



FY 19/20 QUARTERLY REPORT – 3rd Quarter Ended March 31, 2020



April 24, 2020

Table of Contents

3rd Quarter Highlights	2
Strategic Highlights	2
Financial Highlights	2
Event Highlights	2
Operational Highlights	3
Other Noteworthy Highlights	3
Financial Summary	4
Financial Results	4
Income Statement	5
Event Statistics	6
Event Revenue	7
Partners	8
Indirect Expenses	8
Key Performance Indicators (KPIs)	9
Forecast	12
FY 2019/20 Capital Improvement Projects (CIP) Budget	13
Community Involvement	14

Santa Clara Convention Center is strategically located in the heart of Silicon Valley, a prime location for conventions, trade shows and exhibitions. The Santa Clara Convention Center is minutes from hotels, restaurants, Levi’s Stadium, California’s Great America Theme Park, and many of the largest and most influential technology companies in the world, with easy access to freeways and Norman Y. Mineta San Jose International Airport and only 45 miles south of San Francisco. The Convention Center features 100,000 square feet of exhibit space, a 22,400 square foot ballroom, 31 breakout rooms and a 607-seat theater and attracts over 350,000 visitors annually. The facility is an integral economic component of Santa Clara, generating economic benefits through attendee direct and indirect spending and sustaining over 500 local jobs.

For more information, visit www.santaclaraconventioncenter.com.

3rd Quarter Highlights

This quarterly report covers fiscal operation of the Santa Clara Convention Center for the 3rd quarter ended March 31, 2020. This report is unaudited and, therefore, subject to change.



72,161
Total Attendance



80
Total Events



\$3,917,786
Total Revenue

Strategic Highlights

Santa Clara is in the process of restructuring all aspects of its approach to attracting and servicing conventions and meetings. Spectra has been actively involved with the City and its consultant, Jones Lang LaSalle (JLL) on the development of a new Destination Marketing Organization for Santa Clara. Job descriptions for a new CEO and a Sales Manager were completed in the 3rd Quarter. Additionally, work continues with the City, JLL and the Tourism Improvement District (TID) on the development of a new booking strategy as the basis to establish lists of targeted business and events which will meet or exceed economic impact goals and objectives, as well as, build venue and destination brand awareness.

Financial Highlights

Gross revenue through the 3rd quarter of FY 2019/20 was \$13,457,985, representing 72.8% of the overall budget for revenue of \$18,484,540; expenses totaled \$12,237,329, representing 75.5% of the overall budget for expenses of \$16,200,842.

Event Highlights



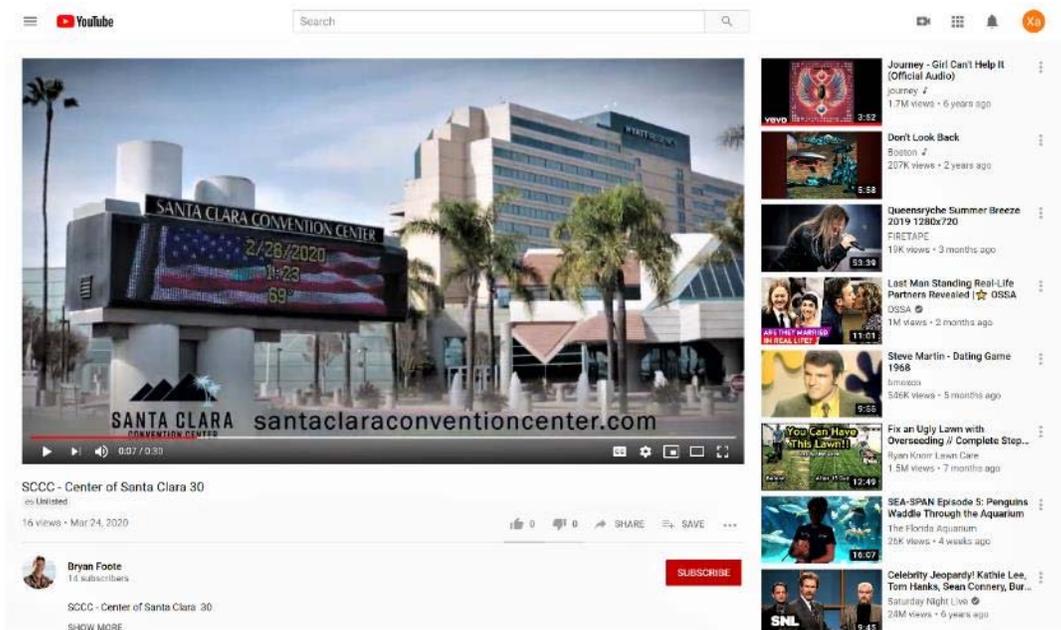
Design Con, Precision Medical World Conference and Community Managers were the top three gross revenue generating events at the Center this quarter. Cumulatively, the three events generated over \$990,000 and brought together approximately 10,800 attendees over 10 days.

