
MERC Commission Meeting

December 7, 2022
12:30 pm

Oregon Convention Center
Room E145

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August 2016

Metropolitan Exposition Recreation Commission

Meeting Agenda

December 7, 2022

12:30 to 1:00 p.m.

Oregon Convention Center - Room E145 | Zoom Webinar ID 862 6226 6378

Karis Stoudamire-Phillips
Chair

John Erickson
Vice chair

Deidra Krys-Rusoff
Secretary-treasurer

Damien Hall

Dañel Malán

David Martinez

Deanna Palm

12:30 p.m. Call to Order and Roll Call

12:35 Citizen Communication

12:40 Commission / Council Liaison Communications

12:45 Consent Agenda

- Record of MERC Actions November 2, 2022

12:50 Action Agenda

- Resolution 22-10 – For the purpose of electing the Metropolitan Exposition Recreation Commission Vice-Chair
- Resolution 22-11 - For the purpose of recognizing John Erickson's contributions to the Metropolitan Exposition Recreation Commission

1pm Adjourn

MERC Commission Meeting

December 7, 2022
12:30 pm

Financial Report

Date: December 7th, 2022

To: Commissioner Karis Stoudamire-Phillips, Chair
 Commissioner John Erickson, Vice Chair
 Commissioner Deidra Krys-Rusoff, Secretary-Treasurer
 Commissioner Damien Hall
 Commissioner Dañel Malán
 Commissioner David Martinez
 Commissioner Deanna Palm
 Councilor Christine Lewis

From: Will Norris, MERC Venues Financial Manager

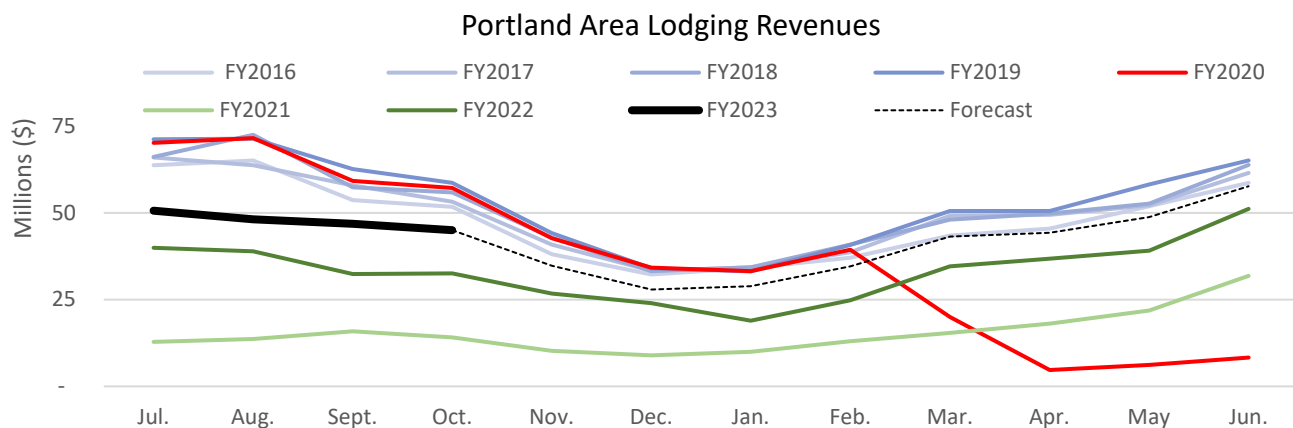
Subject: December 2022 Financial Report

Introduction

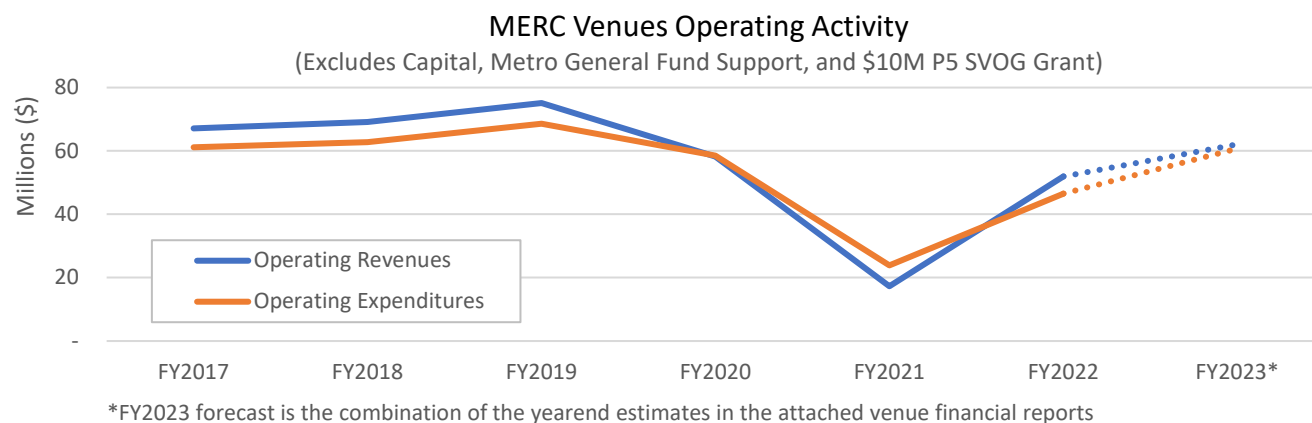
The attached financial reports include four (4) months of financial data through 33% of Fiscal Year 2022-23. Yearend forecasts will increasingly rely on actual spending trends and defer less to budgeted figures as we progress through the fiscal year. There remains the possibility of significant forecast revisions, either to the positive or negative. However, the Venues' financial outlook is largely unchanged with the addition of October's financial data.

