	-4%	5,444,218	7%
Accrued Personnel	2,820,908	2,898,103	3%	2,642,708	10%
Deferred Revenue	696,979	128,392	-443%	1,862,990	-93%
Other Fiduciary Liabilities - RCTP/RRSF	833,886	555,511	-50%	253,458	119%
Loan Liability	0	0	0%	0	0%
Total Liabilities	10,374,462	9,399,732	-10%	10,203,374	-8%
Net Assets					
Undesignated	10,140,033	7,518,356	-35%	7,025,958	7%
Board Designated - Operating Reserve	4,381,333	4,381,333	0%	4,381,333	0%
Total Net Assets	14,521,366	11,899,689	-22%	11,407,291	4%
Total Liabilities and Net Assets	24,895,827	21,299,421	-17%	21,610,665	-1%

BOARD OF DIRECTORS

LASTNAME	FIRSTNAME	COMPANY	OFFICERS	COMMITTEE CHAIR
Andueza	Ana	CFO Advisory Services	Treasurer	Budget and Finance Committee
Boss	Dani	Holiday Inn Portland-Columbia Riverfront		
Bramlett	Tiquette	Chosen Family Wines		
Brown	Jeff	Hotel Eastlund		
Browne	Marie	The Ritz-Carlton Portland		
Burnett	Becky	Host2Host/Hive Hospitality		
Daley	Mike	Sheraton Portland Airport Hotel		
Dawes	Alex	Embassy Suites by Hilton Portland Downtown		
Faustin	Bertony	Abbey Creek Vineyard		
Fleming	Peter	Enterprise Mobility	Past Chair	
Hasan	Naim	Naim Hasan Photography @ N2H Media Group		
Hawkins	Rick	Geffen Mesher		
Huffman	Kurt	ChefStable	Vice Chair	
Lang	Brian	Hyatt Regency Portland at the Oregon Convention Center		Convention Sales Steering Committee
Liu	Michael	Fubonn Shopping Center		
Lopuszynski	Ziggy	Crowne Plaza Portland - Downtown Convention Center		
Martinez	Martin	Orox Leather Co.		
McAllister	Martin	Portland Marriott Downtown Waterfront	Chair	Nominating Committee, Tourism Improvement District Committee
McCarey	Heather	Explore Washington Park		
Patel	Ash	Canterbury Group, Inc.		
Patel	Katen	K10 Hotels, LLC	Chair-elect	
Penilton	David	America's Hub World Tours		
Rank Ignacio	Renee	McMenamins Pubs, Breweries & Historic Hotels		
Rubio	Carmen	City of Portland		
Simpson	Ashton	Metro		
Tigner	Ryan	iTrip Vacations Northwest		
Vega Pederson	Jessica	Multnomah County		
Weston	Linda	Rapporto		Partner Services Committee
Weston	David	Doubletree by Hilton Hotel Portland		

MERC Commission Meeting

October 2, 2024 12:30 pm

Levy Update