

## **BOARD OF DIRECTORS**

April 24, 2019







#### **BOARD OF** DIRECTORS

Robert C. Wallace Chair

**Roger Anderson** Vice Chair

Rick Carlson Treasurer

John Christison Director

Ron Hofilena Director

Ann Kawasaki Romero Director

Laurie Tish Director

Dan Watson

11100 NE 6th Street Bellevue, WA 98004

425-637-1020

meydenbauer.com

#### **BELLEVUE CONVENTION CENTER AUTHORITY**

Board Meeting – TENTATIVE AGENDA Wednesday, April 24, 2019 @ 12:00pm

- I. Call to Order
- II. Attendance
- |||. **Approval of Minutes** March 27, 2019 (document)
- IV. Chairman's Report -
- V. Committee Reports

#### **Finance Committee**

- Review/Approval of voucher & payroll expenditures (document)
- March Financial Statements (document)

#### **Facilities Committee**

- Facilities Report (document) \_
- Resolution 2019-06 V&R Roofing Contract (document) \_
- Resolution 2019-07 Carlson Audio Systems Contact (document)
- Resolution 2019-08 SOJ Project Management \_ Services Contract (document)

#### Marketing

Meydenbauer Center March 2019 Sales and \_ Marketing Activity (document)

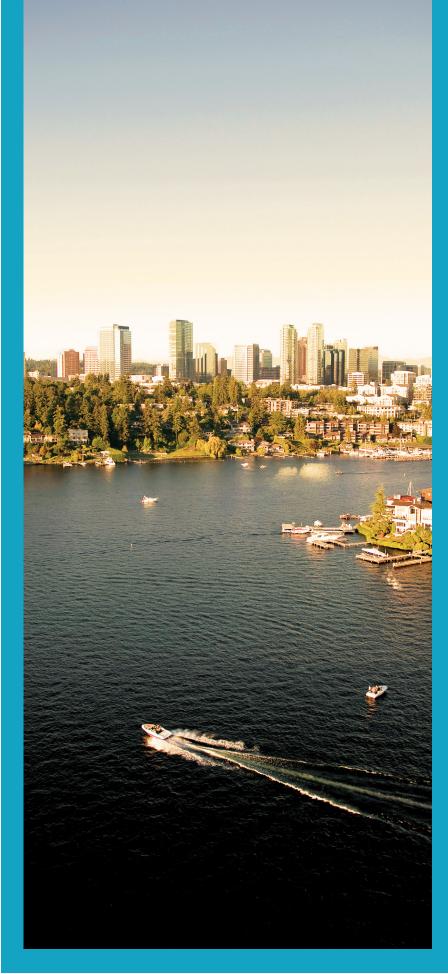
#### Staff Report VI.

#### Visit Bellevue

- 2019 Q1 Sales Repot
- March Executive Summary (document)
- VII. **Executive Session**
- VIII. Communications with the Public
- IX. Adjournment
- Next Board Meeting: Wednesday, May 22, 2019 Meydenbauer Center Bellevue, WA 98004

**Director Emeritus** 

# MINUTES







#### BELLEVUE CONVENTION CENTER AUTHORITY BOARD MEETING

March 27, 2019 12:00PM

#### Meydenbauer Center

#### Bellevue, WA 98004

#### I. CALL TO ORDER

Meeting was called to order by Chairman Bob Wallace at 12:05 pm.

II. ATTENDANCE: Bob Wallace, Roger Anderson, Rick Carlson, Ann Kawasaki Romero, Laurie Tish, Ron Hofilena

<u>Others Present</u>: Mayor John Chelminiak, City of Bellevue Finance Department Representative, Raymond Fleshman

<u>Staff</u>: Tim Carr, CEO; Patrick McCluskey, CFO; Brad Jones, Executive Director-VB, Jeff Vaughan, Director of Facilities, Sara Waltemire, Director of Sales & Events

#### III. Minutes: Recorded

Motion by Mr. Anderson and second by Mr. Carlson to approve the February 27, 2019 meeting minutes. Motion carried 5-0.

#### IV. CHAIRMAN REPORT

No Report

#### V. COMMITTEE REPORTS

#### A. Finance Committee

#### (1) <u>Review and Approval of Voucher and Payroll Expenditures</u>

As per requirement of RCW 42.3 and the Budget, Accounting, and Reporting System (BARS) manual (Vol. 1 Pt. 3, CH3, Section D), following vouchers and payroll expenditures incurred from 2/22/19 to 3/20/19 are enclosed for your review and approval.

Accounts Payable checks #60367 to #60536 Including regular monthly utilities in excess of \$15,000 with the signatures of Chief			\$ 417,235.33
Executive	60406	\$15,000.00	
Officer and Chief Financial Officer	60470	\$21,540.09	
(per Resolution 2018-09)	60515	\$40,554.80	
	60386	\$15,954.10	
	60527	\$30,398.31	
	60437	\$21,145.96	
	60499	\$21,841.85	

Payroll period ending 2/28/2019 (pay date 3/6/19)	\$ 199,710.60	
Payroll period ending 3/15/2019 (pay date 3/21/19)	\$ 212,981.74	
		\$ 412,692.34
Transfer #01907 to #01930		\$ 241,826.43
Total		\$ 1,071,754.10

#### Motion by Mr. Carlson and second by Ms. Tish to approve the voucher and payroll expenditures from 2/22/19 to 3/20/19. Motion carried (5-0).

Mr. McCluskey reviewed a memorandum dated March 19, 2019 regarding the February 2019 Unaudited Financial Statements and Reserve Funding Report. He noted that February 2019 Financial Statements had been reviewed prior by the Finance Committee.

#### B. Facilities Committee

Mr. Vaughan presented a memorandum dated March 22, 2019 regarding the Facilities Report.

#### C. Meydenbauer Center Sales and Marketing Activity

Ms. Waltemire reviewed a memorandum dated March 20, 2019 regarding Meydenbauer Center February 2019 Sales and Marketing Activity.

#### VI. STAFF REPORT

#### Visit Bellevue

Mr. Jones reviewed a memorandum dated March 21, 2019 regarding the February Executive Summary.

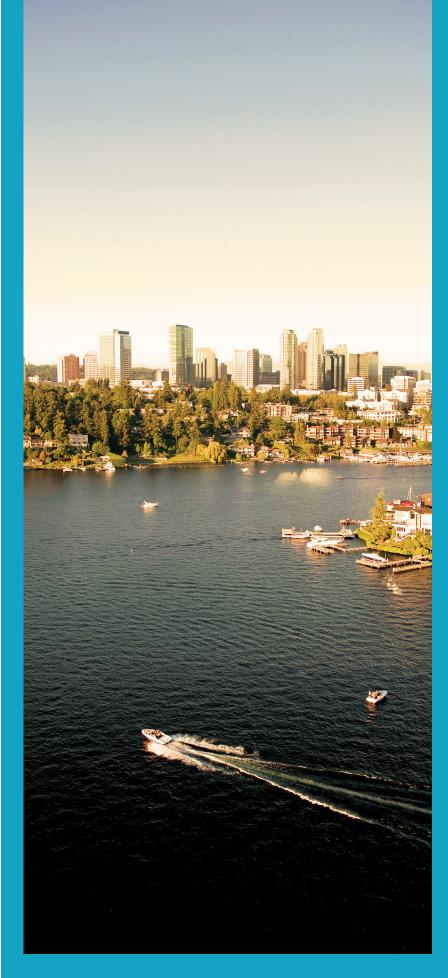
#### **OTHER BUSINESS**

- VII. EXECUTIVE SESSION
- XIII. COMMUNICATIONS WITH THE PUBLIC None
- IX. ADJOURNMENT

Chair Wallace adjourned the meeting at 1:36 pm.

#### NEXT BOARD MEETING: Wednesday, March 24, 2019 @ 12:00 pm Bellevue, WA 98072

## FINANCE









Date:	April 17, 2019
To:	Board of Directors
From:	Patrick McCluskey, Chief Financial Officer
Re:	Review and Approval of Voucher and Payroll Expenditures

As per requirement of RCW 42.3 and the Budget, Accounting, and Reporting System (BARS) manual (Vol. 1 Pt. 3, CH3, Section D), following vouchers and payroll expenditures incurred from 3/21/19 to 4/17/19 are enclosed for your review and approval.

Accounts Payable checks #60537 to #60692 Including regular monthly utilities in excess of \$15,000 with the signatures of Chief Executive Officer and Chief Financial Officer (per Resolution 2018-09)	60546 60550 60598 60601 60670	\$28,219.36 \$47,842.86 \$17,739.16 \$34,255.50 \$32,000.00	\$	403,193.07
Payroll period ending 3/31/2019 (pay date 4/5/19) Payroll period ending 4/15/2019 (pay date 4/19/19)		\$ 270,839.11 207,083.56		
			\$	477,922.67
Transfer #01931 to #01949			\$	91,089.38
Total			\$	972,205.12

Please find details of the above from the attached Accounts Payable vendor check register report, Paycom summary report, payroll check register, transfer & telepay records, and health insurance premium & utilities payment list.

If you have any questions, please call me @ (425) 450-3760.

System: User Date:	4/17/2019 4/17/2019	1:51:40 PM	VENDOR CHECK	vention Center REGISTER REPORT Management		Page: 1 User ID: tinam
Ranges: Check Nu	From: 1mber First		To: Last	Check Date	From: 3/21/2019	To: 4/17/2019

Check Number FirstLastCheck Date3/21/20194/17/2Vendor IDFirstLastCheckbook IDFirstLastVendor NameFirstLastCheckbook IDFirstLast

Sorted By: Check Number

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name		Checkbook ID	Audit Trail Code	Amount
060537	ACEP001	ACE PARKING MANAGEMENT	3/27/2019	US BANK	PMCHK00001880	\$824.00
060538	AUIS001	ALBERT USTER IMPORTS, INC.	3/27/2019	US BANK	PMCHK00001880	\$416.06
060539	BARG001	BARGREEN ELLINGSON	3/27/2019	US BANK	PMCHK00001880	\$3,982.98
060540	BLAZ001	BLAZING BAGELS	3/27/2019	US BANK	PMCHK00001880	\$163.20
060541	CENT004	CENTURYLINK	3/27/2019	US BANK	PMCHK00001880	\$1,008.55
060542	CHAR001	TRIPLE B CORPORATION	3/27/2019	US BANĶ	PMCHK00001880	\$2,903.21
060543	COMC002	COMCAST BUSINESS COMMUNICATION	3/27/2019	US BANK	PMCHK00001880	\$1,830.45
060544	COMM005	COMMAND CENTER, INC.	3/27/2019	US BANK	PMCHK00001880	\$456.98
060545	EXPR002	EXPRESS SERVICES, INC.	3/27/2019	US BANK	PMCHK00001880	\$552.25
060546	FSA001	FOOD SERVICES OF AMERICA	3/27/2019	US BANK	PMCHK00001880	\$28,219.36
060547	GKEQ001	GK INDUSTRIAL REFUSE SYSTEMS	3/27/2019	US BANK	PMCHK00001880	\$7,813.31
060548	HOBA001	ITW FED (IILINOIS TOOL WORKS F			PMCHK00001880	\$666.05
060549	INDU003	INDUSTRIAL CASTER & WHEEL CO.,	3/27/2019	US BANK	PMCHK00001880	\$275.00
060550	JOHA001	JOHANSEN MECHANICAL	3/27/2019	US BANK	PMCHK00001880	\$47,842.86
060551	KELL004	The Keller Group	3/27/2019	US BANK	PMCHK00001880	\$5,000.00
060552	MOUN001	RICHARDSON BOTTLING COMPANY IN	3/27/2019	US BANK	PMCHK00001880	\$423.22
060553	MP1001	MEETING PROFESSIONALS INTERNAT	3/27/2019	US BANK	PMCHK00001880	\$5,000.00
060554	PACI001	PACIFIC SEA FOOD COMPANY	3/27/2019	US BANK	PMCHK00001880	\$3,499.57
060555	PACI015	PACIFIC LAMP AND SUPPLY COMP	3/27/2019	US BANK	PMCHK00001880	\$154.31
060556	PET001	PETERSON COMPANY	3/27/2019	US BANK	PMCHK00001880	\$2,123.45
060557	REPU001	REPUBLIC PARKING NORTHWEST INC	3/27/2019	US BANK	PMCHK00001880	\$546.00
060558	RGBD001	R&G BUSINESS DEVELOPMENT SOLUT	3/27/2019	US BANK	PMCHK00001880	\$3,400.00
060559	SHER001	SHERWIN-WILLIAMS	3/27/2019		PMCHK00001880	\$367.35
060560	SUPE001	SUPERIOR LINEN	3/27/2019		PMCHK00001880	\$1,952.22
060561	TRIT001	TRI-TEC COMMUNCIATIONS, INC.			PMCHK00001880	\$90.00
060562	WAXIO01	WAXIE'S ENTERPRISES, INC.	3/27/2019		PMCHK00001880	\$1,433.57
060612	WAT002	Jennifer Watson	4/4/2019	US BANK	PMCHK00001882	\$198.30
060613	WAXI001	WAXIE'S ENTERPRISES, INC.			PMCHK00001882	\$1,300.97
060614	ZEE001	ZEE MEDICAL SERVICE CO.	4/4/2019		PMCHK00001882	\$433.89
60563	ACEP001	ACE PARKING MANAGEMENT	4/4/2019		PMCHK00001881	\$572.00
60564	ALDR001	THE DAVID L. ALDRIDGE COMPANY,		US BANK	PMCHK00001881	\$7,032.92
60565	AMBI001	AMBIUS	4/4/2019	US BANK	PMCHK00001881	\$365.20
60566	AUIS001	ALBERT USTER IMPORTS, INC.			PMCHK00001881	\$256.76
60567	AZHO001	GRANITE SPECIALTY FOODS INC.	4/4/2019		PMCHK00001881	\$479.00
60568	BARB003	BARBERSTOCK SYSTEMS INC.	4/4/2019	US BANK	PMCHK00001881	\$4,800.00
60569	BARG001	BARGREEN ELLINGSON	4/4/2019		PMCHK00001881	\$215.55
60570	BECU001	BECU RECOVERY DEPARTMENT	4/4/2019		PMCHK00001881	\$362.98
60571	BIGF001	BIGFIN.COM LLC	4/4/2019		PMCHK00001881	\$750.00
60572	BLAZ001	BLAZING BAGELS	4/4/2019		PMCHK00001881	\$882.30
60573	CENT004	CENTURYLINK	4/4/2019		PMCHK00001881	\$438.74
60574	CHAR001	TRIPLE B CORPORATION	4/4/2019		PMCHK00001881	\$5,760.88
60575	COCA001	SWIRE COCA-COLA, USA	4/4/2019		PMCHK00001881	\$27.75
60576	COMM005	COMMAND CENTER, INC.	4/4/2019		PMCHK00001881	\$1,015.52
60578	ECOL	ECOLIGHTS NORTHWEST, LLC	4/4/2019		PMCHK00001881	\$443.85
60579	ELTE001	ELTEC SYSTEMS, LLC	4/4/2019		PMCHK00001881	\$2,009.70
60580	EMER004	EMERGING SALES PROFESSIONALS	4/4/2019	US BANK	PMCHK00001881	\$1,000.00
60581	EXPR001	EXPRESS LINEN RENTALS & SALES	4/4/2019		PMCHK00001881	\$211.39
60582	EXPR002	EXPRESS SERVICES, INC.	4/4/2019	US BANK	PMCHK00001881	\$2,021.01
60583	FINE001	ENCORE BUSINESS SOLUTIONS	4/4/2019		PMCHK00001881	\$390.00
60584	FIRE004	FIRED UP CULTURE	4/4/2019	US BANK	PMCHK00001881	\$5,987.50
60585	FSA001	FOOD SERVICES OF AMERICA	4/4/2019		PMCHK00001881	\$13,363.07
60586	IAAM001	INTERNATIONAL ASSOCIATION OF V			PMCHK00001881	\$799.00
60587	IMPE001	IMPERIAL PARKING (U.S.) LLC	4/4/2019		PMCHK00001881	\$1,522.00
60588	MACR001	MACRINA BAKERY AND CAFE	4/4/2019		PMCHK00001881 PMCHK00001881	
60589	MINH001	MACKINA BAREKI AND CAFE MINH NGUYEN	4/4/2019			\$1,050.40
60590	MOUN001	RICHARDSON BOTTLING COMPANY IN			PMCHK00001881	\$125.00
00000	HOOMOUT	ALCHARDSON BOTTEING COMPANY IN	4/4/2019	UN DANA	PMCHK00001881	\$154.30

