

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AMENDING THE FY)
2005-06 BUDGET AND APPROPRIATIONS)
SCHEDULE FOR REORGANIZATION OF THE)
COUNCIL STAFF, ADDING ONE)
ADMINISTRATIVE ASSISTANT FTE,)
PROVIDING FOR BUILDING NEEDS, AND)
DECLARING AN EMERGENCY)

ORDINANCE NO. 05-1090
Introduced by Mike Jordan, Chief Operating
Officer, with the concurrence of Council
President Bragdon

WHEREAS, the Metro Council has reviewed and considered the need to transfer appropriations within the FY 2005-06 Budget; and

WHEREAS, Oregon Budget Law ORS 294.450 provides for transfers of appropriations within a fund, including transfers from contingency, if such transfers are authorized by official resolution or ordinance of the governing body for the local jurisdiction; and

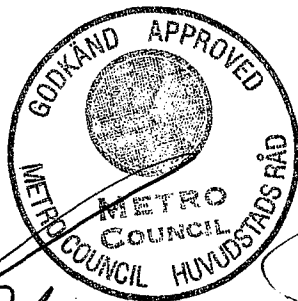
WHEREAS, the need for the transfer of appropriation has been justified; and

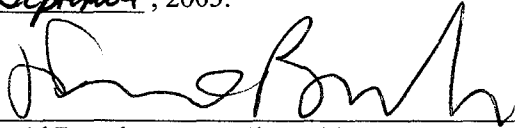
WHEREAS, adequate funds exist for other identified needs; now, therefore,

THE METRO COUNCIL ORDAINS AS FOLLOWS:

1. That the FY 2005-06 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibits A and B to this Ordinance for the purpose of transferring \$199,450 from General Fund general contingency to provide operating expenditures and provide for capital expenditures in the Council creating one FTE and provide Building expenditures in Finance & Administrative Services. In addition this reduces personal services in Finance & Administrative Services transferring one FTE to the Council.
2. This Ordinance being necessary for the immediate preservation of the public health, safety or welfare of the Metro area in order to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Metro Council this 22nd day of September, 2005.

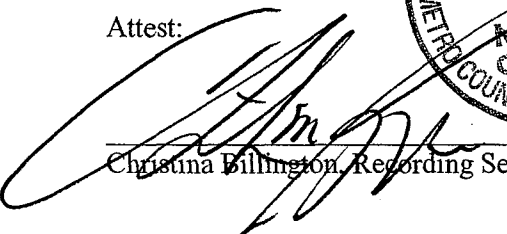




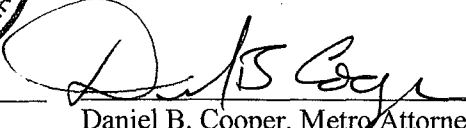
David Bragdon, Council President

Attest:

Approved as to Form:



Christina Billington, Recording Secretary



Daniel B. Cooper, Metro Attorney

Exhibit A
Ordinance No. 05-1090

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
General Fund							
General Fund - Council							
<i>Personal Services</i>							
<i>SALWG, Salaries & Wages</i>							
5000	Elected Official Salaries	7.00	287,398	-	0	7.00	287,398
5010	Reg Employees-Full Time-Exe	7.00	458,240	1.00	59,195	8.00	517,435
5015	Reg Empl-Full Time-Non-Exe	3.00	124,696	1.00	28,900	4.00	153,596
5089	Salary Adjustment						
	* Salary Adjustment Pool (non-represen		34,474		0		34,474
<i>FRINGE Fringe Benefits</i>							
5100	Fringe Benefits						
	* Base Fringe (variable & fixed)		395,564		39,369		434,933
Total Personal Services		17.00	1,300,372	2.00	127,464	19.00	1,427,836
<i>Materials & Services</i>							
<i>GOODS Goods</i>							
5201	Office Supplies		45,775		3,100		48,875
5205	Operating Supplies		9,100		5,350		14,450
5210	Subscriptions and Dues		4,625		0		4,625
<i>SVCS Services</i>							
5240	Contracted Professional Svcs		18,000		20,000		38,000
5251	Utility Services		7,625		0		7,625
5260	Maintenance & Repair Services		7,000		0		7,000
5265	Rentals		500		0		500
5280	Other Purchased Services		7,400		0		7,400
<i>OTHEX, Other Expenditures</i>							
5450	Travel		10,000		0		10,000
5455	Staff Development		10,500		0		10,500
5470	Council Costs		17,500		0		17,500
Total Materials & Services			138,025		28,450		166,475
TOTAL REQUIREMENTS		17.00	\$1,438,397	2.00	\$155,914	19.00	\$1,594,311

