

MINUTES OF THE COUNCIL MANAGEMENT COMMITTEE
OF THE METROPOLITAN SERVICE DISTRICT

March 21, 1985

Committee Members Present: Councilors DeJardin, Gardner,
Kirkpatrick and Van Bergen

Committee Members Absent: Councilor Cooper

Also Present: Rick Gustafson, Executive Officer

Staff Present: Don Carlson, Jennifer Sims, Gene Leo,
Kay Rich, Jack Delaini, Roger Yerke,
Jane Hartline, Dan Durig, Doug
Drennen, Jeff Booth, Chum Chitty, Ed
Stuhr and Ray Barker

Chairman Van Bergen called the meeting to order at 5:30 p.m.

1. Approval of Minutes of the Meeting of February 21, 1985

Motion: Councilor Kirkpatrick moved the minutes be approved
and Councilor Gardner seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors DeJardin, Gardner, Kirkpatrick and
Van Bergen

Absent: Councilor Cooper

The motion carried and the minutes were approved.

2. Update to Auditor's Report to Management for FY 1983-84

Chum Chitty reviewed information contained in the "Update to Auditor's Report to Management" chart included in the meeting agenda packet. The report outlined all the suggestions by the auditors, corrective action taken to date and planned actions. Mr. Chitty and Dan Durig reported on the status of changes affecting the Solid Waste Department including:

1. Establishing a system to check receipts of St. Johns Land-fill customers to ensure those entering the site have paid for disposal services;
2. Improving control procedures at all disposal sites by limiting access to vault cash, reconciling vault cash

daily on preprinted forms, revising daily deposit procedures, providing a means to lock cash drawers when unattended by gatekeepers, establishing supervisory control procedures, and performing periodic reviews to evaluate the above control procedures.

3. Establishing accounting procedures for St. Johns post-closure environmental control receipts.

Mr. Chitty and Ed Stuhr then reported on procedures designed to improve operations of the Budget and Administrative Services Department:

1. Revising the grant accounting system to include expenditures type type.
2. Processing employees terminations promptly.
3. Providing more extensive documentation of budget amendments.

Mr. Chitty also reported the auditors had recommended investigating charging accrued vacation balances to grants. After extensive discussions with the staff involved, it seemed best not to make any changes from the current system because it was impractical to equitably assign prior year's accumulated balances to current grants.

3. Consideration of a Contract with John Storrs to Provide Architectural and Construction Observation Services for the Elephant Museum

Kay Rich reviewed Mr. Storrs extensive design experience and explained Glen Holden, the major donor of funds for the project, had made his donation based on Mr. Storrs proposed design concepts for the facility. He said the construction costs were estimated at \$370,000.

In response to Councilor Kirkpatrick's question, Mr. Rich said it was standard for architects to charge about 16 percent of construction costs to design a project. Mr. Storrs proposed design fee was far under this amount.

Motion: Councilor Kirkpatrick moved the contract be approved and Councilor DeJardin seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors DeJardin, Gardner, Kirkpatrick and Van Bergen

Absent: Councilor Cooper

The motion carried and the contract was approved.

4. Consideration of a Contract with Intercept Research Corporation to Provide the Zoo with Marketing Research Services

Jane Hartline reported on the need to develop more sophisticated marketing research techniques for the Zoo. She explained staff did not have the expertise to conduct marketing studies and one of the benefits of this contract would be for staff and volunteers to learn marketing methods.

Councilor DeJardin asked about the types of surveys conducted in the past. Ms. Hartline explained the Zoo had interviewed people at random on weekends as they left the Zoo. Typical questions asked included how long they has stayed at the Zoo, what they liked the most, what they liked the least, why did they visit and where did they live. These questions were designed to assist staff in planning effective promotional efforts and in marketing other visitor services.

Councilor Van Bergen was concerned this contract might be too limited to provide the extensive assistance staff needed. Ms. Hartline responded the Scope of Work was intentionally limited so that staff could independently contract for other services if needed.

Motion: Councilor Kirkpatrick moved to approve the contract and Councilor Gardner seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors DeJardin, Gardner, Kirkpatric and Van Bergen

Absent: Councilor Cooper

The motion carried and the contract was approved.