Venue-wide Trends

October's STR Reported Lodging Receipts were within \$175K, or 0.4%, of their forecasted amounts. Consequently, there is no change to the yearend estimated lodging taxes for Fiscal Year 2022-23 as compared to the prior month's MERC Financial Report. Staff still anticipates both the Oregon Convention Center and Portland's will reach their maximum tax allotments for operations and lodging tax revenues will accrue for capital projects in FY2022-23 for the first time since the onset of the pandemic.



Venue expenditures continue to trend slightly below budget in the range of 5%-8% depending on the venue. Revenues are meeting expectations on a bottom-line basis with some variability in specific revenue sources. Overall, operating revenues and expenditures continue to be adequately balanced as the venues continue to rebuild.



Venue Specific Notes

Oregon Convention Center (OCC) – There is slight upward revision to yearend revenue estimates, \$415K or 1.1%, with the addition of October’s financial data. The leading reason is a particularly strong month for food & beverage which saw a 65% increase from the previous month and 36% increase from the same period the previous year. Most other yearend revenue estimates were essentially unchanged from the prior month’s financial report, varying only within the margin of error.

OCC Yearend expenditure estimates are down \$760K or 2% from the prior month’s MERC Financial Report. This is due in large part to increasing reliance on actual spending trends and less deference to budgeted figures when creating yearend estimates. Much of the projected budget savings is within Facility Management Department. As noted in previous reports, how this department ends the fiscal year is dependent on the severity of winter weather events.

Portland’s Centers for the Performing Arts (P5) – October’s financial data resulted in downward adjustments to both P5’s revenue and expenditure estimates, -3% and -4% respectively. As discussed in prior financial reports, P5’s yearend estimates are the most uncertain due to the relative seasonality in their operations as compared to the other venues. However, a sizable component of this month’s adjustment is due to the elimination of previously expected internal transactions, where P5 Marketing charges P5 Promoted Shows (“P5 Presents”) for advertising services. This internal charge is both a revenue and expense within P5 and therefore has no impact on net operating activity. P5 Marketing stopped charging P5 Promoted Shows for advertising services several years ago. These budgeted expectations, both the internal revenue and internal expense, will be removed in future budget development.

P5’s largest revenue uncertainty is Promoted Shows’ budgeted \$1.3 million in ticket sales. Almost the entirety of P5 Promoted Show activity is yet to occur. Because of this, the yearend estimate is set at budget.

Portland Expo Center – The Expo Center’s financials are essentially unchanged with the addition of October’s data. A strong month for Food & Beverage was offset by some weakening in Parking revenues. The net result is nearly identical yearend revenue estimates as compared to the prior month’s financial report. Expenditure yearend estimates are similarly steady.

OREGON CONVENTION CENTER

Current Fiscal Year 2022-23						Prior Fiscal Year	
OPERATIONS	Adopted Budget	Actual thru Oct. 2022 (33% of the Fiscal Year)	Year-End Estimate	Estimate Over/(Under) Budget	Percent of Budget thru Oct. 2022	Actual thru Oct. 2021	Year-End Actual
REVENUES							
Charges for Services							
Food & Beverage	9,844,020	4,218,835	10,214,257	370,237	43%	1,589,844	7,508,691
Facility Rentals	4,585,000	1,511,203	4,792,041	207,041	33%	914,337	3,743,815
Parking Revenue	1,430,000	325,104	1,295,510	(134,490)	23%	146,907	1,638,203
All Other (AV, Utility Svcs. Etc.)	5,627,362	1,666,391	5,308,150	(319,212)	30%	852,144	4,854,731
Local Government Shared Revenues							
Lodging Excise Tax	13,926,355	2,407,683	13,926,355	-	17%	1,523,049	11,518,390
Visitor Facilities Trust Account	1,595,750	-	1,595,750	-	0%	-	1,227,500
Contributions from Private Sources	-	-	-	-		-	24,530
Grants	-	-	250,000	250,000		1,000	100,758
Interest Earnings	160,000	61,187	195,992	35,992	38%	29,641	109,445
Miscellaneous Revenue	18,500	11,247	17,578	(922)	61%	70,268	116,729
Transfers-R	-	-	-	-		-	2,128,592
REVENUE TOTAL	37,186,987	10,201,649	37,595,633	408,646	27%	5,127,189	32,971,383

