

SUMMARY OF COUNCIL BUDGET COMMITTEE MEETING OF
THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT

April 5, 1990
Regular Meeting

Committee Members Present: Councilors George Van Bergen (Chair), Judy Wyers (Vice Chair), Tanya Collier, Richard Devlin and Jim Gardner; Citizen member David Saucy

Committee Members Absent: Citizen members Alan Brickley, Patricia Jernberg, Bob Palmer and Janet Schuster

Chair Van Bergen called the meeting to order at 6:00 p.m.

1. FY90-91 PROPOSED BUDGET, PHASE II REVIEW, Discussion of department budgets, Council staff analyses, functional committee recommendations; Develop preliminary recommendations and identify areas which require more information

Council Administrator Carlson gave a brief introduction and summary of progress. A Committee report, staff report and Council staff report and related memos were then considered for each of the following departments: Convention Center Project, Planning and Development, Transportation Department, Metro Exposition-Recreation Commission. Committee and staff recommendations, outstanding issues and directives are summarized below.

CONVENTION CENTER PROJECT: Convention and Visitor Facilities Committee Report

Presented by: Councilor David Knowles, CVF Chair (Councilor Knowles noted that Councilor Van Bergen abstained from all voting because of his position as Budget Committee Chair, and Councilor Hansen was absent.)

Reference: Memo dated April 5, 1990 to Budget Committee from Councilor David Knowles, Convention and Visitor Facilities Committee Chair, regarding "Committee Report FY 1990-91 Budget Recommendations"

Issue: Metro ERC Support Services

Convention, Zoo and Visitor Facilities Committee Recommendations:

- o Accounting, Legal and Risk Management services to be provided by Metro
- o Primary Data Processing, Personnel and Contracts/Purchasing support to be provided by Commission staff
- o Provide professional service funds (\$35,000 currently proposed) to assist in the study of central services for the Commission as an "A" list contract

Recommended Budget Footnote:

"The Metro Executive Officer will create a policy-level committee consisting of herself, the Chairs of the metro Council Convention and Visitors Facility Committee and Council Finance Committee, and two Metro ERC Commissioners nominated by the Commission Chairman, to study the provision of support services to the Commission operations. This Committee will make its recommendations by December of 1990, and will include direction for the FY 1991-92 Metro Budget. Pending the outcome of this Committee's deliberations, the Metro Council advises the Metro ERC that the following positions may be subject to transfer to Metro Support Services:

Systems Administrator
Personnel Manager
Assistant Personnel Coordinator
Purchasing/Contracts Coordinator
Clerk/Bookkeeper (Personnel)"

Budget Committee Questions and Comments:

1. How will Personnel Manager and Assistant Personnel Coordinator be transferred to Metro?
2. Can Assistant Personnel Coordinator position be merged with personnel positions within Metro?

Issue: Convention Center Project Priority for Expenditure of bond interest funds

Convention, Zoo and Visitor Facilities Committee Recommendation:

Recommended Budget Footnote:

"First priority for the use of the Bond interest earnings remaining (approximately \$2.1 million) shall be settlement of construction claims. Second priority shall be the completion of the Skyview Terraces, provided however, that expenditure of these funds for such work shall not be authorized by the executive officer without the prior approval of the Council, and providing the Council (has had an) opportunity to review the status of construction claims."

Issue: Convention Center Project Budgeting of bond interest funds

Convention, Zoo and Visitor Facilities Committee Recommendation:

Recommended Budget Footnote:

"Expenditures from Account #574500 (\$2.1 million in bond interest earnings) shall be in accordance with the following procedures:

(1.) Claims/Construction Cost Settlements: Any construction costs or claims ensuing from the current construction contract (within the overall scope as currently approved by the Council), shall be reviewed with the Council Convention and Visitor Facilities Committee prior to formal approval by the Executive.

