

MINUTES OF THE BUDGET COMMITTEE
OF THE METROPOLITAN SERVICE DISTRICT

April 18, 1985

Committee Members Present:

Councilors: Councilors Hansen (Chairman), Gardner,
Kelley and Myers

Citizens: James Knoll, Barbara Ledbury, Robert
Phillips and Norman Rose

Committee Members Absent:

Councilors: Councilor Kafoury

Citizens: Marc Kelley

Councilors Present: Councilor Kirkpatrick

Also Present: Rick Gustafson, Executive Officer

Staff Present: Don Carlson, Jennifer Sims, Gene Leo,
Kay Rich, Steve McCusker, Bob Porter,
Jane Hartline, Gayle Rathbun, Sue
Plaisance, Vickie Rocker, Janet
Schaeffer, Ray Barker

Chairman Hansen called the meeting to order at 6:45 p.m.

WORK SESSION ON THE ZOO BUDGET

Administration Division

- * Mr. Phillips asked if staff had prepared projections of future Animal Management personnel needs to correspond with the increased demands of the more difficult to maintain, naturalistic exhibits. Mr. Rich said a five-year operational plan had been prepared and staff projected one additional animal keeper would be required effective FY 1985-86. No additional keepers would be required until Phase 2 of the Africa Bush Exhibit was completed, he said.
- * Mr. Phillips asked why \$5,000 was budgeted for legal services since the Zoo had the services of staff counsel. Mr. Rich explained \$5,000 was budgeted to handle legal matters related to the Alaska Tundra litigation, if those funds were needed.
- * Councilor Gardner asked why the Zoo's insurance costs were projected to increase. Mr. Rich and Ms. Sims reported the insurance market was experiencing sharp increases after a two-year period of declining rates. In response to

Ms. Ledbury's question, Ms. Sims said Metro re-bid insurance brokers every three years and the broker, in turn, re-bid specific insurance coverages annually.

Councilor Kelley and Mr. Rose moved the Zoo's Administration Division budget be tentatively recommended for approval. A vote was taken and the motion carried.

Animal Management Division

- * Mr. Phillips asked why, in the budget overview, staff had indicated they wanted to obtain more wolves and musk oxen but had not listed these purchases elsewhere in the budget. Mr. McCusker explained staff had initially tried to breed the existing collection but those efforts had not been successful. It was not known at the time the budget was prepared whether the animals would be acquired through breeding or through purchase.
- * Mr. Rose asked if the Zoo participated in artificial insemination programs. Mr. McCusker said the Zoo was conducting research with elephants but most attempts with other species at other zoos had not been successful since little is currently known about the estrous cycles of most exotic animals.

Mr. Knoll and Councilor Kelley moved the Zoo's Animal Management Division budget be tentatively approved. A vote was taken and the motion carried.

Buildings and Grounds Division

- * Mr. Phillips thought the Zoo train ride lacked adequate interest to attract more riders and asked if staff had plans to make the experience more interesting. Mr. Leo agreed with Mr. Phillips concern and said staff had plans to address this problem during FY 1986-87. Mr. Leo explained staff wanted to spend time planning this program to ensure quality and possible plans included cooperating with the Western Forestry Center to interpret forest conservation and ecology. Mr. Porter added staff were currently promoting the "Orient Express" train from the Zoo to Washington Park and were installing better signs at the Washington Park Station to attract riders. Mr. Rathbun explained staff would be conducting a survey of train riders to get their impressions and suggestions of the train ride. This would lay the groundwork for more ambitious efforts during FY 1986-87, he said.

Mr. Rose and Mr. Knoll moved the Zoo's Buildings and Grounds Division budget be tentatively recommended for approval. A vote was taken and the motion carried.

Educational Services Division

- * Mr. Phillips was concerned the emphasis of the educational programs seemed to be promotional, rather than educational, in nature. He asked staff to explain the programs and their educational aspects. Ms. Plaisance responded all programs had clear educational objectives. Some programs were conducted in the public schools and others had a family emphasis, she said. For example, a new program interpreted the Alaskan tundra environment to correspond with the Alaska Tundra Exhibit. Other staff discussed cooperative research programs with area colleges, the availability of curriculum materials to teachers bringing their classes to the Zoo on field trips, and a volunteer program which offered interpretive talks to Zoo visitors during the summer and on weekends.
- * Chairman Hansen asked if the Zoo received funds for conducting the Talented and Gifted (TAG) programs. Ms. Plaisance said the Zoo received a small amount from TAG but most funds were paid to students as scholarships which allowed greater participation in Zoo programs.