EXPENDITURES							
Administration	2,476,083	407,552	1,764,548	(711,535)	16%	318,358	912,496
Sales & Marketing	5,901,201	1,703,480	6,245,585	344,384	29%	1,029,645	2,968,873
Facility Operations							
Facility Management	5,383,254	924,308	4,263,290	(1,119,964)	17%	944,891	3,718,117
Utility Services	1,111,979	419,224	1,309,097	197,118	38%	44,740	304,777
Audio Visual	1,391,775	271,550	1,166,725	(225,050)	20%	131,946	849,573
Setup	3,953,870	800,557	3,532,385	(421,485)	20%	471,794	2,004,033
Telecommunications	575,970	148,324	558,515	(17,455)	26%	96,437	446,852
Public Safety	1,359,568	415,980	1,574,483	214,915	31%	332,401	1,154,405
Admissions & Event Services	1,369,435	337,309	1,251,497	(117,938)	25%	241,877	961,266
Ticketing & Guest Experience	216,826	79,508	449,902	233,076	37%	53,534	185,706
Food & Beverage	8,428,556	2,177,670	8,043,950	(384,606)	26%	501,672	5,588,916
Parking	665,393	61,963	450,087	(215,306)	9%	9,202	207,853
Non-Dept. (Ctrl Svcs. & VFTA Exp.)	6,036,074	1,798,608	6,036,074	-	30%	1,779,844	5,832,065
EXPENDITURE TOTAL	38,869,984	9,546,032	36,646,138	(2,338,983)	25%	5,956,341	25,134,931

Current Fiscal Year 2022-23						Prior Fiscal Year	
CAPITAL PROJECTS	Adopted Budget	Actual thru Oct. 2022 (33% of the Fiscal Year)	Year-End Estimate	Estimate Over/(Under) Budget	Percent of Budget thru Oct. 2022	Actual thru Oct. 2021	Year-End Actual
REVENUES							
Local Government Shared Revenues	-	-	804,615	804,615		-	-
REVENUE TOTAL	-	-	804,615	804,615		-	-
EXPENDITURES							
Capital Projects							
Food & Beverage: Planning & Des	300,000	-	-	(300,000)		-	-
Performance Stage Stair Units	125,000	-	125,000	-		-	-
Integrated Door Access Controls	40,000	-	60,000	20,000		-	-
Tower/Crown Glazing	1,650,000	63,644	1,000,000	(650,000)		-	12,960
ADA Assessment and Improveme	140,000	-	140,000	-		-	-
OCC Waterproof:LoadDock&PPLV	-	385,808	600,000	600,000		-	3,060
HVAC Repair	-	-	-	-		-	73,710
All Other	-	13,656	181,934	181,934		-	7,068
EXPENDITURE TOTAL	2,255,000	463,107	2,106,934	(148,066)	21%	-	96,798

FY2022-23 Beginning Fund Balance	20,280,837
Projected Change in Fund Balance	(352,824)
Projected Ending Fund Balance	19,928,013

PORTLAND'S PERFORMING ARTS VENUES

Current Fiscal Year 2022-23						Prior Fiscal Year	
OPERATIONS	Adopted Budget	Actual thru Oct. 2022 (33% of the Fiscal Year)	Year-End Estimate	Estimate Over/(Under) Budget	Percent of Budget thru Oct. 2022	Actual thru Oct. 2021	Year-End Actual
REVENUES							
Charges for Services							
Ticket Services	5,154,317	1,525,421	5,508,929	354,612	30%	443,006	5,227,233
Production Services	3,215,343	587,484	2,708,950	(506,393)	18%	305,642	2,172,842
Booking & Sales	1,772,340	492,631	1,778,154	5,814	28%	213,442	1,735,493
Promoted Shows (P5 Presents)	1,315,000	77,216	1,315,000	-	6%	-	336,160
Admissions	1,370,887	250,621	1,123,354	(247,533)	18%	113,818	1,057,922
All Other	2,523,098	650,061	2,310,800	(212,298)	26%	204,353	2,446,664
Local Government Shared Revenues							
Lodging Excise Tax	1,462,769	261,609	1,513,181	50,412	18%	324,826	1,420,789
Visitor Facilities Trust Account	494,000	-	494,000	-	0%	-	380,000
Contributions from Governments	1,053,584	-	1,053,584	-	0%	-	998,941
Contributions from Private Sources	190,955	-	190,955	-	0%	-	-
Grants	-	-	-	-	-	-	10,000,000
Interest Earnings	176,000	69,257	199,561	23,561	39%	35,938	165,949
Miscellaneous Revenue	73,895	76	33,023	(40,872)	0%	6,454	96,492
Transfers-R	-	-	-	-	-	72,498	136,794
REVENUE TOTAL	18,802,188	3,914,377	18,229,490	(572,698)	21%	1,719,977	26,175,280

EXPENDITURES							
Administration	988,816	414,946	1,087,782	98,966	42%	368,662	1,080,817
Sales, Marketing, & Outreach	2,680,659	314,372	2,292,514	(388,145)	12%	210,090	1,055,908
Facilities & Production Svcs	8,596,189	1,642,766	7,467,232	(1,128,957)	19%	1,828,218	7,231,763
Special Services	1,135,105	209,734	944,188	(190,917)	18%	83,686	650,120
Event Coord. & Admissions	1,745,592	346,691	1,615,222	(130,370)	20%	266,214	1,477,478
Ticket Services	2,216,026	641,711	2,336,806	120,780	29%	415,141	2,154,452
Food & Beverage	58,756	7,887	41,622	(17,134)	13%	25,409	37,009
Non-Dept. (Ctrl Svcs. & VFTA Exp.)	2,487,855	829,288	2,487,855	-	33%	843,320	2,529,964
EXPENDITURE TOTAL	19,908,998	4,407,395	18,273,221	(1,635,777)	22%	4,040,740	16,217,510

