

[mp01/25]

A G E N D A

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METRO

Agenda

MEETING: METRO COUNCIL/EXECUTIVE OFFICER INFORMAL MEETING
DATE: January 23, 2001
DAY: Tuesday
TIME: 2:00 PM
PLACE: Council Annex

CALL TO ORDER AND ROLL CALL

I. UPCOMING LEGISLATION

II. FY 2001-02 BUDGET OVERVIEW

Sims/Mounts

III. EXECUTIVE OFFICER COMMUNICATION

IV. COUNCILOR COMMUNICATIONS

ADJOURN

Suggested Questions/Expectations from the Council
For
2002 Council Budget Review Process

What does the Council want or expect from the review of the Executive Officer's proposed budget? The Executive Officer would suggest that when you review the proposed budget, see if the following questions are answered.

- Are the Council Priorities addressed and funded?
- Is the funding at the level desired or needed?
- Are the Performance Measures adequate and/or appropriate?
- Are more or different Performance Measures needed?
- Is this budget sustainable over the next 3 to 5 years?
- If not, does the budget provide resources the look at new funding or future service reductions?
- What investments does the budget propose to position Metro for the future?
- Does the proposed budget indicate that new financial policies are necessary?

Council Financial Planning Activity During 2000

<u>Month</u>	<u>Actions</u>
February - April	<ul style="list-style-type: none"> • Review, Amend and Approve the FY2000-01 Budget
May - June	<ul style="list-style-type: none"> • Long-Range Financial Plans – Review financial condition of operating funds over next five years.
July	<ul style="list-style-type: none"> • Parks and Greenspaces Funding Needs
September	<ul style="list-style-type: none"> • Preliminary results of FY1999-00 • FY2001-02 Budget Framework
October	<ul style="list-style-type: none"> • Growth Management Funding Needs • Budget Notes
November	<ul style="list-style-type: none"> • 1st Quarter Financial Review • CIP Review • Budget Notes
December	<ul style="list-style-type: none"> • Council Staff participation in FY2001-02 Budget reviews
January	<ul style="list-style-type: none"> • Objectives for FY01-02 Budget Review • 2nd Quarter Financial Review

Themes

- **General Fund stabilization**
 - Reduced expenditures
 - Move to per ton solid waste excise tax
 - Improved fund balance
- **Longer planning horizon**
 - Five Year Plans provide context for FY02 budget development
- **Ongoing review of financial condition**
 - Year end results
 - Quarterly financial reviews
- **Increased information and involvement**
 - Executive/Council goals & priorities
 - Involvement of council staff in development
 - Regular committee meetings

MA01/AS-03

M E M O R A N D U M

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METRO

Date: 23 January 2001

To: Mike Burton, Executive Officer
David Bragdon, Presiding Officer
Metro Council
Jennifer Sims, ASD Director/Chief Financial Officer
Metro Department Heads

From: Susan McLain, Budget & Finance Committee Chair

Re: FY 2001-02 Budget Schedule and Process

Following the presentation of the proposed FY 2001-02 budget by Executive Officer Burton on February 8, the Council will initiate its budget review process at the February 14 Budget & Finance Committee meeting. I have attached a proposed committee meeting schedule that will be finalized at that meeting. A total of eight meetings have been scheduled, including three special meetings on March 8, March 22, and April 12 after Council meeting, to accommodate the work load of the hearing process. The full Council has scheduled four public hearings on the budget prior to submitting it to TSCC. Final action on the budget is scheduled to occur in Council on June 22.

Individual department and fund budgets will be considered in three large groupings. These include:

- **General Fund-Related Departments** (Planning, Parks, Executive Office, and Council)
- **Enterprise Fund-Related Departments** (REM, Zoo, and MERC)
- **Support Services and Miscellaneous Fund-Related Departments** (ASD, Human Resources, IT, Auditor, Office of General Counsel, and Office of Citizen Involvement)

The review of each department's budget will be a three-step process, as follows:

1. **Department Presentations** – Department representatives will make a 15-minute presentation to the committee, addressing the following areas, after which Councilors will ask questions and identify policy or other budgetary issues they wish to have considered further during the review process:
 - a) Basic departmental programs, costs, and FTE
 - b) Budget policy issues that should be evaluated by the committee
 - c) Programmatic changes in the budget since last FY review, including related staffing changes
 - d) New programs initiated in this budget
 - e) Impact on the department's ability to perform charter-related mandates
 - f) Long-term financial needs of the department, particularly those not addressed in the budget
 - g) Coordination with Council Committee work plans
 - h) Coordination with Council/Executive Officer budget priorities

2. **Analyst Questions/Answers** – Council analysts will review the proposed departmental budgets, and identify questions and issues, which will be submitted to the departments for a response. The analysts will meet with department representatives to consider their responses, and these questions and answers will be distributed in a memorandum format and reviewed by committee at departmental worksessions.

It is anticipated that fewer questions and issues will be raised than in previous years, due to the involvement of Council staff with departmental preparation of the budget prior to submission to Council by the Executive Officer.

3. Responses to Questions and Departmental Amendments – Committee worksessions will be conducted for each department to review questions and answers, and to consider proposed amendments relating to that program area. All proposed amendments to the budget will be heard in committee prior to full Council consideration of the budget.