Exhibit A
Ordinance No. 05-1090

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
General Fund							
General Fund - Finance & Administrative Services							
<i><u>Personal Services</u></i>							
<i>SALWGE Salaries & Wages</i>							
5010	Reg Employees-Full Time-Exen	34.00	2,147,197	(1.00)	(49,995)	33.00	2,097,202
5015	Reg Empl-Full Time-Non-Exem	26.40	1,046,693	-	0	26.40	1,046,693
5080	Overtime		22,057		0		22,057
5089	Salary Adjustment				0		
	* COLA (represented employees)		49,968		0		49,968
	* Salary Adjustment Pool (non-represente		52,883		0		52,883
	* Step Increases (AFSCME)		51,091		0		51,091
<i>FRINGE Fringe Benefits</i>							
5100	Fringe Benefits						
	* Base Fringe (variable & fixed)		1,446,266		(21,969)		1,424,297
Total Personal Services		60.40	4,816,155	(1.00)	(71,964)	59.40	4,744,191
<i><u>Materials & Services</u></i>							
<i>GOODS Goods</i>							
5201	Office Supplies		81,287		0		81,287
5205	Operating Supplies		83,148		0		83,148
5210	Subscriptions and Dues		10,126		0		10,126
5214	Fuels and Lubricants		821		0		821
5215	Maintenance & Repairs Supplies		40,825		0		40,825
<i>SVCS Services</i>							
5240	Contracted Professional Svcs		128,696		0		128,696
5250	Contracted Property Services		53,000		0		53,000
5251	Utility Services		244,771		0		244,771
5255	Cleaning Services		153,750		0		153,750
5260	Maintenance & Repair Services		507,652		0		507,652
5265	Rentals		50,225		0		50,225
5280	Other Purchased Services		100,590		0		100,590
<i>CAPMNT Capital Maintenance</i>							
5262	Capital Maintenance - non-CIP		0		58,000		58,000
<i>IGEXP Intergov't Expenditures</i>							
5300	Payments to Other Agencies		326,852		0		326,852

Exhibit A
Ordinance No. 05-1090

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
General Fund							
General Fund - Finance & Administrative Services							
<i>OTHEXP Other Expenditures</i>							
5450	Travel		27,746		0		27,746
5455	Staff Development		46,477		0		46,477
5490	Miscellaneous Expenditures		16,677		0		16,677
Total Materials & Services			1,872,643		58,000		1,930,643
 <i>Capital Outlay</i>							
<i>CAPNON Capital Outlay (Non-CIP Projects)</i>							
5720	Buildings & Related (non-CIP)		15,000		55,000		70,000
5750	Office Furn & Equip (non-CIP)		5,000		0		5,000
<i>CAPCIP Capital Outlay (CIP Projects)</i>							
5755	Office Furniture & Equip (CIP)		251,000		0		251,000
Total Capital Outlay			271,000		55,000		326,000
TOTAL REQUIREMENTS		60.40	\$6,959,798	(1.00)	\$41,036	59.40	\$7,000,834

