



600 NE Grand Ave.
Portland, OR 97232-2736

Council work session agenda

Tuesday, October 22, 2019

2:00 PM

Metro Regional Center, Council Chamber

REVISED 10/21

2:00 Call to Order and Roll Call

2:05 Public Communication

Work Session Topics:

2:10 Regional Investment Strategy Update [18-5304](#)

2:25 FY 19-20 Budget Note Report Back: Councilor Chase Note [18-5290](#)
Number 6 and Councilor Gonzalez Note Number 4

Presenter(s): Brian Kennedy, Metro

Attachments: [Work Session Worksheet](#)
[Councilor Gonzalez Budget Note](#)
[Councilor Chase Budget Note](#)

3:10 Council Sponsorship Program [18-5291](#)

Presenter(s): Ina Zucker, Metro
Beth Cohen, Metro

Attachments: [Staff Report](#)
[Summary of Sponsorship Definition, Eligibility and Criteria](#)
[End of Year Sponsorship Report](#)

3:40 Chief Operating Officer Communication

3:45 Councilor Communication

3:50 Adjourn

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**FY 19-20 Budget Note Report Back: Councilor Chase Note
Number 6 and Councilor Gonzalez Note Number 4**
Work Session Topics

Metro Council Work Session
Tuesday, October 22, 2019
Metro Regional Center, Council Chamber

FY 2019-20 BUDGET NOTE UPDATE

Date: October 8, 2019
Department: Finance
Meeting Date: October 22, 2019

Prepared by: Brian Kennedy, 503-797-1913
Presenter: Brian Kennedy
Length: 45 minutes

ISSUE STATEMENT

The Metro Council incorporated six budget notes into the FY 2019-20 Adopted Budget that directed the Chief Operating Officer to prepare plans in response to a number of substantive policy issues. Two budget notes will be addressed in this worksession:

- Councilor Gonzalez Budget Note #4: Decrease barriers for COBID firms and enhance Metro's ability to meet our Equity in Contracting Strategy
- Councilor Chase Budget Note #6: Technical assistance consulting and professional services to advance racial equity

ACTION REQUESTED

Feedback from the Metro Council on whether to move forward with the recommended actions identified in the responses to the two budget notes.

IDENTIFIED POLICY OUTCOMES

The policy outcomes relevant to the budget notes center around improved racial equity outcomes from Metro's Regional Investment Strategy and overall equity in contracting strategy.

POLICY QUESTION(S)

Does the Metro Council approve the recommendations from the Chief Operating Officer to implement the responses to the budget notes approved by the Council?

POLICY OPTIONS FOR COUNCIL TO CONSIDER

The Council could direct the Chief Operating Officer to implement the actions included in the staff reports for the two budget notes, request further analysis or direct implementation of other actions to achieve the outcomes identified in the budget notes.

STAFF RECOMMENDATIONS

Implement the recommendations in the responses to Budget Notes #4 and #6.

BACKGROUND

The two budget notes referenced here were incorporated into the FY 2019-20 budget by the Metro Council as part of the overall budget adoption process in June 2019.

ATTACHMENTS

1. Councilor Gonzalez Budget Note #4 – Staff Report
 2. Councilor Chase Budget Note #6 – Staff Report
- Is legislation required for Council action? Yes No
 - If yes, is draft legislation attached? Yes No

Councilor Gonzalez Budget Note #4 – Staff Report

Summary of Budget Note

The budget note directs the Chief Operating Officer to develop a plan to decrease barriers for COBID firms and enhance Metro’s ability to meet its equity in contracting goals.

Resources currently allocated

Procurement Services currently allocates \$50,000 annually to provide training and small business development services to COBID certified and eligible firms. All procurement staff (11 FTE) have a role in working at outreach events and assisting Metro departments and COBID firms.

Staff Proposal – Narrative

Staff teams have identified several areas where additional resources can help advance the equity in contracting program. Those areas include support for project managers and procurement staff, investment in technology to improve reporting and additional resources for providing training to Metro staff and COBID certified and eligible firms.

Support for project managers – staff in the Construction Project Management Office, Procurement Services and the DEI program recently completed a pilot project with the National Association of Minority Contractors (NAMC Oregon) to increase the utilization and ease of working with COBID contractors on projects. See Attachment A for the report on the pilot project. Staff proposes to create a limited duration, work out of class (WOC) opportunity for a current Metro employee to spend 6-9 months implementing the recommendations from this pilot. At the conclusion of the project, FRS and the COO’s Office will evaluate whether to request an ongoing, full-time position to continue the work.

Investment in technology – staff requests \$50,000 to hire technology consulting services to evaluate and improve the processes Metro uses for COBID reporting. This work will speed the development of reporting on COBID utilization and provide data in closer to real-time for project managers and other staff.

Training resources – staff requests \$75,000 to contract for additional training for project managers and COBID certified and eligible firms. Training providers may include local community-based organizations, national procurement training providers and other contractors with expertise in improving equity in contracting and contract administration practices.

Staff Proposal – Resources

FTE

Classification	Regular Status/LD	# of FTE	Position Cost
Senior Management Analyst	LD – 9-month work out of class opportunity for a current employee	1.0	\$80,000

Budget

Account	Description	Ongoing/One-time	Amount
Contracted Professional Services	Technology consulting	One-time	\$50,000
Contracted Professional Services	Training	Ongoing	\$75,000

Risk Analysis

There is risk that some external stakeholders may view this proposal as not sufficiently aggressive to make meaningful change. Staff believes that there is financial risk in investing in ongoing staff resources without adequately evaluating how to make the most impact with those investments. This approach balances these risks.



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Project Purpose

Identifying, developing and implementing best practices for contracting with minority-owned firms' project with the National Association of Minority Contractors (NAMC Oregon) is to increase the utilization and ease with which PES project managers can work with Minority Business Enterprises on projects. The goal is to advance racial and economic equity in the Metro-region. This project directly supports Metro's equity goal E, Metro's resource allocation advancing racial equity and the PES DEI Work Plan strategy to incorporate racial equity outcomes into PES procurement, contracts and allocation of budget resources.

Project Goals

1. Identify and eliminate barriers for minority-owned businesses to compete for PES and cPMO contracts.
2. PES and cPMO learn ways to increase COBID participation directly from the COBID Community and project managers get to know more MBE-certified firms, specifically.
3. MBE-certified firms see a benefit of working with PES and are interested in proposing/bidding on PES and cPMO solicitations.

Metro staff identified 3 main barriers they hoped this project could address:

1. Barrier of low-bid procurement methods.
2. Complexity of proposal & contract administrative requirements was not well suited to contractors with limited administrative staff
3. Create an environment of outreach and communication that support construction firms being able to build their business and Metro in getting contractors to bid project work.
4. Increase the economic impact of project work in the minority community.

Work plan highlights/overview: NAMC Oregon

- Reviewed Hatfield Hall and Woodline RFP and provided comments to project staff
- Administered survey to 15 NAMC Oregon members that assessed their understanding of Metro's staff, project pipeline and procurement requirements.
- Met with Metro staff to discuss current COBID utilization on Metro best practices.