5. Consideration of an Amendment to the Contract with Teamworks for Design and Construction Observation Services on the Alaska Tundra Project

Mr. Rich said this amendment was necessary due to increased time involved in managing corrective work to the project and responding to attorney's requests as a result of litigation. The staff were closely monitoring fees charged by the design firm to ensure they were necessary and reasonable.

Councilor Gardner asked about the status of litigation on the Alaska Tundra Project. Mr. Rich said it was still being determined which of the bond companies were liable and to what extent. This matter would probably be settled within the next two months, he reported. The parties could then enter into arbitration to settle damages.

Councilor Van Bergen asked for assurance that project costs incurred as a result of the original contractor's default were being closely monitored and recorded. Mr. Rich said Zoo and Accounting staff were monitoring costs very closely.

Motion: Councilor Kirkpatrick moved the contract amendment be approved. Councilor DeJardin seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors DeJardin, Gardner, Kirkpatrick and Van Bergen

Absent: Councilor Cooper

The motion carried and the contract amendment was approved.

6. Consideration of a Contract with Pepsi Cola for Soft Drink Syrup at the Zoo

Mr. Rich explained this project was rebid because it was determined the preferable distribution system, not included as a specification in the original request for bids, could be provided by all bidders. Pepsi had submitted the lowest bid.

Motion: Councilor DeJardin moved the contract be approved and Councilor Kirkpatrick seconded the motion:

Vote: A vote on the motion resulted in:

Ayes: Councilors DeJardin, Gardner, Kirkpatrick and Van Bergen

Absent: Councilor Cooper

The motion carried and the contract was approved.

7. Consideration of the Appointment of a Zoo Development Officer

Gene Leo requested the appointment, if approved, be effective May 15, 1985, and explained the increase of one part-time position and a Development Officer would be required to carry out the

ambitious fund-raising goals for the Elephant Museum and Cascades Exhibit projects. Because of the recent resignation of one part-time Development Analyst, funds were available for the staff addition, he said.

Councilor DeJardin asked if it would be more effective to contract for fund-raising services. Mr. Leo responded it would be more desirable to hire a person because of the close communication required with other staff and because a strong identification with the Zoo would be more effective in negotiating with the community.

Councilor Kirkpatrick questioned whether the salary requested for the Development Officer would attract a candidate with the high caliber skills required. Mr. Leo said he had checked with other development officers in the region and they all thought the salary range was sufficient. Staff were prepared to hire a qualified candidate at mid-range pay scale if necessary. Councilor Kirkpatrick urged staff to hire an experienced, well qualified person because of the importance of the job.

Councilor Gardner asked if staff could hire the person effective July 1, 1985, and have the new position reviewed as part of the FY 1985-86 budget review process. Mr. Leo said the delay would put Elephant Museum fund-raising efforts in serious jeopardy. Executive Officer Gustafson agreed with this analysis.

Councilor Kirkpatrick said she supported this request because funds were available and other programs would not be eliminated as a result of the addition to staff. She explained she had not supported a previous request to increase Data Processing and Personnel staff before the start of FY 1985-86 because it had not been sufficiently demonstrated it was the best use of General Fund resources. She also requested an item 9 be added to the list of typical examples of work on the Development Officer Job Description: "Assists the Zoo Director in providing staff support for Friends of the Washington Park Zoo fund-raising activities as assigned."

Motion: Councilor DeJardin moved to recommend the Council approve the request for appointing a Zoo Development Officer. Councilor Gardner seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors DeJardin, Gardner, Kirkpatrick and Van Bergen

Absent: Councilor Cooper

The motion carried and the request was recommended for approval to the full Council.

8. Consideration of a New Position Request by the Zoo for a Program Coordinator for the Purpose of Offering an Expanded Naturalist Program to the Public

Roger Yerke explained staff's request to hire one full-time Program Coordinator to direct efforts for extensive, year-round, outreach and on-Zoo programs. A major job responsibility would be planning and conducting animal exhibitions for larger audiences, he said.

Motion: Councilor DeJardin moved the request for the Program Coordinator position be approved by the Council.
Councilor Kirkpatrick seconded the motion.

Councilor Gardner asked about the budget impacts of the request. Mr. Yerke said surveys had indicated schools and other public and private facilities would be willing to pay for program services. These revenues would offset salary expenses, he reported.

Councilor Kirkpatrick said she had mixed feelings about charging public facilities for these services because they should be receiving the services as tax support benefits. Councilor DeJardin, however, said schools budgeted money for special programs and private facilities, such as shopping malls, should pay for the services because they would attract additional business to their stores.

