

MINUTES OF THE COUNCIL REGIONAL FACILITIES
COMMITTEE OF THE METROPOLITAN SERVICE DISTRICT

Regular Meeting
March 27, 1991

Committee members present: David Knowles (Chair), Larry Bauer,
Roger Buchanan, and Ruth McFarland

Committee members absent: Jim Gardner (Vice Chair)

Chair Knowles called the meeting to order at 12:10 p.m.

1. Introduction of Portland Center for the Performing Arts
(PCPA) Advisory Committee Members

Robert Freedman, PCPA General Manager, introduced Harriet Sherburne (chair), Ted Hayes, and Mary Ann Normandin, members of the advisory committee. Ms. Sherburne made brief comments regarding the purpose of the committee.

2. Consideration of Minutes of February 12, 1991 and March 12, 1991

Main Motion: Councilor McFarland moved to approve the minutes.

Motion to Amend: Councilor McFarland moved to amend the minutes of February 12, 1991 as follows:

Page 1, Mr. Barney's comments, delete Regional Facilities Manager Neil McFarlane, and add Metro Councilor Ruth McFarland.

Page 4, Councilor Gardner's comments, change "verses" to "versus".

Vote on Motion to Amend: Councilors Knowles, Bauer, Buchanan, and McFarland voted aye. The motion carried unanimously.

Vote on Main Motion: Councilors Knowles, Bauer, Buchanan, and McFarland voted aye. The motion carried unanimously and the minutes were approved as corrected.

3. Review of FY 1991-92 Proposed Budget for the Zoo Department

Sherry Sheng, Metro Zoo Director, and Kay Rich, Assistant Zoo Director, presented the proposed budget for FY 1991-92. Specific budget details are available in the Executive Officer's Proposed Budget. Three major financial considerations were stated: 1)

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Measure 5 revenue reductions, 2) the excise tax as a deduction from user fees, and 3) an increase in operational transfers.

Ms. Sheng reviewed budget details for each major zoo division. In the Administration Division, the management intern position has been eliminated, security has been increased for special events, there is a significant increase in development of fund raising, and significant efforts are being made to meet compliance with "Americans With Disabilities Act."

In the Animal Management Division, additional staffing will be needed for the new Rain Forest Exhibit. A 0.5 FTE veterinarian will be added, and funds will be required for the Center for Species Survival.

In the Facilities Management Division, there will be staff changes outlined in the budget. Funds will be required for the preventative maintenance program. A utility conservation program will focus on electricity, natural gas and water. Major capital outlay programs are scheduled to existing areas of the zoo, including repairs to roofing in the feline areas, and a snowshed. Councilor Bauer questioned the need for additional telephone lines. Ms. Sheng explained the addition of new areas in the zoo had exceeded the capacity of existing lines. Councilor Bauer further stated that his involvement with the cellular telephone industry created a conflict of interest for him.

Councilor McFarland asked about the status of the improvements of primate center. Ms. Sheng pointed out that these improvements came out of the current year's budget.

In the Education Division, a program coordinator position has been added. This position will cost \$32,000, and projected revenues will be \$70,000. The program coordinator will coordinate summer camp programs for children. Also, a 0.5 FTE graphic technician is budgeted. There will be no additional cost to staff the new Kongo Ranger Station because staff have been transferred from other areas.

In the Marketing Division, new events have been added to increase revenues. A Haunted Train event will be held in the fall, a summer cultural program will be developed for summer, and senior programs will be added at no additional cost.

In the Visitor Services Division, the zoo will be operating the Sankuru Trader gift shop and food area. The cash registers will be tied to computer inventory systems. Increased vending opportunities will be sought. Marketing of retail items will be enhanced, and catering will be more aggressively marketed.

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Company picnics will be expanded, and a Safari Meal box is being marketed for children.

Capital Funds projects include the Center for Species Survival, a Zoo mini trolley, renovation of exhibits such as the working areas of the elephant barn, and the Alaska Tundra Exhibit.

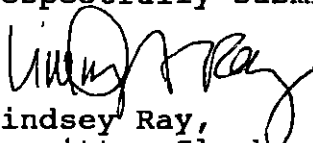
Jennifer Sims, Director of Finance and Management Information, described the transfer issue for the Committee. Three support service funds provide services to Metro. These include support services, building management, and insurance funds. Ms. Sims distributed tables and charts outlining these programs; they are included as part of the record. Councilor Knowles asked Ms. Sims for figures showing the increase in cost allocation from last year to the current year for the Zoo and MERC.

The Committee discussed the excise tax. Ms. Sims indicated no provision had been made for the excise tax, and an assumption had been made that the tax would be an add-on to the user fee. Councilor Bauer stated the entrance fee should be increased to include the excise tax. Councilor McFarland stated the tax should not be an add-on, even though the public had already agreed upon the new zoo admission rate; she indicated any increase should not take place prior to January 1, 1992. Councilor Knowles stated Council needed to establish an agency-wide policy regarding whether excise taxes should be included in user fees. He also asked staff to consider whether spending could be reduced avoid a fee increase.

Committee consensus was that the fee should be increased to include the excise tax. Ms. Sheng pointed out that an increase in fees would cause a corresponding decrease in attendance. Councilor Knowles asked zoo staff to prepare revenue, attendance, and fund balance projections based upon various incremental fee increases. This will be discussed at the April 2 Regional Facilities Committee meeting.

There being no further business, the meeting was adjourned at 1:45 p.m.

Respectfully submitted,


Lindsey Ray,
Committee Clerk

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