- Assessment showed under current practice that between FY15-18, no more than 23% percent of MERC/cPMO contracts were awarded to MWESB firms and that no more than 19.90% of MERC/cPMO contract dollars went to MWESB firms in any given FY.
- The assessment showed that during the FY 15-18 time period, MBEs and WBEs were consistently ranked lowest in both contracts awarded and contract dollars received.
- Participated in site walk through and outreach meetings for Hatfield Hall
- Distributed RFPs to NAMC members
 - Hatfield Hall RFP was distributed to NAMC Oregon members in November 2018. Woodline project information was distributed in February 2019 at NAMC Oregon General Meeting.
- Ongoing meetings with Metro project manager and staff

Work plan highlights/overview: Metro construction project managers

- Used Metro’s COBID Marketplace qualification-based process for the Woodline Invitation to Bid. The solicitation was only open to COBID certified firms.
- Received approval from Metro’s Local Contract Review Board (LCRB) to request proposals for the Portland’s Hatfield Hall Roof Replacement Public Improvement solicitation. This allowed Metro to include the proposers’ Diversity in Employment and Contracting, as well as other factors, as part of the decision making process.
- Adjusted proposal contents in the Hatfield Hall RFP in order to:
 - incentivize general contractor partnerships,
 - emphasize engagement with the community and small business organizations,
 - mentoring of COBID subcontractors and general contractor workforce development efforts, and
 - give more importance to the Diversity in Workforce and Contracting Plan (to be included in the final contract.)
- Sought and received approval from Metro’s LCRB to increase ceiling on sheltered market (direct award) of the prime contractor’s threshold subcontract amounts to solicit only COBID certified subcontractors from \$50,000 to \$100,000.
- Updated Article 13 in the contract general conditions in order to give the Contractor more leeway in hiring COBID certified subcontractors.
- Woodline project manager met with NAMC about scope of work, hosted a pre-bid meeting (note: low turnout at pre-bid meeting, contractor who was awarded job did not attend)

Best Practices/Lessons Learned:

1. Procurement Strategies

- a. Allow a minimum of 1-month prior to bid advertisement opening to conduct targeted outreach. This will allow COBID contractors an opportunity to put the project on their schedule and be available to bid.

- b. Co-host an outreach event for COBID contractors to increase attendance; preferably at a meeting already scheduled
- c. COBID support organizations and construction workforce organizations should host a meet and greet with project managers to increase awareness of available resources.
- d. Craft RFP/RFQ and/or “Community Benefit” language as not to create unintentional barriers or restrictions for MWBE engagement.
- e. Select a member of the project team (NAMC-OR/MCIP) to work closely with COBID firms. This individual should possess good communication skills, a strong interest in assuring opportunities are provided for COBID firms and have knowledge of procurement strategies to help firms better understand the project opportunities.
- f. During the construction phase the project team commits to the COBID aspirational target goals for the project and monitors the performance and outcomes in real time.
- g. Connect with trade organizations who have direct relationships with contractors to assist in holding targeted pre-outreach meetings (minimum of 1-month) before scheduling a pre-bid meetings.
- h. Use a variety of procurement methods such as soliciting bids from certified firms on certain bid scopes, using a request for proposal for specialized work and continue soliciting more CM/GC proposals for projects. Diversity in procurement methods allows for more small contractors to have opportunities to come in early and win projects that are not based solely on low bid. You will increase both the number firms bidding and winning awards.
- i. Tracking and reporting projects utilization of COBID firms and a diverse workforce in real-time for transparency and accountability.
- j. Set aside projects at different tier levels for COBID firms to bid against other COBID firms of similar size. The purpose is to create a more level playing field for those firms interested in bidding Metro projects.

2. Forecasting Project Pipeline

- a. Staff should develop an annual project schedule to determine upcoming projects and what projects will either be approved for funding or bid. This should be updated each quarter. This project schedule should be readily available for COBID firms to check in real-time.
- b. Work with (pre) apprentice organizations to provide ample time for workforce recruitment and apprenticeship engagement on upcoming projects.
- c. Identify ready and capable firms to bid on smaller informal projects where staff can solicit bitwos/proposals with a small group of COBID firms. Allow a minimum of 1-month prior to bid for NAMC Oregon to identify ready and capable firms to bid project.
- d. Metro project teams and trade associations meet monthly/quarterly to review upcoming projects.
- e. Project monitoring & evaluation of COBID capacity and matching for project opportunities.
- f. Project manager or contracted technical assistant advisor host debrief on bidding processes and results after bidding is complete.
- g. Racial equity should be noted in Project Concept forms and in Project Management Plans

3. Outreach & Marketing

- a. Initiate communication with NAMC Oregon or the COBID contracting community to inform of the bid opportunity a minimum of 1-month before proposed bidding or funding approval. Early awareness allows for better preparation from contractors, contracting associations, workforce organizations and technical assistance providers.
- b. The project owner and/or the general contractor should allow a bid period of a minimum of 1-month in which COBID contractors have time to properly review and respond to the opportunity.
- c. Provide flyers and marketing materials that are relevant to the contract community intended to reach. Materials should be provided in multiple languages.
- d. In the form of a project marketing schedule, the owner and/or general contractor should inform COBID contractors on established key project dates.
- e. The project team should host a project pre-bid meeting or technical workshop. The project manager should collaborate with NAMC Oregon and the COBID contracting community to ensure involvement and establish procurement best practices.
- f. Project team should determine and review estimated construction cost and estimated construction start and completion dates to better understand work scope and how it could work for smaller contractors' capacity.
- g. Market and highlight project opportunity forecasting in the community early and often to be more effective. All materials should be bilingual and distributed strategically as to cast the widest net.

4. Build partnerships with support organizations

- a. Project managers should partner with organizations that work directly with COBID businesses to continue to identify contractors that can bid on projects.
- b. Work with Metro's Construction Careers Pathway Project to build relationships with pre-apprenticeship organizations that train workforce in the trades to assist meeting diversity goals.
- c. Provide training and technical assistance references to contractors. Collaborate with construction workforce organizations and contractor associations to provide technical assistance opportunities.
- d. Host quarterly events to link COBID primes, sub-contractors, apprentice and pre-apprentice organizations to announce upcoming project opportunities.

Partnership evaluation:

Metro found this partnership to be beneficial and effective. Metro learned that in order for partnerships like these to be successful Metro has to:

- communicate often and effectively,
- communicate throughout the process and beyond the contract award process,
- work with contractors to be sure they are supporting the subcontractors,
- provide guidelines on appropriate relationship building with COBID contractors.

In the future Metro plans to partner with NAMC-Oregon and/or other organizations to:

- Train project managers on best practices for working with COBID contractors
- Help COBID contractors navigate the certification process to use construction materials
- Provide lessons learned meetings for contractors
- Hold bonding workshops for COBID contractors
- Provide a list of COBID firms, fully vetted for availability and qualifications, to Metro prior to solicitations getting posted
- Have a regular cPMO presence at the monthly NAMC meetings
- Inform their members about upcoming opportunities
- Review solicitations, bids/proposals, and contracts, and provide recommendations to Metro project managers
- Provide on-the-job site technical assistance for Metro contractors

It is recommended that the Metro cMPO office, along with Procurement, develops action plans for these recommendations. This will help ensure recommendations are implemented and there is accountability for implementation. Metro cMPO office will review recommendations one year from this report to evaluate if these recommendations are being implemented.

Councilor Chase Budget Note #6 – Staff Report

Summary of Budget Note

Identify any needs that may be associated with implementation of regional racial equity strategies at the jurisdictional level to determine if a technical assistance program might support local jurisdictions in creating racial equity outcomes for the Regional Investment Strategy that align with the direction of the Metro Council.

Resources currently allocated

Parks and Nature staff expect to develop additional resources to provide technical assistance to local share jurisdictions should the 2019 Parks and Nature bond pass in November. Those efforts will be developed as part of the overall bond refinement process and will be included in any budget requests Parks and Nature submits as part of the overall bond implementation strategy. That work will be eligible for funding as part of the bond.

See the attached memo for a comprehensive description of current work efforts in Planning and Development that are relevant in the context of this budget note.

