

MINUTES OF THE COUNCIL CONVENTION, ZOO AND VISITOR FACILITIES
COMMITTEE OF THE METROPOLITAN SERVICE DISTRICT

Regular Meeting
September 12, 1989

Committee members present: Councilors David Knowles (Chair),
Roger Buchanan, Tom DeJardin, and
Ruth McFarland

Committee members absent: George Van Bergen

Chair Knowles called the meeting to order at 3:00 p.m.

1. Consideration of Minutes of July 18, 1989

Motion: Councilor DeJardin moved approval of the minutes of
July 18, 1989.

Vote: Councilors Buchanan, DeJardin, Knowles and McFarland
voted aye.

The motion carried unanimously.

Chair Knowles then welcomed Councilor McFarland to her first
meeting of the Convention, Zoo and Visitor Facilities Committee.

2. Zoo Tax Levy Worksession, Review of Revised Zoo Five-Year
Financial Plan and Discussion of Amount, Scope and Duration
of 1990 Zoo Levy Measure

Chair Knowles opened the discussion by explaining an ad hoc levy
advisory group would be giving some informal advice to the
Committee on strategies for putting the levy proposal on the
Spring 1990 ballot. The group is to include Sherry Sheng, Zoo
Director; Dan Heagerty, Friends of the Zoo Chair; Gary Conkling,
representing Washington County; Estle Harlan, representing
Clackamas County; Mr. and Mrs. Ted Hallock, the Zoo's public
relations firm; and Rena Cusma, Mike Ragsdale and David Knowles,
representing Metro. The group will meet no more than twice and
Chair Knowles will report back to the Committee with their
suggestions.

Sherry Sheng, Zoo Director, presented the financial plan staff
report. She began by briefly reviewing the process that led up
to the Zoo's five-year financial plan. She said staff had
prepared financial projections for the next five years of the
Zoo's operation and incorporated in those projections the rate of
capital improvement as well as the required operational expansion
with which to support those capital projects. She said the
current levy would run out June 30, 1990 and there were a number
of dates available for putting a levy on a ballot before June.

For the Zoo to maintain the current level of operations plus provide funds for continued development, it is important to craft a successful and sensible levy package. What is proposed is a levy which would provide the Zoo \$6.35 million annually, with approximately 80 percent for operation costs and 20 percent for capital requirements. The 20 percent for capital improvements would provide substantial funds for the "Animals Around Us" exhibit.

In response to questions from Councilors, staff noted this was a mixed levy. At the end of the fiscal year, if there were under-expenditures in the operating fund and excess revenue, that amount would be put in the capital fund the next fiscal year. Zoo staff noted one of the ways used to keep the enterprise revenue in proper proportion was to adjust the admission price as a part of the earning factor. Adopted as a part of the Metro budget was an anticipated change in fees January 1, 1990. Included in the expenditure projections was a 4 percent inflation factor and 4 percent in personal services adjustments attributable to the changes in Metro's pay plan.

In comparing the Metro Washington Park Zoo with similar zoos, it was noted that other zoos' public subsidies tend to be much higher, with 70 to 80 percent the norm. Chair Knowles asked Ms. Sheng to prepare a memorandum for the Committee which would help them in comparing the Metro Washington Park Zoo with other zoos nationally. This would help with preparation of the levy.

Motion: Councilor McFarland moved to direct staff to begin preparing a draft levy proposal.

Vote: Councilors Buchanan, Dejardin, Knowles and McFarland voted aye.

The motion carried unanimously.

3. Staff Update on "New Rhino View Point" Project, Review of Bid Document and Project Scope of Work

Kay Rich, Assistant Zoo Director, explained to the Committee that the current Rhino view point was not working as expected. The main reason is "Pete's" ability to hide from the view of visitors. The "New Rhino View Point" project would bring visitors to Pete by bringing them around and above the Rhino area. In response to questions from Councilors, it was noted the bid documents had been issued and were due back by September 19. The Committee will be apprised of the bids when they are received.

4. Staff Update on Zoo Strategic Planning Process

Sherry Sheng reviewed the strategic planning process with the Committee, noting the need for periodic updating of the Zoo's Master Plan. She explained the importance of knowing where the Zoo fits with the opening of the Convention Center. In response to Councilor questions, Ms. Sheng said that a Task Force would be appointed to help identify better ways to provide services to customers. Over a four month period there will be a customer survey and an influencer survey, combined with information from staff and the Friends of the Zoo.