Exhibit A
Ordinance No. 05-1090

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
General Fund							
General Fund - General Expenses							
Total Interfund Transfers			6,423,242		0		6,423,242
<i>Contingency & Unappropriated Balance</i>							
<i>CONT Contingency</i>							
5999	Contingency						
	* General Contingency		4,093,088		(99,450)		3,993,638
	* Reserved for Council support		100,000		(100,000)		0
	* General Reserve		5,344,000		0		5,344,000
	* Tourism Opportunity & Comp. Accoun		42,354		0		42,354
	* Current Year PERS Reserve		1,331,672		2,500		1,334,172
	* Prior Year PERS Reserve		2,660,801		0		2,660,801
<i>UNAPI Unappropriated Fund Balance</i>							
5990	Unappropriated Fund Balance						
	* Recovery Rate stabilization reserve		83,034		0		83,034
	* Computer Replacement Reserve (Plann		90,000		0		90,000
	* Tibbets Flower Account		340		0		340
	* Reserve for Future Debt Service		1,779,055		0		1,779,055
Total Contingency & Unappropriated Balance			15,524,344		(196,950)		15,327,394
TOTAL REQUIREMENTS		386.08	\$79,844,683	1.00	\$0	387.08	\$79,844,683

Exhibit B
Ordinance No. 05-1090
FY 2005-06 SCHEDULE OF APPROPRIATIONS

GENERAL FUND	<u>Current</u>	<u>Revision</u>	<u>Amended</u>
	<u>Appropriation</u>	<u>Revision</u>	<u>Appropriation</u>
Council Office			
Operating Expenses (PS & M&S)	1,438,397	155,914	1,594,311
<u>Subtotal</u>	<u>1,438,397</u>	<u>155,914</u>	<u>1,594,311</u>
Finance & Administrative Services			
Operating Expenses (PS & M&S)	6,688,798	(13,964)	6,674,834
Capital Outlay	271,000	55,000	326,000
<u>Subtotal</u>	<u>6,959,798</u>	<u>41,036</u>	<u>7,000,834</u>
Human Resources			
Operating Expenses (PS & M&S)	1,136,818	0	1,136,818
<u>Subtotal</u>	<u>1,136,818</u>	<u>0</u>	<u>1,136,818</u>
Metro Auditor			
Operating Expenses (PS & M&S)	631,742	0	631,742
<u>Subtotal</u>	<u>631,742</u>	<u>0</u>	<u>631,742</u>
Office of Metro Attorney			
Operating Expenses (PS & M&S)	1,390,347	0	1,390,347
<u>Subtotal</u>	<u>1,390,347</u>	<u>0</u>	<u>1,390,347</u>
Oregon Zoo			
Operating Expenses (PS & M&S)	21,339,357	0	21,339,357
Capital Outlay	285,700	0	285,700
<u>Subtotal</u>	<u>21,625,057</u>	<u>0</u>	<u>21,625,057</u>
Planning			
Operating Expenses (PS & M&S)	14,552,926	0	14,552,926
Capital Outlay	32,000	0	32,000
<u>Subtotal</u>	<u>14,584,926</u>	<u>0</u>	<u>14,584,926</u>
Public Affairs & Government Relations			

Exhibit B
Ordinance No. 05-1090
FY 2005-06 SCHEDULE OF APPROPRIATIONS

	Current		Amended
	<u>Appropriation</u>	<u>Revision</u>	<u>Appropriation</u>
Operating Expenses (PS & M&S)	1,228,768	0	1,228,768
<u>Subtotal</u>	<u>1,228,768</u>	<u>0</u>	<u>1,228,768</u>
Regional Parks & Greenspaces			
Operating Expenses (PS & M&S)	6,314,599	0	6,314,599
Capital Outlay	75,000	0	75,000
<u>Subtotal</u>	<u>6,389,599</u>	<u>0</u>	<u>6,389,599</u>

Exhibit B
Ordinance No. 05-1090
FY 2005-06 SCHEDULE OF APPROPRIATIONS

	<u>Current Appropriation</u>	<u>Revision</u>	<u>Amended Appropriation</u>
GENERAL FUND (continued)			
Non-Departmental			
Operating Expenses (PS & M&S)	2,511,645	0	2,511,645
<u>Subtotal</u>	<u>2,511,645</u>	<u>0</u>	<u>2,511,645</u>
General Expenses			
Interfund Transfers	6,423,242	0	6,423,242
Contingency	13,571,915	(196,950)	13,374,965
<u>Subtotal</u>	<u>19,995,157</u>	<u>(196,950)</u>	<u>19,798,207</u>
Unappropriated Balance	1,952,429	0	1,952,429
Total Fund Requirements	\$79,844,683	\$0	\$79,844,683