Staff Proposal – Narrative

Staff does not believe that additional resources are required at this time. Staff is proposing the following actions to implement this work:

1. Planning and Development, Communications and DEI staff will survey local implementation partners as part of the Affordable Housing Bond Program work to determine what needs, if any, those jurisdictions have to successfully implement Metro's racial equity requirements. Needs identified in that survey process will be included in budget requests as part of the FY2021 budget process.
2. Planning and Development, Communications and DEI staff will develop a standard definition/framework for local partners to complete racial equity analyses as part of their projects and that definition/framework will be implemented for the Parks and Nature bond work as well as the potential transportation measure work.
3. Parks and Nature staff will include any budget requests as part of the department's bond implementation strategy budget requests.
4. Property and Environmental Services staff will continue to evaluate the need for technical assistance for local partners as part of their implementation of the Regional Waste Plan and will submit any budget requests as part of the FY2021 budget process.

Staff Proposal – Resources

FTE – N/A

Budget – N/A

Risk Analysis

There is financial risk in investing in technical assistance resources that are not needed by Metro's local partners. Staff believes the best way to mitigate that risk is to conduct a survey of those partners and then develop an approach that is responsive to their needs.

Memo



Metro

600 NE Grand Ave.
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Date: Tuesday, Oct. 7, 2017
To: Brian Kennedy, Interim Director of Finance and Regulatory Services
From: Eryn Kehe, Communications Supervisor
Subject: Technical Assistance budget note

This memo outlines ways that Planning and Development staff have provided technical assistance to jurisdictions as part of recent Affordable Housing bond and UGB related work.

Housing

Late in 2018, Housing staff began hosting weekly meetings with the seven jurisdictional partners who would receive money from Metro to build housing as part of Metro's Affordable Housing bond program. These meetings covered a variety of topics, including elements that would be incorporated into the program's Work Plan that was approved by Metro Council in January of this year.

Several meetings were dedicated to community engagement. The work plan for the housing bond required engagement with historically marginalized populations in the creation of each jurisdiction's Local Implementation Strategy (LIS). The work plan also included requirements for incorporating racial equity into bond Implementation. Both were topics at multiple reoccurring meetings. The meetings provided opportunities for the jurisdictional staff to discuss their plans, collect ideas and get feedback. Several jurisdictions decided to work together and coordinated their engagement efforts. The different jurisdictions settled upon a similar set of questions to ask the public. In the end, these meetings led to a coordination and consistency that would not have been possible otherwise.

Metro staff provided each jurisdiction with individualized demographic data including racial and socioeconomic information for their area. This information also included languages spoken at home. The data helped each jurisdiction understand their historically marginalized communities and help them prepare their engagement plans.

In the Spring of 2019, Metro produced a document entitled, *Emerging best practices to operationalize racial equity in affordable housing*. This document was produced through research and coordination with individuals and organizations around the region. It presented very specific suggested practices that jurisdictions could include in their strategies.

Metro also produced a Local Implementation Strategy and conducted outreach as part of its own LIS development. A region-wide online survey received feedback from hundreds of individuals from a variety of zip codes. The online survey used the same questions that had been developed in collaboration with the jurisdictions. Metro staff also hosted several discussion groups in partnership with six community-based non-profits. When the survey closed, staff separated data by city and county and provided those responses to each jurisdiction. Notes from the community conversations were also shared with the city or county where the meeting occurred.

Land Use

Metro's 2018 UGB decision included a new condition related to public engagement during the comprehensive planning process. Condition A.6. says:

"At the beginning of comprehensive planning, the four cities shall develop – in consultation with Metro – a public engagement plan that encourages broad-based, early and continuing opportunity for public involvement. Throughout the planning process, focused efforts shall be made to engage historically marginalized populations, including people of color, people with limited English proficiency and people with low income, as well as people with disabilities, older adults and youth."

To provide technical assistance to the jurisdictions working on comprehensive plan updates in UGB expansion areas, Metro staff hosted a meeting of the four participating jurisdictions to talk about the new requirement and find out how Metro could best support their engagement of historically marginalized populations. This meeting took place on October 3, 2019. The next steps from that meeting will clarify a process for providing technical assistance to jurisdictions over the next several years.

cc: Clifford Higgins, Communications Manager

Council Sponsorship Program
Work Session Topics

Metro Council Work Session
Tuesday, October 22, 2019
Metro Regional Center, Council Chamber

SPONSORSHIPS AT METRO REGIONAL CENTER

Date: October 10, 2019
Department: Council Office
Meeting Date: October 22, 2019

Presenter(s) (if applicable): Ina Zucker,
Beth Cohen

Prepared by: Beth Cohen, 503-797-1550,
beth.cohen@oregonmetro.gov

ISSUE STATEMENT

Metro sponsors events and activities put on by non-profit organizations in order to publicly demonstrate support for the work of community organizations and build relationships with community partners that align with Metro's mission and programs. The Metro Council Office oversees the allocation of about \$23,000 in non-departmental funds to about 50 organizations each year.

Metro (excluding the Zoo and the Venues) awards sponsorships to about 100 organizations each fiscal year in response to requests received through an online form. Members of a sponsorship inter-departmental team, which includes representatives from each department at Metro Regional Center (MRC), work with their respective departments to evaluate requests according to eligibility guidelines and criteria and allocate sponsorships.

Metro receives many more requests than can be fulfilled. Recommendations for any sponsorship request over \$1000 are shared with Metro Council and senior leadership via a 7-day notice, which creates a space for raising questions or concerns before the final decision.

ACTION REQUESTED

Feedback from Council on whether and how they would like to have more direct decision-making authority in how the Council Office awards its sponsorship dollars.

IDENTIFIED POLICY OUTCOMES

Sponsorships at MRC are deployed in service of demonstrating Metro support for community organizations, to build and strengthen relationships with community partners and to advance departmental priorities.

In recent years, the following principles have governed the sponsorship program at MRC

1. Transparency and accessibility—ensure any eligible organization that wants to apply for a sponsorship can find the request form and apply by going to the Metro website.
2. Oversight from Council and leadership—opportunity for Metro Council and leadership to weigh in on requests via the 7-day notice process.

3. Internal coordination—requests are managed and reviewed in a centralized manner, departments work together to maximize limited sponsorship dollars and staff time
4. Departmental agency—departments can allocate sponsorship funds to meet their programmatic objectives as long as the request meets the eligibility and criteria guidelines and is vetted.
5. Build relationships with as many organizations as possible—spread small amounts of sponsorship dollars to as many organizations as possible and cap sponsorships to one organization per fiscal year unless there are extenuating circumstances.

The criteria used to evaluate sponsorship requests at Metro Regional Center, which is fairly high level and broad, asks organizations requesting funds to articulate:

1. How the request aligns with one or more of the region’s adopted six desired outcomes
2. Whether and how the request helps Metro connect with a certain community or geography or speaks to an issue that is a priority for Metro
3. Whether and how the organization aligns with Metro’s principles and strategies around diversity, equity and inclusion

On top of these agency-wide criteria, departments can layer on additional and more specific considerations for evaluation that are related to the departments’ mission. In allocating its funds, the Council Office has prioritized an organization’s demonstration of commitment to diversity, equity and inclusion goals and also considers the importance of awarding sponsorships around the metro region.

POLICY QUESTION(S)

1. Would the Metro Council like to be more directive about the \$23,000 in sponsorship funds currently allocated by the Council Office each fiscal year? If so, how?
2. Are there other strategic/policy questions the Council would like to consider related to sponsorships at MRC?

POLICY OPTIONS FOR COUNCIL TO CONSIDER

The Metro Council currently provides strategic direction and oversight in decision-making over Council Office and other sponsorship allocations in the following ways:

- Adopted the region’s six desired outcomes (equity, sustained economic competitiveness and prosperity, vibrant communities, safe and reliable transportation choices, leadership on climate change and clean air and water and healthy eco-systems) and the agency’s Diversity, Equity and Inclusion principles, which help form the criteria against which sponsorship requests are reviewed.
- Any request over \$1000 is shared with Metro Council and senior leadership via a 7-day notice. During that period, councilors can raise concerns or propose changing the sponsorship amount.
- Represent Metro at sponsored events and share feedback about success of events, which can help decision-making about sponsorships in future years.