#### Bellevue Convention Center VENDOR CHECK REGISTER REPORT Payables Management

ł

\* Voided Checks

60593 60594 60595 60596 60597 60598 60599 60600 60601	NACE001 PACI001 PARK002 PERF003 PET001	Vendor Check Name NACE PACIFIC SEA FOOD COMPANY PARKER SMITH FEEK, INC.	4/4/2019	US BANK	PMCHK00001881	\$395.00
60594 60595 60596 60597 60598 60599 60600 60601	PARKOO2 PERFOO3					,
60595 60596 60597 60598 60599 60600 60601	PERF003	DARKER SMITH FEEK INC	., .,	US BANK	PMCHK00001881	\$11,063.61
60596 60597 60598 60599 60600 60601		FRANKLAN OFFICE FEERY INC.	4/4/2019	US BANK		\$1,666.66
60597 60598 60599 60600 60601	PET001	PERFORMANCE MECHANICAL GROUP	4/4/2019	US BANK	PMCHK00001881	\$3,942.75
60598 60599 60600 60601		PETERSON COMPANY	4/4/2019	US BANK	РМСНКОООО1881	\$2,172.25
60599 60600 60601	PROV002	PROVEN BREAD+PASTRY	4/4/2019	US BANK	PMCHK00001881	\$473.40
60600 60601	PUGE001	PUGET SOUND ENERGY	4/4/2019	US BANK	PMCHK00001881	\$17,739.16
60601	PUGE006	PUGET SOUND EXECUTIVE SERVICES	4/4/2019	US BANK	PMCHK00001881	\$1,428.00
	REPU001	REPUBLIC PARKING NORTHWEST INC	4/4/2019	US BANK	PMCHK00001881	\$476.00
COCOO	SKBA001	SKB ARCHITECTS	4/4/2019	US BANK	PMCHK00001881	\$34,255.50
60602	SPRA001	SPRAGUE PEST CONTROL	4/4/2019	US BANK	PMCHK00001881	\$415.78
60603	STAF001	STAFE PRO INC.	4/4/2019	US BANK	PMCHK00001881	\$4,635.88
60604	STAP001	STAPLES ADVANTAGE	4/4/2019	US BANK	PMCHK00001881	\$554.21
60605	STAT006	EMERALD CITY STATEWIDE	4/4/2019	US BANK	PMCHK00001881	\$697.95
60606	STEP002	STEPHEN GROUP INTERNATIONAL	4/4/2019	US BANK	PMCHK00001881	\$1,032.50
60608	SYST001	SYSTEM, INC	4/4/2019	US BANK		
60609	VECA001	VECA ELECTRIC COMPANY, INC.	4/4/2019	US BANK	PMCHK00001881	\$10,025.50 \$5,170.85
60610	VORT001	VORTEX INDUSTRIES, INC	4/4/2019	US BANK	PMCHK00001881	\$981.20
60611	WALT003	WALTER E. NELSON CO.	4/4/2019	US BANK	PMCHK00001881	\$81.09
60615	AAA001	AAA PRINTING	4/10/2019	US BANK	PMCHK00001883	\$112.45
60616	ALDR001	THE DAVID L. ALDRIDGE COMPANY,	4/10/2019	US BANK	PMCHK00001883	\$2,091.90
60617	ARIE001	ARIES SECURITY AND CONSULTING	4/10/2019	US BANK	PMCHK00001883	\$3,756.50
60618	BECU001	BECU RECOVERY DEPARTMENT	4/10/2019		PMCHK00001883	\$810.62
60619	BELL017	OU & WILLIAMS PARTNERSHIP	4/10/2019			
60620	BOIL001	BOILERMASTERS INC.	4/10/2019		РМСНКОООО1883 РМСНКОООО1883	\$1,650.00
60621	CEDA002	CEDAR GROVE ORGANICS RECYCLING			PMCHK00001883	\$190.35
60622	CENT003	CENTURYLINK	4/10/2019			\$3,549.82
60623	CENT004	CENTURYLINK	4/10/2019		PMCHK00001883	\$255.46
	CITY001	BELLEVUE CITY TREASURER	4/10/2019		PMCHK00001883	\$8,841.38
60625	COMC001	COMCAST CABLE COMMUNICATIONS,			PMCHK00001883	\$177.92
	COMM003	COMMERCIAL CHEMTECH INC.	4/10/2019		PMCHK00001883	\$542.65
60627	COMM005	COMMAND CENTER, INC.	4/10/2019		PMCHK00001883	\$244 81
60628	CPSP001	CPS PARKING SYSTEM OF WA, INC.			PMCHK00001883	\$1,599.00
60629	DELU002	DELUXE SMALL BUSINESS SALES, I			PMCHK00001883	\$537.08
60630	EXPR001	EXPRESS LINEN RENTALS & SALES		US BANK	PMCHK00001883	\$272.50
60631	EXPR002	EXPRESS SERVICES, INC.	4/10/2019	US BANK	PMCHK00001883	\$804.89
60632	FSA001	FOOD SERVICES OF AMERICA	4/10/2019	US BANK	PMCHK00001883	\$2,044.64
60633	GREE002	GREENRUBINO INC	4/10/2019	US BANK	PMCHK00001883	\$3,000.00
60634	HOLLOO4	HOLLYWOOD LIGHTS INC.	4/10/2019	US BANK	PMCHK00001883	\$172.94
60635	HOME001	HOME DEPOT CRC/GECF	4/10/2019	US BANK	PMCHK00001883	\$569.64
60636	IATE01	INTERNATIONAL ALLIANCE OF THEA	4/10/2019	US BANK	PMCHK00001883	\$1,018.18
60637	IMPE001	IMPERIAL PARKING (U.S.) LLC	4/10/2019	US BANK	PMCHK00001883	\$399.00
60638	JOND001	JON-DON	4/10/2019		PMCHK00001883	\$617.23
60639	LGCA001	LGC ASSOCIATES, LLC	4/10/2019		PMCHK00001883	\$932.04
	MACD001	MACDONALD MILLER FACILITY SOLU		US BANK	PMCHK00001883	\$1,853.60
60641	МОВО001	MOBOTOUR	4/10/2019		PMCHK00001883	\$286.00
60642	MOUN001	RICHARDSON BOTTLING COMPANY IN			PMCHK00001883	\$124.60
	NACM001	NATIONAL ASSOCIATION COURT MGT		US BANK	PMCHK00001883	\$942.60
	OAC001	OAC SERVICES	4/10/2019		PMCHK00001883	\$2,301.00
60645	PACI001	PACIFIC SEA FOOD COMPANY	4/10/2019		PMCHK00001883	\$925.62
60646	PACI015	PACIFIC LAMP AND SUPPLY COMP	4/10/2019		PMCHK00001883	\$313.27
	PROV002	PROVEN BREAD+PASTRY	4/10/2019		PMCHK00001883	\$246.00
	PUGE001	PUGET SOUND ENERGY	4/10/2019		PMCHK00001883	\$3,438.53
	REPU002	REPUBLIC SERVICES, INC	4/10/2019		PMCHK00001883	\$1,247.27
	RLPU001	RLP UNIFORM	4/10/2019		PMCHK00001883	\$101.93
	SIMP002	SIMPLEVIEW	4/10/2019		PMCHK00001883	\$1,697.00
	STAP001	STAPLES ADVANTAGE	4/10/2019		PMCHK00001883	\$154.70
	SUPE001	SUPERIOR LINEN	4/10/2019		PMCHK00001883	\$2,516.77
	THEA002	THEATRICAL STAGE EMPLOYEES	4/10/2019		PMCHK00001883	\$2,488.87
	TOTA004	TOTAL SUCCESS EVENT SERVICES	4/10/2019		PMCHK00001883	\$847.50
	VECA001	VECA ELECTRIC COMPANY, INC.	4/10/2019		PMCHK00001883	\$246.33
	WALT003	WALTER E. NELSON CO.	4/10/2019		PMCHK00001883	\$135.64
	WASH018	WASHINGTON AWARDS, INC.	4/10/2019		PMCHK00001883	\$634.38

#### Bellevue Convention Center VENDOR CHECK REGISTER REPORT Payables Management

#### \* Voided Checks

\$178.92 \$38.45 \$2,124.47 \$341.50	PMCHK00001883 PMCHK00001883 PMCHK00001883	US BANK US BANK US BANK	US				
\$38.45 \$2,124.47 \$341.50 \$256.76	PMCHK00001883	US BANK		4/10/2019	WESTERN EMPL. BENEFIT TRUST	WEST006	60659
\$2,124.47 \$341.50 \$256.76	PMCHK00001883		US	4/10/2019	WESTERN WA THEATRICAL TRAINING	WEST015	60660
\$341.50 \$256.76		US BANK	US	4/10/2019	WHITMAN & ASSOCIATES INC.	WHIT002	60661
\$256.76	PI4CHK00001884	US BANK	US	4/17/2019	SUPERIOR LINEN	SUPE001	60662
\$256.76 \$1,588.16	PMCHK00001885	US BANK	US	4/17/2019	AMERICAN HEALTH HOLDING, INC.	AMER018	60663
\$1,588.16	PMCHK00001885	US BANK	US	4/17/2019	ALBERT USTER IMPORTS, INC.	AUISO01	60664
	PMCHK00001885	US BANK		4/17/2019	BARGREEN ELLINGSON	BARG001	60665
\$113.50	PMCHK00001885	US BANK	US	4/17/2019	BLAZING BAGELS	BLAZ001	60666
\$3,324.13	PMCHK00001885	US BANK	US	4/17/2019	TRIPLE B CORPORATION	CHAR001	60667
\$3,409.00	PMCHK00001885	US BANK	US	4/17/2019	SWIRE COCA-COLA, USA	COCA001	60668
\$845.00	PMCHK00001885	US BANK	US	4/17/2019	INSIDE SOURCE WASHINGTON, INC	COMM008	60669
\$32,000.00	PMCHK00001885	US BANK	US	4/17/2019	CUBIC, INC.	CUBI001	60670
\$638.55	PMCHK00001885	US BANK	US	4/17/2019	DELUXE SMALL BUSINESS SALES, I	DELU002	60671
\$83.60	PMCHK00001885	US BANK	US	4/17/2019	FASTSIGNS	FAST001	60672
\$8,070.01	PMCHK00001885	US BANK	US	4/17/2019	FOOD SERVICES OF AMERICA	FSA001	60673
\$3,022.50	PMCHK00001885	US BANK	US	4/17/2019	GORDON, THOMAS, HONEYWELL, LLP	GORD001	60674
	PMCHK00001885	US BANK ·	US	4/17/2019	GE CAPITAL C/O RICOH USA PROGR	IKON002	60675
\$329.49	PMCHK00001885	US BANK	US	4/17/2019	RICHARDSON BOTTLING COMPANY IN	MOUN001	60676
\$738.02	PMCHK00001885	US BANK	US	4/17/2019	MTS SEATING	MTS001	60677
\$487.50	PMCHK00001885	US BANK	US	4/17/2019	OAC SERVICES, INC.	OLYM003	60678
\$510.97		US BANK	US	4/17/2019	PETERSON COMPANY	PET001	60679
\$4,614.00	PMCHK00001885	US BANK	US	4/17/2019	PNR MEDICAL CONSULTING	PNR0001	60680
\$490.20	PMCHK00001885	US BANK	US	4/17/2019	PROVEN BREAD+PASTRY	PROV002	60681
\$168.75	PMCHK00001885	US BANK	US	4/17/2019	PUGET SOUND ENERGY	PUGE001	60682
\$1,155.00	PMCHK00001885	US BANK	US	4/17/2019	Rebecca Ellison Creative LLC	REBE001	60683
\$500.00	PMCHK00001885	US BANK	US	4/17/2019	SIMPLEVIEW	SIMP002	60684
\$339.29	PMCHK00001885	US BANK	US	4/17/2019	STAPLES ADVANTAGE	STAP001	60685
\$311.79	PMCHK00001885	US BANK	US	4/17/2019	STARBUCKS COFFEE COMPANY	STAR002	60686
	PMCHK00001885	US BANK	US	4/17/2019		STAT010	60687
\$4,022.27		US BANK	US	4/17/2019	SUPERIOR LINEN	SUPE001	60688
\$1,581,91	PMCHK00001885	US BANK	US	4/17/2019	SYSTEM, INC	SYST001	60689
\$228.80	PMCHK00001885	US BANK	US	4/17/2019	TENNANT SALES AND SERVICE COMP	TENN001	60690
\$2,105.46	PMCHK00001885	US BANK	US	4/17/2019	WASHINGTON AWARDS, INC.	WASH018	60691
\$178.20	PMCHK00001885	US BANK	US	4/17/2019	WELLSPRING FAMILY SERVICES EAP	WELLS001	60692
\$0.00	PMCHK00001885 PMCHK00001885 PMCHK00001885			4/17/2019	U.S. BANK	USBA007	REMIT00000000000073

Total Checks: 154

Total Amount of Checks: \$403,193.07

i 1 1

ł -

ſ [ l í t

i

-----

Net Pay

200,206.53

PPO Medical Insurance ER Memo

14,926.97 19,957.46

Washington ER Medical Leave	312.01	312.01 100.00%
	26,337.78 100.00%	100.00%
Employer Match	Amount	% of Co
414H Pre-Tax - Match	8,446.31 100.00%	100.00%
	8,446.31 100.00%	100.00%
Memo Deductions	Amount	
HDHP Medical Insurance ER Memo	4,276.49	
HSA ER Contributions	504.00	
HSA family ER Contributions	250.00	

100.00%	26,337.78 100.00%	
100.00%	312.01	Vashington ER Medical Leave
100.00%	28.21	Vashington ER Family Leave
100.00%	236.88	VA ER 6303-00 Sales Personnel
100.00%	2,708.35	VA ER 4910-00 Property - Build
100.00%	103.21	VA ER 4904-00 Clerical Office
100.00%	1,381.42 100.00%	ood/Drink/Candy

100.00%	26,337.78 100.00%	
100.00%	312.01	Washington ER Medical Leave
100.00%	28.21	Washington ER Family Leave
100.00%	236.88	WA ER 6303-00 Sales Personnel
100.00%	2,708.35	WA ER 4910-00 Property - Build
100.00%	103.21	WA ER 4904-00 Clerical Office
100.00%	1,381.42	WA ER 3905-01 Food/Drink/Candy
100.00%	1,619.62	WA SUI
100.00%	16,167.05	Employer Social Security
100,00%	3,781.03	Employer Medicare
% of Co	Amount	Employer Taxes

	0,440,31	IVICOICE
Accident Insurance	64.68	Social :
Cancer Insurance	49.66	Washin
Child Support Fixed	165.00	Washir
Dental Ins	284.40	
Dental Insurance	350.55	
Dependent Care Account	533.33	Emplo
Expense Reimbursement (-)	-41.11	Employ
Flexible Spending Account	535,84	Employ
Garnishment Fixed	810.62	WA SL
HDHP Medical Insurance	1,805.96	WA ER Food/D
HSA EE Contributions	67.50	WA ER
HSA Family	75.00	WA EF
Life Insurance	46.18	WA ER
Other	258.26	Washin
PPO Medical Insurance	6,246.96	Washin
Parking	1,890.85	
Pretax 457B	250.00	
Pretax 457B Percent	1,245.26	Emplo
Short-term Disability	224.71	414H P
Supplemental Dental Ins	24.06	

nount	Employee Taxes	Amount	
01.88	Federal W/H	25,221.20	
46,31	Medicare	3,781.03	
54.68	Social Security	16,167.05	
49.66	Washington EE Family Leave	254.30	
35.00	Washington EE Medical Leave	255.30	
84.40		45,678.88	
50.55			
33.33	Employer Taxes	Amount	
	-		

Amount	Employee Taxes
1,101.88	Federal W/H
8,446,31	Medicare
64.68	Social Security
49,66	Washington EE Family Leave
165.00	Washington EE Medical Leav
284.40	
350.55	
533.33	Employer Taxes
-41.11	Employer Medicare
535,84	Employer Social Security
810.62	WA SUI

24,953.70			
475.89	Union Dues Post Tax		
41.91	Theater Training Trust		
24.06	Supplemental Dental Ins		
224.71	Short-term Disability		
1,245.26	Pretax 457B Percent		
250.00	Pretax 457B		
1,890.85	Parking		
6,246.96	PPO Medical Insurance		
258.26	Other	100.00%	270,839.11
46.18	Life Insurance	100.00%	14,774.80
75.00	HSA Family	100.00%	43,610.45
67.50	HSA EE Contributions	100.00%	6,567.96
1,805.96	HDHP Medical Insurance	100.00%	235.45
810,62	Garnishment Fixed	100.00%	1,036.43
535,84	Flexible Spending Account	100.00%	72.85
-41.11	Expense Reimbursement (-)	100.00%	533.01
533.33	Dependent Care Account	100.00%	1,702.01
350.55	Dental Insurance	100.00%	1,240.00
284.40	Dental Ins	100.00%	3,235.80
165.00	Child Support Fixed	100.00%	2,487.18
49.66	Cancer Insurance	100,00%	663.10
64.68	Accident Insurance	100.00%	55.04
8,446.31	414H Prc-Tax	100.00%	12,836.52
1,101.88	414H Post-Tax	100.00%	181,788.51
Amount	Voluntary Deductions	% of Co	Amount

Tip Point Catering Shift Differential Other Hours

380.92

10.33

Tip Point Kitchen

9,657.17

Dept Rates Regular

Corporate Rent Cell Phone Stipend Vacation

67.58

42.64

3.08

Non-Worked Events Meal Penalty

85.70

Sick

121.50 110.00 Personal

17.70 3,44 Regular

**Gross Earnings** 

Hours/Units 8,313.69

500.59

**Company Total** 

BELLEVUE CONVENTION CENTER AUTHORITY Client: 0PJ23

**Payroll Distributed Summary Report** 

Part-Time Sick Overtime

#### Check Register for 3/16/19 - 3/31/19

Employee C	o Employee Name	Pay Date	Voucher Number
0346	AHERN, PATRICK JAMES	4/5/2019	180275681
0258	ALLEN, DEVON J.	4/5/2019	180275682
0077	ALLEN, ROBERT C	4/5/2019	180275683
0222	ANDERSON, TREVOR	4/5/2019	180275684
0078	ARITA, DANIEL	4/5/2019	180275685
0145	ATANASOVA, STANIMIRA N	4/5/2019	180275686
0181	AUNG, THAN HTOO	4/5/2019	180275687
0329	BADIAMBILE, STEPHANE KALAMBA	4/5/2019	180275688
0202	BAGOCKI, LINDA M	4/5/2019	180275689
0072	BANBURY, STEVEN	4/5/2019	180275690
0324	BARBON, GERALD J	4/5/2019	180275691
0247	BARNES, COURTNEY	4/5/2019	180275692
0251	BARNYAK, TREVOR	4/5/2019	180275693
0294	BEACH, AUSTIN	4/5/2019	180275694
0311	BENTLE, TYLER WAYNE	4/5/2019	180275695
0064	BEXELL, JAY C.	4/5/2019	180275696
0328	BLACK, IAN A	4/5/2019	180275697
0244	BURCHFIELD, SANDRA P.	4/5/2019	180275698
0144	BURGOS, MARK JASON UGARTE	4/5/2019	180275699
0185	BURROWS, BILLY	4/5/2019	180275700
0107	BUSSELL, CHAD	4/5/2019	180275701
0182	CARDER, CHENGWEI	4/5/2019	180275702
0001	CARR, TIMOTHY J	4/5/2019	180275703
0153	CASTAN, BRITTENEY L	4/5/2019	180275704
0038	CHADWICK, JAMES	4/5/2019	180275705
0299	CHEN, JENNIFER	4/5/2019	180275706
0243	CHEN, YONGSHENG	4/5/2019	180275707
0171	СНІ, НАОЛА	4/5/2019	180275708
0067	COLLIER, BRUCE	4/5/2019	180275709
0236	COURTRIGHT, YVONNE	4/5/2019	180275710
0257	DAHL, SARA	4/5/2019	180275711
0019	DAVID, RAANAN	4/5/2019	180275712
0220	DAVIS, SHAE LYN C	4/5/2019	180275713
0273	DEJEU, DAMIAN	4/5/2019	180275714
0270	DEJEU, VALERIA	4/5/2019	180275715
0172	DONOHUE, ROBIN O	4/5/2019	180275716
0043	DRAKE, BRITTAN	4/5/2019	180275717
0058	DUBA, NICHOLAS G	4/5/2019	180275718
0254	DUNHAM, CHRISTINE	4/5/2019	180275719
0100	EDWARDS-KING, KARA S.	4/5/2019	180275720
0070	ELAM, ADRIANE B	4/5/2019	180275721
0093	EMIGH, MICHAEL D	4/5/2019	180275722
0029	ERICKSON, ASHLEY RAE	4/5/2019	180275723
0317	FERREL-CHAVEZ, ERNESTO	4/5/2019	180275724

.

