

Minutes of the Metro Council Budget Committee  
March 2, 1994  
Metro Regional Center  
Council Chamber

Budget Committee Members Present:                    od Monroe (Chair), Richard Devlin (Vice Chair), Jon Kvistad, Jim Gardner, George Van Bergen

Budget Committee Members Absent:                    Roger Buchanan

Other Councilors Present:                                Sandi Hansen, Mike Gates, Ruth McFarland, Terry Moore, Ed Washington

Chair Monroe called the Metro Council Budget Committee to order at 2:06 p.m.

1. METROPOLITAN E-R COMMISSION OVERVIEW

Sam Brooks, MERC Chair, discussed the history of the development of MERC and significant changes. He spoke to the loss of the Memorial Coliseum and the subsequent development of a business plan.

2. MERC ADMINISTRATION FUND

Pat LaCrosse, MERC General Manager, introduced the staff present: Heather Teed, Director of Fiscal Operations; Harriet Sherburne, PCPA Director; Jeff Blosser, OCC Manager; Chris Bailey, Expo Manager; Candy Cavanaugh, Civic Stadium Director; and Norm Kraft, Accountant. He spoke to components of the MERC Business Plan and changes made due to that process. He discussed the work performed by administrative staff. He emphasized the importance of event settlement activities performed by administrative staff. He discussed the formula to allocate administrative staff to the facilities.

Councilor Hansen asked under Miscellaneous Professional Services what "sundry" projects were included. Ms. Teed stated the projects were in anticipation of completion of business plan objectives. She stated ads and legal notices included meeting notices and personnel advertising. She stated part-time and temporary labor was to accomplish necessary work.

Councilor Van Bergen queried Mr. LaCrosse about the three percent increases in wages. Mr. LaCrosse discussed the proposed wage schedule.

3. OREGON CONVENTION CENTER OPERATING FUND

4. OREGON CONVENTION CENTER CAPITAL FUND

5. CONVENTION CENTER RENEWAL & REPLACEMENT FUND

Mr. Blosser discussed the OCC Operating Fund. He summarized the data included on page 262 of the 1994-95 Proposed Budget.

Chair Monroe asked if employees would be charged parking fees in the future. Mr. Blosser stated he did not anticipate any changes. He stated there may be difficulty in establishing fees due to collective bargaining contracts. Chair Monroe stated that the issue would continue to be discussed.

Mr. Blosser discussed the FTE totals. He stated a more correct figure would be approximately 94 FTE. He discussed the factors related to the changed figures. In response to Councilor Gates, he stated the total dollar figure correlating to the FTE changes should be decreased approximately \$50,000. Councilor Devlin asked why the Utility Workers I and II were changed. Mr. Blosser stated some attrition, promotion and Coliseum pick-ups accounted for the changes and no collective bargaining issues had been raised.

Councilor Van Bergen asked if adequate controls were in place to ensure that funds in the Economic Stabilization and Facilities Planning Account and the Renewal and Replacement Account were not spent. Mr. Blosser explained those funds would need to be budgeted in subsequent years in order to be allocated. In response to Councilor Van Bergen, Casey Short, Senior Council Analyst, explained the revenue increases were not as great as they appeared in the budget. He explained that the projected Beginning Fund Balance included in the budget document for 1993-94 was not the actual fund balance, accounting for the discrepancy.

Mr. Blosser spoke to the materials and services allocations. He stated increases were consistent with increases in costs of materials. He discussed the transfer to the renewal and replacement fund as being necessary to establish funds for replacements anticipated as necessary in the 1995-96 fiscal year.

Mr. Blosser discussed purchases anticipated in the OCC Project Capital Fund. Councilor Van Bergen asked if there was arbitrage liability. Kathy Rutkowski, Principle Administrative Services Analyst, explained the arbitrage situation. She said arbitrage rebate payment would be due in 1997 and the funds are budgeted in the unappropriated balance.

## 6. SPECTATOR FACILITIES OPERATING FUND

### A. Portland Center for the Performing Arts

Ms. Sherburne noted the PCPA budget document had significant comments from outside parties and citizens. She stated the budget cuts included changes that would not affect the delivery of services. She explained a cost containment approach was used in the development of the budget. She discussed the business plan. She said efforts were being made to attract large profit shows similar to the Phantom of the Opera production. She discussed the efforts being made to increase volunteer activity at the PCPA. She said there were reductions in FTE. Councilor Monroe asked if the proposal to change the Hotel/Motel tax transfer was included in the proposed budget. Mr. LaCrosse explained that was not included because it was not approved. He explained support of the Hotel/Motel industry was sought to make that transfer occur.

