

## **STAFF REPORT**

### **DEPARTMENT BUDGET PRESENTATION: PORTLAND EXPO CENTER**

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Date: April 14, 2023

Prepared by:  
Patrick Dennis, Budget Coordinator

Department: Visitor Venues – Portland Expo Center

Presented by:  
Matthew Rotchford, Portland Expo Center Director  
Will Norris, MERC Venues Finance Manager

Meeting date: May 5, 2023

Length: 60 minutes

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#### **ISSUE STATEMENT**

This meeting will provide Council, acting as the Budget Committee, the opportunity to hear how the Portland Expo Center's FY 2023-24 budget aligns with Council priorities, strategic framework, racial equity outcomes, and climate action goals. Information shared at this meeting will help guide the development of the FY 2023-24 Approved Budget.

#### **ACTION REQUESTED**

Council discussion and feedback regarding the Portland Expo Center's FY 2023-24 proposed budget.

#### **IDENTIFIED POLICY OUTCOMES**

Development of a FY 2023-24 Metro budget that aligns with Council priorities.

#### **POLICY QUESTIONS**

What are the policy implications and tradeoffs that will result from the department's budget?  
Specific factors for Council consideration *may* include:

- How well do the department's programs align with Council priorities and direction?
- Does the budget represent a good investment in, and advance, the Council priorities?
- Has the department demonstrated sufficient planning to successfully implement any new programs and/or projects?

#### **POLICY OPTIONS FOR COUNCIL TO CONSIDER**

Each department's budget has individual items that should achieve outcomes specifically addressed by Council through the strategic framework. Council can support the budget in whole or in part and modify individual items or larger program requests.

#### **STAFF RECOMMENDATIONS**

The Chief Operating Officer and Chief Financial Officer recommend that Council hear all the department presentations prior to determining their support for each department's proposed budget.

## **STRATEGIC CONTEXT & FRAMING COUNCIL DISCUSSION**

Each department's FY 2023-24 base budget was developed following the Chief Financial Officer's budget instructions released in early December 2022. The base budgets allow departments to continue existing programs and projects as adjusted for various factors such as inflation, COLAs, etc.

New programs, projects, additional appropriations, and FTE are requested through the department's budget modification request process. These requests were reviewed and analyzed by the Chief Operating Officer, Deputy Chief Operating Officers, and Chief Financial Officer. Approved requests were built into the FY 2023-24 Proposed Budget, released on April 7, 2023, and presented by the Chief Operating Officer, acting as the Budget Officer, on April 11, 2023, with their Budget Message.

### **Legal Antecedent**

The preparation, review and adoption of Metro's annual budget is subject to the requirements of Oregon Budget Law, ORS Chapter 294. The Chief Operating Officer, acting in their capacity as the designated Budget Officer, is required to present a balanced Proposed Budget to Council, acting in their capacity as Metro's Budget Committee.

## **BACKGROUND**

Each department will provide information pertaining to their proposed budget, that includes budget modification requests approved by the Chief Operating Officer.