
MERC Commission Meeting

February 1, 2023
12:30 pm

Zoom Virtual Meeting

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August 2016

Metropolitan Exposition Recreation Commission

Meeting Agenda

February 1, 2023

12:30 to 2:30 p.m.

Zoom | Webinar ID: 856 1979 7028 Password: 462199

Karis Stoudamire-Phillips
Chair

Damien Hall
Vice chair

Deidra Krys-Rusoff
Secretary-treasurer

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 General Manager Communications
Steve Faulstick

12:55 Financial Update
Will Norris

1 p.m. Consent Agenda

- Record of MERC Actions January 4, 2023

1:05 Annual Audit Report
Auditor Brian Evans and Brian Kennedy, Metro
Ashley Osten, Moss Adams

**1:30 Strategic Plan to Advance Racial Equity, Diversity, and
Inclusion Progress Report**
Raahi Reddy, Cassie Salinas, and Sebrina Owens-Wilson

2:00 Expo Futures Project Update
Paul Slyman, Giyen Kim

MERC Commission Meeting

February 1, 2023
12:30 pm

Financial Report

Date: February 1st, 2023

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

From: Will Norris, MERC Venues Financial Manager

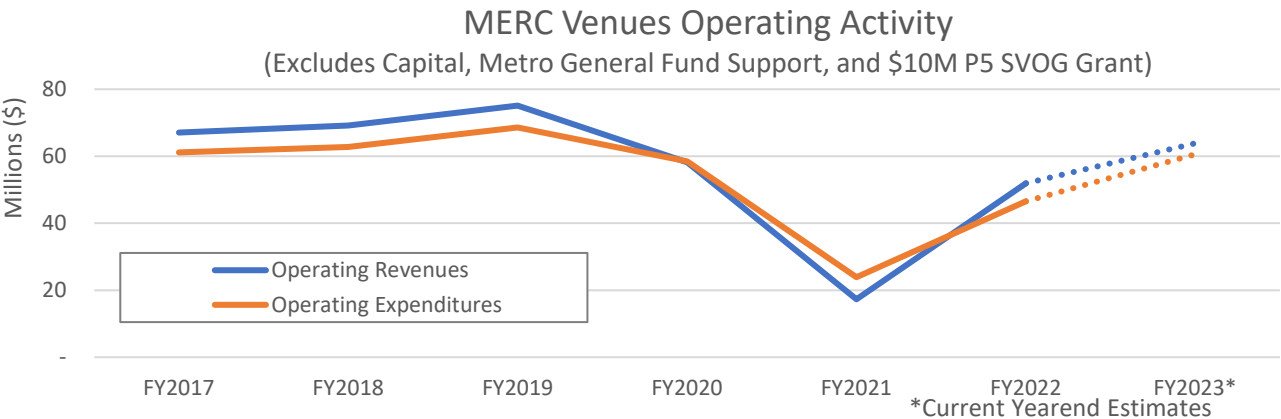
Subject: February 2023 Financial Report

Introduction

The attached financial reports include six (6) months of financial data through the first half of Fiscal Year 2022-23. Yearend trends are well solidified at this point. However, there are still several major events, such as the Sportsman Show, International Auto Show, and the bulk of the P5 Presents calendar yet to occur. The venues also have not yet received their Visitor Facilities Trust Account distributions.

Venue-wide Trends

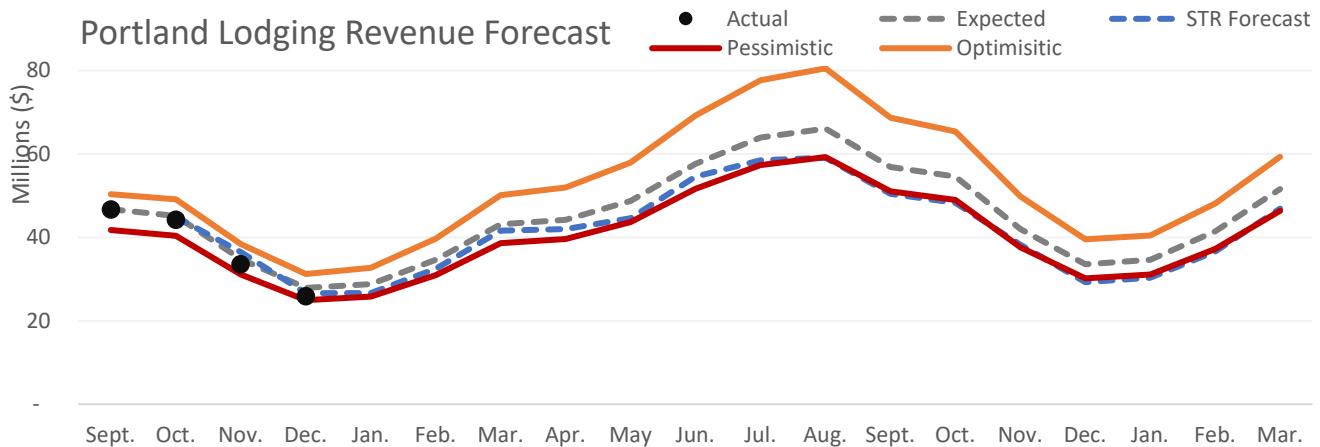
The financial picture across all three venues still points to a modest surplus in FY2023. Operating revenue estimates are up 1.2% from the prior month’s MERC report to \$63.8M. Yearend expenditure estimates are essentially unchanged with the addition of December’s financial data.



As noted in previous financial reports, the impact on winter weather on facilities spending is always an unknown. December’s winter storm resulted in a spike in materials and services spending at Expo and P5. An allowance for incidents like this were already built into yearend estimates to close, so the weather induced spending did not significantly alter estimates-to-close. However there remains the possibility of additional winter storms.

Facilities Materials & Services Expenditures				
	Dec., 2022	Dec., 2023	Change	
			Amt.	%
Expo	\$47,107	\$106,264	+ \$59,157	126%
OCC	241,655	242,654	+ 999	0%
P5	179,050	221,832	+ 42,782	24%

December's lodging activity continued to exhibit slight weakness versus the "Expected" scenario. While there still is not enough data to conclude a durable shift in the recovery trajectory, another month of weaker than expected lodging revenues will prompt an adjustment to long-term forecasts. Any adjustment will be incremental and will not impact tax allocations for venue operations. This is because the operations "bucket" is filled first. Staff will discuss various capital project timing scenarios based on available tax revenues at the first MERC Budget Committee Meeting.



Venue Specific Notes

Oregon Convention Center (OCC) – Bottom-line operating revenue estimates are up 1.8%, or \$718K, as compared to the prior month's report. The improvement was led by Food & Beverage (+\$490K). Persistently strong Food & Beverage performance month after month is lending credibility that this program is on track to significantly beat budget estimates.

Portland's Centers for the Performing Arts (P5) – Yearend revenue estimates for P5 Presents continue to be refined as this program moves through its slate of events. Downgrades to P5 Presents revenue estimates were offset by minor, but broad-based, improvements across most other revenue categories. The result is a net improvement in the yearend revenue outlook of \$247K or 1.3% versus last month's MERC Financial Report. It appears that P5 is still on track for a small operating surplus in FY2023 despite budgeting for a \$1.1M operating deficit.

Portland Expo Center – The Expo Center saw minor adjustments with the addition of December's financial data. The center's two largest annual shows, the Boat Show and Sportsman Show, occur in January and February. This creates relatively more variability in Expo's yearend revenue estimates versus the other two venues, either to the positive or negative.