Operational Highlights

- Levy Restaurants took over Food & Beverage Operations in the 3rd quarter. The transition went smoothly as Levy retained many of the former Spectra employees. Response from clients has been positive. However, expenses are higher, especially on the Management side.
- Spectra hired a Sales Coordinator in the 3rd quarter to assist with booking new events.

Other Noteworthy Highlights

- Spectra conducted an RFP for 24-hour and Event Security in the 3rd quarter. Responses have been received and are being evaluated. Potential implementation of 3rd party security could take place by the beginning of FY 2020/21, however due to COVID-19 this process may be pushed back.
- Spectra began the process of creating a new 30-second commercial to market the venue. Working with our partners at Comcast and its production company, a film crew was on-site to gather video for the advertisement.
- The rough cut is available to be viewed by clicking this link:
<https://www.youtube.com/watch?v=qI5oCZUpVR4&feature=youtu.be>



Financial Summary

Financial Results

Financial Summary – 3rd Quarter ended March 31, 2020

	Projected in Budget	Actual	Difference
Gross Revenue	\$4,741,378	\$3,917,786	(\$823,592)
Total Expense	\$3,782,087	\$3,844,009	\$61,922
Net Income	\$959,291	\$73,777	(\$885,515)

As detailed in Table 1, the financial results for the third quarter ended March 31, 2020 were under the projected amount by \$885,515. The gross event revenue was under budget by \$823,592 due to the number of “offsets” or reduced rental room fees committed to by the previous Convention Center operator and food and beverage (F&B), audio-visual (AV) and information technology (IT) revenue also came in under budget this quarter. With the onset of the COVID-19 pandemic, events after March 15, 2020 were canceled or rebooked outside of March (estimated loss of \$1,199,875 in revenue). The reduced revenue was offset by a marked increase in Services and Other Revenue which included a \$350,000 investment from Smart City, part of the Spectra negotiated agreement.

Total expenses were over budget by \$61,922. This was primarily due to higher costs in Services, F&B and AV which totaled \$495,115. The higher costs were offset by savings in IT services costs of \$133,174 variance and indirect expenses of \$300,876 variance.

Financial Summary – YTD ended March 31, 2020

	Projected in Budget	Actual	Difference
Gross Revenue	\$14,552,782	\$13,457,985	(\$1,094,797)
Total Expense	\$12,510,594	\$12,237,329	\$273,265
Net Income	\$2,042,188	\$1,220,656	(\$821,533)

As noted in Table 2, the current third quarter ended with a year-to-date net income of \$1,220,656 a shortfall of what was projected by \$821,533.

It is important to note that March is one of the busiest months on the calendar. Due to the COVID-19 pandemic, the Center had 19 events cancel or rebook outside of FY 19/20. Five of the 19 events that canceled or rebooked had projected revenues of \$50,000 or more. The largest revenue generating event of the events that canceled or rebooked was estimated to generate over \$580,000 in revenue for the Convention Center.

Income Statement

SANTA CLARA CONVENTION CENTER
GROSS INCOME STATEMENT
For the period Ended March 31, 2020