(2.) Scope Increases: Any new or substantially improved additions to the building spaces shall be approved by the Council prior to authorizing the contractor to proceed."

Budget Committee Questions and Comments:

1. Clarify that Committee concluded second priority use of funds is building enhancements, but Committee did not specify the Skyview Terraces.

Issue: Regional Facility Funding and Development Studies

Convention, Zoo and Visitor Facilities Committee Recommendations:

1. Proceed with the study efforts.
2. Council should provide policy guidance for the study via consideration of Resolution No. 90-1243, For the Purpose of Authorizing a Study of permanent Operations Funding for Metro ERC Facilities and the Feasibility of Constructing New Sports Facilities and Defining Study Objectives.

Budget Committee Questions and Comments:

1. How can Resolution No. 90-1243 which proposes Metro to direct and fund, through excise tax, a feasibility study of future facilities be reconciled with the Metro ERC resolution adopted March 14 that indicated that the Commission would manage and fund, in part, a spectator facilities feasibility study?
2. Is it appropriate to fund all or part of the study with excise tax?
3. The study will probably take more than one fiscal year, what will be the budget requirement for the following fiscal year?

PLANNING & DEVELOPMENT DEPARTMENT: Intergovernmental Relations
Committee Report
Presented by Councilor Mike Ragsdale, IGR Chair

REFERENCE: Memo dated April 5, 1990 to Councilor Van Bergen, Budget Committee Chair from Councilor Ragsdale, Intergovernmental Relations Committee Chair, regarding "FY90-91 Local Government Dues Allocation"

ISSUE: Local Government Dues

Intergovernmental Relations Committee Recommendation:

The Council and/or Budget Committee should develop a policy for setting the dues level and a strategy for allocating local government dues between the Planning and Development Department and Transportation Department.

Reference: Memo dated April 5, 1990 to Councilor Van Bergen, Budget Committee Chair, from Councilor Ragsdale, Intergovernmental Relations Committee Chair, regarding "Intergovernmental Relations Committee Recommendations for the Planning and Development Department FY90-91 Proposed Budget"

ISSUE: Parks and Natural Areas Program

Intergovernmental Relations Committee Recommendations:

Supports additional 1.0 FTE Associate Management Analyst and expand scope of work in Proposed Budget.

ISSUE: Housing Program

Intergovernmental Relations Committee Recommendations:

Add 1.0 FTE analyst position.

Budget Committee Questions and Comments:

1. Is housing a regional issue?
2. Should housing be budgeted similar to the Water Resources Program Grant Proposals with a \$0 revenue and expenditure?

ISSUE: Urban Growth Management Program

Intergovernmental Relations Committee Recommendations:

Add .5 FTE.

ISSUE: Water Resources Program Grant Proposals

Intergovernmental Relations Committee Recommendations:

Add an unfunded revenue line item and expenditure line item to allow receipt of federal 205(j) and 319 grant monies.

ISSUE: Solid Waste Planning System Design public versus private analysis

Intergovernmental Relations Committee Recommendation:

Support Planning and Development's recommendation to undertake an analysis of public versus private Solid Waste Planning System Design. Recommend no funding request cuts in this area.

PLANNING AND DEVELOPMENT DEPARTMENT: Staff and Council Staff analysis and report
Presented by Rich Carson and Jessica Marlitt

REFERENCE: Memo dated April 3, 1990 to Council Budget Committee from Jessica Marlitt, Council Analyst regarding "Recommendations for the FY90-91 Proposed Planning and Development Department Budget"

ISSUE: Dues

Council Staff Recommendation:

Reduce by \$125 by eliminating dues payments for memberships for organizations that represent particular perspectives or lobbying efforts.

Planning and Development Staff Recommendation:

Fund these membership dues as indicated in the proposed budget.

ISSUE: Housing Graduate Intern

Council Staff and Planning and Development Staff Recommendation:

Eliminate Housing Graduate Intern for \$2,000.