OREGON CONVENTION CENTER

Current Fiscal Year 2022-23						Prior Fiscal Year	
OPERATIONS	Adopted Budget	Actual thru Dec. 2022 (50% of the Fiscal Year)	Year-End Estimate	Estimate Over/(Under) Budget	Percent of Budget thru Dec. 2022	Actual thru Dec. 2021	Year-End Actual
REVENUES							
Charges for Services							
Food & Beverage	9,844,020	5,684,549	11,187,009	1,342,989	58%	1,547,121	7,508,691
Facility Rentals	4,585,000	2,065,689	4,904,821	319,821	45%	1,397,112	3,743,815
Parking Revenue	1,430,000	664,355	1,528,345	98,345	46%	713,038	1,638,203
All Other (AV, Utility Svcs. Etc.)	5,627,362	2,385,070	5,547,061	(80,301)	42%	1,408,836	4,854,731
Local Government Shared Revenues							
Lodging Excise Tax	13,926,355	5,935,334	13,926,355	-	43%	4,358,479	11,518,390
Visitor Facilities Trust Account	1,595,750	-	1,595,750	-	0%	-	1,227,500
Contributions from Private Sources	-	-	-	-		-	24,530
Grants	-	119,796	250,000	250,000		1,300	100,758
Interest Earnings	160,000	92,559	189,634	29,634	58%	45,236	109,445
Miscellaneous Revenue	18,500	31,182	39,750	21,250	169%	88,342	116,729
Transfers-R	-	-	-	-		-	2,128,592
REVENUE TOTAL	37,186,987	16,978,533	39,168,726	1,981,739	46%	9,559,465	32,971,383

EXPENDITURES							
Administration	2,476,083	602,914	1,468,095	(1,007,988)	24%	445,045	912,496
Sales & Marketing	5,901,201	3,153,124	6,371,855	470,654	53%	1,608,046	2,968,873
Facility Operations							
Facility Management	5,383,254	1,752,540	4,446,508	(936,746)	33%	1,704,714	3,718,117
Utility Services	1,111,979	429,888	1,234,577	122,598	39%	76,825	304,777
Audio Visual	1,391,775	900,375	1,455,324	63,549	65%	277,791	849,573
Setup	3,953,870	1,379,270	3,243,654	(710,216)	35%	864,762	2,004,033
Telecommunications	575,970	243,433	564,915	(11,055)	42%	141,996	446,852
Public Safety	1,359,568	710,834	1,613,132	253,564	52%	539,439	1,154,405
Admissions & Event Services	1,369,435	573,132	1,284,084	(85,351)	42%	418,260	961,266
Ticketing & Guest Experience	216,826	125,073	275,619	58,793	58%	91,758	185,706
Food & Beverage	8,428,556	3,982,252	8,534,952	106,396	47%	1,297,135	5,588,916
Parking	665,393	153,397	422,242	(243,151)	23%	42,572	207,853
Non-Dept. (Ctrl Svcs. & VFTA Exp.)	6,036,074	2,697,912	6,036,074	-	45%	2,669,766	5,832,065
EXPENDITURE TOTAL	38,869,984	16,704,145	36,951,030	(1,918,954)	43%	10,178,109	25,134,931

Current Fiscal Year 2022-23						Prior Fiscal Year	
CAPITAL PROJECTS	Adopted Budget	Actual thru Dec. 2022 (50% of the Fiscal Year)	Year-End Estimate	Estimate Over/(Under) Budget	Percent of Budget thru Dec. 2022	Actual thru Dec. 2021	Year-End Actual
REVENUES							
Local Government Shared Revenues	-	-	684,747	684,747		-	-
REVENUE TOTAL	-	-	684,747	684,747		-	-

EXPENDITURES							
Capital Projects							
Food & Beverage: Planning & De:	300,000	-	-	(300,000)		-	-
Performance Stage Stair Units	125,000	-	138,000	13,000		-	-
Integrated Door Access Controls	40,000	-	60,000	20,000		-	-
Tower/Crown Glazing	1,650,000	149,543	1,000,000	(650,000)		-	12,960
ADA Assessment and Improve	140,000	2,694	140,000	-		-	-
OCC Waterproof:LoadDock&PPLV	-	431,660	600,000	600,000		-	3,060
HVAC Repair	-	-	-	-		-	73,710
All Other	-	31,063	286,378	286,378		-	7,068
EXPENDITURE TOTAL	2,255,000	614,959	2,224,378	(30,622)	27%	-	96,798

FY2022-23 Beginning Fund Balance	20,280,837
Projected Change in Fund Balance	678,065
Projected Ending Fund Balance	20,958,902

PORTLAND'S PERFORMING ARTS VENUES

Current Fiscal Year 2022-23						Prior Fiscal Year	
OPERATIONS	Adopted Budget	Actual thru Dec. 2022 (50% of the Fiscal Year)	Year-End Estimate	Estimate Over/(Under) Budget	Percent of Budget thru Dec. 2022	Actual thru Dec. 2021	Year-End Actual
REVENUES							
Charges for Services							
Ticket Services	5,154,317	2,690,874	5,729,930	575,613	52%	1,313,071	5,227,233
Production Services	3,215,343	1,162,500	2,816,894	(398,449)	36%	689,316	2,172,842
Booking & Sales	1,772,340	914,810	1,992,148	219,808	52%	500,767	1,735,493
Promoted Shows (P5 Presents)	1,315,000	187,586	555,573	(759,427)	14%	154,852	336,160
Admissions	1,370,887	507,659	1,240,323	(130,564)	37%	334,238	1,057,922
All Other	2,523,098	1,256,278	2,613,552	90,454	50%	671,149	2,446,664
Local Government Shared Revenues							
Lodging Excise Tax	1,462,769	644,908	1,513,181	50,412	44%	635,724	1,420,789
Visitor Facilities Trust Account	494,000	-	494,000	-	0%	-	380,000
Contributions from Governments	1,053,584	-	1,053,584	-	0%	499,471	998,941
Contributions from Private Sources	190,955	10,000	95,000	(95,955)	5%	-	-
Grants	-	-	-	-	-	-	10,000,000
Interest Earnings	176,000	102,956	231,908	55,908	58%	57,802	165,949
Miscellaneous Revenue	73,895	462	22,062	(51,833)	1%	8,536	96,492
Transfers-R	-	-	-	-	-	72,498	136,794
REVENUE TOTAL	18,802,188	7,478,034	18,358,154	(444,034)	40%	4,937,423	26,175,280

EXPENDITURES							
Administration	988,816	620,732	1,184,444	195,628	63%	516,316	1,080,817
Sales, Marketing, & Outreach	2,680,659	668,475	1,898,700	(781,959)	25%	505,799	1,055,908
Facilities & Production Svcs	8,596,189	3,114,592	7,357,715	(1,238,474)	36%	3,332,215	7,231,763
Special Services	1,135,105	382,096	968,242	(166,863)	34%	138,773	650,120
Event Coord. & Admissions	1,745,592	756,538	1,689,862	(55,730)	43%	691,827	1,477,478
Ticket Services	2,216,026	1,139,980	2,292,284	76,258	51%	1,161,412	2,154,452
Food & Beverage	58,756	8,851	38,518	(20,238)	15%	25,823	37,009
Non-Dept. (Ctrl Svcs. & VFTA Exp.)	2,487,855	1,248,932	2,487,855	-	50%	1,264,980	2,529,964
EXPENDITURE TOTAL	19,908,998	7,940,196	17,917,619	(1,991,379)	40%	7,637,146	16,217,510

Current Fiscal Year 2022-23						Prior Fiscal Year	
CAPITAL PROJECTS	Adopted Budget	Actual thru Dec. 2022 (42% of the Fiscal Year)	Year-End Estimate	Estimate Over/(Under) Budget	Percent of Budget thru Dec. 2022	Actual thru Dec. 2021	Year-End Actual
REVENUES							
Contributions from Governments	-	700,000	700,000	700,000		-	150,000
Miscellaneous Revenue	-	-	-	-		726	726
REVENUE TOTAL	-	700,000	700,000	700,000		726	150,726

EXPENDITURES							
Capital Projects							
P5 Venues Fall Protection	100,000	-	50,000	(50,000)	0%	-	-
Keller Grid Engineering and Remedi	250,000	-	-	(250,000)	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	655,686	1,400,000	450,000	69%	2,949	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	104,557	111,000	11,000	105%	362,028	400,653
Headset Upgrade	100,000	-	130,000	30,000	0%	-	-
All Other	198,965	55,267	621,588	422,623	28%	215,499	510,578
EXPENDITURE TOTAL	2,268,965	815,510	2,762,588	493,623	36%	580,476	1,069,075

FY2022-23 Beginning Fund Balance	14,672,561
Projected Change in Fund Balance	(1,622,053)
Projected Ending Fund Balance	13,050,508