	QUARTER TO DATE			YEAR TO DATE		
	Curr Budget	Actual	Budget Variance	Curr Budget	Actual	Budget Variance
Event Revenue						
Rental	1,684,037	867,952	(816,084)	4,320,274	2,576,776	(1,743,497)
Services	102,874	236,606	133,731	392,697	784,067	391,369
IT/Telecom	429,396	250,801	(178,595)	1,436,145	1,015,396	(420,749)
Food & Beverage	1,860,025	1,528,447	(331,578)	6,150,500	7,000,967	850,467
Audio Visual	621,498	530,095	(91,402)	2,122,519	1,477,058	(645,461)
Total Event Revenue	<u>4,697,829</u>	<u>3,413,902</u>	<u>(1,283,928)</u>	<u>14,422,135</u>	<u>12,854,264</u>	<u>(1,567,871)</u>
Event Expenses						
Services	(1,190)	120,957	122,147	(1,190)	439,219	440,409
IT/Telecom	317,753	184,579	(133,174)	1,062,747	685,829	(376,918)
Food & Beverage	1,043,218	1,390,929	347,712	4,172,865	4,930,684	757,820
Audio Visual	410,189	436,303	26,114	1,400,863	1,088,196	(312,667)
Total Event Expenses	<u>1,769,970</u>	<u>2,132,767</u>	<u>362,799</u>	<u>6,635,285</u>	<u>7,143,928</u>	<u>508,643</u>
Net Event Income (Loss)	2,927,860	1,281,134	(1,646,726)	7,786,851	5,710,336	(2,076,514)
			0			0
Other Revenue	43,549	503,884	460,335	130,647	603,721	473,074
			0			0
Total Revenue	<u>2,971,409</u>	<u>1,785,019</u>	<u>(1,186,391)</u>	<u>7,917,498</u>	<u>6,314,058</u>	<u>(1,603,440)</u>
Indirect Expenses						
Executive	189,556	154,888	(34,668)	546,570	473,038	(73,532)
Marketing	91,490	94,789	3,299	263,779	230,313	(33,466)
Finance	136,244	127,025	(9,219)	397,092	384,666	(12,426)
Event Services	168,393	120,363	(48,031)	484,877	350,796	(134,082)
Operations	1,080,220	903,620	(176,601)	3,144,348	2,550,137	(594,211)
Overhead	346,215	291,830	(54,385)	1,038,643	1,068,524	29,881
Transition Costs	0	18,728	18,728	0	35,928	35,928
Total Indirect Expenses	<u>2,012,117</u>	<u>1,711,242</u>	<u>(300,876)</u>	<u>5,875,309</u>	<u>5,093,401</u>	<u>(781,907)</u>
Net Operating Income	<u>959,291</u>	<u>73,777</u>	<u>(885,515)</u>	<u>2,042,189</u>	<u>1,220,656</u>	<u>(821,533)</u>

Event Statistics

Overall, for the quarter, meetings were 18-under budgeted events, Consumer/Public Shows were 3-under budgeted events, Trade Shows were 2-under budgeted events, Conventions were 15-under budgeted events and Special Events were 7-under budgeted events. Conversely, Banquets were 2-over budgeted numbers and Sporting Events were up 8 events for this period. Many of the discrepancies are due to Spectra redefining events based on definitions and the “Shelter in Place” order issued on March 16, 2020.

Event Statistics – 3rd Quarter ended March 31, 2020

Event Types	Percentage	# of Events	# of Days	Attendance
Banquets	6%	5	6	2,397
Meetings	54%	43	71	22,709
Consumer Shows	8%	6	16	6,300
Trade Shows	4%	3	12	9,000
Conventions	6%	5	22	10,900
Special Events	10%	8	18	5,475
Sporting Events	12%	10	25	15,380
Totals	100%	80	170	72,161

Event Statistics – YTD ended March 31, 2020

Event Types	Percentage	# of Events	# of Days	Attendance
Banquets	8%	23	26	18,315
Meetings	52%	150	245	69,099
Consumer Shows	4%	13	28	24,600
Trade Shows	6%	15	51	30,100
Conventions	6%	18	90	32,475
Special Events	16%	46	85	33,941
Sporting Events	8%	22	52	20,450
Totals	100%	287	577	228,980

Event Revenue

Event Net Revenue for the quarter was \$1,281,134, \$1,646,726 below budget. Rental revenue was underbudget by \$816,084, F&B was under budget by \$331,578, AV was under budget by \$91,402 and IT was under budget by \$178,595. The missed projections in F&B, AV and IT were primarily due to the cancelation or rebooking of events outside of FY 19/20 due to COVID-19. The overall cost of sales was over budget by \$362,799 largely due to higher F&B expenses of \$347,712. Total revenues for the quarter were \$1,785,019, \$1,186,391 under budget; however, expenses were controlled and were under budget by a total of \$300,876. The Net Operating Income for the quarter was underbudget by \$885,515.