0119	FOLLETT, ADRIANA M	4/5/2019	180275725
0338	FOSTER, SUEZ SANTINY	4/5/2019	180275726
0266	FOUBERT, DAVID J	4/5/2019	180275727
0345	FRANCISCO, ROSALIE ADRIANO	4/5/2019	180275728
0265	FRASER, PAUL	4/5/2019	180275729
0255	FRIEND, JANE	4/5/2019	180275730
0322	GABEL, ERIK THOMAS	4/5/2019	180275731
0340	GANDHAM, JASBIR	4/5/2019	180275732
0278	GARCIA, JULIAN	4/5/2019	180275733
0263	GOIA, RAMONA	4/5/2019	180275734
0343	GOROSPE, EFREN	4/5/2019	180275735
0275	GRAYER, LAKETHA MONTAY	4/5/2019	180275736
0246	GREEN, SARA MERCEDES	4/5/2019	180275737
0235	GROB, ERWIN E	4/5/2019	180275738
0080	GUAPILLA-MARTINEZ, OLIVERIO	4/5/2019	180275739
0108	HAMILTON, JOHN	4/5/2019	180275740
0307	HAMMER, BRENT	4/5/2019	180275741
0308	HARDEN, TAKARA	4/5/2019	180275742
0342	HEFLINGER, KIM ANN	4/5/2019	180275743
0024	HEINRICHS, JEREMY	4/5/2019	180275744
0079	HERNANDEZ-GONZALEZ, JAVIER	4/5/2019	180275745
0199	HINOJOSA, EUSTACIO E	4/5/2019	180275746
0274	HOFF, KEN	4/5/2019	180275747
0347	HOOVER, DIONE PATRICE	4/5/2019	180275748
0189	HOREJS, EDWARD J.	4/5/2019	180275749
0032	HOUCHENS, REGINA A.	4/5/2019	180275750
0225	HU, YAN JU	4/5/2019	180275751
0088	HUAMANI, RENZO	4/5/2019	180275752
0219	JAMES, LEONA	4/5/2019	180275753
0249	JENKINS, ALISON	4/5/2019	180275754
0111	JOHNSON, DAMON	4/5/2019	180275755
0252	JONES, BRADLEY M	4/5/2019	180275756
0193	JUNTARA, TIRAPOL	4/5/2019	180275757
0216	KAGOTMAY, MONICA J	4/5/2019	180275758
0059	KENDALL, JOE P.	4/5/2019	180275759
0041	KOULDUKIS, VALERIE T	4/5/2019	180275760
0302	KUBO, VICKI	4/5/2019	180275761
0230	LAUNG, ANDREW	4/5/2019	180275762
0248	LAVARAN MARTELLA, SHANNON	4/5/2019	180275763
0331	LEE, VICKY GUAN	4/5/2019	180275764
0213	LEI, YAN XIA	4/5/2019	180275765
0055	LEMMON, JORDAN L	4/5/2019	180275766
0022	LEMMON, JOSEPH M	4/5/2019	180275767
0042	LESLIE, VALERIE M	4/5/2019	180275768
0121	LI, CHLOE	4/5/2019	180275769
0141	LI, JIANZHEN	4/5/2019	180275770
0149	LIAO, AOXIANG	4/5/2019	180275771

0313	LIN, YUHENG	4/5/2019	180275772
0012	LOUKOU, KOUAKOU ERNEST	4/5/2019	180275773
0262	LUCAS, KRISTINA	4/5/2019	180275774
0344	LUSTINA, GINALYN YAGYAGAN	4/5/2019	180275775
0318	LYNCH, JUSTIN RYAN	4/5/2019	180275776
0026	LYSCIO-EVANS, LYNN	4/5/2019	180275777
0076	MARCHEL, JOE	4/5/2019	180275778
0120	MARSH, DAVID D	4/5/2019	180275779
0240	MARTIN, KYONG R	4/5/2019	180275780
0085	MARTIN, PETER	4/5/2019	180275781
0036	MARTIN, QUINN P	4/5/2019	180275782
0333	MASSEY, JEREMY JAMSON	4/5/2019	180275783
0298	MCCLURE, TINA B	4/5/2019	180275784
0298	MCCLUSKEY, PATRICK	4/5/2019	
0250			180275785
	MCCONNELL, ANDREA	4/5/2019	180275786
0268	MCLEAN, MERCEDES	4/5/2019	180275787
0180	MORENO, JOSE MANUEL	4/5/2019	180275788
0210	MORGAN, MICHAEL CHRISTOPHER	4/5/2019	180275789
0334	MUI, WAYNE WAH	4/5/2019	180275790
0332	MULLINS, ANDREW MICHAEL	4/5/2019	180275791
0166	NELSON, CATHI J.	4/5/2019	180275792
0074	NELSON, ERIC	4/5/2019	180275793
0159	NGUYEN, ANNA	4/5/2019	180275794
0280	NOBLE, JOSHUA A	4/5/2019	180275795
0175	NUSKE, JILLANNA ALICE	4/5/2019	180275796
0140	OCHIENG, ERIC	4/5/2019	180275797
0117	ODAMA, CHARITY K	4/5/2019	180275798
0087	OLESH, MICHAEL LEROY	4/5/2019	180275799
0335	ONG, RONALDO MONTES	4/5/2019	180275800
0169	PARRA, CAITLIN V	4/5/2019	180275801
0173	PARSLEY, BRENTON A	4/5/2019	180275802
0227	PAYNE, RODERIC A	4/5/2019	180275803
0326	PEDROZA, ROBERTO PEDROZA	4/5/2019	180275804
0339	PETERSON, KAYLA NICOLE	4/5/2019	180275805
0023	PHILLIPS, MICKEAL	4/5/2019	180275806
0040	POWELL, DEVON	4/5/2019	180275800
0330	QUIAMBAO, JEZZEL DAVE CASTRO		
		4/5/2019	180275808
0341	RAMOLETE, RENANTE DANNOG	4/5/2019	180275809
0337	RANELLUCCI, MICHAEL GINO	4/5/2019	180275810
0098	REESE, JACK	4/5/2019	180275811
0084	RODRIGUEZ, ANTONIO	4/5/2019	180275812
0129	RODRIGUEZ, ELIA	4/5/2019	180275813
0188	ROMERO, ISAIAS	4/5/2019	180275814
0105	RUCKER, VINCENT	4/5/2019	180275815
0205	SALGADO, ADAM DANIEL	4/5/2019	180275816
0231	SAMUDRE, ANGELINA MECHELLE	4/5/2019	180275817
0110	SANDIFER, CHRISTINE	4/5/2019	180275818

0241	SCAIA, STEVEN J	4/5/2019	180275819
0208	SCANAGATTA-BURTOVOY, CLARA A	4/5/2019	180275820
0319	SCHEINMAN, ALEXIS RACHEL	4/5/2019	180275820
0295	SCHOFSTOLL, JAMES I	4/5/2019	180275822
0295	•		
	SEBASTIAN, BARRY SNYDER	4/5/2019	180275823
0253	STEELE, STEPHANIE	4/5/2019	180275824
0028	STEPHAN, ZACHARY ALEXANDER	4/5/2019	180275825
0160	THOMAS, MICHELLE C	4/5/2019	180275826
0323	TIMOG, ERNESTO PRIANES	4/5/2019	180275827
0271	TORKELSON XU, EVAN	4/5/2019	180275828
0154	TRAN, ANH T	4/5/2019	180275829
0229	UGARTE, FEDERICO P	4/5/2019	180275830
0310	VAN DUSEN, BEN	4/5/2019	180275831
0123	VANCE, MARILYN J.	4/5/2019	180275832
0002	VAUGHAN, JEFFREY	4/5/2019	180275833
0224	VO, ANH VAN	4/5/2019	180275834
0212	WELCH, HUYEN-LINH	4/5/2019	180275835
0291	WHITE, JACOB	4/5/2019	180275836
0069	WILLIAMS, TONI M	4/5/2019	180275837
0194	WILLIE, HANNAH	4/5/2019	180275838
0109	WONG, RAYMOND	4/5/2019	180275839
0003	WRIGHT, ALISON	4/5/2019	180275840
0320	YANG, HUIBING	4/5/2019	180275841
0261	YI, JUSTIN M	4/5/2019	180275842
0065	YUSIM, ALEXANDER Y	4/5/2019	180275843
0057	ZACARIAS, IRIS M	4/5/2019	180275844
0192	ZHEN, YING-YING	4/5/2019	180275845
0214	ZHOU, JIAN QIANG	4/5/2019	180275846
0131	ZIMMERMAN, ANDREA PAULINE	4/5/2019	180275847
	·		

Amount 23,700.66

12,215,99

237.75 238.55

2,856.94

39,249.89

1						
Gross Earnings	Hours/Units	Amount	% of Co	Voluntary Deductions	Amount	Employee Taxes
Regular	5,279.73	134,506.52	100.00%	414H Post-Tax	1,316.70	Federal W/H
Overtime	155.44	4,414.68	100,00%	414H Pre-Tax	7,604.87	Medicare
Bereavement	8.00	165.41	100.00%	Accident Insurance	64.68	Social Security
Part-Time Sick	14.40	246.91	100.00%	Cancer Insurance	49.66	Washington EE Family Leave
Personal	40.91	796.77	796.77 100.00%	Child Support Fixed	165.00	Washington EE Medical Leave
Sick	116.00	2,460,44 100.00%	100.00%	Dental Ins	284.40	
Vacation	599.09	18,012,75 100.00%	100.00%	Dental Insurance	350.55	
Cell Phone Stipend	•	1,280.00 100,00%	100.00%	Dependent Care Account	533.33	Employer Taxes
Commission		30,847.45	100.00%	Expense Reimbursement (-)	-290.84	Employer Medicare
Corporate Rent	8.00	203.72	100.00%	Flexible Spending Account	535.84	Employer Social Security
Dept Rates Regular	5.42	67.75	100.00%	Garnishment Fixed	246.66	WA SUI
Non-Worked Events	6.50	78.00	78.00 100.00%	HDHP Medical Insurance	1,805.96	WA ER 3905-01 Food/Drink/Candy
Retro	ŧ	854.57	854.57 100.00%	HSA EE Contributions	67.50	WA ER 4904-00 Clerical Office
Shift Differential	258,49	4,623.60 100.00%	100.00%	HSA Family	75.00	WA ER 4910-00 Property - Build
Tip Point Catering	ı	6,393.76	100.00%	Life Insurance	46.18	WA ER 6303-00 Sales Personnel
Tip Point Kitchen	t	2,131.23	100.00%	Other	258.25	Washington ER Family Leave
	6,491.98	207,083.56 100.00%	100.00%	PPO Medical Insurance	6,246.96	Washington ER Medical Leave
				Parking	1,961.10	
				Pretax 457B	350,00	
				Pretax 457B Percent	1,252.10	Employer Match
				Short-term Disability	224.71	414H Prc-Tax - Match
				Supplemental Dental Ins	24.06	
				Theater Training Trust	13.62	

J paycom

144,4	
23,94	

Net Pay

## 19,957.46

Memo Deductions         Amount           HDHP Medical Insurance ER         4,276.49           Memo         504.00           HSA ER Contributions         504.00           HSA family ER Contributions         250.00           HSA family ER Contributions         250.00
---

Union Dues Post Tax

23,409.73 223.44

7,604.87	
100.00%	

414H Prc-Tax - Match	Employer Match	
7,604.87 100.00%	Amount	
100.00%	Amount % of Co	

100.00%	19,335.28 100.00%	
100.00%	291.58	Washington ER Medical Leave
100.00%	26.43	Washington ER Family Leave
100.00%	236.41	WA ER 6303-00 Sales Personnel
100.00%	1,888.77	WA ER 4910-00 Property - Build
100.00%	107.34	WA ER 4904-00 Clerical Office
100.00%	510.27	WA ER 3905-01 Food/Drink/Candy
100.00%	1,201.55	WA SUI
100.00%	12,215.99	Employer Social Security
100.00%	2,856.94 100.00%	Employer Medicare
% of Co	Amount	Employer Taxes

#### Check Register for 4/1/19 - 4/15/19

Employee Code	Employee Name	Pay Date	Voucher Number
0258	ALLEN, DEVON J.	4/19/2019	182748853
0077	ALLEN, ROBERT C	4/19/2019	182748854
0078	ARITA, DANIEL	4/19/2019	182748855
0329	BADIAMBILE, STEPHANE KALAMBA	4/19/2019	182748856
0202	BAGOCKI, LINDA M	4/19/2019	182748857
0072	BANBURY, STEVEN	4/19/2019	182748858
0324	BARBON, GERALD J	4/19/2019	182748859
0247	BARNES, COURTNEY	4/19/2019	182748860
0251	BARNYAK, TREVOR	4/19/2019	182748861
0294	BEACH, AUSTIN	4/19/2019	182748862
0311	BENTLE, TYLER WAYNE	4/19/2019	182748863
0064	BEXELL, JAY C.	4/19/2019	182748864
0328	BLACK, IAN A	4/19/2019	182748865
0244	BURCHFIELD, SANDRA P.	4/19/2019	182748866
0144	BURGOS, MARK JASON UGARTE	4/19/2019	182748867
0185	BURROWS, BILLY	4/19/2019	182748868
0107	BUSSELL, CHAD	4/19/2019	182748869
0001	CARR, TIMOTHY J	4/19/2019	182748870
0153	CASTAN, BRITTENEY L	4/19/2019	182748871
0038	CHADWICK, JAMES	4/19/2019	182748872
0299	CHEN, JENNIFER	4/19/2019	182748873
0067	COLLIER, BRUCE	4/19/2019	182748874
0236	COURTRIGHT, YVONNE	4/19/2019	182748875
0257	DAHL, SARA	4/19/2019	182748876
0019	DAVID, RAANAN	4/19/2019	182748877
0350	DAVIS, AMANDA MARIE	4/19/2019	182748878
0220	DAVIS, SHAE LYN C	4/19/2019	182748879
0273	DEJEU, DAMIAN	4/19/2019	182748880
0270	DEJEU, VALERIA	4/19/2019	182748881
0172	DONOHUE, ROBIN O	4/19/2019	182748882
0043	DRAKE, BRITTAN	4/19/2019	182748883
0058	DUBA, NICHOLAS G	4/19/2019	182748884
0254	DUNHAM, CHRISTINE	4/19/2019	182748885
0100	EDWARDS-KING, KARA S.	4/19/2019	182748886
0070	ELAM, ADRIANE B	4/19/2019	182748887
0093	EMIGH, MICHAEL D	4/19/2019	182748888
0029	ERICKSON, ASHLEY RAE	4/19/2019	182748889
0266	FOUBERT, DAVID J	4/19/2019	182748890
0265	FRASER, PAUL	4/19/2019	182748891
0349	FRIAS, LINDA YESENIA	4/19/2019	182748892
0255	FRIEND, JANE	4/19/2019	182748893
0322	GABEL, ERIK THOMAS	4/19/2019	182748894
0340	GANDHAM, JASBIR	4/19/2019	182748895
0278	GARCIA, JULIAN	4/19/2019	182748896

0263	GOIA, RAMONA	4/19/2019	182748897
0246	GREEN, SARA MERCEDES	4/19/2019	182748898
0235	GROB, ERWIN E	4/19/2019	182748899
0080	GUAPILLA-MARTINEZ, OLIVERIO	4/19/2019	182748900
0108	HAMILTON, JOHN FRANCIS	4/19/2019	182748901
0307	HAMMER, BRENT	4/19/2019	182748902
0308	HARDEN, TAKARA	4/19/2019	182748903
0024	HEINRICHS, JEREMY	4/19/2019	182748904
0079	HERNANDEZ-GONZALEZ, JAVIER	4/19/2019	182748905
0353	HLAING, MA IEEMAR	4/19/2019	182748906
0274	HOFF, KEN	4/19/2019	182748907
0347	HOOVER, DIONE PATRICE	4/19/2019	182748908
0032	HOUCHENS, REGINA A.	4/19/2019	182748909
0088	HUAMANI, RENZO	4/19/2019	182748900
0219	JAMES, LEONA	4/19/2019	182748910
0249	JENKINS, ALISON	4/19/2019	182748911
0111	JOHNSON, DAMON		
		4/19/2019	182748913
0252	JONES, BRADLEY M	4/19/2019	182748914
0193	JUNTARA, TIRAPOL	4/19/2019	182748915
0059	KENDALL, JOE P.	4/19/2019	182748916
0041	KOULDUKIS, VALERIE T	4/19/2019	182748917
0302	KUBO, VICKI	4/19/2019	182748918
0248	LAVARAN MARTELLA, SHANNON	4/19/2019	182748919
0213	LEI, YAN XIA	4/19/2019	182748920
0055	LEMMON, JORDAN L	4/19/2019	182748921
0022	LEMMON, JOSEPH M	4/19/2019	182748922
0042	LESLIE, VALERIE M	4/19/2019	182748923
0012	LOUKOU, KOUAKOU ERNEST	4/19/2019	182748924
0262	LUCAS, KRISTINA	4/19/2019	182748925
0318	LYNCH, JUSTIN RYAN	4/19/2019	182748926
0026	LYSCIO-EVANS, LYNN	4/19/2019	182748927
0076	MARCHEL, JOE	4/19/2019	182748928
0120	MARSH, DAVID D	4/19/2019	182748929
0085	MARTIN, PETER C	4/19/2019	182748930
0036	MARTIN, QUINN P	4/19/2019	182748931
0333	MASSEY, JEREMY JAMSON	4/19/2019	182748932
0298	MCCLURE, TINA B	4/19/2019	182748933
0297	MCCLUSKEY, PATRICK	4/19/2019	182748934
0250	MCCONNELL, ANDREA	4/19/2019	182748935
0268	MCLEAN, MERCEDES	4/19/2019	182748936
0348	MEYER, BRIAN THOMAS	4/19/2019	182748937
0180	MORENO, JOSE MANUEL	4/19/2019	182748938
0210	MORGAN, MICHAEL CHRISTOPHER	4/19/2019	182748939
0334	MUI, WAYNE WAH	4/19/2019	182748939
0166	NELSON, CATHI J.	4/19/2019	182748940
0074	NELSON, ERIC	4/19/2019	
0280	NOBLE, JOSHUA A		182748942
0200	NODEE, JOSHUA A	4/19/2019	182748943

0175	NUSKE, JILLANNA ALICE	4/19/2019	182748944
0087	OLESH, MICHAEL LEROY	4/19/2019	182748945
0173	PARSLEY, BRENTON A	4/19/2019	182748946
0326	PEDROZA, ROBERTO PEDROZA	4/19/2019	182748947
0339	PETERSON, KAYLA NICOLE	4/19/2019	182748948
0023	PHILLIPS, MICKEAL	4/19/2019	182748949
0040	POWELL, DEVON	4/19/2019	182748950
0330	QUIAMBAO, JEZZEL DAVE CASTRO	4/19/2019	182748951
0337	RANELLUCCI, MICHAEL GINO	4/19/2019	182748952
0098	REESE, JACK	4/19/2019	182748953
0084	RODRIGUEZ, ANTONIO	4/19/2019	182748954
0105	RUCKER, VINCENT C	4/19/2019	182748955
0110	SANDIFER, CHRISTINE	4/19/2019	182748956
0319	SCHEINMAN, ALEXIS RACHEL	4/19/2019	182748957
0295	SCHOFSTOLL, JAMES I	4/19/2019	182748958
0051	SEBASTIAN, BARRY SNYDER	4/19/2019	182748959
0351	SIMPLICIANO, JANELLE C	4/19/2019	182748960
0253	STEELE, STEPHANIE	4/19/2019	182748961
0028	STEPHAN, ZACHARY ALEXANDER	4/19/2019	182748962
0323	TIMOG, ERNESTO PRIANES	4/19/2019	182748963
0271	TORKELSON XU, EVAN	4/19/2019	182748964
0005	TORREBLANCA, STEPHANIE	4/19/2019	182748965
0229	UGARTE, FEDERICO P	4/19/2019	182748966
0310	VAN DUSEN, BEN	4/19/2019	182748967
0123	VANCE, MARILYN J.	4/19/2019	182748968
0002	VAUGHAN, JEFFREY	4/19/2019	182748969
0104	VOEST, BRENDA P.	4/19/2019	182748970
0291	WHITE, JACOB	4/19/2019	182748971
0069	WILLIAMS, TONI M	4/19/2019	182748972
0109	WONG, RAYMOND	4/19/2019	182748973
0003	WRIGHT, ALISON	4/19/2019	182748974
0315	WU, XIAOXIAN	4/19/2019	182748975
0261	YI, JUSTIN M	4/19/2019	182748976
0065	YUSIM, ALEXANDER Y	4/19/2019	182748977
0057	ZACARIAS, IRIS M	4/19/2019	182748978
0131	ZIMMERMAN, ANDREA PAULINE	4/19/2019	182748979

#### Bellevue Convention Center Authority Third-Party Transfer and Telepay records For claims on Meydenbauer Center

				1	Responsible	
Tran. #	Tran. Date	Payee	Description	Amount	Staff	Reviewed by
1931	3/25/2019	Afiac	03-2019 Premium	837.06	Vicki	Tina 3/29/18
1932	4/1/2019	Regence	04-2019 Premium	52,725.60	Vicki	Tina 4/1/19
1933		Guardian	04-2019 Premium	4,777.99	Viçki	Tina 4/1/19
1934	4/1/2019	VSP	04-2019 Premium	566.34	Vicki	Tina 4/1/19
1935	4/5/2019	Health Equity	4/5/19 HSA Contributions	896.50	Vicki	Tina 4/1/19
1936	4/5/2019	Navia Benefit Solutions	4/5/19 FSA Contributions	1,069.17	Vicki	Tina 4/1/19
1937	4/5/2019		4/5/19 Deferred comp contributions	1,495.26	Vícki	Tina 4/1/19
1938		DSHS	4/5/19 Child support payment	165.00	Vicki	Tina 4/15/19
1939	4/15/2019	US Bank	Telepay Company Ghost Card [Conf #141904151931]	10,485.93	Vicki	Tina 4/15/19
1940		US BANK	Telepay Company P-Cards [Conf#142204151909]	10,717.43	Vicki	Tina 4/15/19
1941		FINTECH	Administrative Fee	36.23	Wayne	Tina 4/15/19
1942		Navia Benefit Solutions	Administrative Fee	55.00	Wayne	Tina 4/15/19
1943		The Odom Corporation	Liquor	447.47	Wayne	Tina 4/15/19
1944			Payroll Fee	57.25	Wayne	Tina 4/15/19
1945	4/5/2019		Payroll Fee	2,983.88	Wayne	Tina 4/15/19
1946		DSHS	4/19/19 Child Support	165.00	Vicki	Tina 4/17/19
1947	4/19/2019	State of WA Dept of Retirement Syst	4/19/19 Deferred comp contributions	1,602.10	Vicki	Tina 4/17/19
1948	4/21/2019	Navia Benefit Solutions	4/19/19 FSA contributions	1,069.17	Vicki	Tina 4/17/19
1949	4/19/2019	Health Equity	4/19/19 HSA contributions	937.00	Vicki	Tina 4/17/19
			TOTA	L 91,089.38		

`

.