EXPOSITION CENTER

Current Fiscal Year 2022-23						Prior Fiscal Year	
OPERATIONS	Adopted Budget	Actual thru Dec. 2022 (50% of the Fiscal Year)	Year-End Estimate	Estimate Over/(Under) Budget	Percent of Budget thru Dec. 2022	Actual thru Dec. 2021	Year-End Actual
REVENUES							
Charges for Services							
Food & Beverage	355,385	189,900	500,378	144,993	53%	159,359	483,017
Facility Rentals	1,888,352	814,524	1,891,686	3,334	43%	431,185	1,563,385
Parking Revenue	1,986,268	720,591	1,808,081	(178,187)	36%	283,210	1,237,590
All Other	1,072,105	514,667	1,176,146	104,041	48%	572,303	1,297,156
Local Government Shared Revenues							
Visitor Facilities Trust Account	373,750	-	373,750	-	0%	-	287,500
Interest Earnings	6,000	16,453	39,125	33,125	274%	7,639	14,666
Miscellaneous Revenue	42,500	44,271	62,780	20,280	104%	35,701	83,021
Transfers-R	480,000	480,000	480,000	-	100%	324,996	671,432
REVENUE TOTAL	6,204,360	2,780,405	6,331,946	127,586	45%	1,814,393	5,637,767
EXPENDITURES							
Administration	516,547	256,094	519,811	3,264	50%	238,908	472,207
Sales & Marketing	323,413	122,313	269,921	(53,492)	38%	82,189	159,420
Facility Operations	2,084,772	688,645	1,706,941	(377,831)	33%	530,274	1,436,106
Special Services	387,229	181,016	418,172	30,943	47%	269,415	560,995
Event Coord. & Admissions	514,437	221,401	483,795	(30,642)	43%	128,742	322,066
Ticket Services	170,621	63,600	153,901	(16,720)	37%	46,721	110,758
Food & Beverage	35,000	3,040	16,241	(18,759)	9%	60,529	67,764
Parking	314,534	136,236	273,618	(40,916)	43%	84,630	209,327
Non-Dept. (Central Svcs. & Debt)	1,866,679	1,411,908	1,866,679	-	76%	1,384,978	1,831,562
EXPENDITURE TOTAL	6,213,232	3,084,253	5,709,081	(504,151)	50%	2,826,386	5,170,204
Current Fiscal Year 2022-23						Prior Fiscal Year	
CAPITAL PROJECTS	Adopted Budget	Actual thru Dec. 2022 (50% of the Fiscal Year)	Year-End Estimate	Estimate Over/(Under) Budget	Percent of Budget thru Dec. 2022	Actual thru Dec. 2021	Year-End Actual
REVENUES							
Local Government Shared Revenues	-	-	120,838	120,838		-	-
Contributions from Private Sources	40,000	-	40,000	-	0%	-	-
Transfers-R	200,000	200,000	123,289	(76,711)	100%	-	-
REVENUE TOTAL	240,000	200,000	284,127	44,127	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		833,703					
Projected Ending Fund Balance		2,979,680					

MERC Commission Meeting

February 1, 2023
12:30 pm

Venue Business Reports

MERC Monthly Business Report

February 2023

1. A contingent of sales and event management staff from OCC joined Travel Portland professionals at the **Professional Convention Management Association** annual meeting – Convening Leaders – in Columbus, OH, the second week of January. Ten OCC staff and MERC Chair Stoudamire-Phillips actively supported the exhibit booth on the show floor and participated in professional education as time allowed. The Three City Collective, a partnership between the convention visitor bureaus of Portland, Milwaukee, and Pittsburgh, hosted a client event on Sunday afternoon to engage existing and potential convention clients. Thank you, Chair Stoudamire-Phillips, for making time to join the team on this important sales mission.
2. Please join me in congratulating **Lindsay Pearson** for her recent promotion to General Manager for Levy Restaurants at the Oregon Convention. We're thrilled for Lindsay's continued success and contributions to OCC's food and beverage services. And if you're wondering, Ed Strong is now vice-president of Hospitality Strategies for the MERC venues.



3. In mid-January, Levy Catering General Manager at OCC Lindsay Pearson, shared that Levy had made our first food donation via the [Careit app](#). **Careit** is a food donation platform that makes it easy for businesses and organizations to donate surplus food and goods directly to local nonprofits. Through this technology, local nonprofits and communities are empowered with equal access to the surplus of resources. This donation was to [We Do Better Relief](#), a local nonprofit. “While we will continue to support partners like [Blanchet House](#) and [Feed the Mass](#) it’s also great to share with smaller organizations in need.” —Lindsay Pearson

4. The **International Association of Venue Managers** ([IAVM](#)) Region IV announced that OCC Setup Supervisor Benhard Wandugu was the winner of their Diversity Scholarship for Venue Management School. The Venue Management School (VMS) curriculum covers event management, life safety, marketing and advertising, crowd management, and guest experience. The second year of VMS covers areas such as leadership and image, cost control, risk management and insurance, and strategic business planning. Since its beginning in 1987, over 2,800 venue managers have attended VMS and the Graduate Institute. Describing the experience as rewarding, serious education mixed with a sense of camaraderie and a bond that exists among the students and faculty, making VMS a truly special place. Attendees create relationships for life that they attribute to their success in the venue management industry. Benhard was selected by a panel of IAVM Region IV volunteers based on his responses to the application. Congratulations, Benhard!



5. As a reminder, we are nearing the first day of the **Portland International Auto Show** move-in with limited building access. The major show is a ticketed, whole building, secure perimeter event. If you need to visit OCC, please reach out to a member of the OCC leadership team to coordinate access from Wednesday, February 1 through Sunday, February 5.



PORTLAND'5

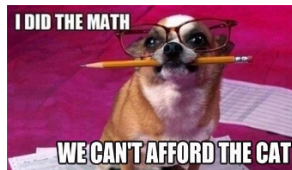
CENTERS FOR THE ARTS



Portland'5 Centers for the Arts Business Report February 4, 2023



P5 recently became a member of the Oakview Group's National Theater Alliance that was launched in early January. This is an invitation only membership of high-profile performing arts centers and theaters considered to be "The Best of the Best". The alliance offers some great business opportunities that include a dedicated booking team to block book member venues, a sponsorship team to bring sponsors to the table for a variety of projects, a gala fundraiser that will share proceeds with all member theaters, and complimentary assessments for items like security, food and beverage and sustainability. It also provides professional development opportunities with monthly venue town halls and complimentary attendance at the Venues Now and Pollstar Live conferences.



Capital and operations budgets have all been put together and budget meetings are in process. (For P5-no cats this year.)



January was a banner month for bringing on new volunteers!! Twenty-eight volunteers started training that month. Volunteers provide free staffing as ushers in the Brunish, Winningstad and Newmark Theaters, thus making these theaters more affordable for non-profit users.



Holiday shows in December did very well with the Nutcracker, Gospel Christmas and other popular favorites bringing in full houses. December ended with 23,000 more in attendees than December prior year. We hope this is a sign of things to come in the new year.

PORTLAND'5

CENTERS FOR THE ARTS



A new security podium was put into the Hatfield atrium lobby. This lobby is open to the public as well as where most of our student shows happen. This location is staffed by a full-time security agent to not only make people feel safer but to welcome them to venue!



Staff recently returned from the Association of Arts Presenters conference in New York. There they met with artist agents and agencies to find out what is going to go out on tour next season. Several good leads may result in a comedy series for the Winningstad Theatre, a possible Latin music series and perhaps even Dionne Warwick who is planning shows in larger theaters. P5 is talking to the Expo Center on a possible partnership to bring in an immersive experience show on Monet. It is more interactive than the recent Van Gogh immersive that played Portland and has been selling well in New York. Stay tuned!!



Supply chain issues continue to be a problem to getting projects off the ground. The timing of getting a contract in place and trying to coordinate installations that often must happen within narrow windows between shows has become extremely challenging. For example, lead time forecast for a backup generator for the Schnitz is estimated to be 50-54 weeks. Replacement of our stage communications headsets is estimated at 20 weeks. This means capital projects may cross more than one fiscal year before being completed.



Hiring staff is an ongoing process. Fortunately, we have now filled our full-time event custodial positions and have hired quite a number of new variable hour EC's to work performances. Seven new part-time engineers have been hired and are in training to cover shows. Full time engineers and part time stage door attendants and security agent positions continue to be a challenge to fill. We are currently looking for a Director of Events.