The following are some options for Council consideration to be more directive in sponsorship allocation. The options listed below are not mutually exclusive.

1. Amount of sponsorship dollars allocated. In the last fiscal year, 145 requests totaling about \$200,000 in sponsorships were submitted to MRC and 103 of those requests were fulfilled by allocating \$125,750. The Council Office alone contributed to 54 sponsorships at an average of \$250-\$500 per request. The Metro Council could decide to increase the pot of funds that the Council Office allocates.

Partner relationship impacts: Opportunity for either increased sponsorships awards or the ability to fulfill more requested sponsorships.

Staff impacts: If the amount available for awards increases, but the allocation amounts remain small, there would likely be a need for additional staff capacity to handle the increased activity.

Financial impacts: Need to identify funding source.

2. Targets/criteria for sponsorship allocation. Currently, Council sponsorship allocation is designed to spread limited funds to as many organizations as possible to build and strengthen relationships with community partners. The Council could decide to create specific policy direction/criteria beyond what exists now that more specifically reflects stated Council priorities. The application of more specific Council policy criteria could allow for targeting of larger amounts of sponsorship funds to specific organizations, and/or could provide a clearer decision-making framework in support of the current allocation model. Examples of more specific criteria or considerations that Council could use above and beyond the agency-wide criteria to evaluate requests include:
 - a. Direct and specific connection to a key Council priority like the Regional Investment Strategy or the agency's Construction Career Pathways work
 - b. Opportunities for Councilor speaking or visibility at the event or activity
 - c. Be more directive about ensuring awards across the geography of the region
 - d. Be more directive about ensuring awards to organizations that reflect the full range of communities in the region (culturally specific, disability and other)
 - e. Be more directive about ensuring awards to a balance of both newer and more established organizations
 - f. Prioritize organizations that have not previously received sponsorships from Metro

Partner relationship impacts: With more targeted criteria to guide Council Office sponsorship allocation, some awardees from previous years might be ineligible to receive funds.

Staff impacts: Having a narrower and more targeted set of criteria that is approved by Council would provide more easy-to-follow guidelines for evaluating which requests to fund. With more focused Council goals, staff could also provide better information to Council mid-year or quarterly about how these goals are being met.

Financial impacts: None unless the total amount of the pot is increased.

3. Direct Council selection of sponsorships. Currently, staff make recommendations on a rolling basis to Council and leadership about which incoming requests to sponsor and which not to sponsor and for how much. The Metro Council could decide it would either like to approve a slate of recommended organizations to receive sponsorship once or twice each fiscal year or even at more regular intervals like quarterly or six times a year. During these windows for Council approval, the Council could review the list of organizations that requested and received funds during the last fiscal year and a snapshot of how the proposed slate is meeting the Council's established policy goals. In addition, the Council could use this time to consider awarding sponsorships over a certain dollar threshold.

Partner relationship impacts: Setting clearer decision-making periods for sponsorship allocations may inject some certainty for requestors that have been through the process before and know when and how to ask. However organizations that have not participated in sponsorships could miss the deadline for submission, which could be especially, but not necessarily, true for smaller and less well-resourced organizations. Most non-profits host their major events in the spring or fall of each year, so the windows of consideration would need to be scheduled accordingly.

Staff impacts: Requires staff work to be more compressed during the decision-making windows as opposed to throughout the year. Also, regardless of what process the Council decides to utilize, the rest of the departments at MRC could still continue to utilize the rolling evaluation period.

Financial impacts: There may be impacts or questions if the Council receives a request for sponsorship outside of the pre-established submission window and wants to fulfil it.

STAFF RECOMMENDATIONS

Staff is offering the following considerations for sponsorship allocations and process as the Council deliberates:

- Select a framework for Council decision-making that is defensible and transparent
- Maximize relationship-building and partnerships with community organizations
- Consider possible effects on staff time and internal coordination

STRATEGIC CONTEXT & FRAMING COUNCIL DISCUSSION

Metro has a set of tools for building relationships and engaging with community organizations in the region including grants, community partnerships and special appropriations and Metro's sponsorship program fits and adds value in this context.

In addition, there are a few different buckets of sponsorships and special appropriations at MRC including:

- Responsive sponsorships. These are requests that come through Metro's online request form and are managed by the sponsorship inter-departmental team. These awards vary year to year based on who requests funds, and are shared on the Metro website and

reviewed internally via the 7-day notice process. The Council Office allocates \$23,000 in responsive sponsorships each fiscal year.

- Departmental programmatic sponsorships. These sponsorships are planned by departments ahead of time to advance program work. These are decided and vetted by department leadership and are called out in a departmental budget. They are not included in the MRC sponsorship protocol.
- Special appropriations. These are allocations, partnership and membership outlined in the budget. This list is vetted and approved by the Metro Council during the budget review process each year.
- Regional Travel Options sponsorships. These sponsorships provide federal transportation funds to support initiatives that improve air quality, address community health issues and reduce auto congestion. Regional Travel Options sponsorships are designed to provide ancillary support to events, initiatives and programs, and provide Metro and partners with strategic marketing or outreach opportunities.

Metro's set of grants, partnerships and special appropriations are larger amounts of money that come with more stringent application guidelines, scope of work language and require a high level of time, capacity and resources, on the part of both Metro and the organization to execute and administer. The allocations typically support the capacity of an organization.

In contrast, the current sponsorship allocation model involves giving multiple organizations small amounts of money, which provides an opportunity for a broad range of organizations to participate and receive funding, especially for smaller and less established non-profit organizations. Providing sponsorships is intended to help community partners have specific and impactful fundraising, friend-raising or educational events.

In the last five years that staff have been tracking sponsorship awards in this way, there's been an increase in awards to the number of organizations that are new to Metro (to about a third of all awards in the last fiscal year). There are also many organizations that have received sponsorship awards consecutively for several years in a row. There are several organizations that have received both grant and/or community partner or contract funds and sponsorship dollars. As such, sponsorship dollars can be leveraged to both begin relationships with organizations that are new to Metro and/or in the start-up phase and to continually demonstrate support for organizations that are tied to Metro in other ways.

In addition, the Council Office's current sponsorship allocation prioritizes a racial equity approach. Over one third of all the sponsorship awards allocated by Council's funding alone are comprised of culturally specific organizations. This is in alignment with Metro's Strategic Plan to Advance Racial Equity, Diversity and Inclusion and specifically the goal around Metro's resource allocation advances racial equity: "Metro advances economic opportunities for communities of color through various avenues including equitable contracting practices, distribution of investments, and grant programs."

BACKGROUND

A July 2014 audit of sponsorships at Metro highlighted a need to increase accessibility and transparency, improve tracking and create better coordination and communication around sponsorships throughout Metro Regional Center (MRC). In the summer of 2014, Council Office staff worked with the Chief Operating Officer and Senior Leadership Team to create and refine the definition, eligibility and criteria around sponsorships. In 2015, an inter-departmental team was convened to develop improvements to Metro's sponsorship protocol.¹

In November 2015, Metro implemented its new sponsorship protocol at MRC, which included the following:

- Online request form to manage sponsorship requests on the Metro website
- Increased coordination around sponsorships at MRC via inter-departmental sponsorship team
- Standardized eligibility and criteria guidelines for sponsorship requests incoming to MRC
- Updated internal sponsorship materials for the team to use (available on the MetroNet and T Drive) including a streamlined internal tracking form
- Quarterly or monthly sponsorship calendar shared across the agency
- Sponsorship awards for each fiscal year posted on the Metro website

Since these improvements have been implemented, the number of requests received and sponsorships awarded has grown each year. In the face of increasing demand for sponsorship dollars, the interdepartmental team continues to foster coordination and develop and implement process improvements for a more seamless interface for requesting organizations and internal stakeholders. The team also works to pool together limited departmental sponsorship budgets to maximize the scope and reach of the awards.