.

•

i

# Meydenbauer Center Key Items Report

# FOR THE PERIOD ENDING MARCH 31, 2019

# "Our commitment is to provide an outstanding event and performing arts center that generates community and employee pride, creates economic stimulation, and provides exceptional guest satisfaction."

With Endomain Impact sca2014.068         St92,145,15 sc2014.068         St92,145,15 sc2015,15         St92,15,14 sc10,11         St92,15,14 Sc2015,15         St92,15,14 sc10,11         St92,15,14 Sc2015,15         St92,15,14 sc10,11         St92,15,15 Sc2015,15         St92,15,14 sc10,11         St92,15,15 Sc2015,15         St92,15,15 Sc2015,15         St92,15,15 Sc2015,15         St92,15,15 Sc2015,15         St92,15,15 Sc2015,15         St92,15,15 Sc2015,15         St92,15,15 Sc2015,15         St02,15 Sc2015,15         St02,	Community Benefits		Current Month	hth			Year To Date	e			YTD Prior Year	
Actual         Control Month	Convention Center & VBW Economic Impact Theatre Economic Impact		\$9,014,08 \$428 944	8			\$19,436,725 \$527_748	6			\$20,590,080 \$340 340	
Actual (musts)         Actual (musts)         Exclusion (musts)         Actual (musts)         Experise (musts)         Actual (musts)         Actual (must	Financial Summary		Current Mor	hth			Year to Date	a)			YTD Prior Year	
5         27:37:3         30:37:37         31:		Actual	Budget	Varian	ice	Actual	Budget	Varianc	e	Actual	Variance	% Variance
Score (Leek)         7.2.72         9.4555         8.2331         5.337.65         5.337.64         5.337.65         5.317.73         5.110%         5.1577           Income (Leek)         1         1.95%         5.301         5.301         5.301         7.3232         5.301         7.3233         5.301.75         5.700         5.233.333         5.941.65         5.971.65         5.971.65         5.971.65         5.971.65         5.971.65         5.933.33         5.931.75         7.920	Convention Center Revenues Convention Center Expenses	929,573 857,301	898,777 804.222	30,796 53.079			2,581,541 2.374.718	(2)			(N	9% 2%
womage fietion         103%         112%         110%         109%         5301         79%         5         100%         5         106%           onto Revenues         133741         110.614         2.443         23%         5         55.001         5         147         5         179.263         5         179.264         5         179.276         5	Convention Center Income (Loss)	72,272	94,555	(22,283)	(24%)		206,824		15%	ĩ	ſ	175%
from Revenues         1         1         1         2         23         27         27         5         5         5         9         75000         5         5         9         7000         5         9         7000         5         9         7000         5         70000         5         70000         5         70000         5         70000         5         70000         5         70000         5         70000         5         70000         5         70000         5         70000         5         70000         5         70000         5         70000         5         70000         7         70000         7         70000         7         70000         7         70000         7         70000         7         70000         70000         7         70000         7         70000         7         70000         7         70000         7         70000         7         70000         7         70000         7         70000         7         70000         7         70000         7         70000         7         70000         7         70000         7         70000         7         70000         7         70000         7         7000	Convention Center Coverage Ratio	108%	112%				109%					
Image: Second	Visit Bellevue Washington Revenues	1,984	1,500	484	32%		75,000		(% ()		-	(24%)
open income (Loss)         5         (131,757)         5         (100,124)         5         (151,357)         (100,324)         5         (151,357)	Visit Bellevue Washington Expenses			23,127	21%	321,390	373,035		(14%)	192,028		67%
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	Visit Bellevue Washington Income (Loss)	(131,757)	(109,114)	(22,643)	(21%)		(298,035)		16%			(151%)
0         5.680.1         6.31.36         5.73.4         31%         1.25.336         1.25.054         4.972         4.972         4.975         4.975           0         39%         6.633         5.934         87%         5.753,5         7.55,34         3.13.5         6.225,5         7.06,77	Theatre Revenues	55,944	36,677	19,267	53%		92,312		8%		-	13%
0         5         6800 \$         6.813 \$         5.934         87%         5         7.98, 77%         7.199         6.22.69 \$         6.2295 \$         6.	Theatre Expenses	56,824	43,490	13,334	31%		120,504		4%			4%
Tax (TOT)         Actual         Budget         Variance         Actual         Budget         Variance         Actual         Variance         Actual <thvariance< th=""> <t< th=""><th>Theatre Income (Loss) Theatre Coverage Ratio</th><th><b>(880)</b> 98%</th><th><b>(6,813)</b> 84%</th><th>5,934</th><th>87%</th><th></th><th><b>(28,192)</b> 77%</th><th></th><th>8%</th><th></th><th></th><th>19%</th></t<></thvariance<>	Theatre Income (Loss) Theatre Coverage Ratio	<b>(880)</b> 98%	<b>(6,813)</b> 84%	5,934	87%		<b>(28,192)</b> 77%		8%			19%
$ \mbox{tions} \end{tabular} \mbox{tions} \mbox{tions} \end{tabular} \mbox{tions} \end{tabular} \mbox{tions} \mbox{tions} \end{tabular} \mbox{tions} \mbox{tions} \end{tabular} \mbox{tions} tion$	Transient Occupancy Tax (TOT)	Actual	Budget	Varian	ce	Actual	Budget	Varianc	e	Actual	Variance	% Variance
les         5         904,249         8 815/27         5         88,522         11%         \$         2,497,543         \$         2,34,837         \$         122/106         7%         \$         2,326,67         \$         170,677           Actual         Budget         Actual         Budget         Vearto Date         Variance         Actual         Variance         Actu	Cash Basis											
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	Total TOT Revenues	904,249	815,727	88,522	11%		2,344,837		7%			7%
Actual         Budget         Variance         Actual         Budget         Variance         Actual         Variance         Actual <thvariance< th="">         Actual         <thvar< th=""><th>Building Utilization</th><th></th><th>Current Moi</th><th>hth</th><th></th><th></th><th>Year to Date</th><th></th><th></th><th></th><th>Year to Date</th><th></th></thvar<></thvariance<>	Building Utilization		Current Moi	hth			Year to Date				Year to Date	
$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$		Actual	Budget	Varian	Ice	Actual	Budget	Varianc	e	Actual	Variance	% Variance
$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$	Number of Events											
$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$	Conventions	ი ი	т (	0 0		ω ;	ω ζ	0 •		~	- (	
1         0         1         2         1	Meetings	ۍ ، ۱	71 0	(3)	_	40	36 ,	4,	_	42	(7) 9	
$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$	radeshows	c	5 0	c			c	c		4 -	(Z) •	
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	Consumer anows Frients	2 ~	C	- C		70	v <del>-</del>	- C				
26         26         0         0%         77         70         7         10%         73         4           Ribol         17,600         461         3%         38,469         42,261         (3,792)         (9%)         36,029         2,440           \$535.1         \$33.18         \$40,12         \$36.58         \$37.92         \$52.50         \$2,40           \$67%         \$58%         \$40,12         \$36.58         \$53.792         \$53.20         \$2,40           \$67%         \$58%         \$61%         \$59%         \$53.92         \$540         \$2.20           Actual         Budget         Variance         Actual         Wear to Date         Year to Date           Actual         Budget         Variance         Actual         Variance         Actual         Variance           10         8         2         25%         17         16         1         17           21         18         2,409         7,150         2,259         32%         10,010         (601)           6,503         5,6%         3,7,50         2,59         32%         10,010         (601)           6,503         5,5%         4,7%         2,5%         6,	Banquets/Receptions	1 [	10			23	22			- 18	- ю	
IB,061         17,600         461         3%         38,469         42,261         (3,792)         (9%)         36,029         2,440           332.51         \$33.18         \$40.12         \$36.58         \$37.92         \$520         \$520           69%         58%         540.12         \$36.58         \$572         \$520         \$572           Actual         Budget         Variance         Actual         Wear to Date         Year to Date           Actual         Budget         Variance         Actual         Variance         Actual         Variance           10         8         2         25%         17         16         1         6%         13         4           21         18         3         17%         24         34         (10)         (29%)         37%         360           68%         65%         33%         5%         47%         52%         (6%)         11%)         43%         3%           68%         65%         37%         2759         32%         10,010         (601)           68%         65%         37%         6,503         360         2,959         32%         10,010         601	Total	26	26	0	%0	77	70	7	10%	73	4	5%
$\begin{tabular}{ c c c c c c c c c c c c c c c c c c c$	Attendance	18,061	17,600	461	3%	38,469	42,261	(3,792)	(%6)	36,029	2,440	7%
69%     58%     61%     59%     55%       Current Month     Current Month     Year to Date     Year to Date       Actual     Budget     Variance     Actual     Year to Date       10     8     2     25%     17     16     1     6%     13     4       21     18     3     17%     24     34     (10)     (29%)     41     (17)       6,503     3,600     2,903     81%     9,409     7,150     2,259     32%     10,010     (601)       6,8%     65%     33%     5%     47%     52%     (6%)     (11%)     43%     3%       6,8%     65%     33%     5%     47%     52%     (6%)     119%)     43%     3%       6,8%     65%     33%     5%     47%     52%     6%)     11%     43%       7     6,5%     33%     5%     52%     6%)     41%     177       6,8%     65%     33%     5%     7,0010     6%)     11%     43%     76       7     7     7     7     52%     6%)     71%     75%     764     764       7     7     7     7     5%     77% <t< td=""><td>F&amp;B Capture Rate per Attendee</td><td>\$32.51</td><td>\$33.18</td><td></td><td></td><td>\$40.12</td><td>\$36.58</td><td></td><td>Ţ</td><td>\$37.92</td><td>\$2.20</td><td>6%</td></t<>	F&B Capture Rate per Attendee	\$32.51	\$33.18			\$40.12	\$36.58		Ţ	\$37.92	\$2.20	6%
Current Month     Vear to Date     Vear to Date       Actual     Budget     Variance     Year to Date       10     8     2     17     16     1     6%     13     4       21     18     3     17%     24     34     (10)     (29%)     41     (17)       5,503     3,600     2,903     81%     9,409     7,150     2,259     32%     10,010     (601)       6,8%     65%     3%     5%     47%     52%     (6%)     (11%)     43%     3%       6,8%     65%     3%     5%     7,150     2,259     3%     3%     3%       6,8%     65%     3%     5%     47%     52%     (6%)     (11%)     43%     3%       6,8%     65%     3%     5%     47%     52%     (6%)     11%     43%     3%       7,150     2,150     2,259     32%     (10)     43%     3%     3%       6,8%     65%     7,150     2,259     6%     13%     3%     3%       6,8%     65%     7,150     2,259     3%     4     77     77       6,8%     65%     7,150     2,259     2,40     7,150 <td< td=""><td>Occupancy</td><td>69%</td><td>58%</td><td></td><td></td><td>61%</td><td>59%</td><td></td><td></td><td>55%</td><td></td><td></td></td<>	Occupancy	69%	58%			61%	59%			55%		
Actual         Budget         Variance         Actual         Budget         Variance         Actual         V	Theatre Utilization		Current Mor	nth			Year to Date	۵.			Year to Date	
$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$		Actual	Budget	Varian	ce	Actual	Budget	Varianc	ė	Actual	Variance	% Variance
21     18     3     17%     24     34     (10)     (29%)     41     (17)       6,503     3,600     2,903     81%     9,409     7,150     2,259     32%     10,010     (601)       68%     65%     3%     5%     47%     52%     (6%)     (11%)     43%     3%       7     68%     65%     3%     5%     47%     52%     (6%)     (11%)     43%     3%       68%     65%     3%     5%     77%     52%     (6%)     (11%)     43%     3%       7     7     7     52%     (6%)     (11%)     43%     3%       7     7     7     52%     (6%)     (11%)     43%     3%       7     7     7     52%     (6%)     (11%)     43%     3%       7     7     7     52%     (6%)     (11%)     43%     3%       7     7     7     7     7     7     9     47       8     7     7     7     7     7     90+       8     7     7     7     7     0     0%       8     7     7     7     0     0%	Theatre Events	10	80			17	16	-		13	4	31%
6,503       3,600       2,903       81%       9,409       7,150       2,259       32%       10,010       (601)         68%       65%       3%       5%       47%       52%       (6%)       (11%)       43%       3%         750       65%       3%       5%       47%       52%       (6%)       (11%)       43%       3%         68%       65%       3%       7%       52%       (6%)       (11%)       43%       3%         7       7       7%       52%       (6%)       (11%)       43%       3%         7       7       7%       7%       50%       (6%)       (11%)       43%       3%         7       7       7%       7%       7%       6%)       7%       7%       3%         7       7       7%       90+       90+       90+       90+       90+       90+         8       785,731       5       0.0%       5       6/3,6/3       5       7	Performances	21	18	с	17%	24	34	(10)	(29%)	41	(17)	(41%)
68%         65%         3%         5%         47%         52%         (6%)         (11%)         43%         3%           Year To Date           90+         90+         90+         90+         90+           5         785.731         5         -         0.0%         \$         6/3.963         5         -	Attendance	6,503	3,600	2,903	81%	9,409	7,150	2,259	32%	10,010	(601)	(%9)
Year To Date     YTD Prior Year       90+     90+       Total O/S     Days O/S       \$ 785.731     0.0%	Occupancy	68%	65%	3%	5%	47%	52%	(%9)	(11%)	43%	3%	8%
Year To Date         YTD Prior Year           90+         90+         90+           Total O/S         Days O/S         Total O/S         Days O/S           \$ 785.731         -         0.0%         \$ 673.963         -												
Total O/S Days O/S Days O/S Total O/S Days O/S Days O/S 731 \$ 673.963 \$ -	Accounts Receivable						Year To Dat on⊥				YTD Prior Year on⊥	TUO %
785.731 \$ - 0.0% \$ 673.963 \$ -						Total O/S	Days O/S	Davs O/S		Total O/S	Days O/S	Days O/S
					_			0.0%				0.0%

03 2019 MC Finance

4/16/2019 11:23 AM



Date: April 16, 2019

To: BCCA Board Members

From: Patrick McCluskey, Chief Financial Officer

Subject: March 2019 Unaudited Financial Statements and Reserve Funding Report

Attached is a copy of the March 2019 Financial Statements for your review. March revenues of \$929,573 were \$30,796 or 3% better than budget. Expenses of \$857,301 were up \$53,079 or 7%. March finished with a coverage ratio of 108% compared to 112% budgeted. Attendance of 18,061 was up 461 or 3% and occupancy was 69% compared to 58% budgeted.

The increase in revenues was primarily due to the Banquet category. The Banquet category was up \$30,285 due to an increase in food and beverage and technical services sales. Tradeshows and Events were higher than budget by \$16,732 and \$16,094 respectively due to unanticipated additional events. This increase, however, was offset by Meetings in the amount of \$32,321 due to three less events than budget.

The increase in expenses was led by Operations in the amount of \$28,514 due to the timing for elevator maintenance. The Food and Beverage department was higher than budget by \$26,722 due to higher cost of goods sold and equipment maintenance for the month. Marketing and Guest Services was higher than budget by \$7,164 due to an increase in labor for the month. Administration department was lower than budget in the amount of \$9,321 due to the timing of professional consultant expenses.

#### BALANCE SHEET - Assets (page 1 of financial statements)

*Cash on hand and in bank* of \$8,906,980 as of the end of March reflects a \$182,946 decrease from February's ending balance of \$9,089,926. Cash decreased by \$195,845 from net operating activities and increased by \$12,899 in net TOT and interest revenues.

Accounts Receivable - Customer of \$785,731 is an increase of \$141,127 from the February balance of \$644,604.

Accounts Receivable - Government of \$1,400,834 reflects a decrease of \$109,695 from the February balance. This account consists of accrued Transient Occupancy Tax (TOT) receipts for two months.

*Restricted Assets:* All of the BCCA's reserves were funded as of the end of March in accordance with the Finance Plan.

The Repair Replacement and Enhancement Fund (RREF) balance of \$2,176,806 reflects a decrease of \$34,480 from the February balance. Changes to the fund balance are due to \$39,208 in expenses offset with \$4,728 in interest earnings. See page 7 of the report for the detailed expenditures.

#### LIABILITIES AND FUND EQUITY (page 2 of financial statements)

Accounts Payable-Maintenance & Operations of \$226,462 decreased by \$33,520 from the February ending balance of \$259,982 based upon our normal business cycle.

*Total Retained Earnings* of (\$13,937,609) improved by \$274,755 from the February retained earnings balance. This improvement is equal to the amount of profit as reflected on the bottom of the Statement of Revenues, Expenses and Changes in Fund Equity on page 3.

STATEMENT OF REVENUES, EXPENSES & CHANGES IN FUND EQUITY (page 3 of financial statements)

*Total Operating Revenues* for the *Convention Center* during the month of March were \$929,573. This was \$30,796 or 3% better than the budget of \$898,777.

*Food and Beverage Revenues* of \$587,164 were \$3,213 or 1% better than the budget of \$583,951.

*Event Services Revenues* of \$124,190 were \$10,074 or 9% better than the budget of \$114,116.