Link: <https://www.governmentjobs.com/careers/oregonmetro/jobs/3860187/director-of-events?pagetype=jobOpportunitiesJobs>



MERC Commission Business Report for February 1, 2022
Portland Expo Center – Matthew P. Rotchford, Executive Director

Events / Sales Awareness

- Over New Years, we hosted Moonlight Masquerade. We welcomed almost 8,000 people over the two-day festival that resulted in over \$200,000 in revenue. Congratulations to the entire Expo team for executing a safe and logistically challenging event.
- We kicked-off the new year with strong attendance numbers at the Portland Boat Show and the Rose City Classic Dog Show – overall, we had revenues and attendance numbers closer to pre-pandemic numbers. We are confident in seeing a strong consumer show market for the spring. A running Mercedes Van was stolen from the Oxford Suites with 4 terriers in the back. Van was found in Vancouver and the terriers were safely returned to the owners.
- We also welcome Westside Gymnastics PDX Invitational, the Cat Show Extravaganza and Adoption event, the Hot Tub and Spa Show and the annual Pacific NW Sportsmen's Show in the coming weeks. Busy back-to-back shows...
- Looking ahead to the rest of Q3 & Q4 - we continue to add new events to the calendar every month, including: The Import Expo (automotive), the Cannabis Science West Conference and the American Cornhole League Pro National (which will air on ESPN).

Building / Department Awareness

- Kudos to all department managers for their work on the FY24 Budget completion – all departments worked towards our revenue, sustainability, labor and equity goals.
- Expo Bee Project – this project has been a goal for many years prior to COVID. Many team members come from farming backgrounds, or just have a unique interest in bees and their challenges due to climate change and [colony collapse disorder](#). With a great deal of cooperative work between the beekeepers at Bridgetown Bees, Rob Hamrick and Jenna Garmon from Sustainability, the Oregon Zoo team and our entire staff, we started the Expo Bee Project. Team members attended classes by local non-profits, purchasing basic equipment and coordinating with a professional beekeeper. After a review for the best location for our hives, COVID put our project on indefinite hold. In 2022, we re-connected with Glen Andresen from Bridgetown Bees to set the hives and securely fenced them in, still allowing the bees to go about their work collecting pollen and nectar from the native plants that are abundant in the wetlands around the Expo. Our first harvest was in fall 2022 where we processed over 80 lbs. of local honey. In addition to utilizing the honey for gifts to clients and partners, there are plans with Levy Restaurants to utilize Expo's honey in dipping sauces, bakery items and more. If you would like more information about the [Expo Honey Bee Project](#), please visit our website.
- Anne Galinsky will be meeting with Matthew and the team to find opportunities to display her historical education banners titled, The Architecture of Internment. These displays have been shown during remembrance events held by the Japanese American Museum of Oregon and Vanport Mosaic. Anne has displayed the exhibit across the state.



- Welcome Banners – We recently completed phase 1 of our signage upgrades by installing new welcome banners on the light poles in our parking lots. As part of our DEI and Equity initiatives, we have just placed brand new and colorful Welcome banners across the campus as Phase 1 of the project. We are proud of this work with more to come.

The banners say *Welcome* in 9 varied languages... Spanish, Vietnamese, Chinese, Russian, English, Somali, Japanese, Ukrainian and Romanian
We will be continuing with other updates throughout our campus to create welcoming signage for *all* of our guests.



Capital Project Updates

- With partnership from Cirque du Soleil, and other work nearby from PBOT, the Marine Drive treadle exit from the Lower Lots and sidewalks previously damaged have been repaired and restored. In addition, several repairs were made in the lots where potential trip hazards were evident. The work is ongoing.
- Levy Restaurants and the Expo Admin/Operations teams have been meeting often about capital investment planning and purchases to take place prior to fiscal year end.
- AV Paging systems in both Halls D and E required reboot/reprogramming in January, but will also require future investment as the system is nearing end of life.

Staff / Partners

- Open Expo staffing position interviews are taking place for both Admin, and Operations. Please help us spread the word – details at www.oregonmetro.gov/jobs
- Our parking partners w/ Ace Parking have made some changes to their staffing and supervisors. Mostly a broadly diverse team. Say hello at your next visit.
- Coda: The team at Expo all wanted to recognize and honor the work and dedication of Commissioner John Erickson's many contributions to the Portland Expo Center, and all of the visitor venues. His frequent visits and supportive notes will be missed a great deal. In addition, the Expo team wants to note the passing of long-time Admissions professional, Mr. Joe Washington. Joe's infectious smile and welcoming spirit will be greatly missed by our staff and our guests. Both of these gentlemen understood the hard work and effort that so many put forth to make these events so successful. Our condolences to their families and friends.

MERC Commission Meeting

February 1, 2023
12:30 pm

Consent Agenda

Metropolitan Exposition Recreation Commission

Record of MERC Commission Actions

January 4, 2023

Virtual Zoom Meeting

Present:	Karis Stoudamire-Phillips, Damien Hall, Deidra Krys-Rusoff, Dañel Malán, Deanna Palm
Absent:	David Martinez
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Stoudamire-Phillips at 12:34.
1.0	Quorum Confirmed A quorum of Commissioners was present.
2.0	Opportunity for Public Comment on Agenda and Non-Agenda items <ul style="list-style-type: none">N/A
3.0	Commission and Council Communications <ul style="list-style-type: none">Commissioners thanked the Expo team for the gift of honey harvested from the beehives at the Expo site.Councilor Lewis shared that incoming Councilor Ashton Simpson took his oath of office yesterday. New assignments will be voted on tomorrow, and Councilor Rosenthal will be the new MERC liaison and Councilor Simpson will be the new alternate. Council work continues around housing reporting and resetting the regional investment strategy.
4.0	GM Communications Steve Faulstick provided the following updates: <ul style="list-style-type: none">Venues Visioning stakeholder interviews are still in progress.Clackamas County is working on identifying a replacement for the remainder of Commissioner Erickson's term. The recruitment deadline is January 6.Council and Commission leaders are discussing more opportunities to work together in 2023.Venues staff were thanked for their work over the holiday season during inclement weather and for providing space for a warming shelter.
5.0	Financial Report Will Norris presented a financial update: <ul style="list-style-type: none">Commissioner Krys-Rusoff asked for more details around the pessimistic scenario of the Transient Lodging Tax numbers. Norris responded that the numbers continue to be monitored on a weekly basis. He highlighted these numbers were only 3.7% below the expected scenario for November which is a low activity month. It is not enough to change our overall trajectory at this time, but if it continues on a pessimistic path, it will affect capital project timing.Commissioner Malán highlighted how closely the actuals are following the pessimistic scenario and asked how we might get to the more optimistic trend. Norris responded that the optimistic trend became less likely with November's numbers. However, this is a snapshot of one month and noted there is a lot of variability. We have two recent months of hitting the expected scenario and one month of coming in 3.7% below.
6.0	Venue Business Reports Matthew P. Rotchford, Craig Stroud and Robyn Williams reported on business at the venues during the past month. <ul style="list-style-type: none">Commissioner Krys-Rusoff highlighted the national labor shortage and emphasized the importance of retaining quality staff. Stroud agreed and noted the increase in depth and quality of candidates recently.
7.0	Consent Agenda <ul style="list-style-type: none">Record of MERC Actions, December 7, 2022

	<p>A motion was made by Commissioner Hall and seconded by Commissioner Malán, to approve the Consent Agenda.</p> <p>VOTING: AYE: 5 (Stoudamire-Phillips, Hall, Krys-Rusoff, Malán, and Palm) NAY: 0</p> <p>MOTION PASSED</p>
8.0	<p>Travel Portland Quarterly Report Jeff Miller, James Jesse, Angela Nelson, and Andrea Markowski</p> <ul style="list-style-type: none"> • Commissioner Malán asked if data was collected from meeting planners around experiences of racism in Portland in the recent past compared to now. Jesse responded that yes, subsets of the survey can be broken down into various sentiment areas including race, ethnicity, and age. • Commissioner Hall commended the team their work on the report and highlighted addressing difficult feedback responsibly to help shift perceptions and create change. • Commissioner Palm asked about how we compare to competitor cities, and have they done a better job at returning their local workforce back to a physical work environment. Jesse responded it is difficult to say but noted there is a major delineator between Portland and cities that were open much early than us. He pointed out that Portland has been fully open for less than a year and the feedback collected showed that cities that opened later had more negative impacts. • Commissioner Krys-Rusoff shared her appreciation of Travel Portland's approach to the work and the clear plan to help change negative perceptions of Portland. • Chair Stoudamire-Phillips congratulated the team on the thorough report and suggested sharing this valuable work externally.
	<p>As there was no further business to come before the Commission, the meeting was adjourned at 2:09 p.m.</p>

Minutes submitted by Amy Nelson.