Councilor Kvistad expressed concerns about the reductions in the area of marketing. Ms. Sherburne stated other avenues to continue marketing efforts were being sought.

Councilor Van Bergen discussed of the status of the non-profit organizations served by the PCPA. Mr. LaCrosse stated MERC was discussing the issue with Mark Williams, Senior Assistant Counsel.

### B. Civic Stadium

Ms. Cavanaugh discussed the proposed budget for the Civic Stadium. She explained reductions in school sports and the lack of a baseball team at the facility. She explained that FTE were reduced in the current fiscal year. She said that staffing included an allowance in the event a baseball team was acquired. She said if the team was not secured, the staff would not be hired.

Councilor Devlin asked about the construction near the Civic Stadium. Ms. Cavanaugh stated part of the construction was related to the light rail construction. She said housing and commercial uses were included in the plans for the area.

## 7. REGIONAL PARKS AND EXPO FUND

### A. Expo Center

Mr. Blosser reviewed the Expo Fund. He discussed the revenues as projected based on Multnomah County estimates. Councilor McFarland asked if there would be improvement in the figures throughout the year. Mr. Blosser stated that there was an opportunity to improve those figures through effective management. Mr. Bailey discussed revision of contract management.

Councilor Monroe asked how the facility was "fitting into" the MERC organization. Mr. Blosser stated improvements need to be made to the facility, but there is an overall reduction of facility space available in the region that would benefit the Expo.

Councilor Monroe asked if the South/North LRT would benefit the Expo. Mr. Blosser stated it would if the alignment included a station less than 1/4 of a mile from the facility. He stated I-5 was somewhat of a physical barrier.

Councilor Kvistad asked if there was still a lawsuit. Mr. Short stated the lawsuit related to the Fair Board existed, but that Multnomah County was responsible for resolution of those issues. Councilor Kvistad asked if renovation funds existed. Mr. Blosser stated no renovation funds were available. He said the business plan called for short and long term strategies related to the Expo.

Mr. Blosser discussed the Expo center expenses. He noted an events coordinator position was added to improve facility rental procedures. He discussed the added utility worker positions as a service to the client and facility. Mr. Bailey discussed changes in the staff resulting in a cost reduction. He explained the Booking Coordinator was changed to an Administrative Secretary and the Office Clerk to an Office Assistant. Mr. Blosser spoke to the materials and services allocations.

Mr. Bailey discussed the operations at the facility. He stated the Expo was a very viable operation. He discussed some short term strategies used to improve operations. He discussed the staff adjustments and changes to a housekeeping contract. He said the Expo center established an advisory user committee to communicate and discuss issues related to the transition of the facility. He spoke to a long term effort to increase marketing opportunities.

Mr. Short asked if Multnomah County was performing any capital improvements as discussed in the transfer agreement. Mr. Blosser explained that some funding was transferred for minimal ADA improvements. He stated a seismic study was received and was being examined.

#### 8. COLISEUM OPERATING FUND

Craig Prosser, Financial Planning Manager, stated the Coliseum Operating Fund contained a fund balance to cover any unresolved liabilities.

#### 9. CONVENTION CENTER PROJECT DEBT SERVICE FUND

Mr. Prosser explained the Convention Center Project Debt Service Fund.

Chair Monroe recessed the meeting at 3:35 p.m. Chair Monroe reconvened the meeting at 3:45 p.m.

#### 10. ZOO OPERATING FUND

##### A. Overview and Revenue Summary

Sherry Sheng, Metro Washington Park Zoo Director, presented an overview and revenue summary. She distributed and summarized two handouts, copies of which are included in the record of this meeting. She explained no major initiatives and no major cuts were made to the proposed 1994-95 Budget. She noted cost control measures were included in the figures and that attendance projections were difficult to make. She distributed and summarized a handout explaining the increase in FTE, a copy of which is included in the record of this meeting.

##### B. Division Summaries

###### • Administration

Kay Rich, Assistant Zoo Director, discussed the administrative budget. He explained proposed changes to increase safety at the Zoo.