Mr. Knoll and Councilor Kelley moved the Educational Services Division budget be tentatively recommended for approval. A vote was taken and the motion carried.

Public Information Division

- * Councilor Gardner, in referring to projected targets for activities such as company picnics, asked if these numbers reflected increases over the past year's activities. Ms. Hartline responded some of the projections were increases and other projections reflected an increased effort to capture a more specialized market.

Councilor Kelley and Mr. Knoll moved the Public Information Division budget be tentatively recommended for approval. A vote was taken and the motion carried.

Visitor Services Division

There was no discussion on this budget. Mr. Knoll and Councilor Kirkpatrick moved the Visitor Services Division budget be tentatively recommended for approval. A vote was taken and the motion carried.

Capital Improvements

- * Mr. Rose expressed concern that approximately \$2 million was proposed to be transferred from the Operating to the Capital fund and thought this figure high. Mr. Rich explained the Tax Supervising & Conservation Commission required the transfer because of tax levy requirements.
- * Regarding the Zoo's parking problem, Mr. Rose asked if any surveys had been conducted which would indicate the extent of the problem. He was concerned that money could be spent resolving a situation that might only occur occasionally. Mr. Leo responded staff had considered such a survey but first wanted to coordinate efforts with the City of Portland, the Western Forestry Center and OMSI. He said staff might return to the Council later in the year with a request to fund solutions to parking problems.
- * Mr. Rose suggested staff examine the possibility of promoting visitor parking downtown or at Washington Park in exchange for free train rides into the Zoo.
- * Chairman Hansen requested staff prepare a budget note to be included under Target H requiring staff to address the parking issue which might include additional studies. Councilor Kelley and Ms. Ledbury moved the above action. A vote was taken and the motion carried.

Mr. Knoll and Councilor Kelley moved the Capital Fund budget be tentatively recommended for approval. A vote was taken and the motion carried.

GENERAL FUND

Public Affairs Department

- * Mr. Rose said he was not convinced adding a Public Information Specialist for the Waste Reduction Program would accomplish the objective of enhancing Metro's image. Ms. Rucker responded the role of Public Affairs was not to enhance Metro's image but, rather, to inform the public about Metro's program and services. She said practical information was contained in the agency's publications, especially those regarding solid waste and waste reduction concerns.
- * Mr. Rose was concerned about the level of staffing for graphics activities, both in the Public Affairs Department and at the Zoo. He asked if staff had examined the

feasibility of consolidating the graphics functions to save money. Councilor Kirkpatrick agreed that any duplication of work, equipment or materials should be eliminated as much as possible and wanted to see this type of efforts written into long-range plans.

Ms. Hartline explained Zoo graphics personnel worked on specialized posters, brochures, signs and other interpretive materials. She did not think money could be saved by combining staff because both graphics units had more than enough work to do. Public Affairs and the Zoo, however, were working to share equipment and materials when money could be saved. Ms. Rocker said she had met with Zoo staff to discuss a cooperative purchasing program.

- * At Mr. Knoll's suggestion, Chairman Hansen instructed staff to prepare a budget note requiring staff to examine the question, for the FY 1986-87 budget, of whether the two graphics offices could be combined at a cost savings. Mr. Knoll and Councilor Kelley moved the above action be taken. A vote was taken and the motion carried.
- * Councilor Myers asked about the level of funding for outside lobbying efforts. Ms. Sims said \$2,000 had been budgeted in Solid Waste. The current contract would expire at the end of the current fiscal year, she said, but some followup work could require the contract termination date to be carried over into FY 1985-86. She said the contract sum would not increase.
- * In response to Mr. Phillips question, Ms. Rocker explained the department had a specific work plan which related to the priorities and objectives adopted by the Council. This plan was reviewed and updated on a regular basis, she said.
- * In response to Councilor Kirkpatrick's question, Mr. Carlson said the proposed microcomputer purchase would conform to the Executive Officer's Order on computer purchase policy.
- * Ms. Ledbury asked why Metro's meeting notices, published in the legal notice section of newspapers, were not more prominently placed such as those published by the City of Portland. Ms. Rocker replied adds similar to the City of Portland's would cost much more than those currently placed and staff had determined this would not be the most effective use of the department's funds. A discussion followed regarding the value of more prominent ads. Councilors Gardner and Kirkpatrick did not think the ads would attract more people

to public meetings, but they would call the public's attention to Metro's existence and to issues before the Council.