MERC Commission Meeting

February 1, 2023
12:30 pm

Annual Audit Report

MERC Commission Meeting

February 1, 2023
12:30 pm

Strategic Plan to Advance Racial
Equity, Diversity, and Inclusion
Progress Report

Memo



Metro

600 NE Grand Ave.
Portland, OR 97232-2736

Date: November 30th, 2022
To: Metro Council and Committee on Racial Equity (CORE)
From: Raahi Reddy, DEI Program Manager
Subject: Strategic Plan to Advance Racial Equity, Diversity and Inclusion – Progress report

General overview

Adopted in June 2016, the Strategic Plan to Advance Racial Equity, Diversity and Inclusion is a major building block in Metro's goal to advance equity in the Portland metro region. The plan set forth a clear agency-wide direction and outlined specific actions to advance the work forward over its five-year horizon. The actions outlined in the original plan are foundational and may require additional resources to fully reach the plan's objectives and goals.

Metro has completed year five of the Strategic Plan implementation. This report provides a status update on active actions in this reporting period, January 1, 2021 – June 30, 2022. Actions identified as completed in previous years are considered inactive and are not included in this report. The chart below provides a summary of completed actions for each reporting period.

Highlights

Metro's Committee on Racial Equity, along with the Diversity, Equity and Inclusion Program, have selected the following highlights among the multitude of work done towards advancing DEI at Metro in the last 18 months.

On specific actions:

- By advancing the Strategic Plan's actions over the last five years, Metro has increased and strengthened its reputation within the community. This is the result of successful relationship building with community-based organizations, community engagement, and efforts to utilize community feedback in a meaningful way. This has increased trust and signals to other agencies that they can do the same. CORE recommends Metro create and share data on engagement best practices with regional partners and increase engagement with smaller groups/organizations.
- Metro's Water Safety Program proves that Metro is able to employ a variety of methods to reach communities of color with cultural specific materials and technology. CORE encourages Metro to use the Water Safety Program as a model to expand culturally specific service delivery.
- Success on actions regarding youth engagement through internships and programming has suffered during the pandemic. CORE recommends reviving the focus on opportunities for youth as Metro recovers and in-person activities resume.
- Continuing to engage with immigrant communities and deepen relationships is also a priority especially in recruitment/employment processes.
- Acknowledgement must be made for the long-time effort to bring mandatory DEI training to all supervisors. While CORE celebrates this success, we also need more information on the methods and tools that will be used to measure comprehension and implementation of the DEI competencies.

cc: Marissa Madrigal, Chief Operating Officer
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- Recruitment and retention are vital to the continued success of the Strategic Plan. To this end, CORE recommends incorporating the agency-wide equity core competencies into all job descriptions and recruitment postings. The committee would also like more information on what actions are taken if employees choose not to use the core competencies in their day-to-day work.

General:

- In addition to the Strategic Plan actions below, Metro has advanced the Reimagining Policing Project. Since 2020 the Project has engaged dozens of Metro staff in training regarding the history and impacts of the criminal justice system, conducted an assessment of Metro's touchpoints with policing, security and incarceration, and developed Metro's Vision for Justice and Belonging which Metro Council adopted in June of 2022. Agency-wide and department-specific action plans are nearing completion.
- CORE looks forward to seeing data-focused metrics and detailed qualitative information in future Strategic Plan reports. The committee anticipates these improvements as a result of the implementation of the racial equity framework and the results-based accountability trainings.
- CORE encourages Metro to continue utilizing its role as a regional convenor and its investment strategies to support partner jurisdictions in advancing racial equity strategies including equity metrics.
- Metro continues its work of improving its internal processes to reduce the barriers COBID firms face in accessing contracting opportunities. Through direct engagement with contractors Metro has identified small business training and policy change needs which resulted in updates to the Equity in Contracting program. CORE recommends Metro continue to find innovative ways to reduce barriers and increase equity within contracting.

The status of each action item is shared in the following section of this memo.

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Status of actions**Goal A** – *Metro convenes and supports regional partners to advance racial equity*

Action title	Status	More information
In partnership with the community, develop and pilot regional public engagement forums to connect Community - based organizations to resources, engagement opportunities, contracting opportunities and staff at Metro and other public agencies across the region.	In progress.	Resourcing community-based organizations (CBOs) for engagement and contracting opportunities has become standard practice across Metro. Departments like WPES, Parks & Nature, and Planning, Research and Development have contracted a variety of BIPOC-led CBOs to support meaningful engagement and advise on policy & program development.
Use existing committees and additional new opportunities to convene and work collaboratively with regional partners to advance equity related to public engagement, affordable housing, welcoming and inclusive parks and venues, safe transportation, equitable solid waste system and economic opportunity for communities of color through local government contracts and projects.	In progress.	This action item has become a standard practice across the agency. Some recent examples here: The Regional Collaborative Committee was established to support the implementation of Construction Career Pathways across the region and at Metro for the first round Parks Bond projects. Metro is in the process of establishing the Project Advisory Committee as part of the Regional Workforce Equity Agreement. The Supportive Housing Services program has established the Tri-County Advisory Body, and the Regional Transportation Plan update process is continuing to engage partners to advance transportation equity.
Convene regional partners to discuss solutions to increase the participation of local MWESB in government contracts.	In progress.	Communication with the COBID office has continued with frequent COBID certification status updates at OAME (Oregon Association of Minority Entrepreneurs). Procurement Services and the COBID office are in discussion about offering "Meet and Certify" events in Multnomah, Washington and Clackamas counties in partnership with other smaller jurisdictions. However, the main issue is lack of State funding for this program.

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		Within the Construction Careers Pathways Program, staff worked in collaboration with Multnomah County to host an online Small Business Open House in March '22 to engage with MWESB certified contractors. In February '22, a Regional Workforce Equity Agreement Listening Session was held to engage with MWESB certified contractors and contractor associations regarding the Regional Workforce Equity Agreement (RWEA). Participants learned of RWEA goals and provided feedback for areas of concern.
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Goal B – Metro meaningfully engages communities of color

Action title	Status	More information
Create a system to better coordinate engagement with communities of color across Metro departments. This system should include the maintaining of a record of community-based organizations' involvement with Metro to support relationship continuity.	In progress.	No movement has occurred since 2020 when DEI and Communications staff compiled a comprehensive list of partners, grantees, and grantee applicants for the purpose of better coordinating relationship management and outreach in 2020 to support organizations during the pandemic.
Work with communities to co-create community-specific public engagement plans that work to develop long-term community relationships, as opposed to episodic engagement.	In progress.	This action item has become a more standard practice across the agency. Some recent examples here: the development and ongoing implementation of the Civic Engagement Capacity Building grant program will support long-term, trusted relationship building between Metro and community-based organizations as well as the Black, Indigenous and communities of color they serve. The program's first round of grantees was announced in June '21 and have recently received their second-year disbursement of the three-year grant cycle. Multiple contracts with BIPOC-led CBOs are being finalized for the Regional Transportation Plan 2023 update to support co-created community engagement with BIPOC communities.