Year-to-date, Event Net Revenue is \$5,710,336, \$2,076,514 under budget. The major factor being rental revenues posting under budget by \$1,743,497 primarily due to offsets offered by the previous management organization, AV and IT revenues being down and cancellation of events due to the COVID-19 pandemic. Event Expenses were higher by \$508,643 due an increase in F&B costs of \$757,820. Other Revenue is over budget by \$473,074 which includes the \$350,000 Smart City investment and cancelation fees. Indirect expenses are \$781,907 under budget for the year. As a result, overall Net Operating Income is lower than budgeted amount by \$821,533 for the year.

Event Net Revenue – 3rd Quarter ended March 31, 2020

Event Types	Gross Revenue	Cost of Sales	Net Revenue
Banquets	\$182,476	\$166,482	\$15,994
Meetings	\$1,000,865	\$647,505	\$353,360
Consumer Shows	\$168,360	\$62,775	\$105,585
Trade Shows	\$482,327	\$286,439	\$195,888
Conventions	\$1,257,899	\$872,470	\$385,429
Special Events	\$116,724	\$43,904	\$72,820
Sporting Events	\$205,249	\$53,193	\$152,056
Totals	\$3,413,900	\$2,132,768	\$1,281,132

Event Net Revenue – YTD ended March 31, 2020

Event Types	Gross Revenue	Cost of Sales	Net Revenue
Banquets	\$1,806,249	\$1,156,917	\$649,332
Meetings	\$2,725,270	\$1,600,679	\$1,124,591
Consumer Shows	\$318,861	\$97,482	\$221,379
Trade Shows	\$2,128,780	\$1,178,149	\$950,632
Conventions	\$5,046,988	\$2,856,041	\$2,190,947
Special Events	\$388,970	\$108,308	\$280,662
Sporting Events	\$439,145	\$146,352	\$292,793
Totals	\$12,854,263	\$7,143,928	\$5,710,336

Partners

Food & Beverage (F&B) had a transition this quarter as Levy took over for Spectra Food Service & Hospitality. Due to cancelations and re-bookings in March, Levy was \$331,578 under projected revenues. F&B expenses were over budget by \$347,711, making the overall net income \$137,518 instead of \$816,808 as budgeted for the quarter. AV and IT revenues were both under budget by \$91,402 and \$178,596 respectively; however, both AV and IT net expenses were under budget by \$133,174 resulting in a net income of \$160,016 instead of \$322,951 as projected for the quarter.

Year-to-date Net Event income for F&B was \$92,647 over the budgeted amount while IT and AV both came in under budget by \$52,831 and \$332,794 respectively.

Partner Revenue – 3rd Quarter ended March 31, 2020

Partner	Gross Revenue	Cost of Sales	Net Revenue
Levy Restaurants	\$1,528,447	\$1,390,929	\$137,518
Smart City (IT services)	\$250,801	\$184,579	\$66,222
PSAV-AV (AV services)	\$530,095	\$436,303	\$93,792
Electrical	\$171,305	\$117,224	\$54,081
UPS	\$6,949	\$0	\$6,949
Totals	\$2,487,597	\$2,129,035	\$358,562

Partner Revenue – YTD ended March 31, 2020

Partner	Gross Revenue	Cost of Sales	Net Revenue
Levy Restaurants/Spectra FS&H	\$7,000,967	\$4,930,684	\$2,070,283
Smart City (IT services)	\$1,015,396	\$685,829	\$329,567
PSAV-AV (AV services)	\$1,477,058	\$1,088,196	\$388,862
Electrical	\$603,307	\$410,846	\$192,461
UPS	\$11,656	\$0	\$11,656
Totals	\$10,108,384	\$7,115,555	\$2,992,829

Indirect Expenses

Total Indirect Expenses were \$300,876 under budget for the quarter.

Departments	Expense Description	Indirect Cost
Executive	Senior personnel	\$154,888
Marketing	Sales and marketing related	\$94,789
Finance	Finance and Human Resources	\$127,025
Events	Staffing to manage events	\$120,363
Operations	Engineering, building services, security, and all other related expenses to operate the building	\$903,620
Overhead	Non-departmental expenses	\$291,830
Transition Costs	Costs related to the transition to Spectra	\$18,728
Totals		\$1,711,243

Key Performance Indicators (KPIs)

1) Gross Revenue

Goal

Meet or exceed \$18,484,540 in Gross Revenue for FY 19/20.