A June 2018 follow up audit of the program found that all the recommendations from the original audit were well underway, and identified opportunities for improved reporting of sponsorship expenditures. The sponsorship inter-departmental team continues to coordinate around managing MRC's sponsorship process and identify improvements.

ATTACHMENTS

1. Current MRC-wide sponsorship eligibility and criteria guidelines
2. List of sponsorship awards from fiscal year 2018-2019 (MRC-wide and Council Office specific)
 - Is legislation required for Council action? Yes x No
 - If yes, is draft legislation attached? Yes x No

¹ Venues were not included, but there is a representative from MERC general manager's office on the team.

Summary of sponsorship definition, eligibility and criteria

Definition

- Sponsorships are an intentional effort for Metro to demonstrate support for an entity outside of Metro and must come with indirect or direct benefits for Metro.
- This definition of sponsorships does not include the following:
 - Donations to organizations
 - Contributions to political organizations
 - Memberships to organizations
 - Purchasing a table to send employees to an event without receiving additional benefits beyond tickets such as recognition in event materials
 - Purchasing a table as part of marketing efforts for the venues
 - Buying a table at an event as part of a marketing or outreach campaign

Eligibility

- All entities with nonprofit status (excluding political committees, campaigns or lobbying groups and organizations that actively promote a religious viewpoint)
- Colleges and universities, schools and local governments and special districts when they can demonstrate how their request directly connects with Metro's programmatic work
- The following events/activities are eligible for sponsorships
 - Fundraising events (excluding events to promote voter turnout and specific campaign or political events)
 - Conferences and trainings
 - Paying to bring a speaker in for an event
 - Requests for in-kind contributions from Metro

Criteria

1. Demonstrate how the request aligns with one of Metro's six desired outcomes (vibrant communities, economic prosperity, safe and reliable transportation, leadership on climate change, clean air and water, equity).
2. Demonstrate the sponsorship request meets at least one of the following goals:
 - Sponsorship helps Metro connect with specific audiences (culturally specific communities, community based organizations, historically underserved communities).
 - Sponsorship helps organization engage with and educate stakeholders on a key issue for Metro.

- Sponsorship provides important opportunity to have Metro logo and visibility of Metro at the event/activity
 - Sponsorship helps Metro venues advance their business interests
3. Demonstrate that the focus of requesting organization aligns with Metro's values around diversity, equity and inclusion
 4. Demonstrate high likelihood of success for event/activity

Sponsorship awards, FY 2018-2019

Sponsorships that had a contribution from the Council Office (plus other departments)

Date of event/ activity	Organization	Event/activity
July 18, 2018	OPAL Environmental Justice Oregon	Voices of a People's History 2018
July 27, 2018	Urban Greenspace institute	Annual policy-makers ride
July 28, 2018	Sauvie Island Center	10th annual barn dance and BBQ
August 5, 2018	Oregon Chinese Consolidated Benevolent Association	CCBA Summer Picnic
September 1, 2018	Portland Mercado and Hacienda CDC	Taste of Latinoamerica
September 9, 2018	We Love Clean Rivers	Down the river clean up on the Clackamas
September 11, 2018	Urban League	2018 Equal Opportunity Dinner
September 15, 2018	Self Enhancement Inc.	Soul of the city gala
September 21, 2018	Latino Network	Noche Bella 2018
September 22, 2018	SAGE Metro Portland	2018 Gay and Grey Expo
September 28, 2018	Street Trust	Alice Awards
September 28, 2018	Jim Pepper Native Arts Council	Jim Pepper Fest
September 29, 2018	Edúcate Ya	Gala - Dando Bailando Avanzando
October 4, 2018	Oregon Trails Coalition	Oregon Trails Summit
October and November, 2018	ONAC	ONAC Annual Gala
October 4, 2018	Street Roots	Annual Family Breakfast
October 5, 2018	Oregon Environmental Council	Coming Together: A 50th Anniversary Celebration
October 15, 2018	Mental Health Association of Portland	Oregon Housing Conference
October 18, 2018	Northwest Housing Alternatives	Home Sweet Home 2018
October 25, 2018	Community Action	Leadership Lunch 2018
Multiple times throughout 2018/2019	Rose City Gay Freedom Bands	2018/2019 Concert Season
November 2, 2018	Global PDX	Global PDX conference

Date of event/ activity	Organization	Event/activity
November 16, 2018	NAYA	Annual gala
November 29, 2018	Climate Solutions	Climate Solutions 10th annual dinner and 20th anniversary celebration
December 1, 2018	Morpheus Youth Project	Morpheus Youth Project Holiday Showcase
December 2, 2018	Community Cycling Center	Holiday Bike Drive
December 6, 2018	National Association of Minority Contractors	National Association of Minority Contractors Holiday Event
December 9, 2018	Q Center	Shine: Q Center's 15th anniversary gala
March 1, 2019	Centro Cultural de Washington County	Gala de Cultura
March 6-8, 2019	EPA Region 10 Tribal Operations Committee	EPA Region 10 Tribal Environmental Leaders Summit YOUTH TRACK
March 2019	Portland Parks Foundation	Green Dreams: Seeding Portland's Next Parks Movement
March 14, 2019	All Hands Raised	Party with a Purpose
March 14, 2019	Innovative Housing	Annual FriendRaiser
March 29, 2019	Hand2Mouth Theatre	Object Karaoke
April 5, 2019	Community Partners for Affordable Housing	HomeWord Bound: An Event of Literary Proportions
April 13, 2019	Tualatin Riverkeepers	30th Anniversary Celebration and fundraising Gala
April 23, 2019	HomePlate Youth Services	Stand Up with HomePlate 2019
April 25, 2019	Basic Rights Education Fund	Oregonians Against Discrimination Business Leaders Luncheon
April 26, 2019	Oregon League of Conservation Voters Education Fund	22nd Annual Celebration for the Environment
May 1, 2019	City of Portland- Tribal Relations Program	2019 Missing and Murdered Indigenous Women Awareness Day Events
May 2, 2019	Immigrant and Refugee Community Organization	IRCO's Asian Family Center Gala: Bridging Communities
May 9, 2019	City Club of Portland	City Feast: Welcome to the Table
May 18, 2019	Wisdom of the Elders Inc.	Native Wisdom Documentary Film Festival

Date of event/ activity	Organization	Event/activity
May 18, 2019	APANO Communities United Fund	Voices of Change: A Celebration of Asian Pacific American Heritage Month
May 19, 2019	Alberta Main Street	Alberta Street Black Heritage Markers Reception
May 23, 2019	Black United Fund of Oregon	2019 Scholarship Awards Luncheon
May 31, 2019	MRG Foundation	Justice Within Reach
June 15, 2019	Adelante Mujeres	Annual gala
June 17-21, 2019	Growing Gardens	School Garden Coordinator Certificate Training
June 19, 2019	College Possible	Grad Party - It's No Small Thing, You Being Here
June 20, 2019	Voz Workers' Rights Education Project	La Lucha Sigue: Voz's 19th Annual Dinner
June 20, 2019	ROSE Community Development	Made For You & Me Celebration and Fundraiser
June 27, 2019	Liberty and Hope awards dinner	Oregon League of Minority Voters
June 29, 2019	PlayEast! (East County Recreation)	June 29th Annual Fundraising Banquet (plus earlier fun runs)

Sponsorships that did not have a contribution from Council Office

Date of event activity	Organization	Event/activity
Annual/ongoing	Transportation Research Board	Global Affiliate Participation
January 19-January 20	Women in Transportation Seminar	Sponsorship for annual programming
July 28, 2018	Phyt Gurl Optimal Health Training Club	#MeToo Portland
August 11, 2018	Pan African Planning Group	Pan African Festival
August 11, 2018	FACT Oregon	FACT Oregon
August 16-17, 2018	Building Blocks to Success	Why I Rock Girls Conference
September 13, 2018	Columbia Land Trust	Wild Splendor
September 22, 2018	Soul District Business Association	2018 MLK Dream Run
September 25, 2018	Business Diversity Institute	Minority Enterprise Development Week