Current Fiscal Year 2022-23						Prior Fiscal Year	
CAPITAL PROJECTS	Adopted Budget	Actual thru Oct. 2022 (33% of the Fiscal Year)	Year-End Estimate	Estimate Over/(Under) Budget	Percent of Budget thru Oct. 2022	Actual thru Oct. 2021	Year-End Actual
REVENUES							
Contributions from Governments	-	700,000	700,000	700,000		-	150,000
Miscellaneous Revenue	-	-	-	-		671	726
REVENUE TOTAL	-	700,000	700,000	700,000		671	150,726

EXPENDITURES							
Capital Projects							
P5 Venues Fall Protection	100,000	-	50,000	(50,000)	0%	-	-
Keller Grid Engineering and Remedi	250,000	-	50,000	(200,000)	0%	-	-
AHH FoH Elevators	200,000	-	400,000	200,000	0%	-	-
P5 F&B Levy Cap Investment	100,000	-	-	(100,000)	0%	-	-
ASCH sewer line replacement	950,000	411,107	1,700,000	750,000	43%	-	157,845
ASCH Bdwy&Park Marquees	220,000	-	-	(220,000)	0%	-	-
ASCH Roof and Drains	50,000	-	50,000	-	0%	-	-
P5-ASCH-Acoustical Imp	100,000	32,311	50,000	(50,000)	32%	316,270	400,653
Headset Upgrade	100,000	-	130,000	30,000	0%	-	-
All Other	198,965	25,382	198,965	-	13%	167,352	510,578
EXPENDITURE TOTAL	2,268,965	468,801	2,628,965	360,000	21%	483,622	1,069,075

FY2022-23 Beginning Fund Balance	14,672,561
Projected Change in Fund Balance	(1,972,696)
Projected Ending Fund Balance	12,699,865

EXPOSITION CENTER

Current Fiscal Year 2022-23						Prior Fiscal Year	
OPERATIONS	Adopted Budget	Actual thru Oct. 2022 (33% of the Fiscal Year)	Year-End Estimate	Estimate Over/(Under) Budget	Percent of Budget thru Oct. 2022	Actual thru Oct. 2021	Year-End Actual

REVENUES							
Charges for Services							
Food & Beverage	355,385	140,015	524,138	168,753	39%	8,780	483,017
Facility Rentals	1,888,352	558,891	2,051,276	162,924	30%	326,570	1,563,385
Parking Revenue	1,986,268	512,179	1,989,213	2,945	26%	248,434	1,237,590
All Other	1,072,105	349,870	1,201,172	129,067	33%	392,650	1,297,156
Local Government Shared Revenues							
Visitor Facilities Trust Account	373,750	-	373,750	-	0%	-	287,500
Interest Earnings	6,000	11,168	38,066	32,066	186%	5,345	14,666
Miscellaneous Revenue	42,500	21,078	75,151	32,651	50%	12,499	83,021
Transfers-R	480,000	480,000	480,000	-	100%	386,664	671,432
REVENUE TOTAL	6,204,360	2,073,200	6,732,767	528,407	33%	1,380,941	5,637,767

EXPENDITURES							
Administration	516,547	174,078	554,787	38,240	34%	120,058	472,207
Sales & Marketing	323,413	73,317	255,386	(68,027)	23%	60,332	159,420
Facility Operations	2,084,772	381,344	1,714,162	(370,610)	18%	307,100	1,436,106
Special Services	387,229	101,341	376,628	(10,601)	26%	146,950	560,995
Event Coord. & Admissions	514,437	132,212	467,858	(46,579)	26%	64,485	322,066
Ticket Services	170,621	35,367	151,913	(18,708)	21%	24,606	110,758
Food & Beverage	35,000	2,157	21,872	(13,128)	6%	59,844	67,764
Parking	314,534	110,492	393,531	78,997	35%	26,436	209,327
Non-Dept. (Central Svcs. & Debt)	1,866,679	280,272	1,866,679	-	15%	270,052	1,831,562
EXPENDITURE TOTAL	6,213,232	1,290,581	5,802,815	(410,417)	21%	1,079,863	5,170,204

Current Fiscal Year 2022-23						Prior Fiscal Year	
CAPITAL PROJECTS	Adopted Budget	Actual thru Oct. 2022 (33% of the Fiscal Year)	Year-End Estimate	Estimate Over/(Under) Budget	Percent of Budget thru Oct. 2022	Actual thru Oct. 2021	Year-End Actual

REVENUES							
Local Government Shared Revenues	-	-	141,991	141,991		-	-
Contributions from Private Sources	40,000	-	40,000	-	0%	-	-
Transfers-R	200,000	200,000	73,289	(126,711)	100%	-	-
REVENUE TOTAL	240,000	200,000	255,280	15,280	83%	-	-

EXPENDITURES							
Capital Projects							
Metro Outfalls Decommissioning	100,000	-	50,000	(50,000)		-	-
Expo Transformer	100,000	23,279	23,289	(76,711)		-	-
EXPO F&B Levy Cap Investment	250,000	-	-	(250,000)		-	-
Expo Hall C Struc. Repairs	-	-	-	-		-	4,020
Exhibit Hall Lighting	-	-	-	-		-	196,437
EXPENDITURE TOTAL	450,000	23,279	73,289	(376,711)	5%	-	200,457

FY2022-23 Beginning Fund Balance	2,145,978
Projected Change in Fund Balance	1,111,943
Projected Ending Fund Balance	3,257,921

MERC Commission Meeting

December 7, 2022
12:30 pm

Venue Business Reports

MERC Meeting - Dec. 7, 2022 Oregon Convention Center – Monthly Report

1. Final Four Coming to Portland

The NCAA has officially named Portland a host city for the 2030 Division I Women's Final Four. The incredible opportunity to host a world-class event has been a long-game effort by Sports Oregon, Travel Portland, the Rose Quarter / Portland Trail Blazers, the University of Portland Pilots, and OCC. This past September, NCAA and Women's Basketball Committee representatives were in Portland for an official site tour. They had a chance to analyze critical venues and meet community stakeholders. I am proud of our collective efforts to position Portland as a future site for the country's premier women's basketball event.