Chairman Hansen requested staff prepare an analysis of the annual cost of placing more prominent ads in newspapers for review at the April 22 budget meeting.

Mr. Knoll and Councilor Kelley moved the Public Affairs Department budget be tentatively recommended for approval. A vote was taken and the motion carried.

Finance and Administration Department

- * Mr. Rose was concerned the budget document could give the erroneous impression that insurance expenditures were not centrally managed because insurance expenses were listed throughout the department budgets. Ms. Sims explained several large premiums for coverages were readily identifiable as Solid Waste and Zoo program costs and were therefore allocated to those budgets. Mr. Knoll agreed those insurance costs should be listed in those department budgets in order to determine the profitability of those operations. Ms. Sims pointed out the current arrangement also reduced the size of overhead transfers from these departments.

Mr. Rose and Mr. Knoll moved to recommend tentative approval of the Finance and Administration Department budget. A vote was taken and the motion carried.

Executive Management and Council Departments

- * At a previous meeting, Councilor Kirkpatrick had asked about the status of proposed legislation increasing salaries of Circuit Court judges. Under current law, the Executive Officer's salary would become the same as the judges. The Executive Officer reported a new bill was being proposed to remove the relationship between the Executive Officer's and judges' salaries. Because that bill was likely to pass, his salary would probably not be an issue, he said.

Mr. Rose and Councilor Myers moved the two department's budgets be tentatively recommended for approval. A vote was taken and the motion carried.

BUILDING MANAGEMENT FUND

- * In response to Chairman Hansen's question, Ms. Sims said staff would contract for a long-term, comprehensive analysis of a good maintenance regime for the building, including the HVAC system. In future years, funds would be allocated to cover the cost of extra repairs.

Mr. Rose and Councilor Kelley moved the Building Management Fund be tentatively recommended for approval. A vote was taken and the motion carried.

TRANSPORTATION TECHNICAL ASSISTANCE FUND

CRIMINAL JUSTICE ASSISTANCE FUND

SEWER ASSISTANCE FUND

- * Councilor Kelley asked if funds for a proposed handicapped citizens' transportation program were budgeted in the Transportation Technical Assistance Fund. Mr. Carlson said these were pass-through funds and the money was probably included in the IRC budget. Ms. Sims said IRC staff could respond to this question at the April 22 meeting.

Mr. Rose and Mr. Phillips moved tentative approval of the three fund budgets. A vote was taken and the motion carried.

Mr. Hansen said staff would review Ms. Sims memo responding to Committee questions dated April 18, 1985, at the April 22 meeting. The Committee would also consider the IRC budget and would make final approval of the Metro budget at that meeting, he said.

Mr. Rose requested the IRC budget be considered for tentative approval at this meeting because the budget had already been reviewed by the Intergovernmental Resource Committee. Chairman Hansen and Councilor Gardner preferred to consider the IRC budget on April 22 when staff would be available to respond to questions. Mr. Rose and Mr. Knoll moved the IRC budget be considered for tentative approval at this meeting. A vote was taken and the motion failed.

- * Mr. Rose noted a 13 percent increase for total agency operating expenditures over FY 1984-85 and was concerned about the magnitude of that increase. The Executive Officer explained opening the Washington County Transfer & Recycling Center would increase operating expenses. However, the increase in the number of administrative transfers, as required by budget law, tended to make operating expenses appear even more inflated. Mr. Rose requested a budget note be prepared

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explaining the increase in operating costs, as explained by
the Executive officer.

There being no further business, Chairman Hansen adjourned the
meeting at 8:55 p.m.

Respectfully submitted,



A. Marie Nelson
Clerk of the Council

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