Rent Revenues of \$218,887 were \$8,631 or 4% more than the budget of \$210,256.

*Rent Credit* deductions of (\$83,593) were \$2,914 or 4% more than the budgeted amount of (\$80,679).

Parking Revenues of \$82,926 were \$11,793 or 17% better than the budget of \$71,133.

*Operating Expenses* for the *Convention Center* for the month of March of \$857,301 were \$53,079 or 7% more than the budget of \$804,222 for the month.

Operations Department Expenses of \$208,151 were \$28,514 or 16% higher than budget.

<u>Technical Service</u> profit margin was 70% compared to 78% budgeted.

<u>Parking</u> profit margin was 75% compared to 76% budgeted.

*Food and Beverage Expenses* of \$369,370 were \$26,722 or 8% more than the budget of \$342,648 due to an increase in cost of goods sold and variable labor for the month.

<u>Profit Margin</u> was 37% compared to 41% budgeted.

<u>Variable Labor (direct and agency)</u> labor was 15% of revenue compared to 13% budgeted.

Cost of goods sold was 20% of revenue compared to a target of 18%.

*Marketing and Guest Services Expenses* of \$137,613 were \$7,164 or 5% more than the budget of \$130,449. The variance is due to an increase in labor for the month.

Administration Expenses of \$142,167 were \$9,321 or 6% better than the budget of \$151,488. The variance is due to the timing of professional consultant expenses.

*Net Operations* for March of \$72,272 were \$22,283 less than the \$94,555 budgeted.

*Visit Bellevue* revenues of \$1,984 were \$484 more than the budget of \$1,500 for March. Visit Bellevue expenses of \$133,741 were \$23,127 more than the budget of \$110,614 due to the timing of marketing projects.

*Theatre* revenues of \$55,944 were \$19,267 more than the budget of \$36,677 due to clients ordering more technical labor than budgeted. Theatre expenses of \$56,824 were \$13,334 more than budget due to additional labor needs for the increase in events and performances.

Theatre held twenty-one performances compared to eighteen budgeted. The coverage ratio for the Theatre was 98% compared to a budgeted level of 84%.

#### SUMMARY

The above is only intended to provide a brief overview of the March 2019 financial statements. If you have any questions, please contact me at 425-450-3760.

cc: Zemed Yitref, Investment & Debt Manager, City of Bellevue

#### BELLEVUE CONVENTION CENTER AUTHORITY

#### FINANCIAL STATEMENTS

March 31, 2019

"Our commitment is to provide an outstanding event and performing arts center that generates community and employee pride, creates economic stimulation, and provides exceptional guest satisfaction."

#### BELLEVUE CONVENTION CENTER AUTHORITY FOR THE PERIOD ENDING MARCH 31, 2019 FINANCIAL STATEMENTS

#### Table of Contents

#### **Financial Statements**

	Balance Sheet	1-2
	- Statement of Revenues, Expenses & Changes in Fund Net Position Current Month/Year-to-Date - By Department	3
	- Statement of Revenues, Expenses & Changes in Fund Net Position Current Month/Year-to-Date Comparison to Last Year	4
	- Statement of Cash Flows	5-6
	- Comments to Financial Statements	7
Exhibits		
	- Year-to-Date Revenue & Expense (Actual vs. Budget)	8
	- Transient Occupancy Tax Collections (Actual vs. Budget)	9

10

- Accounts Receivable (Trend & Aging)

NOTE: These are unaudited Financial Statements pending review by the Washington State Auditor's Office.

#### BELLEVUE CONVENTION CENTER AUTHORITY BALANCE SHEET

Current assets:         S         8,906,980         \$         9,089,926         \$         7,591,1           Leasehold reserve         1,094,454         1,092,118         994,1           Renovation reserve         0         0         20,           Repair and replacement reserve         2,176,806         2,211,286         1,675,1           Accounts receivable - customers         785,731         644,604         673,7           Accounts receivable - government         1,400,834         1,510,529         1,458,6           Accounts receivable - FSA         18,176         20,314         4           Accounts receivable - misc         152,583         165,590         50,           Inventory         118,933         107,754         92,           Prepaid expenses         238,019         283,398         221,           Total current assets         14,892,515         15,125,520         12,778,7           Restricted assets:         1         2,972,311         2,272,336         2,615,7           Lease purchase rent reserve fund         705,510         704,573         667,7           Total restricted assets         5,307,940         4,603,550         4,878,4           Fixed assets:         5,307,940         4,603,550	ASSETS	 March 2019	February 2019	 March 2018
Cash on hand and in bank       \$ 8,906,980       \$ 9,089,926       \$ 7,591,'         Leasehold reserve       1,094,454       1,092,118       994,'         Renovation reserve       0       0       200,'         Repair and replacement reserve       2,176,806       2,211,286       1,675,'         Accounts receivable - customers       785,731       644,604       673,'         Accounts receivable - government       1,400,834       1,510,529       1,458,'         Accounts receivable - misc       152,583       165,590       50,'         Inventory       118,933       107,754       92,'         Prepaid expenses       238,019       283,398       221,'         Total current assets       14,892,515       15,125,520       12,778,'         Restricted assets:       0       2,972,311       2,272,336       2,615,'         Bond fund       2,972,311       2,272,336       2,615,'       667,'         Total restricted assets:       5,307,940       4,603,550       4,878,'         Building       61,873,204       61,873,204       61,831,206       61,831,206         Fixed assets:       33,559,250       33,717,266       35,451,'       64,628,'         Building       61,873,204	A33E13			
Leasehold reserve         1,094,454         1,092,118         994,1           Renovation reserve         0         0         20,           Repair and replacement reserve         2,776,806         2,211,286         1,673,4           Accounts receivable - customers         785,731         644,604         673,7           Accounts receivable - government         1,400,834         1,510,529         1,458,7           Accounts receivable - FSA         18,176         20,314           Accounts receivable - misc         152,583         165,590         50,7           Inventory         118,933         107,754         92,7           Prepaid expenses         238,019         283,398         221,7           Total current assets         14,892,515         15,125,520         12,778,7           Pets service reserve fund         306,792         306,138         300,0           Operating reserve         1,323,327         1,320,504         1,295,4           Funds on deposit with trustee:         2,972,311         2,272,336         2,615,7           Lease purchase rent reserve fund         205,510         704,573         667,7           Total restricted assets         5,307,940         4,603,550         4,878,4           Building	Current assets:			
Renovation reserve         0         0         20,           Repair and replacement reserve         2,176,806         2,211,286         1,675,4           Accounts receivable - customers         785,731         644,604         673,7           Accounts receivable - government         1,400,834         1,510,529         1,458,7           Accounts receivable - FSA         18,176         20,314           Accounts receivable - misc         152,583         165,590         50,7           Inventory         118,933         107,754         92,4           Prepaid expenses         238,019         283,398         221,7           Total current assets         14,892,515         15,125,520         12,778,7           Restricted assets:         2         306,792         306,138         300,7           Operating reserve fund         306,792         306,138         300,7           Operating reserve fund         2,972,311         2,272,336         2,615,7           Ease purchase rent reserve fund         705,510         704,573         667,7           Total restricted assets         5,307,940         4,603,550         4,878,4           Building         61,873,204         61,873,204         61,831,2           Less: accumulated depr	Cash on hand and in bank	\$ 8,906,980	\$ 9,089,926	\$ 7,591,966
Repair and replacement reserve         2,176,806         2,211,286         1,675,4           Accounts receivable - customers         785,731         644,604         673,7           Accounts receivable - government         1,400,834         1,510,529         1,458,7           Accounts receivable - FSA         18,176         20,314           Accounts receivable - misc         152,583         165,590         50,7           Inventory         118,933         107,754         92,7           Prepaid expenses         238,019         283,398         221,7           Total current assets         14,892,515         15,125,520         12,778,7           Restricted assets:         2,972,311         2,272,336         2,615,7           Debt service reserve fund         306,792         306,138         300,7           Operating reserve         1,323,327         1,320,504         1,295,7           Funds on deposit with trustee:         Bond fund         2,972,311         2,272,336         2,615,7           Boilding         61,873,204         61,873,204         61,873,204         4,878,4           Equipment         6,515,348         6,511,430         6,428,7           Less: accumulated depreciation         (34,829,302)         (34,667,369) <t< td=""><td>Leasehold reserve</td><td>1,094,454</td><td>1,092,118</td><td>994,228</td></t<>	Leasehold reserve	1,094,454	1,092,118	994,228
Accounts receivable - customers       785,731       644,604       673,'         Accounts receivable - government       1,400,834       1,510,529       1,458,'         Accounts receivable - FSA       18,176       20,314         Accounts receivable - misc       152,583       165,590       50,'         Inventory       118,933       107,754       92,'         Prepaid expenses       238,019       283,398       221,'         Total current assets       14,892,515       15,125,520       12,778,'         Restricted assets:       0       306,792       306,138       300,'         Operating reserve fund       306,792       306,138       300,'       1,295,'         Funds on deposit with trustee:       0       2,972,311       2,272,336       2,615,'         Bond fund       2,972,311       2,272,336       2,615,'       4,603,550       4,878,'         Fixed assets:       0       5,307,940       4,603,550       4,878,'         Building       61,873,204       61,873,204       61,873,204       61,831,'         Less: accumulated depreciation       (34,829,302)       (34,667,369)       (32,808,'         Total fixed assets:       33,559,250       33,717,266       35,451,'	Renovation reserve	0	0	20,737
Accounts receivable - government       1,400,834       1,510,529       1,458,7         Accounts receivable - FSA       18,176       20,314         Accounts receivable - misc       152,583       165,590       50,7         Inventory       118,933       107,754       92,7         Prepaid expenses       238,019       283,398       221,7         Total current assets       14,892,515       15,125,520       12,778,7         Restricted assets:       0       306,792       306,138       300,7         Operating reserve       1,323,327       1,320,504       1,295,7         Funds on deposit with trustee:       0       2,972,311       2,272,336       2,615,7         Bond fund       2,972,311       2,272,336       2,615,7       667,7         Lease purchase rent reserve fund       705,510       704,573       667,7         Total restricted assets:       5,307,940       4,603,550       4,878,8         Building       61,873,204       61,873,204       61,873,204       61,831,7         Less: accumulated depreciation       (34,829,302)       (34,667,369)       (32,808,7)         Total fixed assets:       33,559,250       33,717,266       35,451,430         Other capital assets:       240	Repair and replacement reserve	2,176,806	2,211,286	1,675,848
Accounts receivable - FSA       18,176       20,314         Accounts receivable - misc       152,583       165,590       50,         Inventory       118,933       107,754       92,         Prepaid expenses       238,019       283,398       221,         Total current assets       14,892,515       15,125,520       12,778,         Restricted assets:       14,892,515       15,125,520       12,778,         Debt service reserve fund       306,792       306,138       300,         Operating reserve       1,323,327       1,320,504       1,295,         Funds on deposit with trustee:       8       2,972,311       2,272,336       2,615,         Bond fund       2,972,311       2,272,336       2,615,       4,673,500         Total restricted assets       5,307,940       4,603,550       4,878,4         Fixed assets:       8       8       6,511,430       6,428,3         Building       61,873,204       61,873,204       61,831,4       6,428,3         Less: accumulated depreciation       (34,829,302)       (34,667,369)       (32,808,7         Total fixed assets       33,559,250       33,717,266       35,451,5         Other capital assets:       20,250       33,717,266	Accounts receivable - customers	785,731	644,604	673,963
Accounts receivable - misc       152,583       165,590       50,         Inventory       118,933       107,754       92,         Prepaid expenses       238,019       283,398       221,         Total current assets       14,892,515       15,125,520       12,778,9         Restricted assets:       14,892,515       15,125,520       12,778,9         Debt service reserve fund       306,792       306,138       300,7         Operating reserve       1,323,327       1,320,504       1,295,7         Funds on deposit with trustee:       Bond fund       2,972,311       2,272,336       2,615,7         Lease purchase rent reserve fund       705,510       704,573       667,7         Total restricted assets       5,307,940       4,603,550       4,878,4         Building       61,873,204       61,873,204       61,813,6         Less: accumulated depreciation       (34,829,302)       (34,667,369)       (32,808,7)         Total fixed assets:       33,559,250       33,717,266       35,451,5         Other capital assets:       Construction in progress - RREF       440,414       394,395       165,5	Accounts receivable - government	1,400,834	1,510,529	1,458,293
Inventory         118,933         107,754         92,0           Prepaid expenses         238,019         283,398         221,1           Total current assets         14,892,515         15,125,520         12,778,0           Restricted assets:         0         0         0,0792         306,138         300,0           Operating reserve         1,323,327         1,320,504         1,295,0         12,778,0           Funds on deposit with trustee:         0         0,072,311         2,272,336         2,615,0           Bond fund         2,972,311         2,272,336         2,615,0         704,573         667,           Total restricted assets:         5,307,940         4,603,550         4,878,0           Building         61,873,204         61,873,204         61,831,0           Equipment         6,515,348         6,511,430         6,428,0           Less: accumulated depreciation         (34,829,302)         (34,667,369)         (32,808,10)           Total fixed assets:         33,559,250         33,717,266         35,451,1           Other capital assets:         0         33,559,250         35,451,1	Accounts receivable - FSA	18,176	20,314	0
Prepaid expenses         238,019         283,398         221,           Total current assets         14,892,515         15,125,520         12,778,           Restricted assets:         306,792         306,138         300,           Operating reserve         1,323,327         1,320,504         1,295,           Funds on deposit with trustee:         2,972,311         2,272,336         2,615,           Bond fund         2,972,311         2,272,336         2,615,           Lease purchase rent reserve fund         705,510         704,573         667,           Total restricted assets:         5,307,940         4,603,550         4,878,4           Building         61,873,204         61,873,204         61,831,5           Less: accumulated depreciation         (34,829,302)         (34,667,369)         (32,808,7)           Total fixed assets:         33,559,250         33,717,266         35,451,430           Other capital assets:         33,559,250         33,717,266         35,451,430           Other capital assets:         200,50         33,717,266         35,451,430	Accounts receivable - misc	152,583	165,590	50,168
Total current assets         14,892,515         15,125,520         12,778,5           Restricted assets:         Debt service reserve fund         306,792         306,138         300,7           Operating reserve         1,323,327         1,320,504         1,295,5           Funds on deposit with trustee:         2,972,311         2,272,336         2,615,5           Bond fund         2,972,311         2,272,336         2,615,5           Lease purchase rent reserve fund         705,510         704,573         667,5           Total restricted assets         5,307,940         4,603,550         4,878,4           Building         61,873,204         61,873,204         61,831,5           Less: accumulated depreciation         (34,829,302)         (34,667,369)         (32,808,7)           Total fixed assets:         33,559,250         33,717,266         35,451,430           Other capital assets:         20,014,414         394,395         165,5	Inventory	118,933	107,754	92,612
Restricted assets:         306,792         306,138         300,792           Operating reserve         1,323,327         1,320,504         1,295,4           Funds on deposit with trustee:         2,972,311         2,272,336         2,615,7           Bond fund         2,972,311         2,272,336         2,615,7           Lease purchase rent reserve fund         705,510         704,573         667,7           Total restricted assets         5,307,940         4,603,550         4,878,4           Fixed assets:         61,873,204         61,873,204         61,831,7           Equipment         6,515,348         6,511,430         6,428,7           Less: accumulated depreciation         (34,829,302)         (34,667,369)         (32,808,7)           Total fixed assets:         33,559,250         33,717,266         35,451,430           Other capital assets:         33,559,250         33,717,266         35,451,430	Prepaid expenses			 221,166
Debt service reserve fund       306,792       306,138       300,7         Operating reserve       1,323,327       1,320,504       1,295,7         Funds on deposit with trustee:       2,972,311       2,272,336       2,615,9         Bond fund       2,972,311       2,272,336       2,615,9         Lease purchase rent reserve fund       705,510       704,573       667,7         Total restricted assets       5,307,940       4,603,550       4,878,4         Building       61,873,204       61,873,204       61,831,5         Equipment       6,515,348       6,511,430       6,428,5         Less: accumulated depreciation       (34,829,302)       (34,667,369)       (32,808,7)         Total fixed assets:       33,559,250       33,717,266       35,451,430         Other capital assets:       33,559,250       33,717,266       35,451,430	Total current assets	 14,892,515	15,125,520	 12,778,982
Operating reserve       1,323,327       1,320,504       1,295,4         Funds on deposit with trustee:       2,972,311       2,272,336       2,615,6         Bond fund       2,972,311       2,272,336       2,615,7         Lease purchase rent reserve fund       705,510       704,573       667,7         Total restricted assets       5,307,940       4,603,550       4,878,4         Fixed assets:       8uilding       61,873,204       61,873,204       61,831,5         Equipment       6,515,348       6,511,430       6,428,5         Less: accumulated depreciation       (34,829,302)       (34,667,369)       (32,808,7)         Total fixed assets:       33,559,250       33,717,266       35,451,4         Other capital assets:       440,414       394,395       165,4	Restricted assets:			
Funds on deposit with trustee:       Bond fund       2,972,311       2,272,336       2,615,9         Bond fund       705,510       704,573       667,7         Lease purchase rent reserve fund       705,510       704,573       667,7         Total restricted assets       5,307,940       4,603,550       4,878,4         Fixed assets:       8       6,1,873,204       61,873,204       61,831,7         Equipment       6,515,348       6,511,430       6,428,7         Less: accumulated depreciation       (34,829,302)       (34,667,369)       (32,808,7)         Total fixed assets:       33,559,250       33,717,266       35,451,5         Other capital assets:       440,414       394,395       165,5	Debt service reserve fund	306,792	306,138	300,325
Bond fund         2,972,311         2,272,336         2,615,6           Lease purchase rent reserve fund         705,510         704,573         667,7           Total restricted assets         5,307,940         4,603,550         4,878,4           Fixed assets:         8uilding         61,873,204         61,873,204         61,831,7           Equipment         6,515,348         6,511,430         6,428,7           Less: accumulated depreciation         (34,829,302)         (34,667,369)         (32,808,7)           Total fixed assets:         33,559,250         33,717,266         35,451,57           Other capital assets:         440,414         394,395         165,57	Operating reserve	1,323,327	1,320,504	1,295,432
Lease purchase rent reserve fund       705,510       704,573       667,         Total restricted assets       5,307,940       4,603,550       4,878,8         Fixed assets:       61,873,204       61,873,204       61,831,2         Building       61,873,204       61,873,204       61,831,2         Equipment       6,515,348       6,511,430       6,428,2         Less: accumulated depreciation       (34,829,302)       (34,667,369)       (32,808,2)         Total fixed assets       33,559,250       33,717,266       35,451,4         Other capital assets:       440,414       394,395       165,5	Funds on deposit with trustee:			
Total restricted assets         5,307,940         4,603,550         4,878,8           Fixed assets:         Building         61,873,204         61,873,204         61,831,3           Equipment         6,515,348         6,511,430         6,428,3           Less: accumulated depreciation         (34,829,302)         (34,667,369)         (32,808,7)           Total fixed assets         33,559,250         33,717,266         35,451,53           Other capital assets:         440,414         394,395         165,53	Bond fund	2,972,311	2,272,336	2,615,921
Fixed assets:       Building       61,873,204       61,873,204       61,831,5         Equipment       6,515,348       6,511,430       6,428,5         Less: accumulated depreciation       (34,829,302)       (34,667,369)       (32,808,5)         Total fixed assets       33,559,250       33,717,266       35,451,5         Other capital assets:       440,414       394,395       165,5	Lease purchase rent reserve fund	705,510	704,573	667,168
Building       61,873,204       61,873,204       61,831,2         Equipment       6,515,348       6,511,430       6,428,2         Less: accumulated depreciation       (34,829,302)       (34,667,369)       (32,808,2)         Total fixed assets       33,559,250       33,717,266       35,451,4         Other capital assets:       440,414       394,395       165,4	Total restricted assets	 5,307,940	 4,603,550	 4,878,846
Equipment       6,515,348       6,511,430       6,428,3         Less: accumulated depreciation       (34,829,302)       (34,667,369)       (32,808,333,559,250)         Total fixed assets       33,559,250       33,717,266       35,451,533,559,250         Other capital assets:       440,414       394,395       165,533,559,250	Fixed assets:			
Equipment       6,515,348       6,511,430       6,428,3         Less: accumulated depreciation       (34,829,302)       (34,667,369)       (32,808,333,559,250)         Total fixed assets       33,559,250       33,717,266       35,451,533,559,250         Other capital assets:       440,414       394,395       165,533,559,250	Building	61,873,204	61,873,204	61,831,354
Less: accumulated depreciation       (34,829,302)       (34,667,369)       (32,808,7)         Total fixed assets       33,559,250       33,717,266       35,451,9         Other capital assets:       Construction in progress - RREF       440,414       394,395       165,9	5			6,428,302
Total fixed assets         33,559,250         33,717,266         35,451,5           Other capital assets:         Construction in progress - RREF         440,414         394,395         165,5			(34,667,369)	(32,808,142)
Construction in progress - RREF 440,414 394,395 165,4	Total fixed assets	 33,559,250	33,717,266	 35,451,514
Construction in progress - RREF 440,414 394,395 165,4	Other capital assets:			
	•	440,414	394,395	165,572
	Construction in progress - renovation project	-		12,009
		0		604,274
		 440,414	394,395	781,854
<b>TOTAL ASSETS</b> \$ 54,200,118 \$ 53,840,731 \$ 53,891,7	TOTAL ASSETS	\$ 54,200,118	\$ 53,840,731	\$ 53,891,196