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		WPES has similar long-term, co-created engagement plans.
Metro departments set aside resources for contracting and partnering with CBOs or community groups for engagement. Results are included in quarterly management reports.	In progress.	This work continues at the department and project level. The upcoming Regional Transportation Plan work will include resources for community engagement. Upcoming Budget Equity Tool implementation will measure resource allocation for community engagement, replacing quarterly management reports.
Identify and propose ways to improve youth engagement and youth involvement in Metro decision-making.	In progress.	There are several opportunities that are helping improve youth engagement. These include the Civic Engagement and Capacity Building grant in the DEI program which funded Next Up's and East County Rising Community Project's, both are youth focused leadership programs with work currently underway.
Identify and propose the creation of new opportunities within public engagement activities for emerging and established community leaders to work with decision makers to help drive plan, policy and program outcomes.	In progress.	This has become standard practice for major initiatives. Some of those include, but are not limited to: <ul style="list-style-type: none"> • Parks Bond implementation • RTP 2023 update • WPES Transfer station siting • RWP implementation • SHS implementation • Expo DOS
Develop and apply criteria to consistently partner and invest in existing community leadership programs that have greatest benefit to community.	In progress.	The Civic Engagement Capacity Building grant program has funded multiple BIPOC leadership development programs in the region including Next Up's youth focused leadership program, Unite Oregon's expanded their climate justice leadership council, and East County Rising Community Projects' Rising Fellows program. The Regional Transportation Plan process is also contracting for BIPOC-led community engagement that provides leadership opportunities for BIPOC community members.
Create mechanisms to involve the community in the implementation and evaluation of the Strategic Plan.	In progress.	CORE members were part of the 2022 Results Based Accountability workshop series which has set the foundation for the assessment of the 2016 SPARED I which will be completed in spring 2023.

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Utilize the racial equity analysis and decision support tool on four pilot projects representing each of Metro's four lines of business.	Complete	In winter 2021 Metro adopted the racial equity framework to support analysis and decision-making agency wide. The framework is being utilized by various departments and on several major projects including, but not limited to: Regional Household Travel Survey, Regional Transportation Plan, Tualatin Valley Highway, Transportation Bond Measure, Willamette Cove, Metro's Green Building Policy Initiative.
Develop equity performance measures to include in Metro's By the Numbers performance measurement program.	In progress.	Efforts to create and implement equity metrics across the agency for use in the budget development process were started in 2021 in response to the Equity Metrics Budget Note. Efforts to refine and deepen equity evaluation continued with the Results Based Accountability cohort in 2022 and will continue as part of the Impact Evaluation program into 2023.
Provide training and support to Metro departments on the Racial Equity Analysis and Decision-Support Tool to most effectively meet specific departmental portfolio.	Complete	DEI staff have provided two comprehensive training sessions on the Racial Equity Framework. Sessions were held on 6/29-30/2021 and 5/12/22. More than 150 staff participated in these trainings. This training will be offered every year to Metro employees. On 10/20/22 more than 60 Metro Project Managers received a training on the Racial Equity Framework.
With the direct support of the DEI program, expand the pilot for utilizing the racial equity analysis and decision support tool within each department.	In progress.	The racial equity framework was used for the FY 22/23 budget process. DEI and FRS staff will build on that success and further refine the process and utilization of the framework during the FY 23/24 budget development process.
Identify barriers and propose solutions to increase participation of communities of color in Metro engagement opportunities. Such barriers may include: public meeting times, lack of food and childcare, and location of meetings.	In progress.	In 2021-22, Metro began to resume its normal public engagement practices, using online platforms and tools. The pandemic provided our engagement staff an opportunity to reimagine how to increase access and reduce the barriers of participation of our most underserved and hardest to reach community members. Metro piloted new online meeting tools like live translation during online meetings and used digital white boards to simulate in-person brainstorming sessions. Concurrently, Metro's engagement efforts to reach the broader community were refined by the deployment of targeted digital strategies using engagement tools like Survey 123 and MetroQuest.

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Identify and propose the creation of new opportunities within public engagement activities for decision-makers to receive direct community input and to meaningfully consider and discuss what they've heard.	In progress.	This has become more of a standard operating practice for Metro's engagement efforts. Some recent examples where community input was used to meaningfully consider key decisions in 2021-22 included: The Expo Development Opportunity Study and Support Housing Services implementation.
Create financially supported volunteer seats on advisory boards and committees for youth of color, community members, and community-based organization representatives.	In progress.	The Transportation Policy Alternatives Committee has been added to the three previously reported committees that provide stipends for volunteer seats for community members and community-based organization representatives. It is anticipated that the Public Engagement Review Committee will follow soon.
Conduct user testing to inform improvements to the accessibility and usability of digital tools for communities of color to get involved. Invest in outreach and promotion strategies to raise awareness of individual opportunities and online tools.	In progress.	<p>As part of this ongoing effort to invest in outreach and promotion strategies, in June 2022, an RFP was issued to help conduct user testing of Metro's digital tools and online resources with the disability community. A new section of oregonmetro.gov was published to provide a range of information on accessibility at Metro, including how the public can request an accommodation or make a complaint.</p> <p>To ensure strategic guidance for future efforts to increase access for the disabilities community, funding was approved for an ADA coordinator and a new community advisory body that will provide input on upcoming projects and programs, including digital tools.</p>
Create a framework to track and measure equity actions and investments across the agency.	In progress.	The Results Based Accountability workshop series created the foundation for shared evaluative approaches to measuring investments and other equity actions across the agency and will finalize future-looking standard metrics in 2023.

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Goal C – *Metro hires, trains and promotes a racially diverse workforce*

Action title	Status	More information
Staff and management from every department are actively involved in the implementation of the Strategic Plan and DAP through a clear and representative process.	Completed.	<p>June '21 DEI staff launched the Racial Equity Leaders Table to consistently convene leaders and staff who are responsible for designing, coordinating, and organizing racial equity plans and activities leading to systems change that dismantles institutional racism at Metro. This group meets every month.</p> <p>Several departments lack representation and coordination support for department specific racial equity plans including Planning and Development.</p>
Create opportunities for staff across the entire organizational structure to discuss how to improve the organizational equity structures at Metro.	In progress.	DEI convened the first meeting of the agency-wide Racial Equity Leadership Team (comprised of equity practitioners across the agency including reps from ERGS) in April '21. The team meets monthly. Employee Resource Groups also increasingly advise leadership on a variety of workplace and equity issues, through regular meetings and Budget Equity and Reimagining Policing town halls.
Adopt policy that Metro management positions must attend required DEI related trainings.	Completed.	DEI related training has become required for Metro managers. Supervisor Essentials has two tracks of training. Tier 1 launched in Jan '21 and has been attended by 146 managers. Tier 2 followed with a launch in Fall '22 with 44 managers completing the course.
Develop an internal and external communication strategy to convey Metro's leadership commitment to diversity, equity and inclusion.	In progress.	<p>Since the reporting year, there has been consistent communication to employees about DEI learning opportunities, cultural awareness months, and additional storytelling of BIPOC employees and Metro's commitment to DEI. There has also been an overall increase in organized communication and focus on reaching front line workers and broadcasting content more widely from the COO and other Metro leadership.</p> <p>In the coming year, a communication plan will guide external efforts. Metro Together newsletter will continue to include DEI content along with other agency news, providing a more streamlined communication experience for Metro employees.</p>

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Goal C – Metro hires, trains and promotes a racially diverse workforce – continued

Action title	Status	More information
Provide support and training for hiring managers to assess job requirements, create accessible job announcements and understand the value of diverse hiring.	In progress.	The ongoing Supervisor Essentials Program includes a module on equitable recruitment and hiring. There is a need to increase offerings to expand practices.
Identify and propose ways to connect existing community leadership programs with career opportunities at Metro.	In progress.	This has not yet become standard practice, though there are some examples where partners are engaged in recruitment. Additional capacity needs to be applied to make this successful.
Reassess Metro values to ensure diversity, equity and inclusion are equally recognized as guiding principles.	In progress.	In 2021 the Office of the COO developed the Strategic Vision which centered Racial Justice alongside shared prosperity and climate justice as Metro's three guiding priorities.
Incorporate equity discussions into all Metro advisory committees to ensure that these bodies uphold the same commitment to equity.	In progress	Metro piloted DEI trainings for our advisory committees in 2019, including JPACT and MPAC. And in 2021, Parks & Nature's Equity Advisory Committee participated in several workshops on disability justice, but no further work has been done to systemize training opportunities for Metro advisory committees.
Identify and propose new opportunities for staff across Metro to develop and deepen relationships in formal and informal settings.	In progress.	The ERGs continue to meet consistently with agency-wide town halls, info sessions, and other activities occurring more often now. The Employee Engagement Leaders Table also continued their work, Oregon Zoo and Parks & Nature hosted a summer staff series.
Identify and propose new ways to increase accessibility of DEI trainings for venue staff and temporary/seasonal/part-time/graveyard staff.	In progress.	Required and mandatory training launched fall '22, requiring all employees to take up to 4 hrs. of DEI training. Promotion for upcoming trainings, as well as employee work schedules are considered when DEI trainings are offered. To remove barriers for training participation for front line and variable hour staff, the Oregon Convention Center's leadership secured access and training for usage of computer tablets.