The current Zoo budget includes funds to hire a consultant for strategic planning who will help develop work programs, assist staff with their role, and analyze internal operations and how improvements can be made.

The meeting recessed at 4:25 p.m. for a tour of the Convention Center site. Chair Knowles resumed the meeting at 5:05 p.m.

5. Resolution No. 89-1138, Authorizing an Exemption to the Requirement of Competitive Bidding Pursuant to Metro Code 2.04.041, and Authorizing Use of a Request for Proposals for Procurement of Telecommunications Equipment at the Oregon Convention Center

Berit Younie gave the staff report. She said there were two components to the telecommunications work - wiring and equipment. Wiring will be competitively bid, but equipment was the subject of the request. Ms. Younie went on to say the consultant hired by Metro to assess the communication needs of the Convention Center recommended the use of an RFP process for the equipment rather than competitive bidding. The competitive bidding process would consider only price, but the complex and technical nature of telecommunications equipment necessitated assurance of a bidder's ability to perform the work. She also noted a similar exemption already existed in the Metro Code for computer equipment.

Motion: Councilor DeJardin moved to recommend adoption of Resolution No. 89-1138 by the Council.

Vote: Councilors Buchanan, DeJardin, Knowles and McFarland voted aye.

The motion carried unanimously.

6. Resolution No. 89-1140, Approving an Intergovernmental Agreement with the Oregon Department of Transportation, Highway Division, for Construction of Storm Sewers Adjacent to the Oregon Convention Center Project

Neil McFarlane, Management Analyst for the Convention Center Project, showed the Committee a diagram of the Oregon Department of Transportation (ODOT) storm sewer project. He explained Metro was asking for additional work from ODOT, including connecting a 27" storm sewer with ODOT's 36" outfall to the Willamette River. The FY 89-90 budget included \$60,000 to cover the estimated cost of this work. Because an expected easement from the railroad was not forthcoming, the additional work required to complete the storm sewer connection would be an estimated \$39,550. In response to questions from Councilor McFarland, Mr. McFarlane affirmed the cost of this additional work would come from Metro funds.

Motion: Councilor DeJardin moved to recommend adoption of Resolution No. 89-1140 by the Council.

Vote: Councilors Buchanan, DeJardin, Knowles and McFarland voted aye.

The motion carried unanimously.

7. Resolution No. 89-1143, Authorizing a Change Order for Construction of Skyview Terraces for the Oregon Convention Center

Neil McFarlane presented the report to the Committee. The Council had authorized a change order in February for construction of the skyview terraces in the amount of \$420,000; however, the actual cost negotiated with the General Contractor came to \$428,017. The work would include the steel structure, fireproofing, electrical wiring, plumbing, and heating, ventilating and air conditioning. It would not include any interior finishes or tenant improvements.

Councilor Buchanan asked Mr. McFarlane if there was money in the Contingency Fund to cover this additional amount. Mr. McFarlane said there was.

Motion: Councilor DeJardin moved to recommend adoption of Resolution No. 89-1143 by the Council.

Vote: Councilors Buchanan, DeJardin, Knowles and McFarland voted aye.

The motion carried unanimously.

8. Staff Update, Regarding Questions from the August 15, 1989
Committee Meeting

Dan Cooper, General Counsel, was present to answer the questions posed by the Committee at their August 15, 1989 Committee meeting. In response to questions, he said this item did not fall under Executive Session.

Reading from a memorandum from Monica M. Little (on file with the Committee Clerk), Mr. Cooper responded to the following questions:

1) Regarding the Novation Agreement, what is the extent of Metro's liability for Canron's delay in steel fabrication?

The Novation Agreement does not effect our liability for delays caused by Metro. He reminded the Committee that at this time no conclusions had been reached regarding Metro's responsibility in Canron's fabrication delays or any subsequent delays to Hoffman.

2) Are the Executive Officer's administrative procedures for handling Hoffman-Marmolejo's Convention Center claims against Metro consistent with Metro ordinances/the Metro Code?

The Metro Code contains no specific procedures for administration of contract claims.

3) To what extent will Hoffman-Marmolejo's performance bond with Metro cover any of the claims?

Mr. Cooper then noted the purpose of the performance bond is to protect Metro against defaults by Hoffman-Marmolejo or its subcontractors. It cannot be used to cover payment of meritorious claims against Metro.

Chair Knowles adjourned the meeting at 5:35 p.m.

Respectfully submitted,



Ann Brunson
Committee Clerk