Progress

Year-to-date gross revenue is \$12,854,264, representing 69.5% of the overall budget for gross revenue.

2) Net Income

Goal

Meet or exceed \$1,933,698 in Net Income for FY 19/20. The Net Income amount was updated to reflect the budget adjustment that was approved for FY 2019/20.

Progress

Year-to-date net income is \$1,220,656, representing 63.12% of the overall budget for net income.

3) Room Nights Consumed

Goal(s)

1. In FY 19/20, Spectra will establish an agreeable tracking and reporting system and a baseline number of room nights consumed for the first full operation year. Historically, this number has been 33,000 (no clear supporting data was available from previous operator). Reports will be submitted monthly with tracking by room night generating group.
2. In FY 19/20, Spectra will provide the City with a list of current events in which room nights have historically been tracked. In addition, Spectra will work with clients to create a new reporting model for total room nights consumed based on all events that take place at the Center.
3. A reporting mechanism from the hotels to Spectra will be established (i.e. Survey Monkey survey sent to hotels post-event) by Spectra and tracked by SCCC until the DMO is established. A report will be developed to report on room nights consumed by event and participating hotels.

Progress

A total of 0 room nights were accounted for in the month of March. Year to date, Spectra has tracked 27,923 room nights through March. Spectra is continuing to work with its clients to obtain information every month.

4) Economic Impact

Goal

In FY 19/20, Spectra will establish a baseline and document experience/economic impact for all events at the Center using the Destinations International Event Impact calculator.

Progress

In the absence of a DMO, Spectra purchased a license for the Destination International Impact Calendar which is a tourism industry standard to calculate the economic value of an event (or group of events) and calculates its return on investment to local tax. Spectra is now beginning to run Economic Impact on all events that occurred at the Center during FY 19/20.

5) Customer Service Survey Results Scores

Goal(s)

1. Spectra will create a standard survey instrument containing a series of product and service rating metrics, including the following summary question: "Based on services provided, please rate our overall performance. The post facility use survey data will be sent directly to the City for review.
2. Spectra will ask the decision-maker of each event to rate their overall satisfaction with the product and services provided.
3. Spectra will work on developing an attendee survey to be distributed to convention attendees, subject to approval of convention sponsor.
4. Data provided to the City includes:
 - a. Total number of surveys distributed.
 - b. Total number of responses.
 - c. Response rate; and
 - d. Overall customer survey score (Overall experience minimum rating of Satisfied or Very Satisfied is 85%)

Progress

After each event clients are sent link to an online survey and asked to rate several different categories on a range from 'very satisfied' to 'very dissatisfied'. Spectra sent out 10 surveys for the month and 0 were returned.

6) Event Mix

Goal(s)

In FY 19/20, Spectra will report out on the various event types and will review the mix of business at the Convention Center. The data collected will be used to establish a baseline and to create future goals for the overall types and numbers of events with the expectation of an increase in the mix of business.

Currently, Spectra reports out on the type of event, such as One-Day, Multi-Day Conference, Citywide/Convention, Sporting Events or Trade Shows. In March Spectra had 10 one-day events and 3 multi-day events.

- Citywide Convention = 1 ("citywide" = more than 1,200 rooms are consumed on peak)
- Multi-day Meeting/Conference = 2
- Sporting Events (including E-Sports) = 2
- Trade Shows = 1

Progress

One Citywide Convention, Fortinets, is scheduled for November 2020 and is projected to generate over 1,200 room nights on peak and more than 7,000 total hotel room nights for the destination. Spectra has booked two multi-day meetings: Keysight World Americas for September 2020 and Endeavor Business Media for February 2021. In January 2020 Spectra hosted Jamz Cheerleading, a new sporting event for the facility. Spectra had multiple holds for Nerd Street productions for an E-sports event; however, has not solidified a date. Spectra has booked two new Trade Shows: Women in Construction and AI Summit, for September 2020.