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		Investment was made by HR to provide 100+ online trainings, accessible and available on-demand to all Metro employees.
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Goal C – Metro hires, trains and promotes a racially diverse workforce – continued

Action title	Status	More information
Identify and propose a variety of new learning methods and trainings to reach all regular status staff.	In progress.	<p>Metro leadership approved of a set of required learning hours for all employees in 2022.</p> <p>It is becoming more of a standard practice to center those unable to participate in training opportunities in the promotion of and in the development of training curriculum. Contracts with vendors such as the Open Sesame platform and DEI trainers, offer a variety of ways to engage, learn, and increase DEI competencies.</p>
Diversify hiring committees by department including considering gender, age and cultural group. Include community members where appropriate.	In progress.	<p>Recruiters have begun working with Hiring Managers to encourage selecting hiring committee members outside of their dept. to increase diverse representation.</p> <p>In the coming year, HR will develop an Interview Panel Guide and an Interview Panelist Training. Once completed, panelists will be required to attend the training to be placed on an approved panelist list. HR will track the demographics of the list to ensure it is inclusive, diverse and representative. HR is also working to formalize a stipend process for community members that participate/provide expertise on interview panels.</p>
Create agency-wide policies regarding intern diversity and compensation.	In progress.	An update to Metro's agency wide Intern policy is still needed. Currently, the WPES internship program is a three-year paid internship program for underrepresented youth ages 17-20. This program provides professional development and amplifies voices of young people of color to inform Metro's decision-making. In total, Metro had 17 paid interns and 5 unpaid interns during this reporting period.
Further the job market preparation of interns by providing skill building opportunities	In progress.	Metro has moved toward an intern model in which participants are responsible for specific bodies of work or projects. Projects are skill-based and communicated during the recruitment process.

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Expand hiring interview format option for increased cultural sensitivity	In progress.	HR is continuing to work on the development of standard operating procedures related to the interview process. As part of the hiring and interview formats and in partnership with DEI, HR will be developing a needs assessment survey for hiring managers with the results scheduled to be reviewed in Spring '23. Work also continues in providing education to managers regarding the candidate experience to increase cultural competency and inclusivity.
Identify and propose new opportunities for potential applicants to learn more about job positions.	In progress.	Pilot programs have launched in the DEI Program, Parks & Nature and WPES. Information sessions are offered within recruitments with contact information listed for candidates to utilize. Work with the COO continues to implement strategies for marketing the agency for the purpose of recruitment.
Identify and propose ways to increase pathways for Metro staff to gain skills for career advancement.	In progress.	The Required Learning Program launched providing equitable access to learning and development with a focus on removing barriers for front line and variable hour employees to participate in opportunities to gain new skills to increase career advancement. The self-driven trainings will allow greater accessibility to staff. HR will use the system's analytics to evaluate and update the program.
Communicate job announcements using culturally specific languages, channels and organizations.	In progress.	HR staff connections to culturally specific CBOs has led to greater access to posting to job boards within communities of color. HR continues to grow their email distribution list which now includes 200 contacts. Candidates applying to Metro, now have a wider range of options to indicate how they learned of the open position. Learning from candidates will assist HR in their future recruitment strategies.
Partner with and invest in local communities of color and CBOs to attract more diverse applicant pools.	In progress.	Work continues in expanding agency knowledge of and relationships with CBOs led by communities of color and those predominantly serving communities of color. This allows HR to update their contact list of CBOs and the appropriate staff at those CBOs. A weekly job posting distribution list currently includes 200 contacts.
Department leadership work with DEI program staff to determine how equity, diversity and inclusion can be	In progress.	In 2022, HR, DEI and COO office, partnered with Drawbridge Innovations to conduct a series of focus groups with staff to inform the revamp of Metro's Performance Review Process. The project team completed phase 1 of the project – which

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addressed as part of staff's work duties.		<p>helped to identify a set of behaviors that reinforce Metro's values of equity and inclusion and can help guide in the expectations for how staff engages with one another, and with the public.</p> <p>In 2022, a set of DEI Core Competencies were developed in partnership with HR, Racial Equity Leaders and DEI staff. These identified competencies will help provide a road map for employees to increase their capacity to do DEI work.</p>
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Goal C – Metro hires, trains and promotes a racially diverse workforce – continued

<i>Action title</i>	<i>Status</i>	<i>More information</i>
Develop a succession plan for all levels in the organization.	Not started.	This work will not begin unless significant investments are made to increase capacity to conceptualize, develop, and implement this program.
Create a pilot professional mentorship program to cultivate front-line staff of color for leadership positions.	Not started.	HR will not be able to begin this on an agencywide level unless significant investments are made to increase capacity to conceptualize, develop, and implement this program.
Determine diversity, equity and inclusion criteria so that they can be clearly incorporated as part of the performance management review (PACe) for all staff.	In Progress.	This project started in 2022 with a consultant onboarded to add capacity for this work. Roundtable listening sessions have occurred with the ERGs roundtables and internal stakeholders.

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Goal D – *Metro creates safe and welcoming services, programs and destinations*

Action title	Status	More information
Communicate program and service announcements using culturally specific language and channels (e.g. tribal newspapers and Russian radio stations)	In progress.	<p>Work in this area is occurring within departments however, there is not a consistent or standard approach to achieve this action across all agency communications for program service announcements, nor consistent funding for translation or culturally specific outreach.</p> <p>A few projects that conducted outreach in other languages using culturally specific channels during the reporting year include:</p> <ul style="list-style-type: none"> • The WPES water safety program utilized many routes to distribute their important message including radio ads and an electronic water safety flyer that was created in five languages and were delivered to 99 schools in seven different K-12 school districts. These efforts were expected to reach 25,000 family members. • Portland's programming advertisements in multiple languages. <p>Specific to Metro's regional planning functions, a refresh of the Limited English Proficiency (LEP) plan was completed in March of 2022. The LEP plan includes elements to ensure that individuals with limited English proficiency have access to the planning process and other published information.</p>
Use newly standardized demographic questions across the agency and establish methods for disaggregating results for agency-wide public engagement efforts.	In progress.	<p>Standard demographic questions were developed in 2019 and updated in '21 with compressive gender identity questions and are now widely used. Standard methods for disaggregating community engagement results have not been developed but there continues to be consensus on the need for a central agency-wide repository of community engagement information.</p>
Identify and propose ways to increase community cultural events held at all Metro properties.	In progress.	<p>Cultural events led by departments have occurred at several Metro properties including the Oregon Zoo and the Expo Center. During the 2022 summer season, the Zoo hosted several Zoo Nights featuring bands like Jujuba (Afrobeat, Juju</p>

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		music) and Melao de Cuba (Salsa fusion). As of Fall '22, the Metro Regional Office began a limited reopening with an opportunity for events to be scheduled as part of Metro programming.
Identify and propose new opportunities for communities of color to learn about Metro programs and services.	In progress.	<p>This has become more a standard operating practice.</p> <p>For example, during the summer of 2022, Parks & Nature Communications placed culturally specific water safety ads, developed a water safety landing page on the Metro website that is available in five languages and purchased water safety ads on Oregon's largest Spanish language radio station. Radio and digital ads were also purchased on Oregon Public Radio, electronic water safety flyers were created in five languages and were delivered to 99 schools in seven different K-12 school districts. Their efforts were expected to reach 25,000 family members. A Water Safety Communications Toolkit was also made available in both English and Spanish, for CBO partners to use to distribute water safety messaging to their communities.</p> <p>These efforts were led by staff of color to address the disproportionately higher risk of drowning for communities of color due to our history of racism and desegregation creating inequitable access to water.</p>

Goal D – Metro creates safe and welcoming services, programs and destinations - continued

Action title	Status	More information
Recognize the connection of Metro destinations to specific communities of color and visibly acknowledge how these connections are foundational to guiding Metro's work.	In progress.	<p>A variety of work has been done towards this action, including displays created through the OCC renovation, Parks and Nature's presentations on the historic context of water for the Black community, and the work historians have been doing to understand the land being considered for new transfer stations. Metro continues to formalize and invest in relationships with Indigenous community members and tribal governments.</p> <p>Regarding the Expo Center's redevelopment and significance as a cultural and historical site: in June '22 Metro began the Request for Expressions</p>

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		of Interest process for principle-driven development concepts for publicly owned sites that complement existing use, repurpose, or replace the center and bring in additional funding for necessary site improvements. Proposals were due October '22 and the first review phase is scheduled for completion in January 2023.
Reassess the guidelines for availability and usage of Metro properties for community-based organizations and create awareness of those guidelines among communities of color.	In progress.	Metro properties began re-opening fully this year with the MRC announcing a limited reopening in Fall '22. As agency departments and properties continue to recover from COVID 19 budget cuts, planning for a post-pandemic economy opens up new opportunities for sharing space with community-based organizations.
With the direct support of the DEI program, expand the pilot for developing a specific plan of action to advance equity within the programs, services, plans, and policies of each department within 18 months.	In progress.	The Oregon Convention Center and HR have completed their plans. Due to department/staff structural changes within Metro, Communications, Housing, and the Research Center will need to adjust their plans-in-progress.