Date of event/ activity	Organization	Event/activity
September 26, 2018	Native Arts and Culture Council	2018 Native Arts and Cultures Convening
September 26, 2018	Vive NW - Hispanicpros	Latin@Professional Career Fair
September 28, 2018	Environmental Education Association of Oregon	2018 Environmental Education Conference
October 3, 2018	Philippine American Chamber of Commerce	9th Annual Asian & Pacific Islander Leadership Night
October 6, 2018	Friends of Zenger Farm	El Recalentado (The Reheat) Community Dinner on Food Waste
October 10, 2018	NW Earth Institute	EcoChallenge
October 13, 2018	Columbia River Outrigger Canoe Club	Adaptive paddle clinic
October 14, 2018	The Wetlands Conservancy	Wetlands and Wellies 2018
October 18-19, 2018	Oregon APA	Annual planning conference
October 26, 2018	Eco-School Network	Passing the Torch
November 1, 2018	Lower Columbia Estuary Partnership	Annual Dinner and Art Gala
November 2, 2018	Oregon Walks	The Weston Awards
November 4, 2018	St. Johns center for opportunity	Mad Hatter Tea Party and Fashion Show fundraising event
November 8, 2018	My People's Market	My People's Market
November 13, 2018	Urban League	Mulugeta Seraw Commemorative Conference
February 11, 2019	Urban Ecosystem Research Consortium	Urban Ecology Symposium
February 27, 2019	The Wildlife Society	Annual Conference
March 7-9, 2019	Business Diversity Institute	Business Leadership Recharge
March 8, 2019	Columbia Slough Watershed Council	Columbia Slough Watershed Council Annual Awards Gala
March 19, 2019	Portland Workforce Alliance	NW Youth Careers Expo
March 20-21, 2019	Governor's Office of Kate Brown	2019 Governor's Marketplace Conference
April 11, 2019	Lloyd EcoDistrict	Model the Way Sustainable Leadership Awards
April 11, 2019	POIC/RAHS	Work connections breakfast

Date of event/ activity	Organization	Event/activity
April 18, 2019	Camp ELSO	Greenline: Environmental Justice Dinner Series
April 27, 2019	Hispanicpros - Vive NW	Hispanicpros 2019 Most Influential Latina Awards and Career Fair "Breaking the Glass Ceiling"
April 30, 2019	Latino Network	Primavera Sociale
May 2, 2019	API Forward Education Foundation	2019 API Forward Fundraising Gala
May 7-9, 2019	University of Oregon	2019 Urbanism Next Conference
May 9, 2019	Oregon Association of Minority Entrepreneurs (OAME)	31 st Annual Trade Show and Luncheon
May 9, 2019	East Metro Economic Alliance	East Metro Economic Prosperity Forum
May 11, 2019	Northwest Environmental Defense Center	Pedal Pursuit -- a bike adventure event across Portland
May 16, 2019	Clackamas River Basin Council	Annual Clackamas Watershed Celebration
May 18, 2019	North by Northeast Community Health Center	2019 Community Supper
May 21-June 5, 2019	The Vanport Mosaic	Vanport Mosaic Festival (and reunion dinner)
May 23, 2019	Johnson Creek Watershed Council	Johnson Creek Watershed Council Annual Celebration 2019
May 31, 2019	My People's Market	My People's Market - Connections (Spring Market)
June 11, 2019	Coalition of Communities of Color	Coalition of Communities of Color 2019 Summer Soiree
June 15, 2019	Juneteenth OR	Juneteenth Oregon 2019
June 21, 2019	Northwest Trail Alliance	Take A Policy Maker Mountain Bike Day 2019

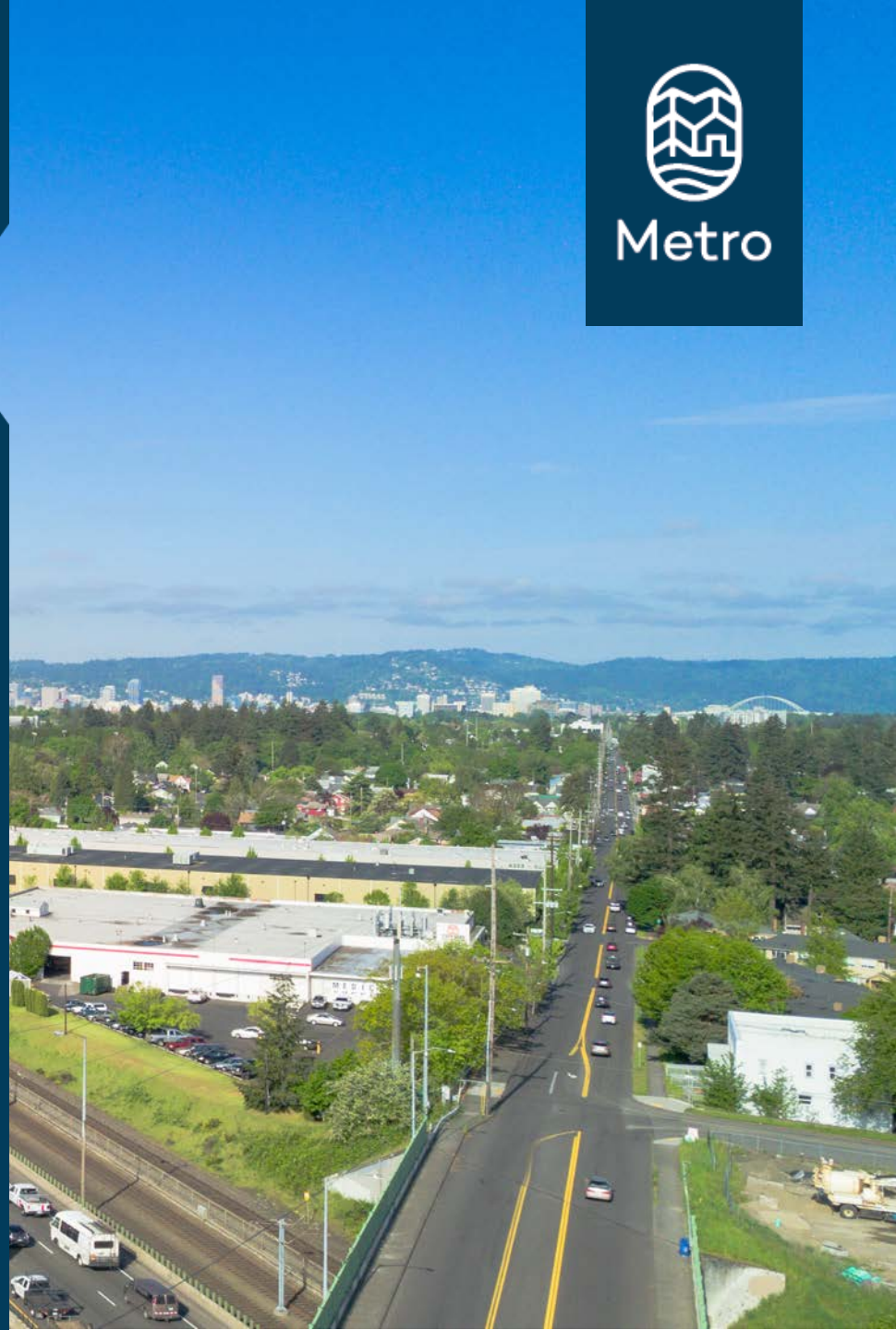
Materials following this page were distributed at the meeting.