7) Community Benefit

Goal(s)

In FY 19/20, Spectra will demonstrate and report out on a conscious effort to support community and local groups by implementing the following:

1. Spectra will create and implement a non-for-profit rate/program to assist local groups to utilize the Convention Center.
2. Spectra will be involved in the community through volunteer and food donation programs that benefit the residents, businesses, and organizations of Santa Clara.
3. Spectra will hire local individuals (Santa Clara residents) and companies when possible under Spectra SOPs. Spectra will report on the number of offers, successful hires and business engagements.
4. Spectra will collaborate with Levy to propose future events that are designed to engage the Santa Clara Community.

Progress

Spectra has created a Standard Operating Procedure (SOP) that offers local not-for-profit organizations a 20% discount on rental expenses in order to assist groups to utilize the Center. The first group to take advantage of the not-for-profit discount was the Boy Scouts of America who held a breakfast event in February. Also, during this quarter, the general manager and marketing manager attended the Mission College Extended Opportunity Programs and Services (EOPS) Advisory Board to meet with other community leaders in education, community outreach, activism, and business to discuss how this program can better reach their students. In March, Spectra created and presented a virtual presentation for the San Jose State Hospitality program. The PowerPoint presentation focused on the hospitality and tourism industry and was recorded for students to view over their online portal. Also, in March, in conjunction with Levy and the City of Santa Clara, Spectra provided assistance in coordinating pick up of meals for seniors and students in Santa Clara.

Forecast

Below is a spreadsheet highlighting the Forecast for the remainder of the Fiscal Year. The first column shows the actuals through the first three quarters of FY 19/20. Column two is the forecast of events that are expected to come to fruition during the final quarter of FY 19/20. Column three combines column one and column two, the actuals and the forecasted numbers to present the estimated financials for the fiscal year. The fourth column is the original budget submitted by Spectra for FY 19/20, showing the original pro forma less the approved amended budgeted expenses. The fifth column shows the variances from the originally submitted budget.

As of the end of Q3, Spectra is forecasting an overall Net Income of (\$562,916) or (\$2,496,613) under the submitted budget or an estimated (129%) of budget. This loss is due to the closure of the Center to social gatherings due to the COVID-19 pandemic. All events from March 15 through June 30 are forecasted to cancel or rebook outside of FY 19/20. March through May are historically the three busiest and financially lucrative months at the Center. Spectra will continue to review and pause spending on identified non-essential items within the current budget. Going in the 4th quarter, Spectra will be implementing additional strategies to further mitigate potential financial loss.

**SANTA CLARA CONVENTION CENTER
ROLLING FORECAST
FY 2020**

Scenario 1: No Revenue recognized through June 30, 2020

	ACTUAL Jul'19-Mar'20 FY 2020	Forecast Apr'20-Jun20 FY 2020	TOTAL FYE 6/30/20	ORIG BUDGET FYE 6/30/20	VARIANCE
# OF EVENTS	287	220	507	479	28
DIRECT EVENT INCOME	3,251,191	0	3,251,191	6,529,711	(3,278,520)
ANCILLARY INCOME	2,459,145	0	2,459,145	3,306,154	(847,009)
TOTAL EVENT INCOME	5,710,336	0	5,710,336	9,835,865	(4,125,529)
OTHER INCOME	603,721	43,553	647,274	174,200	473,074
EXECUTIVE	473,038	155,076	628,114	714,027	85,913
MARKETING	230,313	94,102	324,415	344,579	20,164
FINANCE	384,666	134,377	519,043	521,694	2,651
EVENTS OPERATIONS	350,796	112,206	463,002	632,968	169,966
OPERATIONS	2,550,137	752,410	3,302,547	4,128,248	825,701
OVERHEAD	1,068,524	537,317	1,605,841	1,384,852	(220,989)
TRANSITION COSTS	35,928	41,637	77,565	0	(77,565)
INDIRECT EXPENSES	5,093,401	1,827,125	6,920,526	7,726,368	805,842
OPERATING NET INCOME (LOSS)	1,220,656	(1,783,572)	(562,916)	2,283,697	(2,846,613)
OTHER EXPENSES - AMENDED BUDGET	0	0	0	350,000	350,000
NET INCOME (LOSS)	1,220,656	(1,783,572)	(562,916)	1,933,697	(2,496,613)