2030 will be here before we know it, and an official local Organizing Committee, including the bidding organizations, will be created to support the planning efforts. The Oregon Convention Center will host the WBCA Coaches Convention and Tourney Town, a free public fan festival for basketball fans, which has resulted in tremendous economic impact and community engagement in other host cities across the country. We also know that Final Four events will be scheduled throughout the weekend across the city, along with legacy-building community opportunities in the years prior.



2. Personal Safety Project - Update

OCC will conclude the centralized phase of the Personal Safety Project and assign longer-term efforts and ideas to OCC departments and teams that would normally address such efforts. A sincere thank you to Cindy Wallace, OCC Director of Strategy and Business Development, for her oversight and support of the four-month project that identified and addressed several opportunities to improve safety.

As you may recall, in response to a safety incident in August, OCC surveyed staff for their specific observations, concerns and opportunities to improve safety in and around the center. Seventy-five staff responded and we identified common themes and opportunities from the information received. To date, we have:

- Offered staff different vehicle parking locations, assessed lighting, surveillance camera coverage and building access controls.
- Created three full-time public safety agent positions and are **Women's** in the process of recruiting those and created a new Director of Public Safety management position to increase management capacity and reduce span of control for the department, also in recruitment.
-

- Contracted with two public safety expert consultants to review our policies, procedures, training, and equipment issued to the public safety team.
- Tasked departments with reviewing how they perform work, particularly outside of the center, identifying tactics to work more safely, such as with a partner.
- Communicated information to key stakeholders so parties can use their decision-making ability or influence to help improve conditions in the city and our neighborhood, whether actual or perceived by staff, clients, or guests.

3. Guest Experience Marketing Place

OCC now has Magic Box, ESI Electronics and CVS vending machines in the Guest Experience Marketplace, in addition to a photocopier for guest and client use. The Magic Box addition is super exciting because the offered items were curated to showcase locally made original art, fun wearables, and some Portland-centric items. These new guest and client amenities are adjacent to the recently added concierge desk in at the MLK Jr Entry.



Curative COVID Testing Closing Dec. 28

Curative, a third-party testing service, is closing on Dec. 28. This service, hosted at three different external OCC locations since Sept. 2021, provided COVID testing to more than 45,000 OCC clients, guests, and the public. Although completely unscientific, one could get a sense of COVID spread in the community through daily observations of the queue of individuals waiting to be tested. We are proud to have hosted the service, but incredibly happy to see that demand is low and the service no longer needed.



MERC Commission Business Report for December 7, 2022

Portland Expo Center – Matthew P. Rotchford, Executive Director

Events / Sales Awareness

- November was a great month at Expo:
 - We kicked the month off with the return of the Mighty River Classic – a Kung Fu tournament that draws competitors from all over the region. Due to COVID-19, they have not held the event since back in 2019. The tournament came back strong with a 30 percent increase in overall attendance and rebooking for November 2023.
 - The Portland Metro RV Dealers Fall Show welcomed 8,000 people over the 4-day show. This was our first recreational vehicle show since interest rates were raised – having only a slight impact on the overall RV show attendance. Sales were steady.
 - The Portland Holiday Market hosted its 2nd annual event, welcoming almost 10,000 attendees and 300 vendors over 4 days. Overall revenue was up nearly 20% over 2021, totaling over \$200K. A fantastic “Chef’s Table” roast beef dinner plate that was our #1 seller for Levy food & beverage. Well done Chef Chris!
 - In addition to our regular business, we partnered with Fern Exhibition Services/GISI to provide a much-needed staging area and marshaling yard for the EDspaces Annual Convention at OCC. Expo Center’s outdoor space allows us to accommodate this type of staging in a secure location. We will also be providing the same services for the Specialty Coffee Association. Another great partnership.
 - Looking ahead to January 2023, we are looking forward to welcoming back the Portland Boat Show, the Rose City Classic Dog Show and Westside Gymnastics.

Building / Department Awareness

- A core team of our Expo Managers participated in the Expo DOS RFEI Facilities Review. This gave the team an opportunity to review each submittal and provide in-depth feedback regarding viability and impacts on our current operations. A full reporting is pending from the Expo DOS team once they complete their studies.
- We completed two days of review and questions for our security assessment with the Department of Homeland Security. This work is free-of-charge from our federal partners and will help us in planning and recommendations to keep the campus safe and secure.

Capital Project Updates

- The Expo Center and Levy Restaurants have ongoing meetings to discuss and review decisions for priority capital spends for the remainder of the fiscal year. We are focusing our efforts on projects that refresh our sales offerings and provide impactful ROI to the operation.
- There has been no immediate change in the Marine Drive Levee project; anticipating an update in 2023 following the Army Corps review of the 30% design.



