

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

Regular Meeting  
October 10, 1989

Committee members present: Councilors David Knowles (Chair),  
Roger Buchanan, Ruth McFarland and  
George Van Bergen

Committee members absent: Tom DeJardin

Chair Knowles called the meeting to order at 4:15 p.m.

1. Consideration of Minutes of August 15 and September 12, 1989

Motion: Councilor Buchanan moved approval of the minutes of  
August 15 and September 12, 1989.

Vote: Councilors Buchanan, Knowles and McFarland voted aye.

The motion carried unanimously.

2. Ordinance No. 89-309, For the Purpose of Amending Code  
Sections 2.04.040 and 2.04.090 Providing for the Purchase of  
Food for Resale

Jessica Marlitt, Council Analyst, gave the report to the Committee. She noted at the September 26 meeting the Committee deferred action on the Ordinance until the October 10 meeting to enable staff to review and identify any policy issues. The first recommendation staff had was the addition of language requiring bid security bonds for all routinely stocked food items purchased on a competitive bid basis. In response to questions from the Committee, Joyce Fasano, the representative from John Cornyn Associates who is working with the Zoo on analyzing food services and developing the proposed code revisions, said it was not common practice in the food service industry to ask for bid security bonds. Monica Little, Metro Legal Counsel, noted the bid bond acts as a guarantee that a bidder will enter into a contract if selected.

Ms. Marlitt said the next issue related to verbal quotes. Staff felt that a written record of the source and amount should be kept of all quotes submitted verbally. Gayle Rathbun, Visitor Services Manager, said all pre-qualified vendors must submit a firm written quote and he felt this was an unnecessary step. The next suggested change was to reduce the pre-qualification list placement period from five to three years. Ms. Marlitt said staff felt this would prevent the RFQ process from discouraging the participation of smaller vendors, but ensure all vendors' qualifications are re-subjected to the selection process in a

timely fashion. Zoo staff said they had no problem with that change.

The final change dealt with market tests and changing "Director or Assistant Director of the Zoo" to "Executive Officer or Executive Officer's designee". Regarding the market tests, Zoo staff recommended increasing the test period from six months to one year as this would more accurately reflect standard practices. Ms. Marlitt noted Council staff had no problem with this. She said staff had recommended removing the language "... or the Executive Officer's designee" and adding "and a copy placed in the District's central contract files". It was noted the requested change would bring the language consistent with other parts of the Code and, in response to questions from the Committee, Sherry Sheng, Zoo Director, said she had no problem with that change.

Councilor Van Bergen said he had a concern about the appearance of competing with the private sector. He asked if the overall profit would justify the time spent. Mr. Rathbun responded the Visitor Services component was an important part of Zoo operations and could interface better with Zoo concepts than an outside caterer. Ms. Fasano added that contracting would not offer any improvements and that the trend was to come back in-house. She also noted doing a cost analysis and concluded a contractor could not provide the Zoo with the same prices at the same service level.

On further discussion, it was noted by the Committee there was no need to retain language requiring a bid bond and the way Zoo staff was currently keeping a written record of verbal quotes was adequate.

Motion: Councilor McFarland moved to recommend Council adoption of Ordinance No. 89-309 as amended.

Vote: Councilors Buchanan, Knowles, McFarland and Van Bergen voted aye.

The motion carried unanimously.

Councilor Van Bergen stated for the record that the two catering systems, in-house and contracted, had been discussed and compared (see testimony above).

3. Zoo Levy--Consideration of Draft Levy Measure and Ballot Title

Chair Knowles gave a report on the progress of the Zoo levy ad-hoc advisory committee. He said the proposed 3-year Zoo levy had increased the amount going toward Zoo operations and decreased the amount going toward construction projects. The ad-hoc committee recommended examining other levy options and Councilor Knowles noted Zoo staff was developing some alternate figures. The second major decision would be when to present the levy to the voters. Chair Knowles said the Friends of the Zoo were going to conduct a poll to help determine the best timing for this and the ad-hoc committee would wait for the results of their poll before making a recommendation.

4. Convention Center Construction Report, Staff Update

The Chair deferred this item to the next meeting to ensure other invited guests were able to present their items.

Unscheduled Agenda Item

Neil McFarlane, Management Analyst, presented a memo to the Committee regarding recent articles in The Oregonian. He said the Council established an allocation of \$300,000 in the FY 1989-90 budget for construction of off-site improvements. Early discussions targeted this allocation for a crate storage/truck marshalling area. Since that time, some other ideas have been brought up. The main issue has been one of public safety for the neighborhood around the Convention Center and it has been proposed to develop a satellite police facility. Conceptually, staff has suggested an Intergovernmental Agreement with the City of Portland whereby Metro will transfer the \$300,000 to the City for use in a series of area improvement projects, including a local police facility and a crate storage/truck marshalling area. When an agreement is reached, staff would bring it before the Council for consideration.

5. Resolution No. 89-1154, For the Purpose of Approving the Regional Tourism Strategy Request Proposed by the Oregon Tourism Alliance

El Sheldon, Oregon Tourism Alliance (OTA) Project Director, presented the tourism report to the Committee and gave a brief background of the OTA, noting Metro is one of eleven members of the OTA which is responsible for implementing a regional tourism strategy. She said the convention delegate market is very important to tourism and the OTA plans to advertise with various

organizations either in their monthly publications or by direct mail. The resolution before the Committee was needed to allow OTA to forward its 1989-91 grant request for lottery funds to the State Economic Development Department. In response to questions from the Committee, Ms. Sheldon said OTA would be required to come up with a 1-1 match on marketing items. She noted the match was already built in where necessary.

Motion: Councilor McFarland moved to recommend Council adoption of Resolution No. 89-1154.

Vote: Councilors Knowles, McFarland and Van Bergen voted aye.

The motion carried unanimously.

6. Resolution No. 89-1158, For the Purpose of Authorizing an Intergovernmental Agreement with the City of Portland and Tri-Met to Fund Transit and Roadway Improvements Adjacent to the Oregon Convention Center

Neil McFarlane, Management Analyst, presented the report. He said the intergovernmental agreement would authorize Tri-Met to manage the reconstruction of Holladay Street and the construction of the new light rail station. Both of these projects were a condition of the street vacation ordinance. Metro's financial obligation would be approximately \$739,000, which was allocated within the overall project budget and reflected in the 1989-90 budget. The City of Portland's contribution would be approximately \$1 million and Tri-Met's \$2.5 million.

Motion: Councilor Van Bergen moved to recommend Council adoption of Resolution No. 89-1158, including the addenda.

Vote: Councilors Knowles, McFarland and Van Bergen voted aye.

The motion carried unanimously.

7. Review of Upcoming Committee Items; First Quarter Program Progress Reports; FY 1990-91 Policy Discussion; Master Plan Discussion

Jessica Marlitt, Council Analyst, said these were items staff wanted to identify for the Committee regarding upcoming issues. She said she would follow up with Chair Knowles to schedule Committee review of these items. It was noted the review would be before the planned Council Policy Retreat scheduled for

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November 17 and 18, 1989. Ms. Marlitt added she had a one page final version of Sherry Sheng's testimony regarding the Zoo Master Plan for the Committee's information.

There being no other business, the meeting was adjourned at 6:05 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ann Brunson".

Ann Brunson  
Committee Clerk

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