FY 2019/20 Capital Improvement Projects (CIP) Budget

Spectra completed the Bid selection process and awarded the capital project for the glass pyramids assessment and repair (Project 006) in the 3rd quarter. The project bid came in at \$735,000 under budget. Spectra and the vendor are finalizing the contract and work is expected to be completed by the end of the 4th quarter. Additionally, Spectra submitted or posted the following RFP's or bids in the 3rd quarter:

- RFP for project 008-Message Boards and Marquees was reviewed by the City's procurement department. City recommendations included identifying a third party to create the scope of work and to determine if structural changes to the external sign would be required. Spectra is looking to include this project as part of an RFP for an Architectural Design firm.
- Bid for project 004-HVAC portable A/C was issued on Bid Sync but did not receive any responses. Feedback from potential vendors indicated additional time was needed to provide submissions and Spectra will reissue the bid in the 4th quarter.

Priority projects for the 4th quarter includes 009-Interior Paint and 013-Carpet Replacement. Other procurement documents are in various stages of development. Spectra is continuing to work with the City to ensure compliance with procurement process. Spectra has utilized Bid Sync system to automate the procurement process system, consistent with the City's centralized process.

Proj. #	Project Name	FY 19/20 Budget	YTD Exp.	Balance	% Exp.	Phase
001	Convention Center HVAC Study	\$11,250	\$0	\$11,250	0.00%	Planning
002	Convention Center HVAC - Duct	\$57,375	\$0	\$57,375	0.00%	Planning
003	Convention Center HVAC - BMS System Upgrade	\$23,006	\$20,450	\$2,556	88.89%	Complete
004	Convention Center HVAC Portable A/C Units	\$50,625	\$0	\$50,625	0.00%	Procurement
005	Convention Center Security System	\$168,750	\$0	\$168,750	0.00%	Planning
006	Convention Center Lobby Roof (Glass Pyramids) Assessment and Repair	\$1,125,000	\$0	\$1,125,000	0.00%	Procurement
007	Convention Center Building Envelope Repair - Terrace Building	\$111,875	\$0	\$111,875	0.00%	Planning
008	Convention Center Message Boards, Marquees, Digital Signage	\$562,500	\$0	\$562,500	0.00%	Planning
009	Convention Center Interior Paint	\$506,250	\$0	\$506,250	0.00%	Planning
010	Convention Center Door Replacements	\$56,250	\$0	\$56,250	0.00%	Planning
011	Convention Center Facility Lighting Project	\$22,500	\$0	\$22,500	0.00%	Planning
012	Convention Center Riding Vacuum Purchase	\$39,375	\$31,238	\$8,137	79.33%	Complete
013	Convention Center Carpet Replacement	\$1,225,000	\$0	\$1,225,000	0.00%	Planning
014	Balance - Contingency	\$190,244	\$0	\$190,244	0.00%	n/a
GRAND TOTAL		\$4,150,000	\$51,688	\$4,098,312	1.25%	

Community Involvement

January



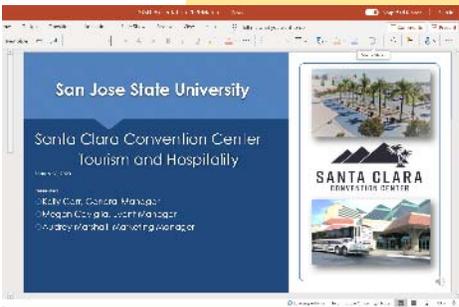
In January, Spectra and its partners from Levy held their second “Adopt-a-Spot” clean up along the creek walk between Tasman and Great America Parkway.

February



In February, Spectra’s general manager and marketing manager attended their second EOPS Advisory Board meeting. Spectra met with other community leaders in education, activism, and business to discuss better ways to promote this important program.

March



Spectra was invited to speak to students at the ‘Introduction to Hospitality’ course at **San Jose State University** in March. Due to the COVID-19 pandemic Spectra created a virtual presentation for students, and it was uploaded to their online portal for viewing.

March



Spectra partnered with Levy and the City of Santa Clara to create and distribute meals for Students and Seniors during the “Shelter in Place” order.



Santa Clara Convention Center

5001 Great America Parkway

Santa Clara, CA 95054

Tel: (408) 748-7000

www.santaclaraconventioncenter.com

General Manager: Kelly Carr