Metro

Regional Investment Strategy: Transportation Update

Council work session
October 22, 2019



Let's talk: #GetMoving forums

Washington County

Monday, Oct. 21, 6-8 p.m.

Walters Cultural Arts Center,
Hillsboro

Clackamas County

Tuesday, Oct. 22, 6-8 p.m.

Abernethy Center, Oregon City

Multnomah County

Thursday, Oct. 24, 6-8 p.m.

The Orchards at 82nd, Portland

More info: getmoving2020.org



Three tracks of current work

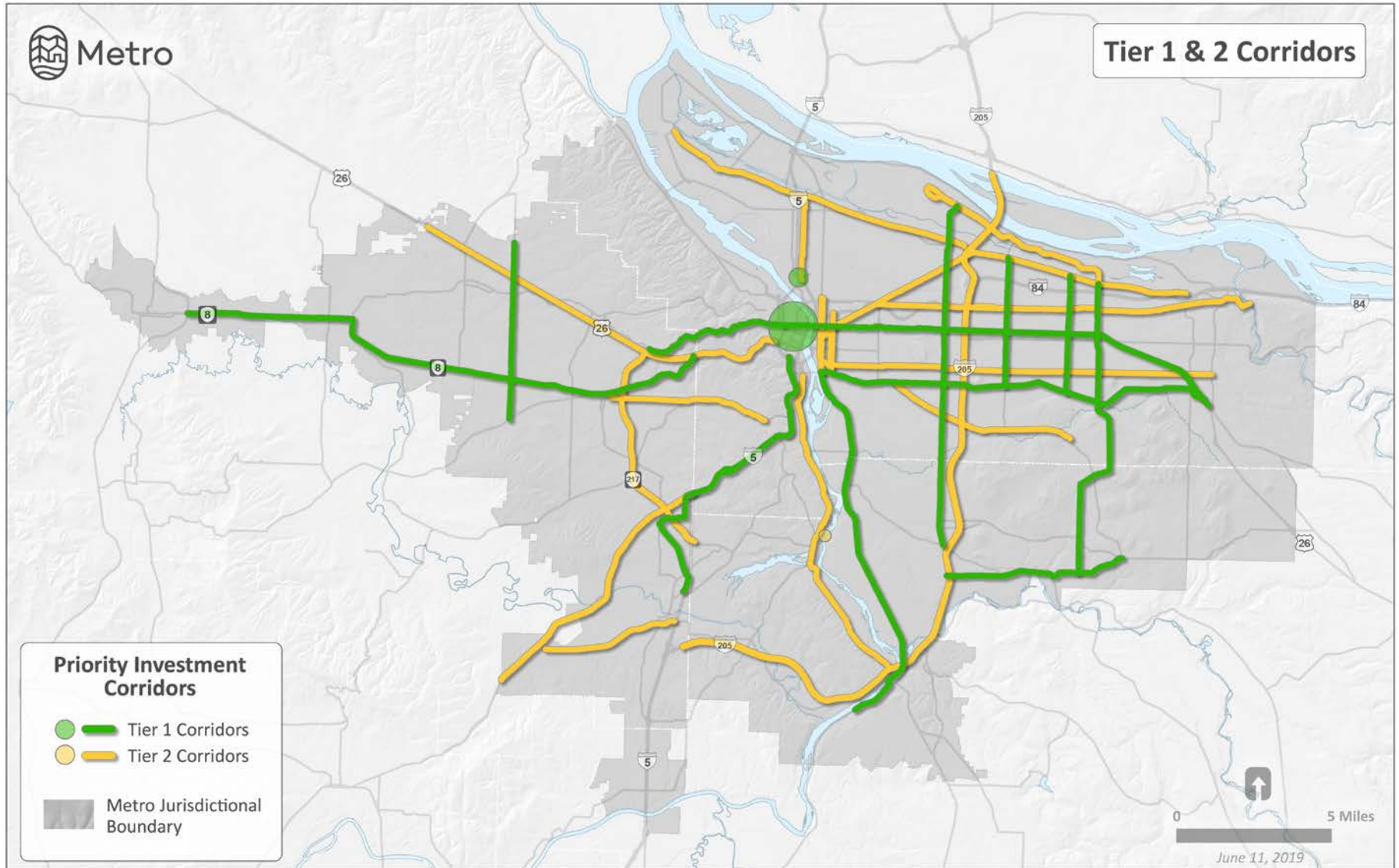
Tier 1 project
recommendations

Tier 2 project
development for
consideration

Program
development



Tier 1 and 2 corridors



Tier 1 project recommendations

- Staff recommendation based on engagement, impact, risk and readiness
- Task Force recommendation: Nov. 20
- Council receives Task Force recommendation: December
- **Iterative process:** Focus on projects Metro and local agency staff should continue to develop for future consideration



Tier 2 project development

- Tier 2 corridors: Identified as important, but limited regional resources for developing projects
- Local jurisdictions developing projects on some Tier 2 corridors
- We have asked jurisdictions to identify key projects by end of October
- Task Force consideration in Feb./March, Council consideration in March/April



Regionwide programs

Benefits beyond corridors

Meeting community needs

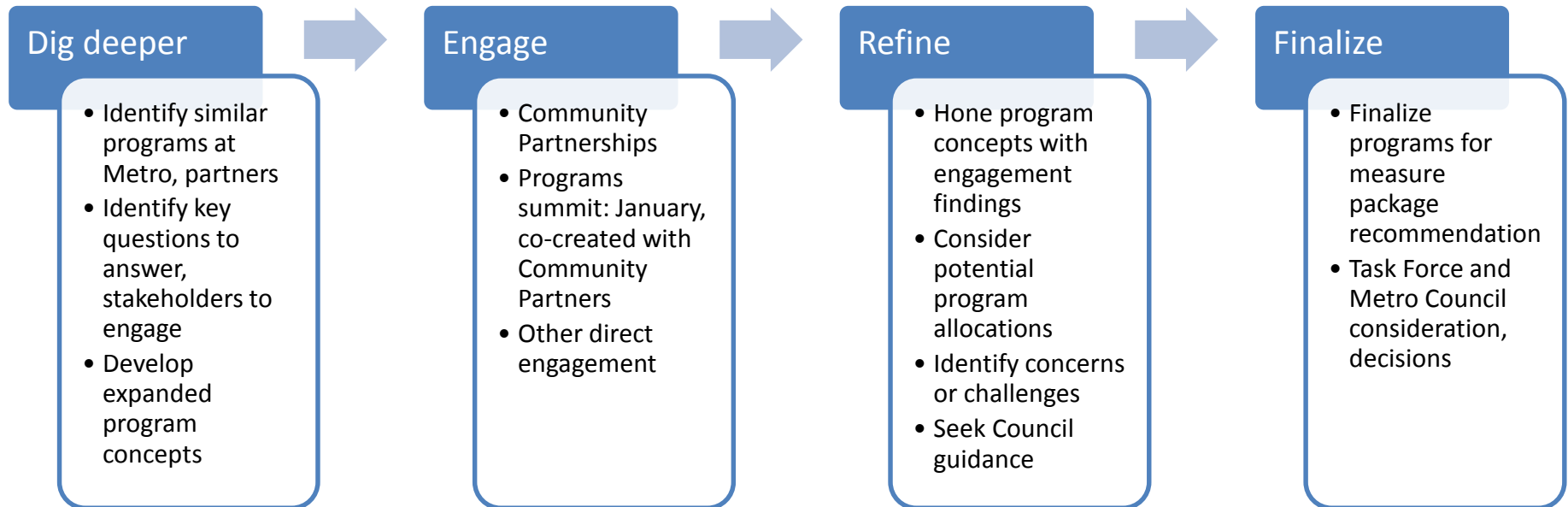
*Programs advanced by Council, Sept. 24
(subject to further development)*

- Safe Routes to Schools
- Better Bus
- Safety Hot Spots
- Active Transportation Connections
- Transit Vehicle Electrification
- Main Streets
- Fare Affordability: Students
- Protect & Preserve Multifamily Housing
- Future Corridor Planning
- Strengthening Communities (*part of corridor funding*)



Programs: Next steps

Safety, Equity, Climate Action



Next steps for Council

- **Nov. 19 work session:** Update on Task Force conversation re: Tier 1 Projects
- **December:** Hear Task Force recommendation on Tier 1 projects, public hearing (proposed), give initial direction
- **January:** Update on program development & revenue
- **February:** Revenue direction
- **February/March:** Tier 2 projects
- **March:** Project cost refinement and risk analysis



Questions?