ISSUE: Ads and Legal Notices

Council Staff and Planning and Development Staff Recommendation:

Reduce item by \$1,400.

ISSUE: Printing Services

Council Staff and Planning and Development Staff Recommendation:

Reduce by \$10,500.

ISSUE: Postage

Council Staff and Planning and Development Staff Recommendation:

Reduce by \$9,400.

ISSUE: Travel

Council Staff and Planning and Development Staff Recommendation:

Reduce by \$11,000.

ISSUE: Temporary Help Services

Council Staff and Planning and Development Staff Recommendation:

Reduce by \$8,000.

ISSUE: Training, Tuition and Conferences

Council Staff and Planning and Development Staff Recommendation:

Reduce by \$5,650.

Reference: Memo dated March 28, 1990 to Presiding Officer Collier from Planning and Development Director regarding "Water Resources Management Activities"

ISSUE: Implementation Timetables

Budget Committee Questions and Comments:

1. At Presiding Officer Collier's request, department to forward timelines for implementation and completion of tasks listed in March 28 memo.
2. Recommend budget note to direct Executive Officer to have a Water Resources Management Program in place by July 1, 1990.

Reference: Memo dated March 30, 1990 to Councilor Van Bergen, Budget Committee Chair from Planning and Development Director regarding "Response to March 23, 1990 Council Analyst Comments on Proposed FY 90-91 Department Budget"

ISSUE: Thematic Study (Urban Growth Futures Study)

Planning and Development Staff Recommendation

Increase funding request from \$61,000 to \$100,000.

Budget Committee Questions and Comments:

1. What funding is actually required to do the study?
2. The Intergovernmental Relations Committee is directed to recommend a funding level for thematic study.

3. Intergovernmental Relations Committee directed to develop priority program list identifying where and in what amounts budget cuts (if necessary) could be made and where no cuts are recommended.
4. What is the Department's justification for recommending that the study be funded at the higher amount, and what are the long-term targeted results?

ISSUE: Water Resources Program Grant Proposals

Planning and Development Staff Recommendation:

Budget \$40,000 revenue for RLIS Mapping Study of Willamette River Drainage Basin and \$40,000 expenditure in Miscellaneous Professional Services.

Council Staff Recommended Budget Footnote:

Budget \$40,000 revenue for RLIS Drainage Basin Study and add a budget footnote indicating that if the revenue were not received no expenditure in this category would occur.

Reference: Memo dated April 5, 1990 to Budget Committee from Councilor Tom DeJardin regarding "FY 90-91 Budget Inclusion to Fund an Earthquake Disaster Planning Program"

Budget Committee Questions and Comments:

1. Should individual Councilor recommendations be reviewed by functional committees before being presented to Budget Committee?

TRANSPORTATION DEPARTMENT Staff and Council Staff analysis and report Presented by Andy Cotugno and Jessica Marlitt

Reference: Memo dated April 5, 1990 to Council Budget Committee from Jessica Marlitt regarding "Final Questions and Recommendation on the FY 90-91 Proposed Transportation Department Budget"

ISSUE: Local Match Contribution for Hillsboro/Alternatives Analysis DEIS

Transportation Staff Recommendation:

Revise budget to show dues allocation of approximately \$5,000 to reflect local match of 7.7 percent rather than 5 percent.

ISSUE: RLIS IMPLEMENTATION ACCELERATION

Transportation Staff Recommendation:

Recommend no cuts in this area. Projects such as thematic mapping and Willamette River Drainage Basin programs require additional RLIS data entry. RLIS is to become a routine data source for projects, until it is in place, the old methods will continue to be used. Should build the data base as quickly as possible so that the data does not become outdated.

Budget Committee Questions and Comments:

1. Projects in urban growth management, parks and natural areas, water resources and transportation are impacted by RLIS implementation.

ISSUE: At what figure should election costs be budgeted?