A separate form will be distributed to staff and Councilors for proposing amendments. The form includes space for identifying the purpose and amount of the amendment, the affected funds and line items, program/staffing impacts, arguments in favor of the amendment, and options for funding the amendment. Amendments will be numbered for tracking purposes as they are submitted to Council office.

It is anticipated that all committee work on the budget will be completed by April 12, 2001.

attachment: FY 2001-02 Budget Hearings – Committee and Council Schedule

Distribution: Mike Burton, Executive Officer
David Bragdon, Presiding Officer
Councilor Bill Atherton
Councilor Rex Burkholder
Councilor Carl Hosticka
Councilor Rod Monroe
Councilor Rod Park
Alexis Dow, Auditor
Jennifer Sims, ASD Director
Tony Mounts, ASD Finance Manager
Kathy Rutkowski, ASD Budget Coordinator
Jeff Stone, Council Office Chief of Staff
Bruce Warner, Executive Office Chief Operating Officer
Dan Cooper, Legal Counsel
Lily Aguilar, Human Resources Director
David Biedermann, IT Director
Mark Williams, MERC Director
Andy Cotugno, Planning Director
Charlie Ciecko, Parks Director
Terry Peterson, REM Director
Tony Vecchio, Zoo Director
Christina Billington, Council Clerk
John Houser, Council analyst
Michael Morrissey, Council analyst
Peggy Coats, Council analyst
Pat Weathers, Budget/Finance Committee staff

FY 2001-02 Budget Hearings – Committee and Council Schedule

DATE	MEETING	AGENDA ITEM	PRESENTER	FUNDING SOURCE	ANALYST
Thu 2/08	Council	Executive Officer Budget Presentation and First Public Hearing	Mike Burton	Entire Budget	All
Wed 2/14	Committee	Finalize Budget Hearing Schedule Background on Primary Funding Sources <u>General Fund Department Presentations</u> - Planning (formerly Growth Mgt and Transportation) - Regional Parks and Greenspaces - Executive Office - Council	McLain Sims - Cotugno - Ciecko - Burton - Bragdon	- Planning Fund - Open Space, Parks, Smith & Bybee - General Fund - General Fund	- JH/MM - MM - PC - PC
Thu 2/15	Council	Second Public Hearing		Entire Budget	All
Tues 2/27 2-4 pm **	Committee	<u>Enterprise Fund Presentations</u> - REM (Regional Environmental Management) - MERC (Metropolitan Exposition-Recreation Comm.) - Oregon Zoo Report on Status of Agency Capital Reserves Distribution of Council Analyst Questions/Issues related to General Fund Departments	- Peterson - Williams - Vecchio ASD Staff All Analysts	- Solid Waste Revenue - MERC Operating/Capital - Zoo Operating/Capital	- JH - PC - PC All Analysts
Wed 2/28	Committee	<u>Support Services Fund/Miscellaneous Fund Presentations</u> - Administrative Services Department - Human Resources Department - Information Technology Department - Auditor's Office - Office of General Counsel - Office of Citizen Involvement - Executive Office/Council (Support Services) - Building Management/Risk Management Distribution of Council Analyst Questions/Issues related to Enterprise Fund Departments	- Sims - Aguilar - Biedermann - Dow - Cooper - Burton - Moss All Analysts	Support Services Fund	- JH - PC - PC - JH - MM - PC - PC - JH All Analysts
Tues 3/13 2-4 pm **	Committee	Work Session related to General Fund Departments (Consideration of Analyst Questions/Issues, and proposed Amendments) Distribution of Council Analyst Questions/Issues related to Support Services /Misc. Fund Departments	ASD Staff Dept. staff All Analysts	General Fund	All Analysts

FY 2001-02 Budget Hearings – Committee and Council Schedule

DATE	MEETING	AGENDA ITEM	PRESENTER	FUNDING SOURCE	ANALYST
Wed 3/14	Committee	Work Session related to Enterprise Fund Departments (Consideration of Analyst Questions/Issues, and proposed amendments)	ASD Staff Dept. staff All Analysts	Enterprise Funds	All Analysts
Thu 3/15	Council	Third Public Hearing		Entire Budget	All Analysts
Thu 3/22 4-6 pm *	Committee	Work Session related to Support Services and Miscellaneous Fund Departments (Consideration of Analyst Questions/Issues, and proposed amendments)	ASD Staff Dept. staff All Analysts	Support Services and Miscellaneous Funds	All Analysts
Wed 4/11	Committee	Consideration of all Technical Budget Amendments Consideration of Department-Generated Substantive Amendments Final Committee Action on the Budget	ASD Staff Dept. staff	Entire Budget	All Analysts
Thu 4/12 4-6 pm *	Committee	Continuation of Technical and Substantive Amendments Review and Final Action on Budget (if needed)	ASD Staff Dept. staff	Entire Budget	All Analysts
Thu 4/26	Council	Approval of Budget by Resolution for the Purpose of Forwarding the Budget to the TSCC and Fourth Public Hearing	ASD Staff Department staff All Analysts	Entire Budget	All Analysts
TBD		TSCC Hearing		Entire Budget	
Thu 6/22	Council	Public Hearing and Adoption of the Final Budget by Ordinance		Entire Budget	

- * Special Meeting, occurs after regularly scheduled Council Meeting
- ** Special Meeting, replaces regularly scheduled Council/Executive Officer Informal