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Goal E – *Metro's resource allocation advances racial equity*

Action title	Status	More information
Require project managers to attend procurement training on developing RFPs.	In progress.	Procurement Services started planning for equity in contracting training in June 2022 with a roll-out for FY22-23.
Develop and implement agency-wide equity criteria for grants, investments, and sponsorships to increase impact and investment consistency.	In progress.	Work is happening among grant managers to standardize equity-criteria and utilize best practices to improve racial equity outcomes and improve accessibility. No staff member or department is formally coordinating this work, however.
Research and choose method to identify the contracting needs for firms in the region. These preparations include the identification of financial resources and coordination with jurisdictional partners, Metro's attorney, and procurement office.	In progress.	In spring of 2022 Metro Procurement Services conducted a survey of the contracting and technical assistance needs. Small business were encouraged to participate via Metro's small business distribution list, regular outreach work with small business chambers and support organizations. The survey was also published on BidLocker. As a result, staff learned about small business training and policy change needs which led to changes in the Equity in Contracting program. In June '22 staff started planning for small business trainings for FY22-23 in response to the survey. Metro staff will continue to survey the small business community on a regular basis. A helpful tool to reach out to regional small businesses would be a customer relations management tool.
If applicable, establish a process that requires an explanation as to why a COBID contractor was not utilized.	On hold.	FRS currently does not have staff resources to follow up on this content. Recommendation is to eventually establish contract management positions at Metro to follow through with data collection for COBID firms.
Increase Metro staff participation in professional networking opportunities for communities of color.	In progress.	Networking opportunities have recently begun transitioning back to in-person events. In November 2022, twenty-two Metro staff and committee members, representing nine departments and one committee, are expected to attend the in-person Government Alliance on Racial Equity conference in November 2022.

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Involve the COBID contractors in the development of RFPs and grants to increase accessibility, as long as they do not bid.	On hold.	This work has not yet started as it requires more planning and collaborating with contractors about their time availability and time commitment as well as resources to compensate contractors. Small businesses tend to be overwhelmed with multiple requests to participate at different public agencies. The recommendation is for the City of Portland to share their Minority Evaluator Program with other agencies rather than each agency creating their own.
Develop and implement a budget tool to assist in making resource allocation decisions, including discretionary budget allocation, investments, contracts, grants and sponsorships using a racial equity lens.	In progress.	The racial equity framework is intended to support budget and resource allocation processes and launched during the FY 22/23 budget process. Implementation of the framework for the FY 23/24 process will build on our previous work.
Increase intentional outreach to communities and community-based organizations regarding contracting opportunities, working through business partners.	In progress.	Procurement staff has continued to offer monthly 1:1 office hours and training for COBID certified firms interested in working with Metro and to encourage non-certified firms to pursue certification with the State of Oregon. Procurement Service's outreach program has fully been resumed as of early summer 2022 and is actively participating in all networking events offered by small business chambers and other support organizations. In addition, procurement staff in partnership with Metro program departments, has held several virtual meet & greet events during which small businesses can introduce themselves and present their services to project managers.
Conduct user testing to improve access to and awareness of digital tools to communicate all financial opportunities at Metro to communities of color.	In progress.	During this reporting period, FRS provided 1:1 office hours to share opportunities with minority contractor organizations as well as hosted open-houses. Research was also completed to inform process improvement investments that are expected in the near future.

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MERC Commission Meeting

February 1, 2023
12:30 pm

Expo Futures Update

Date: January 23, 2023
To: MERC Commissioners, Deputy Council President Lewis, Councilor Rosenthal
From: Paul Slyman, Project Sponsor
Giyen Kim, Development Project Manager
Subject: Expo Future Project: Monthly Update

Chair Stoudamire-Phillips, MERC Commissioners, and Deputy Council President Lewis and Councilor Rosenthal:

We are in the home stretch of our RFEI submittal review process and are excited to near the end of Phase 01. We continue to have thoughtful discussions with our review committees, who have helped inform and bring different perspectives to this project. Our community review committee, especially, has been incredibly engaged throughout – so much so, they have participated in two in-person meetings, as well as virtual discussions.

As discussed in prior updates, our plan is to complete our report and have Marissa finalize her findings and recommendations before the February 28th Council / Commission joint work session. We are working with Amy to offer briefings for each of you to share feedback from our various review committees and what we have learned through this process.

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

Project Timeline Progress

1. Engage the community and potential partners

In January we –

- **Sent our monthly email update** from Paul to the Expo Future stakeholder group, which conveyed a general project update and announcement about the joint council and commission meeting on February 28th.
- **We completed the Crossroads downstream economic impact study.** As a reminder, the downstream economic survey had hoped to measure the *ongoing economic impact* a vendor experienced *after* participating at an Expo Center event. Unfortunately, we received a very small pool of responses from these vendors, who were encouraged to participate through the Expo Center's show producers. In discussing a sample set of respondents with the Crossroads team, we deemed it was unlikely for additional engagement efforts would result in enough data to provide us with a large enough dataset to derive any clear findings.

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 last fall, 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. Last month we completed our **Government Partner** review and are now in the final stages of the Community Partner review.

Tribal Governments have also been offered opportunity to review the submissions and provide feedback. Thus far we have been in communication with the Cowlitz Indian Tribe and the Confederated Tribes of the Grand Ronde. We have also discussed the project with the Native American Youth and Family Center (NAYA). They have provided meaningful input, particularly relating to any future ground-disturbing actions.

Additionally, as we shared previously, the project also benefited from the Urban Land Institute and their visit to Expo and corresponding analysis and recommendations. The ULI study was facilitated by Commissioner Hall and provided useful feedback and insight into the opportunities.

Review	Update
Metro Internal	Complete. All proposals were complete and were moved forward in the process.
Financial	In process – Meetings and feedback complete.
Facilities Function	In process – Meetings and feedback complete.
Community Partners	In process. We conducted one in-person meeting on 01/19. We will complete our review on 01/24 when we finalize our in-person discussion.
Government Partners	In process. Meetings and feedback complete.
Tribal Partners	In process. In coordination with Katie Macdonald, Metro’s Tribal Liaison, the team extended invitations to the Confederated Tribe of the Umatilla, Confederated Tribe of the Siletz, and the Grand Ronde Tribe to review our RFEI proposals. We are currently scheduling time to brief the Cowlitz tribe who has expressed interest in this project.

Submittal team interviews

Deputy Council President Lewis and Commissioner Krys-Rusoff, representatives from staff and our consulting team have conducted five submission team interviews thus far. We will complete the final conversations at the end of January.

These conversations were comprised of a submission team presentation and responses to general and project specific questions. Staff sincerely appreciate the expertise and time of Commissioner Krys-Rusoff and Deputy Council President Lewis in these interviews.

Staffing update

Carolyn Holcombe, who was leading our strategic communications for the Expo Future project, has transitioned to a new role outside of Metro. We are working with Interim Communications Director, Lia Waiwaiole to develop an interim plan for project communications as they assess next steps in the recruitment for the venues communication position.

Other updates

The project remains on scope and budget. We do not anticipate any further changes throughout the duration of Phase 01.

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.