Transportation Staff Recommendation:

Since no intergovernmental agreements on sharing election costs will be made until after a constitutional amendment is passed (on May 15 ballot), budget total election cost at \$65,000 rather than \$13,000 (1/5 of total cost).

ISSUE: Budget Notebook Update - Transportation Department, Technical Assistance

Add page 10 of 41 which describes the Cornell-Burnside travel demand study.

(The chair called a recess at 7:15 p.m. and reconvened the meeting at 7:25 p.m.)

CONVENTION CENTER PROJECT Staff and Council Staff analysis and report
Presented by Neil McFarlane and Donald Carlson

Reference: Memo dated April 4, 1990 to Don Carlson from Neil McFarlane regarding "Response to Budget Question"

ISSUE: Convention Center Project Management Fund - Projected Use of Unspent Funds

Convention Center Project Staff Recommendation:

No recommendation at this time. Under the terms of the ordinance, the funds could be used from claims settlement or construction.

ISSUE: What Miscellaneous Professional Services are proposed to be purchased?

Convention Center Project Staff Recommendation:

These funds are residual hotel/motel tax revenue. Budget these funds to line items rather than contingency since budget law will not allow a fund increase of 15 percent or more without approval of a supplemental budget.

METRO EXPOSITION-RECREATION COMMISSION Staff and Council Staff
analysis and report

Presented by Lee Fehrenkamp, Dominic Buffetta and Don Carlson

Reference: Memo dated March 30, 1990 to Donald E. Carlson from Budget
Committee/Staff regarding "Review for the Metro Exposition-
Recreation Commission"

ISSUE: What is the intended use of the \$82,216 budgeted in Central
Management Professional Services?

Metro Exposition-Recreation Commission Recommendation:

Because there is no historical data available, budget these funds for possible feasibility studies, possible salary survey and outside legal counsel for negotiating labor contracts and license transfers.

Budget Committee Questions and Comments:

1. Is there a need to use outside legal services for labor contract negotiations? Is it more appropriate to use personnel staff to negotiate the contracts and use the attorneys as backup?

ISSUE: Separate Central Management Budget Pool

Finance and Administration Staff Recommendation:

1. If a separate fund is created for the Central Management (pooled) budget a separate contingency fund be also budgeted.

ISSUE: Metro ERC Systems Analyst

Metro Exposition-Recreation Commission Recommendation:

1. Metro Data Processing will handle all the financials for the Metro ERC with the current hardware and software at Metro. The Metro ERC Systems Analyst will administer the CPU and software for facility management.

Reference: Memo dated March 29, 1990 to Councilor George Van Bergen
from Daniel Cooper regarding "Office of General Counsel"

ISSUE: What level of legal service is needed by the Metro ERC?

Metro Exposition-Recreation Commission Recommendation

The Commission in the past has utilized at least .75 FTE from the City Attorney's office and anticipates a continuing need for legal services to the extent that it would warrant additional Office of General Counsel staff.

In general discussion, Councilor Devlin asked Mr. Fehrenkamp whether he felt the Regional Facilities Study should be funded through excise tax. Mr. Fehrenkamp said that he felt at least part, and perhaps all of the study, should be funded by excise tax. Councilor Collier raised concerns regarding duplications in the support services personnel. She said that she favored consolidating positions during this budget process so that a new bureaucracy was not created that would have to be consolidated at a later date. With regard to the stadium\arena feasibility study, Councilor Devlin questioned what was the basis for the dollar amounts assigned to the work elements. Neil McFarlane said that the allocation and types of studies were modeled after the work plan that lead to the construction of the Convention Center. Councilor Devlin requested an overview of the key issues, timelines and possible franchises involved with the stadium/arena feasibility study. Councilor Gardner requested a scope of work and funding estimate for an arena only study.

The meeting adjourned at 9:25 p.m.

Respectfully submitted,

Gwen Ware-Barrett

Gwen Ware-Barrett, Clerk of the Council

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