#### BELLEVUE CONVENTION CENTER AUTHORITY BALANCE SHEET

	March 2019	February 2019	March 2018
LIABILITIES			
Current liabilities:			
Accounts payable - maintenance & operations	\$ 226,462	\$ 259,982	\$ 149,914
Special obligation revenue bonds payable	897,135	998,045	854,484
Accrued interest on revenue bonds	5,012,505	5,563,811	4,386,148
Deposits payable	948,588	1,029,273	1,058,696
Wages and benefits payable	321,115	240,692	289,067
Compensated absences payable	165,972	149,677	143,381
Sales tax payable	63,964	57,204	68,061
Other accrued liabilities	26,720	59,845	22,704
Total current liabilities	7,662,462	8,358,528	6,972,454
Payable from restricted assets:			
Special obligation revenue bonds payable	313,781	212,871	300,288
Accrued interest on revenue bonds	1,821,605	(1,254,031)	1,603,245
Retainage payable	17,615	17,464	65,247
Total payable from restricted assets	2,153,001	(1,023,696)	1,968,78
Long-term liabilities:			
Special obligation revenue bonds payable	5,994,920	5,994,920	7,205,83
Accrued interest on revenue bonds	30,450,203	32,846,162	34,127,123
Total long term liabilities	36,445,123	38,841,083	41,332,95
TOTAL LIABILITIES	46,260,587	46,175,915	50,274,194
DEFERRED INFLOWS OF RESOURCES			
Deferred gain on refunding bonds	648	687	2,222
Total deferred inflows	648	687	2,222
FUND NET POSITION			
Contributed capital Retained earnings:	21,876,493	21,876,493	21,876,493
Reserved for leasehold	1,094,454	1,092,118	994,228
Reserved for renovation			20,73
Reserved for operations	306,792	306,138	300,32
Reserved for repair and replacement	2,176,806	2,211,286	1,675,848
Reserved for debt service reserve fund	1,323,327	1,320,504	1,295,432
Reserved for lease purchase rent reserve fund	705,510	704,573	667,168
Unreserved	(19,544,498)	(19,846,982)	(23,215,45
Total retained earnings	(13,937,609)	(14,212,364)	(18,261,713
TOTAL NET POSITION	7,938,884	7,664,129	3,614,779
TOTAL LIABILITIES, DEFERRED INFLOWS,			
AND NET POSITION	\$ 54,200,118	\$ 53,840,731	\$ 53,891,196

#### BELLEVUE CONVENTION CENTER AUTHORITY STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION BY DEPARTMENT FOR THE PERIOD ENDING MARCH 31, 2019

							YTD			
						<b>.</b>		% То	Annual	% Annual
CONVENTION CENTER OPERATIONS	Actual	Budget	Variance		Actual	Budget	Variance	Budget	Budget	Spent
CONVENTION CENTER REVENUES:	<b>• •</b> • • • • • • • • • • • • • • • •		<b>*</b> • • • • •			*	<b>†</b> (0, (00)	(00)		00/
Food & beverage Event services	\$ 587,164 124,190	\$ 583,951 114,116	\$ 3,213 10,074	\$	1,543,363 388,662	\$ 1,545,972 357,391	\$ (2,609) 31,271	(0%) 9%	6,208,370 1,587,687	8% 7%
Rent	218,887	210,256	8,631		642,471	669,760	(27,289)	(4%)	2,177,723	9%
Rent Credit	(83,593)	(80,679)	(2,914)		(226,691)	(214,964)	(11,727)	5%	(840,574)	8%
Parking Other	82,926	71,133	11,793		236,010	223,382	12,628	6% 0%	754,755	12% 0%
TOTAL CONVENTION CENTER REVENUES	929,573	898,777	30,796		2,583,816	2,581,541	2,275	0%	9,887,961	26%
CONVENTION CENTER EXPENSES:										
Operations	208,151	179,637	28,514		598,586	541,297	57,289	11%	2,100,462	9%
Food and Beverage Marketing & Guest Services	369,370 137,613	342,648 130,449	26,722 7,164		945,616 382,342	977,081 423,743	(31,465) (41,401)	(3%) (10%)	3,764,401 1,594,201	9% 9%
Administration	142,167	151,488	(9,321)		418,507	432,597	(14,090)	(3%)	1,711,847	8%
TOTAL CONVENTION CENTER EXPENSES	857,301	804,222	53,079	_	2,345,051	2,374,718	(29,666)	(1%)	9,170,911	9%
CONVENTION CENTER OPERATING INCOME(LOSS)	72,272	94,555	(22,283)		238,765	206,824	31,941	(15%)	717,050	33%
CONVENTION CENTER COVERAGE RATIO	108%	112%			110%	109%			108%	
VISIT BELLEVUE WASHINGTON OPERATIONS										
Visit Bellevue Washington Revenue	1,984	1,500	484		69,699	75,000	(5,301)	(7%)	113,000	26%
Sales Expenses Marketing and Communications Expenses	52,690 81,051	58,517 44,362	(5,827) 36,689		137,638 182,430	160,714 188,900	(23,076) (6,470)	(14%) (3%)	733,584 711,614	5% 5%
Visitor Experience Expenses	0	7,734	(7,734)		1,322	23,421	(22,099)	(94%)	225,837	5%
VISIT BELLEVUE WASHINGTON OPERATING INCOME(LOSS)	(131,757)	(109,114)	(22,643)		(251,691)	(298,035)	46,344	16%	(1,558,036)	2%
THEATRE OPERATIONS										
Revenue	55,944	36,677	19,267		99,372	92,312	7,060	8%	418,179	1%
Expense Theatre Indirect Cost Allocation	46,129 10,695	34,993 8,497	11,136 2,198		98,028 27,348	94,666 25,838	3,362 1,510	4% 6%	391,132 103,863	6% 9%
THEATRE OPERATING INCOME(LOSS)	(880)	(6,813)	5,934		(26,003)	(28,192)	2,189	8%	(76,816)	39%
THEATRE COVERAGE RATIO	98%	84%			79%	77%			84%	
TOTAL OPERATING INCOME(LOSS) BEFORE DEPRECIATION	(60,365)	(21,373)	(38,992)		(38,929)	(119,404)	80,475	67%	(917,802)	4%
TOTAL COVERAGE RATIO	94%	98%			99%	96%			92%	
Depreciation	163,433	160,155	3,278		528,972	480,465	48,507	(10%)	1,921,860	9%
Amortization	(39)	(103)	64		(114)	(299)	0	0%	(2,440)	3%
TOTAL OPERATING INCOME(LOSS)	(223,759)	(181,425)	(42,334)		(567,787)	(599,570)	31,782	5%	(2,837,222)	10%
NON-OPERATING REVENUES										
From transient occupancy tax: Lease purchase rent payments	628,749	700,417	(71,668)		2,101,251	2,101,251	-	0.00%	7,577,504	9%
TOT 1995/2002 bonds	203,832	167,554	36,278		538,940	502,662	36,278	7.22%	2,010,650	8%
Leasehold Rent	9,750 (38,027)	-	9,750 (38,027)		27,300	- 38,027	27,300 (38,027)	0.00% 0%	0 3,058,846	0% 2%
TOT Operating payment Interest income	26,413	5,000	21,413		- 80,698	15,000	65,698	437.99%	60,000	25%
TOTAL NON-OPERATING REVENUES	830,717	872,971	(42,254)		2,748,189	2,656,940	91,249	3.43%	12,707,000	7%
NON-OPERATING EXPENSES										
TOT 1995/2002 bonds offset	203,832	167,554	36,278		538,940	502,662	36,278	7.22%	2,010,650	8%
Site lease and related cost Interest expense	- 128,371	- 155,605	- (27,234)		17 1,155,302	20 1,200,983	(3) (45,681)	-15.35% -3.80%	20 3,756,055	0% 4%
Loss/(Gain) on disposal of fixed assets			-		(1,091)	-	(1,091)	0.00%	-	0%
RREF expenses TOTAL NON-OPERATING EXPENSES	332,203	323,159	9,044		3,396	- 1,703,665	3,396 (7,102)	0.00%	5,766,725	0% 5%
	332,203	525,157	7,044		1,070,505	1,703,003	(7,102)		5,700,725	576
OPERATING INCOME(LOSS) BEFORE OTHER FINANCING SOURCES AND USES	274,755	368,387	(93,633)		483,839	353,705	130,133	36.79%	4,103,053	84%
From (to) City of Bellevue	-	-	-		-	-	-		-	
NET INCOME(LOSS)	274,755	368,387	(93,633)		483,839	353,705	130,133		4,103,053	59%
TOTAL NET POSITION AT BEGINNING OF PERIOD	7,664,129				7,455,045					
Special Item TOTAL NET POSITION AT END OF PERIOD	0 \$ 7,938,884	-			0 \$ 7,938,884					
		-								

#### BELLEVUE CONVENTION CENTER AUTHORITY STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION FOR THE PERIODS ENDING MARCH 31, 2019 AND MARCH 31, 2018

			March			YTD	
		2019	2018	Variance	2019	2018	Variance
CONVENTION CENTER OPERATIONS							
CONVENTION CENTER REVENUES: Food & beverage	\$	587,164	604,333	\$ (17,169) \$	1,543,363 \$	1,451,941	\$ 91,422
Event services	Ψ	124,190	123,544	646	388,662	338,657	50,005
Rent		218,887	205,458	13,428	642,471	594,947	47,524
Rent Credit		(83,593)	(93,553)	9,960	(226,691)	(216,374)	(10,316)
Parking		82,926	61,286	21,640	236,010	206,730	29,280
Other TOTAL CONVENTION CENTER REVENUES		- 929,573	- 901,067	- 28,506	- 2,583,816	2,375,902	- 207,914
CONVENTION CENTER EXPENSES:		·	·		· ·		
Administrative and general							
Personnel							
Full-time		262,960	273,510	(10,551)	759,709	776,110	(16,401)
Part-time		61,804	51,735	10,069	155,326	149,780	5,546
Benefits		87,620	89,343	(1,723)	252,397	257,222	(4,825
Service fees		75,419	75,611	(192)	193,459	180,730	12,728
Total personnel		487,803	490,199	(2,397)	1,360,890	1,363,842	(2,952
Contract labor		9,927	16,171	(6,244)	29,195	32,378	(3,183
Other administrative and general		103,304	84,909	18,395	249,300	211,944	37,356
Other food and beverage		9,442	10,718	(1,276)	30,319	35,926	(5,607
Operating Supplies		15,019	14,402	618	33,862	46,297	(12,435
Other supplies		3,132	5,165	(2,033)	16,755	23,064	(6,310
Event services reimbursable		19,474	13,731	5,743	53,066	49,907	3,159
Total administrative and general		648,101	635,295	12,806	1,773,388	1,763,359	10,029
Cost of goods and sold		116,959	98,795	18,163	297,889	273,987	23,903
Other Expenses							
Marketing		13,174	8,136	5,038	32,121	42,228	(10,107)
Utilities and maintenance		72,568	62,186	10,382	217,343	180,366	36,977
Parking		20,290	15,505	4,785	61,420	53,954	7,466
Indirect Cost Allocation		(13,790)	(8,624)	(5,166)	(37,110)	(24,779)	(12,331
Total other expenses		92,242	77,203	15,039	273,774	251,770	22,004
TOTAL CONVENTION CENTER EXPENSES		857,301	811,293	46,008	2,345,051	2,289,115	55,936
CONVENTION CENTER OPERATING INCOME(LOSS)		72,272	89,774	(17,502)	238,765	86,786	151,979
ISIT BELLEVUE WASHINGTON OPERATIONS							
Visit Bellevue Washington Revenue		1,984	1,444	541	69,699	91,704	(22,005
Sales Expenses		52,690	45,778	6,912	137,638	118,183	19,455
Marketing and Communications Expenses		81,051	26,741	54,310	182,430	73,845	108,585
Visitor Experience Expenses VISIT BELLEVUE WASHINGTON OPERATING INCOME(LOSS	5)	0 (131,757)	(71,075)	0 (60,682)	1,322 (251,691)	- (100,324)	1,322 (151,367
	-						
HEATRE OPERATIONS		FF 044	40.725	15 220	00 272	00.105	11 0/7
Revenue		55,944	40,625	15,320	99,372	88,105	11,267
Expense		46,129	34,129	12,000	98,028	95,622	2,406
Theatre Indirect Cost Allocation THEATRE OPERATING INCOME(LOSS)		10,695 (880)	8,624 (2,128)	2,071	27,348 (26,003)	24,779 (32,295)	2,569 6,292
TOTAL OPERATING INCOME(LOSS) BEFORE DEPRECIATION	•	(60,365)	16,570	(76,935)	(38,929)	(45,832)	6,903
Depreciation Amortization		163,433 (39)	184,110 (74)	(20,677) 34	528,972 (114)	542,614 (214)	(13,642) 100
TOTAL OPERATING INCOME(LOSS)		(223,759)	(167,466)	(56,293)	(567,787)	(588,232)	20,445
ION-OPERATING REVENUES							
From transient occupancy tax: Lease purchase rent payments		628,749	622,083	6,666	2,101,251	1,866,249	235,002
TOT 1995/2002 bonds		203,832	167,221	36,611	538,940	501,663	37,277
Leasehold Rent		9,750	5,850	3,900	27,300	17,550	9,750
TOT Operating payment		(38,027)	214,127	(252,154)	0	214,127	(214,127
Interest income		26,413	, 11,765	26,413	80,698	34,947	45,751
TOTAL NON-OPERATING REVENUES		830,717	1,021,046	(178,564)	2,748,189	2,634,536	113,653
ON-OPERATING EXPENSES TOT 1995/2002 bonds offset		203,832	167,221	36,611	538,940	501,663	37,277
Site lease and related costs		203,832 0	107,221	36,611	538,940 17	501,663 24	37,277 (7
Interest expense		128,371	142,629	(14,258)	1,155,302	1,179,942	(24,640
Disposal of fixed assets		0	-	0	(1,091)	1,083	(2,174
		0	6,000	(6,000)	3,396	7,713	(4,318
		332,203	315,850	16,353	1,696,563	1,690,425	6,139
TOTAL OPERATING INCOME(LOSS) BEFORE OTHER FINANCING SOURCES AND USES		274,755	537,730	(262,975)	483,839	355,879	127,960
PERATING TRANSFERS IN (OUT) From (to) City of Bellevue		-	-	-	-	-	-
NET INCOME(LOSS)		274,755	537,730	(262,975)	483,839	355,879	127,960
TOTAL NET POSITION AT BEGINNING OF PERIOD		7,664,129	3,077,049	4,587,080	7,455,045	3,258,900	
Special Item TOTAL NET POSITION AT END OF PERIOD	\$	- 7,938,884	- 3,614,779	\$	- 7,938,884 \$	- 3,614,779	
TOTAL NET POSITION AT END OF PERIOD	\$	7,938,884 \$	3,614,779	\$	7,938,884 \$	3,614,779	

#### BELLEVUE CONVENTION CENTER AUTHORITY STATEMENT OF CASH FLOWS

FOR THE PERIOD ENDING MARCH 31, 2019

	Month Ended	YTD Ended
Carle flavor forma an anti-station and initian	March 31, 2019	March 31, 2019
Cash flows from operating activities:	700 025	
Cash received from customers	780,835	2,546,759
Cash paid to suppliers	(585,596)	(1,465,898)
Cash paid to employees	(391,085)	(1,250,655)
Net cash (used) by operating activities	(195,845)	(169,794)
Cash flows from noncapital financing activities:		
Contributions by municipalities and others:		
Lease purchase rent payments	700,417	2,765,834
TOT Operating payment	0	0
Transfer (to) from 1995 and 2002 bond payment fund	203,832	538,940
Leasehold rent	9,750	27,300
Transfer (to) from City of Bellevue	0	0
RREF Expenses	0	(3,396)
Site lease and related costs	0	(17)
Net cash provided by (used in) noncapital financing activities	913,999	3,328,661
Cash flows from capital and related financing activities:		
Interest paid to bondholders	0	(2,502,183)
Principal paid to bondholders	0	(507,817)
Transfer (to) from 1995 and 2002 bond payment fund	(203,832)	(538,940)
Contributed capital	(203,032)	(550,740)
Capital expenditures		(54,899)
Proceeds from sales of fixed assets	(51,436)	
		1,091
Net cash (used) by capital and related financing activities	(255,267)	(3,602,748)
Cash flows from investing activities:		
Sale/maturity (purchase) of investment securities and funding of reserve		
Bond fund	(699,975)	240,159
Lease purchase rent reserve	(937)	(2,662)
Interest received on investments	26,413	80,698
Net cash (used in) provided by investing activities	(674,499)	318,195
Net (decrease) in cash and cash equivalents	(211,612)	(125,685)
Balance - Beginning of the period	14,019,972	13,934,044
Balance - End of the period	13,808,359	13,808,359
	13,808,359	13,808,359
	(0)	(0)