Metro

Council Sponsorship Program

October 22, 2019

Guiding principles for sponsorship allocation

2014 Audit

Transparency and accessibility

Oversight from Council and leadership

Internal coordination

Departmental agency

Build relationships with as many organizations as possible



Sponsorships at Metro Regional Center

Publicly demonstrate support for and build relationships with community partners that align with Metro's mission and programs

Requests are submitted on a rolling basis

\$125,000 allocated via sponsorship inter-departmental team to over 100 organizations

\$23,000 allocated by Council Office

Current Sponsorship Criteria

Align with the region's six desired outcomes.

- Equity, Vibrant Communities, Sustained Economic Competitiveness and Prosperity, Safe and Reliable Transportation Choices, Leadership on Climate Change, Clean Air and Water and Healthy Ecosystems

Meets at least one of the following goals:

- Helps Metro connect with specific audiences.
- Helps organization engage with and educate stakeholders on a key issue for Metro.
- Provides opportunity for visibility of Metro

Align with Metro's goals around diversity, equity and inclusion



Council Office sponsorship awards, FY 19-20—54 awards made

OPAL Environmental Justice Oregon
Urban Greenspace institute
Sauvie Island Center
Oregon Chinese Consolidated Benevolent Association
Portland Mercado and Hacienda CDC
We Love Clean Rivers
Urban League
Voz workers rights education project
Self Enhancement Inc.
Latino Network
SAGE Metro Portland
Soul District Business Association
Street Trust
Jim Pepper Native Arts Council
Educate Ya
Oregon Trails Coalition
Oregon Native American Chamber
Street Roots
Oregon Environmental Council
Mental Health Association of Portland
Northwest Housing Alternatives
Community Action
Global PDX
NAYA
Climate Solutions
Morpheus Youth Project
Community Cycling Center

National Association of Minority Contractors
Q Center
Centro Cultural de Washington County
EPA Region 10 Tribal Operations Committee
Portland Parks Foundation
All Hands Raised
Innovative Housing
Hand2Mouth
Community Partners for Affordable Housing
Tualatin Riverkeepers
HomePlate Youth Services
Basic Rights Education Fund
Oregon League of Conservation Voters Education Fund
City of Portland- Tribal Relations Program
Immigrant and Refugee Community Organization
City Club of Portland
Wisdom of the Elders Inc.
APANO Communities United Fund
Alberta Main Street
Black United Fund of Oregon
MRG Foundation
Adelante Mujeres
Growing Gardens
College Possible
ROSE Community Development
Oregon League of Minority Voters
PlayEast! (East County Recreation)

Questions for Council

1. Would Council like to change how the Council Office sponsorship allocations are targeted?
2. Does the Council want to add more specific criteria for Council Office sponsorship allocation beyond the existing guidelines?
3. How would the Council like to engage in decision-making about Council Office sponsorship allocations?
4. When should a new approach to Council Office sponsorships begin?

What we heard: targeting funds

Spreading sponsorships across many organizations can help Metro make new and more connections

Opportunities to be more strategic and proactive about awarding sponsorships

Hard to know which organizations out of so many to award each year



What we heard: Additional Council criteria

Helpful to have more specific Council criteria to apply that's related to:

- Council engagement/political goals
- Racial equity strategy
- Key Council priorities like transportation, GHG reduction

Other considerations:

- Geographic distribution of awards
- How many years an organization has received sponsorships
- Speaking or visibility opportunity
- Capture special event opportunities



What we heard: decision-making

Could help to be program sponsorship dollars at the beginning of the fiscal year or at other milestones

Important to consider impacts to smaller and less established organizations of changing decision-making process

Generally Council should approve recommendations and provide oversight and certain large sponsorships should trigger more involved Council review ⁹



Recommendation: Develop Council specific criteria and considerations to apply to requests

1. Is there a direct and specific connection to a key Council priority?
2. Is there an opportunity for Councilor speaking or visibility at the event or activity?
3. Does it help ensure awards across the geography of the region?
4. Does it help ensure awards to organizations that reflect the full range of communities in the region (culturally specific, disability and other)?
5. Does it help to maintain a balance of sponsoring newer and more established organizations?
6. Has organization previously received sponsorships from Metro?

Category 1: Approve a recommended slate of awards that meet the general and Council criteria and are informed by universe of requests from previous years

<p>Types of organizations that could be in this category</p>	<ul style="list-style-type: none"> ● Organization that has multiple partnerships with Metro OR is directly working on a key priority for the Council ● Organizations that strongly align with Metro’s racial equity goals ● Opportunity for Council visibility at the event ● Organization that Metro has sponsored ● Organization that serve all or a large part of our region
<p>Examples of organizations that could be in this category (FOR ILLUSTRATIVE PURPOSES ONLY)</p>	<ul style="list-style-type: none"> ● APANO ● Community Partners for Affordable Housing ● Latino Network ● Self Enhancement Inc. ● Oregon Native American Chamber Annual Gathering ● OPAL

Category 2: Council selects one or two themes each year and funds (either responsively or proactively) events and activities that align with that priority

<p>Types of organizations that could be in this category</p>	<ul style="list-style-type: none"> • Organizations that are doing work related to the theme or focus that's been selected • Organizations that can host events and activities related to theme or themes
<p>Examples of organizations that could be in this category (FOR ILLUSTRATIVE PURPOSES ONLY)</p>	<p>IF TRANSPORTATION IS A THEME:</p> <ul style="list-style-type: none"> • Street Trust • Members of the Getting There Together Coalition • Groups like Westside Economic Alliance, Clackamas County Business Alliance, Portland Business Alliance and Business for a Better Portland

Category 3: Reserve funds for special opportunities and requests that cannot be anticipated at the beginning of each year

Types of organizations that could be in this category	<ul style="list-style-type: none">• Special one time opportunities (e.g. award to Metro or a Councilor)• Organizations that request funds outside the review window, but have a compelling request• Organizations that are new to Metro and have not received sponsorships from Metro before
Examples of organizations that could be in this category (FOR ILLUSTRATIVE PURPOSES ONLY)	<ul style="list-style-type: none">• Mulugeta Seraw Commemorative Conference• EPA Region 10 Tribal Environmental Leaders Summit• Event where Metro or Councilor is being honored

Thank you to the Sponsorship Inter-Departmental Team!

Department	Representative
Council Office/COO	Beth Cohen, Janani Srinivasan, & Marlene Guzman
Planning and Development	Jessica Martin
Property and Environmental Services	Casey Mellnik
Parks and Nature	Linda Lechler & Rosie McGown
Finance and regulatory services	Riko Frohnmayer
Human resources	Liz Harrison
Information services	Junia White
Research Center	Samantha Wright
Office of Metro Attorney	Jenny Villarreal
Diversity, Equity and Inclusion	Melissa Palavecino
MERC/Venues	Amy Nelson

Questions for Council

1. Would Council like to change how the Council Office sponsorship allocations are targeted?
2. Does the Council want to add more specific criteria for Council Office sponsorship allocation beyond the existing guidelines?
3. How would the Council like to engage in decision-making about Council Office sponsorship allocations?
4. When should a new approach to Council Office sponsorships begin?

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