- Expo campus winterization efforts are well underway with the tent secured, annual fire system inspection completed, and outdoor lighting and storm drains inspected or repaired.

Staff / Partners

- The Expo Center is hiring! We are currently recruiting two full time Utility Lead positions, a part time Utility Lead position, three Event Custodian positions and one full time Program Assistant to join our team. Please help us spread the word – details at www.oregonmetro.gov/jobs
- We recently learned that our long-time Utility Lead, **Ron Macomber** will be retiring in December. Ron was an outstanding leader for our Operations team and a fierce protector of our on-campus ducklings during spring season.



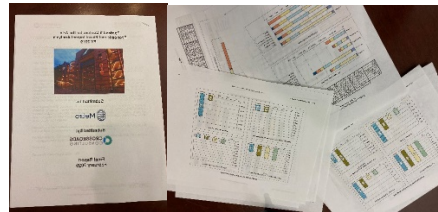
Thank you, Ron for your years of dedicated service to Expo and Metro.
We wish you the very best – from *all* of us!

PORTLAND'5

CENTERS FOR THE ARTS



Portland'5 Centers for the Arts MERC Business Report December 2022



As business starts to build back it is time to start gathering data to see how we're doing. Staff has been busy gathering information for the first economic impact report since 2019 as well as participating in PAC Stats-a benchmark study among performing arts centers around north America. It will be interesting to compare our recovery with others.



Thanks to OCC, our P5 Facility Agents were able to participate with security team in de-escalation training. One of our agents actually put this training to work at a performance at the Schnitz later that evening.



A common theme that is starting to develop as we move towards the FY24 budget is the need to increase security procedures, protocols and technology to protect our venues, patrons and staff. Recently staff researched security scanners that are getting rave review amongst our other performing arts center colleagues. We plan to do a live demo on Dec 1 to see how it performs. Our other venue colleagues and clients have been invited to come watch.

PORTLAND'5

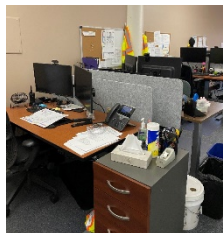
CENTERS FOR THE ARTS



P5 staff were deeply saddened at the unexpected passing of Richard B Keller. The Keller Foundation has sent a donation to P5 every year since the Keller name was placed on the Civic Theater in 2000. Most recently the foundation sent a \$10K check, ½ of which will go towards the P5 education program and ½ will be going to the Keller sound room and orchestra pit auxiliary cooling.



P5 has had to dramatically curtail its sponsorships to a number of community organizations. However, P5 has been donating tickets to a variety of events to be used in silent auction packages. For El Grito, P5 tickets were combined with other cultural offerings to create a lovely package.



P5 is still hiring for event staff. Recruitments appear to be improving a bit. We're about to hire the last of our full time event custodians though we are still looking for variable hour custodians to work performances. Engineering staffing levels have improved and variable hour event engineers are getting on-boarded. Recruitments for admissions staff are on-going.



The Schnitz sewer project continues on. P5 staff are "flushed" with pride on how well this project has been able to keep moving forward in a timely fashion in spite of the loss of a subcontractor and material delays.

MERC Commission Meeting

December 7, 2022
12:30 pm

Consent Agenda

Metropolitan Exposition Recreation Commission
Record of MERC Commission Actions
November 2, 2022
Virtual Zoom Meeting

Present:	Karis Stoudamire-Phillips, John Erickson, Deidra Krys-Rusoff, Damien Hall, Deanna Palm
Absent:	Dañel Malán, David Martinez
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Stoudamire-Phillips at 12:32.
1.0	Quorum Confirmed A quorum of Commissioners was present.
2.0	Opportunity for Public Comment on Agenda and Non-Agenda items N/A
3.0	Commission and Council Communications <ul style="list-style-type: none"> No Commissioner updates Councilor Lewis shared we are in the beginning of budget season and the Council Budget Retreat will be held on November 29. Over the next 2 months Council will be considering an Urban Growth Boundary land use decision which includes a potential swap within the UGB. Year one of supportive housing services has concluded and the annual report will be available this month. Solid Waste received 10 million in State funds and a portion of those funds were allocated to add capacity for jurisdictional partners to clean up neighborhoods. Funds were also granted to the marine board and water users to help remove sunken vessels.
	GM Communications Steve Faulstick provided the following updates: <ul style="list-style-type: none"> The venues have completed a risk assessment through an outside venue services group and will receive a full report within the next month. We will be reaching out to MERC, Council, and other stakeholders for opportunities to give feedback on the Venues Visioning project work. The Keller project and the City's Cultural Planning work continues. Commissioners Malan and Martinez will be joining upcoming Travel Portland Sales trips.
5.0	Financial Report Will Norris presented a financial update: <ul style="list-style-type: none"> Commissioner Krys-Rusoff and Erickson were appreciative of the new report format.
6.0	Venue Business Reports Matthew P. Rotchford, Craig Stroud and Brian Wilson reported on business at the venues during the past month. <ul style="list-style-type: none"> Ruby Joy White was introduced and welcomed as the new Director of Community Events, Education, and Culture at P5. Commissioner Krys-Ruoff requested an update on the Keller sewer project. Wilson shared things are going well, and we are potentially poised to come in under budget. Norris added that 850K was received from the City along with ~400k of unused funds from another project that will also be dedicated to the sewer project. Commissioner Krys-Rusoff asked about safety incidents during shows at OCC. Stroud noted most conventions have had some form of a safety incident somewhere in the City but has not happened within the building. Commissioner Krys-Rusoff expressed a desire for an action item for MERC to work on to help elevate safety concerns.