#### BELLEVUE CONVENTION CENTER AUTHORITY STATEMENT OF CASH FLOWS

#### Reconciliation of operating income (loss) to net cash provided (used) by operating activities:

Operating Income (loss)	(223,759)	(567,787)
Adjustment to reconcile operating income (loss) to net cash provided (used	d) by operating activities:	
Depreciation and amortization	163,394	528,858
Change in assets and liabilities:		
Receivables, net	(125,982)	(158,272)
Inventories	(11,179)	(17,275)
Prepaid expenses	45,380	10,437
Deposits payable	(80,685)	(47,857)
Wages and benefits payable	80,423	74,503
Compensated absences payable	16,295	35,733
Accounts payable	(33,520)	(9,139)
Sales tax payable	6,760	(2,193)
Other accrued liabilities	(33,124)	(17,048)
Retainage payable	151	246
Total adjustments	27,914	397,994
Net cash (used) by operating activities	(195,845)	(169,794)

Cash and cash equivalents are presented in the balance sheet as follows:

	Month Ended	YTD Ended
	March 31, 2019	March 31, 2019
Current assets:		
Cash on hand and in bank	8,906,980	8,906,980
Leasehold reserve	1,094,454	1,094,454
Renovation reserve	0	0
Repair and replacement reserve	2,176,806	2,176,806
CASH AND CASH EQUIVALENTS	12,178,240	12,178,240
Restricted cash:		
Debt service reserve fund	306,792	306,792
Operating reserve	1,323,327	1,323,327
RESTRICTED CASH AND CASH EQUIVALENTS	1,630,120	1,630,120
TOTAL RESTRICTED AND UNRESTRICTED CASH	13,808,359	13,808,359
	0	0

#### COMMENTS TO FINANCIAL STATEMENTS FOR THE PERIOD ENDING MARCH 31, 2019

Comment 1 - Reserves

RESERVE FUND EQUITY	AMOUNT		
	REQUIRED	ACTUAL	VARIANCE
Debt Service Reserve Fund	1,323,327	1,323,327	-
Leasehold Reserve	1,094,454	1,094,454	-
Renovation Reserve	-	-	-
Operations	306,792	306,792	-
Lease Purchase Rent Reserve	705,510	705,510	-
Repair and Replacement Reserve	2,176,806	2,176,806	-
TOTALS	\$ 5,606,889 \$	5,606,889	\$ -

#### Comment 2 - Monthly Breakdown of Increase/(Decrease) in Fixed Assets

	Description	Amount
Building/Design:		
		<u>,</u>
	Less: Disposal of Surplus Assets	0
	Current Month net change to Building	0
Equipment/Computer/Furniture/Vehicle:		
	19-22 L3 Car Chargers	5,417

	Current Month addition to Equipment	5,417
	Less: Disposal of Surplus Assets (Vehicle)	(1,500)
	Current month net change to Equipment	3,917.08
Net Increase/(Decrease) to Fixed Assets		\$ 3,917

Other Non-Operating Expenses:

Construction in Progress

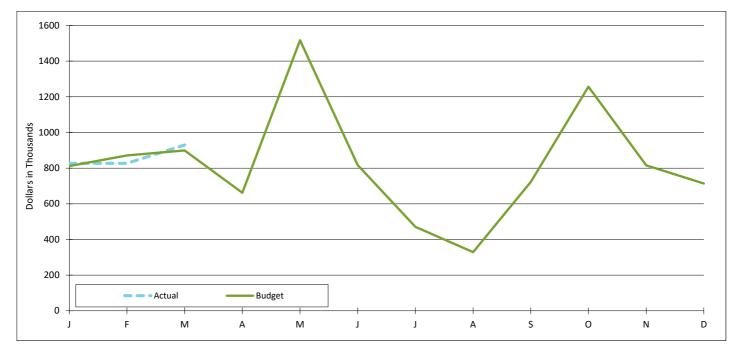
Less: Loss (Gain) on Disposed Assets	-
Current month Non Operating Expenses	
CIP	46,018
Current Month net change to Construction in Progress	46,018

49,936

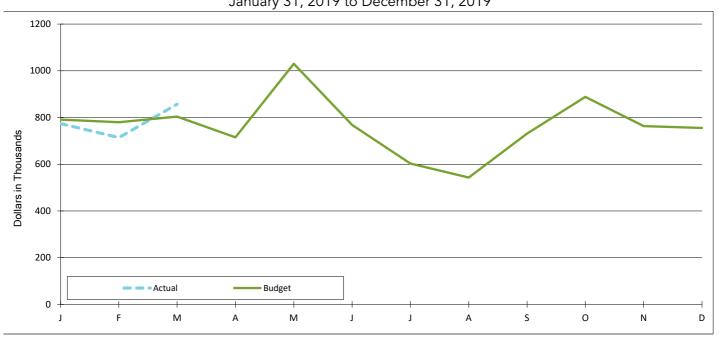
\$

Net Increase/(Decrease) to Capital Project purchases

#### MAINTENANCE AND OPERATIONS FUND Convention Center Operating Revenues (Excluding TOT) Actual vs. Budget January 31, 2019 to December 31, 2019

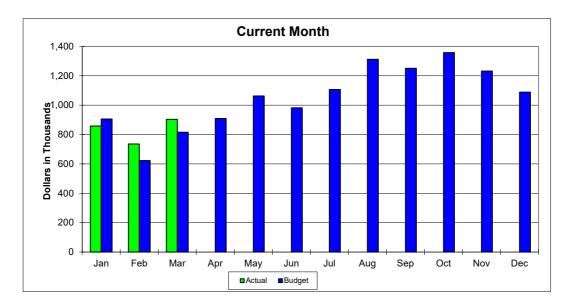


Convention Center Operating Expenses Actual vs. Budget January 31, 2019 to December 31, 2019



<u>Coverage</u>	<u>Ratio</u>											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actual	107%	116%	109%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Budgeted	103%	112%	112%	93%	147%	106%	78%	61%	99%	142%	107%	95%
YTD	107%	111%	110%	110%	110%	110%	110%	110%	110%	110%	110%	110%

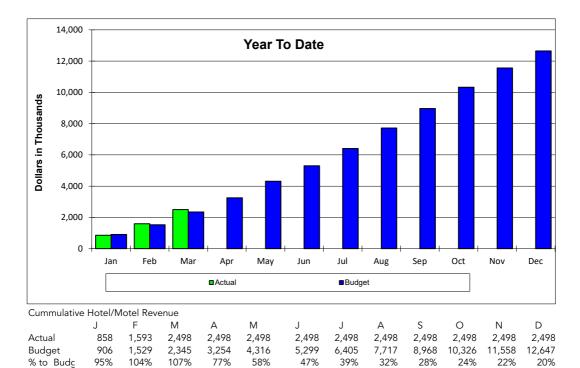
#### Transient Occupancy Tax Collections for 2019 Cash Basis FOR THE PERIOD ENDING MARCH 31, 2019



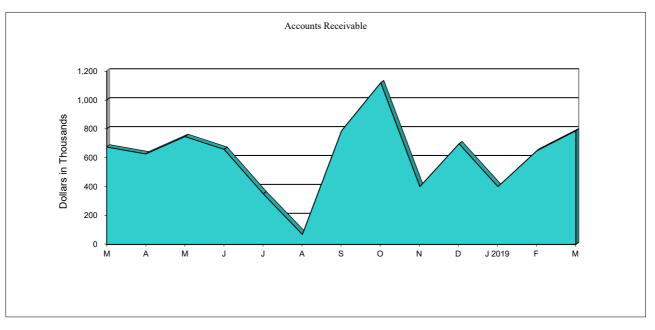
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Monthly Actual	858	736	904									
Monthly Budget	906	623	816	909	1,063	982	1,107	1,312	1,251	1,358	1,232	1,089
Monthly												

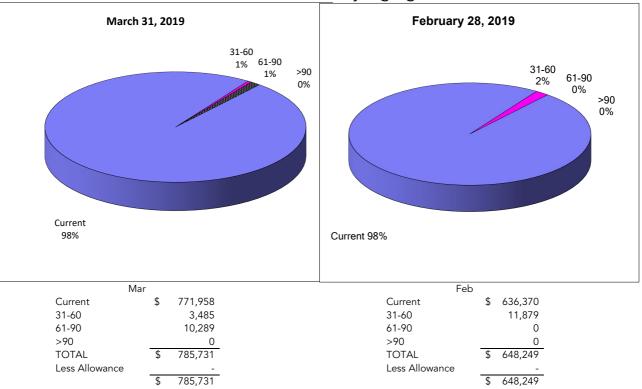
Actual to

Budget 95% 118% 111%



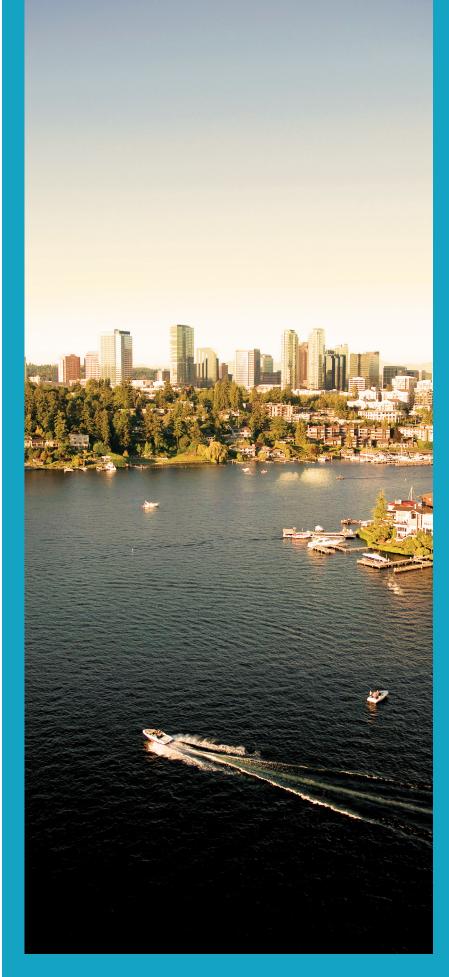
#### Accounts Receivable March 31, 2018 through March 31, 2019





#### Accounts Receivable by Aging Period

# FACILITIES









To: Cc:	BCCA Board of Directors Tim Carr, Chief Executive Officer
From:	Jeff Vaughan, Director of Facility Services
Date:	April 19, 2019
Re:	Facilities Report

Following is an overview of some of the projects and programs related to Meydenbauer Center facility operations and capital projects

## 2019 Capital Projects

The Facilities Committee has reviewed and will recommend for approval two resolutions that authorize contracts with vendors for Project 19-06 – Roof Replacement and Project 19-07 Theatre Sound System.

Office renovation revised cost estimates are being reviewed and will be presented once complete. We are working closely with our architect on final details of the office remodel project as work on construction drawings and specifications is commencing in anticipation of going to bid in June.

### Maintenance and Engineering and Custodial Transitions

In March our Custodial Supervisor accepted a new position outside of Meydenbauer Center. Management of Custodial Services was previously planned to transition from the Director of Facility Services (myself) to the new Facility Manager (Brent Hammer). The change in the Custodial Supervisor, provided a good opportunity to make that transition. Our new Facility Manager has since hired our new Custodial Services Supervisor and is working closely with her to set her up to be successful.

Bellevue Convention Center Authority Board of Directors
Jeff Vaughan, Director of Facility Services
April 24, 2019
Resolution 2019-06 to Enter into a Contract with V&R Roofing for Construction
Services

## BACKGROUND

Roofing systems at Meydenbauer Center at 26 years old are approaching the end of useful life. In 2017 the Board of Directors approved a plan for phased replacement of the roofing surfaces over a six year period. Professional Engineering firm OAC Services, under a separate agreement was contracted previously for design, engineering and limited construction management for the roofing project, and prepared the drawings, specifications and scope of work.

## **PROCURMENT PROCESS**

In accordance with state law governing the procurement of public work, and BCCA purchasing policy, an Invitation to Bid was issued to all applicable roofing contractors on the MRSC Shared Works roster. Competitive bids were received from four contractors. V&R roofing was determined to be the lowest responsible bidder.

## CONTRACT

The proposed contract with V&R roofing for Construction Services for Meydenbauer Center's first phase of roof replacement is \$197,371. Unused capital funds for the project in 2018 were transferred by resolution to the 2019 Capital Plan. Total costs for the project are expected to be within the approved 2019 Capital Budget amount. The project schedule will be negotiated and set in the contracting process, to be complete prior to the end of FY2019.

Board approval is required for contracts exceeding \$75,000.

## SUMMARY

Staff recommends approval of Resolution 2019-06 to enter into a contract with V&R Roofing for Construction Services.

## **BELLEVUE CONVENTION CENTER AUTHORITY**

## **RESOLUTION 2019-06**

## **Resolution to Enter Into a Contract with V&R Roofing for Construction Services**

WHEREAS, the Bellevue Convention Center Authority (the "Authority"), a public corporation chartered by the City of Bellevue (the "City"), has been duly constituted pursuant to RCW 35.21.730 et.seq. and Ordinance No. 4092 of the City; and

WHEREAS, the Authority is authorized by its Charter to transfer funds, to receive and administer governmental or private funds, to contract regarding the income or receipts from real and personal property, and to do anything a natural person may do; and

WHEREAS, the Authority in accordance with regulations that guide the procurement of public work, issued an Invitation to Bid for roofing services on February 27, 2019;

WHEREAS, in accordance with applicable law and established purchasing policy, staff determined V&R Roofing to be the lowest responsible bidder; and

WHEREAS, staff recommends the Authority enter into a contract with V&R Roofing for Construction Services for \$197,371; and

WHEREAS, the BCCA Board of Directors charter requires the Board to approve all contracts that exceed \$75,000 and over one year in duration;

NOW THEREFORE BE IT FURTHER RESOLVED, by the Board of Directors of the Authority that it hereby authorizes the Board Chairman to execute a contract with V&R Roofing for Construction Services.

The undersigned Chairman of the Bellevue Convention Center Authority does hereby certify that the resolution set forth above was duly adopted by the Board of Directors of the Bellevue Convention Center Authority at a meeting held after due notice on April 24, 2019 at which a quorum was present.

DATED this 24<sup>th</sup> day of April, 2019.

Robert Wallace, Chairman Bellevue Convention Center Authority

То:	Bellevue Convention Center Authority Board of Directors
From:	Jeff Vaughan, Director of Facility Services
Date:	April 24, 2019
Subject:	Resolution 2019-07 to Enter into a Contract with Carlson Audio Systems

## BACKGROUND

Replacement of the Theatre Sound System was approved by the Board of Directors as a project within the 2019 Capital Plan. The current system is unable to meet the demands of some of our Theatre and Corporate clients and in comparison to other professional venues is below industry standards in sound quality and feature sets.

## **PROCURMENT PROCESS**

In accordance with state law governing the procurement of public work, and BCCA purchasing policy, a Request for Proposal was issued to all eligible sound system contractors on the MRSC Shared Works roster on March 1<sup>st</sup>, 2019. Four contractors attended the pre-bid conference and two responsive proposals were received. Staff auditioned speaker systems from two reputable manufacturers, supported by local vendors for the products. A selection committee of four staff was formed to evaluate the proposals. The committee determined that the proposal from Carlson Audio Systems was the most suitable to our needs.

## CONTRACT

The proposed contract with Carlson Audio Systems for the replacement of the Theatre Sound System is not to exceed \$143,000. The amount of the contract is below the budget established within the 2019 capital plan. There will be other costs to the project relating to electrical infrastructure, but the entire project is expected to be completed within the budgeted amount. The project will be complete by August 1, 2019.

Board approval is required for contracts exceeding \$75,000.

## SUMMARY

Staff recommends approval of Resolution 2019-07 to enter into a contract with Carlson Audio Systems.

## **BELLEVUE CONVENTION CENTER AUTHORITY**

## Resolution 2019-07

## Resolution to Enter into a Contract with Carlson Audio Systems for Theatre Sound System Replacement

WHEREAS, the Bellevue Convention Center Authority (the "Authority"), a public corporation chartered by the City of Bellevue (the "City"), has been duly constituted pursuant to RCW 35.21.730 et.seq. and Ordinance No. 4092 of the City; and

WHEREAS, the Authority is authorized by its Charter to transfer funds, to receive and administer governmental or private funds, to contract regarding the income or receipts from real and personal property, and to do anything a natural person may do; and

WHEREAS, on March 1<sup>st</sup>, 2019, the Authority issued a public RFP for Theatre Sound System Replacement for Meydenbauer Center; and

WHEREAS, staff received two qualified responses and the selection committee determined Carlson Audio systems to have the best system design proposal and lowest price; and

WHEREAS, staff recommends the Authority enter into a contract with Carlson Audio Systems subject to final negotiation, in an amount not to exceed \$143,000; and

WHEREAS, the Board of Directors is required by its charter to approve by resolution all transactions that exceed \$75,000;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Authority that the Chairman is authorized to enter into a contract for such work; and

BE IT FURTHER RESOLVED, by the Board of Directors of the Authority that it hereby authorizes the Board Chairman to execute a contract with Carlson Audio Systems for Theatre Sound System Replacement.

The undersigned Chairman of the Bellevue Convention Center Authority does hereby certify that the Resolution set forth above was duly adopted by the Board of Directors of the Bellevue Convention Center Authority at a meeting held after due notice on April 24, 2019, at which time a quorum was present.

DATED this 24th day of April, 2019.

Robert Wallace, Chairman Bellevue Convention Center Authority



To:	Bellevue Convention Center Authority Board of Directors
From:	Tim Carr, Chief Executive Officer
	Jeff Vaughan, Director of Facility Services
Date:	April 18, 2019
Re:	Resolution 2019-08 to enter into a contract with SOJ for Project Management Services

## BACKGROUND

The purpose of this resolution is to authorize Meydenbauer Center to enter into a contract with SOJ for Project Management Services.

## BACKGROUND

The BCCA Facilities Committee and staff identified the need to acquire Consulting/ Project Management services to assist in advancing design and cost estimated for the potential expansion of Meydenbauer. We issued a bid on February 21<sup>st</sup> with a bid due date of March 8<sup>th</sup>.

We received only one bid for the project from SOJ. SOJ has extensive experience in providing project management services for large public projects in the greater Seattle area. SOJ was the Project Management team for the initial construction of Meydenbauer Center.

#### CONTRACTING

The Board of Directors is required by charter to approve all contracts that exceed \$75,000 or longer than one year, regardless of amount. Staff has negotiated a scope of services with SOJ with a contract amount not to exceed \$77,552.

#### RECOMMENDATION

Staff is recommending the BCCA Board of Directors approve Resolution 2019-07 that authorizes the BCCA Board Chair to enter into a one-year contract with SOJ in the amount not to exceed \$77,552.

If you have any questions about the resolution, please contact me at (425) 450-3750.