##### C. Contingency / Transfers / Unappropriated Balance

Mr. Rich presented the Contingency/Transfers/Unappropriated Balance. Councilor Devlin asked about the funding sources and discussed scenarios that may change the funding.

Rob Rudd, Development Officer, discussed the success of the development department in securing a variety of grant funding. He discussed three areas of focus for the 1994-95 fiscal year; education funding, elephant research program, and general research programs.

Jan Berckefeldt, Executive Director Friends of the Zoo (FOZ), discussed the relationship between FOZ and the Zoo. She distributed and summarized historical information on membership and donations, a copy of which is included in the record of this meeting. At the request of Councilor Kvistad, Ms. Berckefeldt explained the dues and membership structure of FOZ. Councilor McLain asked for geographic information on the members of FOZ. Councilor Devlin requested information about the pass through amount on FOZ memberships. Ms. Sheng stated a \$40 FOZ membership passed through an amount of \$13.75 to the Zoo.

- Animal Management

Mike Keele, Assistant Curator, explained the budget included maintaining the animal collection at the existing level. He discussed the division as included in the budget notebook, a copy of which is included in the record of the 1994-95 budget proceedings.

- Design Services

Jennifer Agnew, Graphic Coordinator, presented the Design Services Division budget as presented in the budget notebook, a copy of which is included in the record of the 1994-95 budget proceedings.

- Educational Services

David Mask, Education Manager, presented the Educational Services Division budget he stated the program was very similar to last years budget.

- Facilities Management

Judy Munro, Facilities Manager, presented the Facilities Management Division. She explained the major task of the department for the year would be surface maintenance.

- Marketing

Jane Hartline, Marketing Manager, presented the Marketing Division budget. She explained that two additional concerts were included in the budget and increased related expenses. She stated a yellow pages ad for the catering department was included.

- Visitor Services

Teresa Metke, Visitor Services Manager, discussed the Visitor Services budget. She stated the stroller rentals would be changed to a jeep type stroller. She said sandwiches in the AfriCafe would change. She explained other details of the proposed budget.

## 11. ZOO CAPITAL FUND

Ms. Sheng discussed the projects included in the capital fund. She explained small amounts were budgeted for projects currently under construction in the event the completion does not occur until the 1994-95 budget.

Chair Monroe recessed the meeting at 5:05 and reconvened the meeting at 5:15 p.m.

## 12. REGIONAL PARKS AND EXPO FUND

### A. Overview and Revenue Issues

### B. Division Summaries

- Administration

Charles Ciecko, Regional Parks and Greenspaces Director, presented an overview of budget as included in the budget notebook, copies of which are included in the 1994-95 budget proceedings.

The Committee discussed the issues involved in imposing an excise tax on Regional Park facilities. Councilor McLain advocated including MPAC in the discussions related to excise tax exemptions.

Councilor McLain expressed concerns about potential cuts in the 6% excise tax scenarios. She stated those cuts would significantly impact the ability to accomplish master plan elements.

- Operations & Maintenance

Dan Kromer, Operations and Maintenance Manager, presented concerns related to the Operations and Maintenance budget. He stated the budget approach was to maintain the existing level of operation and maintenance. He explained that signage and brochures to reflect the Metro management were included in the budget.

- Planning & Capital Development

Mr. Ciecko discussed potential development of additional revenue producing campsites.

- Outreach & Education

Pat Lee, Environmental Planning Manager, presented information related to the pursuit of a Greenspaces Bond Measure. He discussed methods to incorporate new facilities, such as the Forest Park transfer, into the Greenspaces Master Plan.

Ron Klein, Senior Regional Planner, discussed the outreach and education programs. He stated the objective was to correlate the program to the development of the Greenspaces Master Plan.

Julie Weatherby, Planner, presented the interpretive outreach, special event, and volunteer activity efforts of the budget.

C. Special Funds

13. SMITH AND BYBEE LAKES TRUST FUND

14. GREENSPACES TRUST FUND

15. REGIONAL PARKS TRUST FUND

D. Add Packages

Chair Monroe deferred discussion of these items to a future meeting of the Budget Committee.

With no further business before the committee, Chair Monroe adjourned the meeting at 6:30 p.m.

Respectfully Submitted,



Susan Lee  
Committee Recorder