	<ul style="list-style-type: none"> Councilor Lewis requested a possible monthly, venue-specific incident report for Metro Councilors awareness and to help strengthen partnerships with the City and the PPB.
7.0	<p>Consent Agenda</p> <ul style="list-style-type: none"> Record of MERC Actions, September 7, 2022 <p>A motion was made by Commissioner Krys-Rusoff and seconded by Commissioner Palm to approve the Consent Agenda.</p> <p>VOTING: AYE: 5 (Stoudamire-Phillips, Erickson, Krys-Rusoff, Hall, and Palm) NAY: 0</p> <p>MOTION PASSED</p>
	<p>Action Agenda</p> <ul style="list-style-type: none"> Resolution 22-08: For the purpose of ratifying the collective bargaining agreement with the International Alliance of Theatrical Stage Employees (IATSE) Local B-20. Elizabeth Arnott Commissioner Krys-Rusoff asked what the annual cost increase will be. Arnott did not have the figure available but will follow up with shortly. Norris confirmed there is sufficient room in the budget for the increase. <p>A motion was made by Commissioner Erickson and seconded by Commissioner Palm to approve Resolution 22-08.</p> <p>VOTING: AYE: 5 (Stoudamire-Phillips, Erickson, Krys-Rusoff, Hall, and Palm) NAY: 0</p> <p>Resolution 22-08 PASSED</p> <ul style="list-style-type: none"> Resolution 22-09: For the purpose of ratifying the collective bargaining agreement with the International Alliance of Theatrical Stage Employees (IATSE) Local 28-1. Elizabeth Arnott Commissioner Krys-Rusoff confirmed with Arnott that ratification was received, and a severance package was offered in an effort of good stewardship for our employees. <p>A motion was made by Commissioner Erickson and seconded by Commissioner Krys-Rusoff to approve Resolution 22-09.</p> <p>VOTING: AYE: 5 (Stoudamire-Phillips, Erickson, Krys-Rusoff, Hall, and Palm) NAY: 0</p> <p>Resolution 22-09 PASSED</p>
8.0	<p>Expo Development Opportunity Study update Paul Slyman and Giyen Kim</p> <ul style="list-style-type: none"> Commissioner Erickson asked about measuring economic development and financial gains for the surrounding communities of Expo. Slyman responded that those figures are included in the annual economic impact reports.
	<p>As there was no further business to come before the Commission, the meeting was adjourned at 2:20 p.m.</p>

Minutes submitted by Amy Nelson.

MERC Commission Meeting

December 7, 2022
12:30 pm

Action Agenda

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 22-10

For the Purpose of Electing the Metropolitan Exposition Recreation Commission (MERC) Vice-Chair for the Remainder of Fiscal Year 2022-23.

WHEREAS, Commissioner John Erickson's resignation from the Commission as of December 7, 2022 created a vacancy in the Vice-Chair position as of this date under the MERC By-Laws; and

WHEREAS, the MERC By-Laws provide in Subsection 7 that should a vacancy occur in one of the Officer positions that MERC shall elect a successor from its membership at the next scheduled meeting; and

WHEREAS, at the December 7, 2022 regular meeting of the Metropolitan Exposition Recreation Commission, Commissioner Damien Hall was nominated and elected to fill the vacancy as the Metropolitan Exposition Recreation Commission Vice-Chair, for the unexpired term of this office beginning December 7, 2022 and ending June 30, 2023.

BE IT THEREFORE RESOLVED that the Metropolitan Exposition Recreation Commission confirms the election of Commissioner Hall to replace Commissioner Erickson as Vice-Chair for the remainder his unexpired term that ends on June 30, 2023.

Approved as to Form:

Carrie MacLaren, Metro Attorney

Chair

By:

Nathan A. S. Sykes, Deputy Metro Attorney

Secretary/Treasurer

MERC Commission Meeting

December 7, 2022
12:30 pm

Expo Futures Update

Date: November 29, 2022
To: MERC Commissioners and Councilor Lewis
From: Paul Slyman, Project Sponsor
Giyen Kim, Development Project Manager
Subject: Expo Future Project: Monthly Update