Councilor Van Bergen supported the idea of taking the Zoo into the community. He encouraged the presentation of these programs at Senior Citizen centers.

Vote: A vote on the motion resulted in:

Ayes: Councilors DeJardin, Gardner, Kirkpatrick and Van Bergen

Absent: Councilor Cooper

The motion carried and the position request was recommended for approval by the full Council.

9. Consideration of Adding One Half-Time Program Assistant 1 Position (Working Title: Graphics Technician) to the Zoo's Educational Services Division

Jack Delaini reported he had recently granted a request for a former full-time graphics employee to work part-time. He requested another part-time employee be hired at a lower salary with skills necessary to maintain electronic exhibits and audio-visual exhibits and to perform routine carpentry and silk screening tasks.

Motion: Councilor DeJardin moved the Committee recommend approval of the position request to the Council. Councilor Kirkpatrick seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors DeJardin, Gardner, Kirkpatrick and Van Bergen

Absent: Councilor Cooper

The motion carried and the request was recommended for approval by the Council.

10. Consideration of a Budget for the Council General Account

Ray Barker reported the Council adopted expenditure guidelines in 1983, including Council expense accounts, per diem and general materials and services accounts. These guidelines required the Council Management Committee review and approve a budget for the general materials and services accounts. Proposed expenses had been reviewed by the Manager of Accounting and the Presiding Officer, he said, and were included in the meeting agenda materials.

Chairman Van Bergen asked who reviewed Councilors' expense account expenditures, expressing concern that expenditures should be closely monitored by staff. Mr. Carlson responded the Council expense guidelines required the Deputy Executive Officer to review and sign all expense and per diem reimbursement requests. The general accounts, however, were administered by the Council Assistant and the Presiding Officer, he said. Mr. Barker further explained the Council had spent much time in preparing the Guidelines for Council expenditures in order to insure expenses would be well administered.

In response to Councilor Gardner's question, Mr. Barker explained some changes had been made in the travel expense account since the agenda materials were published. Travel expenses relating to meetings and conferences had been transferred from the Meetings and Conferences Account to the Council Travel Account.

Councilor Kirkpatrick asked why the Contractual Services Account had been increased. Mr. Barker reported the Presiding Officer had requested the increase to pay for an extensive update of the Metro general mailing list. Councilor Kirkpatrick said she did not support that expense and would address her objections when the Council portion of the budget was reviewed before the regular budget review process.

Motion: Councilor Kirkpatrick moved to recommend the proposed Council Budget to the Budget Committee and to amend the Contractual Services Budget back to an amount of \$3,000.00. Councilor DeJardin seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors DeJardin, Gardner, Kirkpatrick and Van Bergen

Absent: Councilor Cooper

The motion carried and the budget was recommended for approval to the Budget Committee as amended.

11. Consideration of a Contract with Fletcher Finch Farr Ayotte for Space Planning and Interior Design Services at 2000 S.W. 1st Avenue

Jennifer Sims explained the process for selecting the proposed consultants. Councilor Kafoury had assisted staff in reviewing proposals and interviewing consultants, she said. Fletcher Finch Farr Ayotte were recommended after rating the top three finalists according to a list of pre-determined criteria. These rating sheets were included in agenda materials distributed to the Committee.

Motion: Councilor Kirkpatrick moved approval of the contract and Councilor DeJardin seconded the motion.

Chairman Van Bergen said he was concerned because staff were requesting the contract be awarded before delivery of the new building. Ms. Sims explained the building lease contract was secure and this space planning contract would be necessary to help ready the new building for sublessors.

In response to Councilor Gardner's question, Ms. Sims said it had not yet been determined which floors Metro would occupy in the new building. The space planners would assist in making this decision, she said.

Vote: A vote on the motion resulted in:

Ayes: Councilors DeJardin, Gardner, Kirkpatrick and Van Bergen

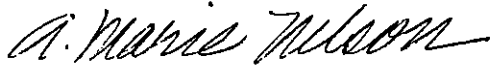
Absent: Councilor Cooper

The motion carried and the contract was approved.

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There being no further business, Chairman Van Bergen adjourned the meeting at 6:55 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "A. Marie Nelson".

A. Marie Nelson
Clerk of the Council

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