All other Appropriations Remain as Previously Adopted

STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 05-1090, FOR THE PURPOSE OF AMENDING THE FY 2005-06 BUDGET AND APPROPRIATIONS SCHEDULE FOR REORGANIZATION OF THE COUNCIL STAFF, ADDING ONE ADMINISTRATIVE ASSISTANT FTE, PROVIDING FOR BUILDING NEEDS, AND DECLARING AN EMERGENCY

Date: August 11, 2005

Prepared by: Michael Jordan

BACKGROUND

The purpose of this budget amendment is threefold. First, it provides the funding for policy development and clerical support in the Council office from contingency funds specifically set aside by Council during the FY 2005-06 budget process for this purpose. Second, it appropriates funds from general contingency to perform necessary maintenance and improvements to the Metro Kids Day Care as required by contractual agreement. Finally, it appropriates funds necessary to paint the Metro tower that were budgeted in FY 2004-05 budget but bad weather prevented the project from being completed in June, too late to carry the appropriation forward to FY 2005-06.

During the Fiscal Year 2005-06 budget discussions the following budget note was created:

Budget Note 4: Council Support Staff

The Chief Operating Officer, in cooperation with the Council, is directed to investigate and recommend action to increase the support for Council. This may take the form of staff to provide support, direction and oversight of Council Assistants, more training of staff, or contracting with outside resources. Up to \$100,000 has been reserved in contingency for implementation of any action recommended by the Chief Operating Officer and approved by the Council.

That investigation has been completed and a combination of policy and clerical support is being provided through this action. The Councilor Support staff is fully capable, with the leadership of a policy manger, to perform the necessary policy support work for Council. They however were held back by clerical duties that prevented them from having the time to provide the support. This action moves a Program Analyst IV from the Office of the Chief Financial Officer to provide direction to the Councilor Support Staff and to manage graduate student interns in the area of policy development. In addition this action adds a full time Administrative Assistant II to take on some of the more routine clerical activities to free up the Councilor Support staff. In order to provide the necessary space for staff, certain capital improvements to the Council Office are required. While providing for this space, several other long needed improvements to the Council area were folded into the project making the overall project exceed the original \$100,000 by about \$11,500.

The second part of this amendment is to provide maintenance and improvements to the Metro Kids Daycare required by state requirements. Metro's contract agreement with Metro Kids provides that Metro performs the improvements and then the operator of Metro Kids reimburses Metro for the costs. This reimbursement will take place over a two and a half year period through monthly payments. These costs will be allocated out to the departments for FY 2005-06 and later year's allocations will be reduced as the funds are repaid.

The final portion of this amendment is to fund a capital maintenance project that was scheduled to be completed in June. The \$28,000 project was delayed by unexpected bad weather too late in the year to be carried forward in the FY 2005-06 budget process and therefore needs to be re-appropriated.

ANALYSIS/INFORMATION

1. **Known Opposition** None known.
2. **Legal Antecedents** ORS 294.450 provides for transfers of appropriations within a fund, including transfers from contingency, if such transfers are authorized by official resolution or ordinance of the governing body for the local jurisdiction.
3. **Anticipated Effects Provides** needed Council support and necessary Council office space improvements; provides necessary improvements to Metro Kids Daycare operation as required by contractual agreement; and provides for the completion of necessary maintenance to Metro Regional Center building.
4. **Budget Impacts Will** increase Personal Services appropriation in the General Fund by \$55,500, increase Materials and Services by \$86,450, increase Capital Outlay by \$58,000, increase contingency set aside for PERS by \$2,500 and decrease the general contingency appropriation in that fund by \$199,450 in the FY 2005-2006 budget. In addition this action increases the agency's FTE by one and moves one FTE from the Office of the Chief Financial Officer to the Office of the Chief Operating Officer.

RECOMMENDED ACTION

The Chief Operating Officer recommends adoption of this ordinance.