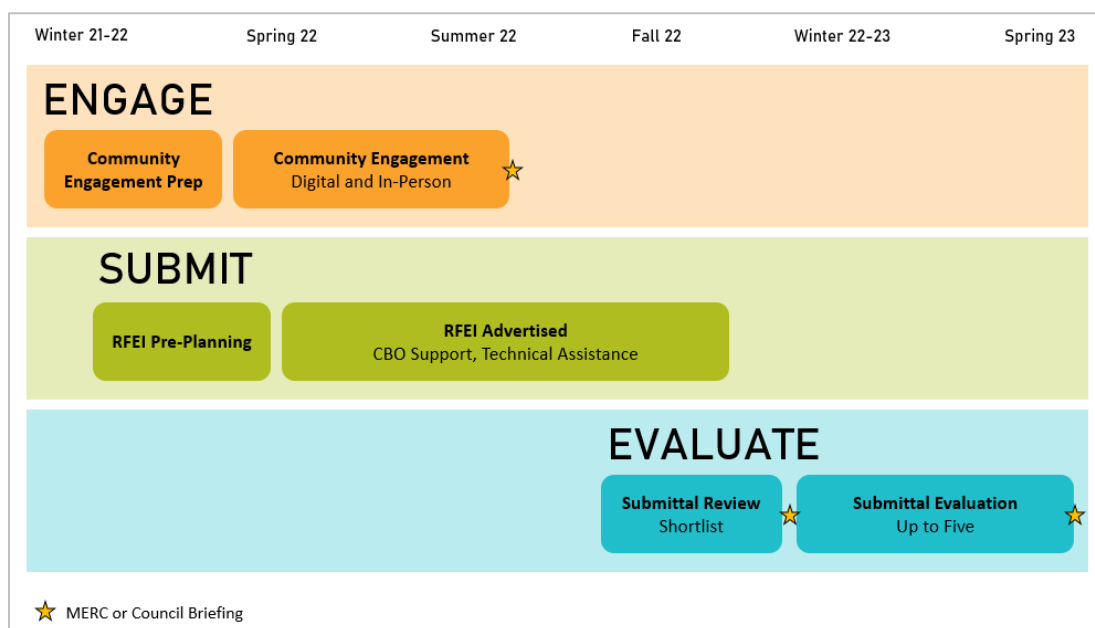
Chair Stoudamire-Phillips, MERC Commissioners, and Councilor Lewis:

Since we last reported, the team has been moving through our RFEI evaluation process with committee members composed of Metro staff, government partners, and community leaders. In addition, we have followed up with the recommendations we discussed during the joint Metro Council and MERC meeting on September 22nd. As a reminder, we recommended the development of –

- Continuation of the current Project Team and a revised Steering Committee to guide us through the decision-making process; and
- Additional phases of the Expo Future project.

Over the past couple of months, we have worked with Chair Stoudamire-Phillips and President Peterson to narrow down the recommendations for a new steering committee. We are very close to finalizing this conversation and hope to announce committee membership by February 2023. In addition, we have been thinking through what the subsequent phases of the project will look like, but this will largely be contingent on the findings and recommendations that Metro's COO will move forward next spring.

Lastly, I would like to introduce a new addition to our team. Jovian Davis was recently hired as a Project Administrator for the COO's office and will support major projects such as this one. She comes to us from Parks and Nature, where she was part of their administrative team.



We're also pleased to share the following progress updates –

Project Timeline Progress

1. Engage the community and potential partners

Now that the RFEI submission process has concluded, we have tapered our engagement efforts. In November we sent two e-newsletters to our broad stakeholder group –

- Monthly email update from Paul to the Expo Future stakeholder group which conveyed the components of our review process and general timeline.
- Email of gratitude from Chair Stoudamire-Phillips and President Peterson to our non-Metro staff committee members thanking them for their continued engagement to this project.

Looking ahead, we will be continuing provide our RFEI respondents with more targeted email updates as we move forward in the decision-making process.

2. Submit quality proposals for review

No further activities.

3. Evaluate the proposals with Guiding Principles

As you know, our Expo Future Community Review Process was established earlier this year, beginning with a **Completeness Review** by Metro Staff, then a **Financial Review by a team of internal and external financial experts**. Based on Steering Committee and Project Team feedback, we also completed a **Facility Function Review** to occur simultaneous with the financial review to ensure proposals make sense with what we know about the site and any limitations or known constraints.

Submissions have now been passed to the **Community Review** Committee. We will also conduct review of top submittals through our local **Government Partners**, and finally, submittals will be made available to **Tribal Governments** that do not submit an RFEI to get the benefit of their review and feedback.



Review	Update
Metro Internal	Complete. All proposals were complete and were moved forward in the process.
Financial	In process. The financial review committee met twice and assessed each project’s start up and ongoing financial capacity. A draft assessment is being developed for the committee to finalize prior to publishing in the final report.

Facilities Function	In process. The facilities review committee met twice and assessed each project's alignment with the current Expo Center operations and facility. A draft summary assessment is being developed for the committee to prior to publishing in the final report.
Community Partners	In process. The community partners review committee has received an initial overview of the projects and will be meeting in the first half of December.
Government Partners	In process. The government partners review committee has received an initial overview of the projects and will be meeting in the mid-December.
Tribal Partners	In process. In coordination with Katie Macdonald, Metro's Tribal Liaison, the team is in the process of extending invitations to the Confederated Tribe of the Umatilla, Confederated Tribe of the Siletz, the Cowlitz Tribe, and the Grand Ronde Tribe to review our RFEI proposals.

In addition to the review committee work, we plan to interview the RFEI proposal teams in mid-January. The project team will be working with the steering committee to craft both general and project specific questions that will help inform our understanding of their proposals. Our consulting partners, as well as members of the Project Steering Committee will participate in the interview process.

Other updates

As you know, we adjusted our project schedule slightly earlier this year and as of this writing this phase of the project remains on budget. We do not anticipate any further changes to our scope at this juncture, however, we will be extending the contract through Q-1 of next year to incorporate the interview process.

Thanks again for your ongoing involvement and interest in this work and please do not hesitate to reach out to us or any members of our Steering Committee or Project Team if you have any questions.