## **BELLEVUE CONVENTION CENTER AUTHORITY**

## **RESOLUTION 2019-08**

## **Resolution to Enter Into a Contract with SOJ for Project Managment Services**

WHEREAS, the Bellevue Convention Center Authority (the "Authority"), a public corporation chartered by the City of Bellevue (the "City"), has been duly constituted pursuant to RCW 35.21.730 et.seq. and Ordinance No. 4092 of the City; and

WHEREAS, the Authority is authorized by its Charter to transfer funds, to receive and administer governmental or private funds, to contract regarding the income or receipts from real and personal property, and to do anything a natural person may do; and

WHEREAS, on February 21<sup>st</sup>, 2019, the Authority issued a public RFP for Project Management Services for Meydenbauer Center Expansion; and

WHEREAS, staff received only one qualified response, which was SOJ; and

WHEREAS, staff recommends the Authority enter into a contract with SOJ for Project Management Services for \$77,552; and

WHEREAS, the BCCA Board of Directors charter requires the Board to approve all contracts that exceed \$75,000 and over one year in duration;

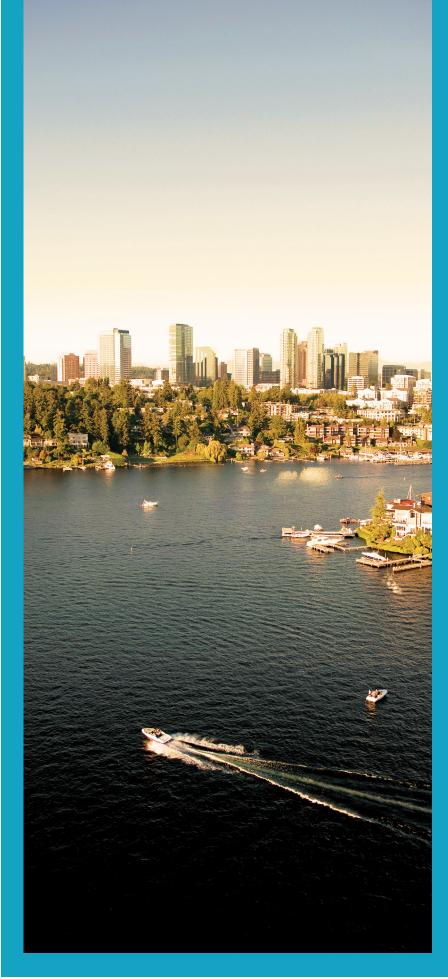
NOW THEREFORE BE IT FURTHER RESOLVED, by the Board of Directors of the Authority that it hereby authorizes the Board Chairman to execute a contract with SOJ for Project Management Services.

The undersigned Chairman of the Bellevue Convention Center Authority does hereby certify that the resolution set forth above was duly adopted by the Board of Directors of the Bellevue Convention Center Authority at a meeting held after due notice on April 24, 2019 at which a quorum was present.

DATED this 24<sup>th</sup> day of April, 2019.

Robert Wallace, Chairman Bellevue Convention Center Authority

## MARKETING









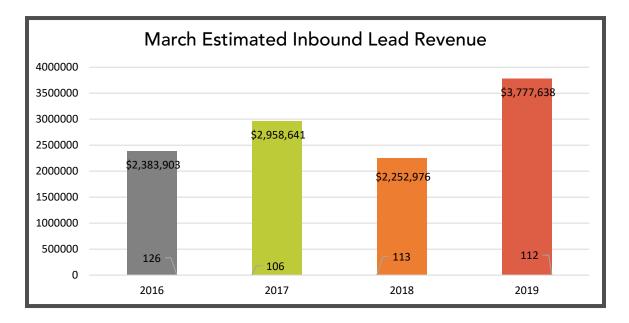
- To: Bellevue Convention Center Authority Board of Directors
- From: Sara Waltemire, CMP, CVP, Director of Sales & Events
- Cc: Tim Carr, Chief Executive Officer
- Date: April 19, 2019
- Re: March 2019 Sales and Marketing Activity

### Lead Summary

We track the attendance, potential revenue and date availability for all local leads for Meydenbauer Center. This include repeat events, inbound inquiries and outbound sales efforts.

#### March Comparison

- Revenue from local leads in March 2019 was up \$1,524,662 from March 2018.
- Lead volume was basically flat with March 2018, with one fewer lead coming in.
- The revenue is up largely due to the size of the inquiries. The average revenue from leads in March 2019 was nearly \$34,000 whereas the average in March 2018 was \$19,000. We also had 8 leads representing over \$100,000 in potential revenue versus only 2 leads at a similar level in March 2018.

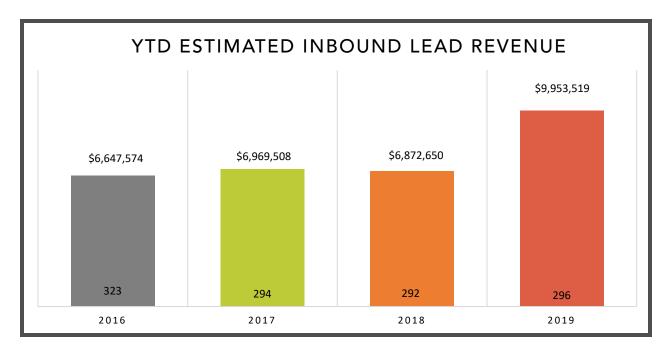


## Notable Inquiries from March 2019

- \$360,000 Cisco conference in January 2020
  - Facility too small
- \$150,000 Washington Policy Center banquet in October 2019
- \$100,000 PACCAR stockholder meeting in April 2020
  - Left in 2019 due to date availability & looking to return

## Year-to-Date Comparison

- Revenue from local leads in 2019 was up \$3,080,869 from 2018.
- Lead volume was up 4 leads from 2018.



### **Contract Summary**

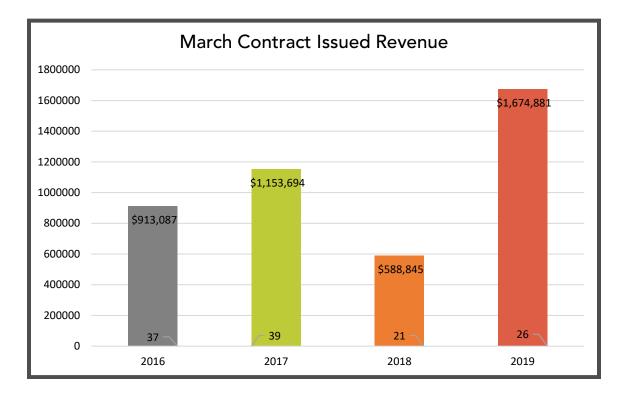
Each week we evaluate our pace of booked events year-over-year. We have found that the quantity and potential revenue of bookings year to date gives us a good sense of how we are trending. We use this data to evaluate the following:

• Are we seeing shifts in the overall economy through a slow down or uptick in corporate meetings and fundraising events in general? How are we performing in different market

segments? Are the marketing campaigns we are actively running converting into the events we are hoping to attract?

## March Comparison

- We issued 26 contracts for local events in March 2019, which represented \$1,674,881 in revenue for 2019 and beyond.
- This is 5 more contracts than were issued in March 2018 and represents \$1,086,036 more in revenue.
- We have seen larger groups booking earlier than we saw in March 2018. We had three large groups rebook events that represent at least \$175,000 each in March 2019.

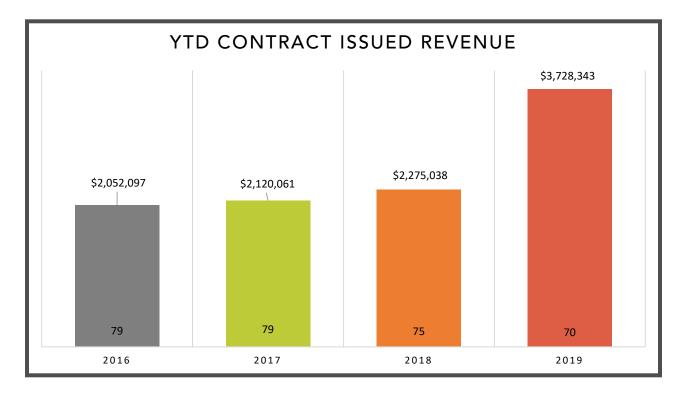


## Notable Bookings from March 2019

- \$561,000 Facebook Technologies rebooking in November 2019
- \$83,000 T-Mobile meeting in July 2019
- \$45,000 Clark Nuber holiday party in December 2019

Year-to-Date Comparison

- We issued 70 contracts in 2019, which represented \$3,728,343 in revenue for 2019 and beyond.
- This is 5 fewer contracts than were issued in 2018 and represents \$1,453,305 more in revenue.



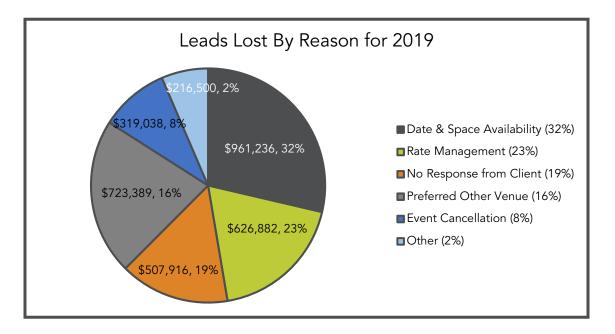
## Lost Lead Analysis

We track our lost opportunities to understand the reason for the lost business. Our business has consistent peaks and valleys which is reflected in our lost business. The booking calendar is finite and our primary reason for lost business is due to the preferred date being booked.

## 2019 Key Lost Business Data from 2019 Year-to-Date

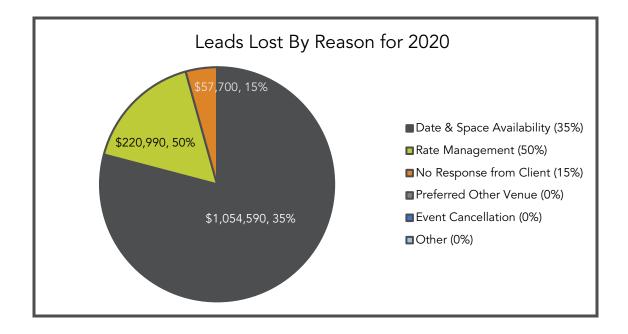
- The reasons for lost business can be broken up into five key categories Availability, rate management, client preferences, not hearing back from clients or event cancellations.
  - 32% of business lost due to availability.
  - o 23% lost due to rate management.
  - 19% lost due to no response from the client.

- 16% lost due to client preferences.
- o 8% lost due to event cancellation.
- o 2% lost for other reasons.



2020 Key Lost Business Data from 2019 Year-to-Date

- The reasons for lost business can be broken up into five key categories Availability, rate management, client preferences, not hearing back from clients or event cancellations.
  - o 50% of business lost due to rate management.
  - o 35% lost due to availability.
  - $\circ$  15% lost due to no response from the client.
  - o 0% lost due to client preferences, event cancellation or other reasons.
- The further out we are from an event, the more likely we are to lose it based on rate management because we are preserving our space for larger events or due to space limitations. Whereas as we have not lost any business in 2019 for 2019 because our building is too small, we have lost 3 events for 2020 because we don't have the space to accommodate event needs. This is why the revenue potential from business lost in terms of availability is so high compared to the other categories.



## **Key Marketing Initiatives**

Website Redesign:

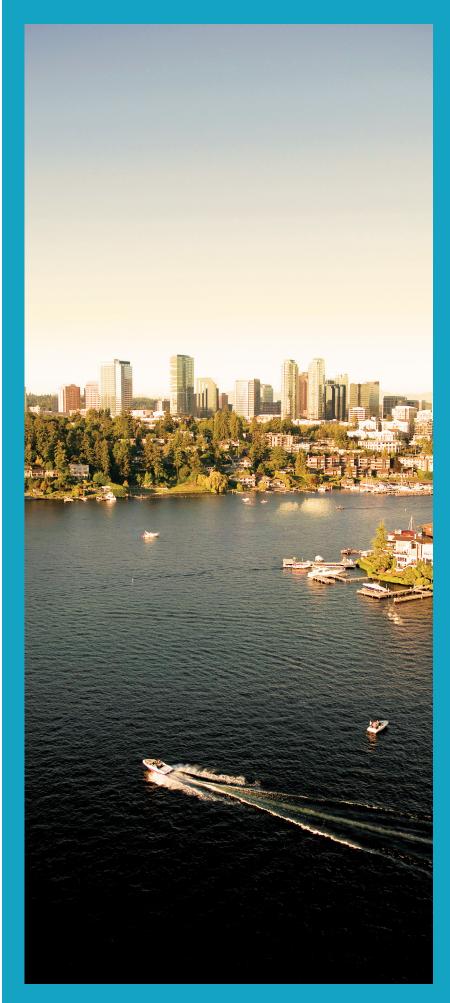
• We had our initial kickoff meeting with Brewhouse Media on our website redesign. We are focusing on creating a more guided experience that will encourage prospective clients to submit an inquiry form for a quote more consistently when interacting with our website.

### Drive Q3 Occupancy:

• Our sales manager has been actively pursuing HR professionals and executive admins for opportunities for Q3 business. Currently our existing promotion has led to one group holding space.

### Holiday Parties:

• With our most recent Sync Up, we started promoting our holiday party packages. We are currently holding space for two new holiday parties and have contracted two others for December 2019.



# STAFF REPORT





To: Bellevue Convention Center Authority Board of Directors

From: Brad Jones, Executive Director

CC: Tim Carr, Chief Executive Officer

Date: April 19, 2019

RE: Visit Bellevue Executive Summary

Bellevue lodging activity in March was mixed as demand was even but is up year to date by nearly 3%. We hosted 173,510 overnight visitors in March and although citywide occupancy was down 4% in March at 67.5%, the average daily rates were up 2% at \$181.95 and overall lodging revenue was up 2%.

Year to date through the first quarter 2019 Overnight Visitors are up 1% while citywide lodging occupancy is down 2%, average daily rates are up 2% and demand is up 3%, the X factor is that our lodging supply is up 5% which fuels anxiety in the marketplace. You can access this data at any time in real time at the following link:

https://datastudio.google.com/reporting/1cjr6eSEqi1d0zAr\_p3fVAg2FmZmGWuW5/page/crag

Visit Bellevue recently developed an online application process for the newly designed Visit Bellevue Advisory Board. We are asking for all interested applicants to apply by June 15<sup>th</sup> and the BCCA Marketing Committee will review and send a nominations recommendation to the full BCCA Board at the June BCCA meeting.

I am very happy to inform you that Visit Bellevue's new Director of Visitor Experience will start on Monday April 29<sup>th</sup>. Alexis Beeton comes to us from Visit Seattle and will hit the ground running by developing and implementing many of our new visitor experience programs. We will introduce you to Alexis and the Visitor Experience plans at the May Board meeting.

Additionally, building on our most recent Visitor origin research and data collection, we have formalized this knowledge into the attached flier to communicate a high-level understanding of where our Visitors come from. We hope that this is both informative and useful.

### **Marketing & Communications**

As we kick off Q2, Visit Bellevue's marketing team continues to advance the priorities outlined in our 2020 vision plan, focused on the development of a new Visit Bellevue brand and benchmarking program performance.

Our partners, Cubic Creative, presented their initial findings and brand position to our team on April 4<sup>th</sup>. They will be unveiling conceptual campaigns, logos and a formalized marketing plan in two weeks, giving our team the framework to deploy a new brand. This process also aligns with the redevelopment of our website, which will commence May 6<sup>th</sup> and will take about 4 months to complete.

Noted in our last meeting, our team has refocused our communications strategy and is working diligently to create original content that can be distributed across multiple channels. The diligent effort to bring personality to the tone of our content and create a dynamic web presence has been successful. Based on quarterly benchmarks, **traffic to our blog is up 10%** and **time spent on site has increased by 77%**, when compared to Q1 2018. Engagement on social networks has also increased with a **7% uptick on Facebook** as a result of **3,065 likes, shares or comments**.



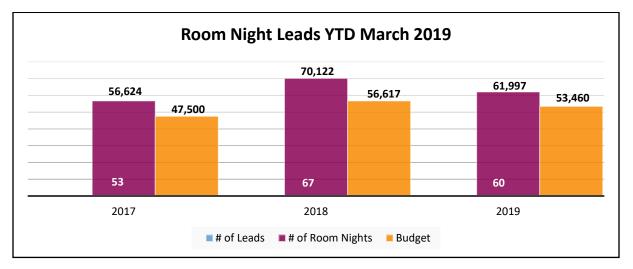
Other notable achievements for the team include the sign-off of the 2019/2020 visitor guide which goes to press next week; the expansion of an Instagram influencer marketing program; the hosting of 2 journalist, and during the month of April the team has sent 29 media pitches which should result in hosting opportunities in the coming months.

#### Visit Bellevue Sales

Through February, the Convention Sales Team has generated 35 leads which represent 34,006 room nights and \$9,351,650 in direct spend revenue to Bellevue.

#### **Convention Sales Leads**

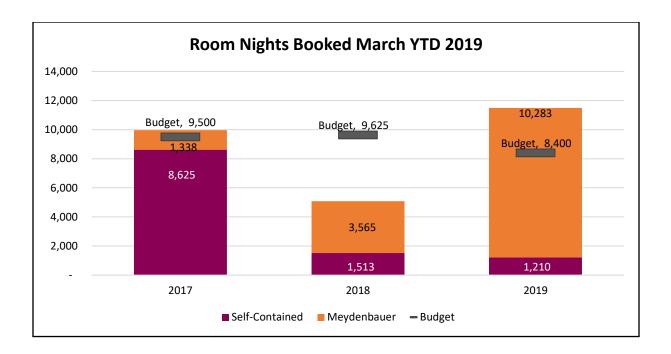
During the first quarter of 2019, the Convention Sales Team has generated 60 room night leads which represent 61,997 room night leads and \$17,049,175 in potential direct spend revenue to Bellevue



### **Room Nights Booked**

The graph below shows that the Visit Bellevue Convention Sales Team during Q1 contracted 11,493 room nights. These room nights represent \$3,160,575 in direct spend to Bellevue. At the end of the first quarter, we have exceeded our room night goal.



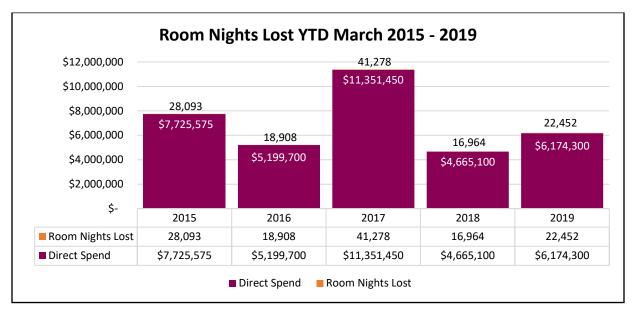




11100 NE 6th Street | Bellevue, WA 98004 | P 425.450.3777 | F 425.637.0166 visitbellevuewashington.com | info@visitbellevuewashington.com

### Lost Business

The graph below compares lost business from March 2015 – 2019. The 22,452 room nights lost through March of 2019 and represent \$6,174,300 in potential direct spend in Bellevue. The year-to-date lost rooms in 2019 are below the five-year average of 25,539 room nights lost.







## VISIT BELLEVUE Bellevie

## DOMESTIC OVERNIGHT VISITORS

In 2018, Bellevue hosted **2,151,644 Domestic Overnight Visitors** who spent **\$675 million** and created an economic impact of **\$1.7 billion** for the Bellevue economy in 2018.

Bellevue has **5,566 hotel rooms** and it is anticipated that Bellevue will add 1,600 additional hotel rooms by the summer of 2022.

Traditionally, Bellevue hotels operate at an **average occupancy of 72%** and a **peak occupancy of 85%**. Visit Bellevue plans to concentrate on building demand for weekend and seasonal occupancy.



## VISIT BELLEVUE



## INTERNATIONAL OVERNIGHT VISITORS

In 2018, Bellevue hosted **353,402 International Overnight Visitors,** which represents **16% of our Total Visitors.** 

Those International Visitors spent **\$260 million** in Bellevue, which represents **38%** of total visitor spending, and created an economic impact of **\$650 million** for the Bellevue economy in 2018.

International travel to Bellevue was **up 2.3%** in 2018, while average spending per International Visitor was **\$1,040**.

