

BEFORE THE METRO COUNCIL

AMENDING THE FY 2007-08 BUDGET AND) ORDINANCE NO. 08-1182
APPROPRIATIONS SCHEDULE ADDING 1.0)
FTE SR. TRANSPORTATION PLANNER TO) Introduced by Michael Jordan, Chief
SUPPORT THE REGIONAL TRAVEL OPTIONS) Operating Officer, with the concurrence of
STRATEGIC PLAN, AND DECLARING AN) Council President David Bragdon
EMERGENCY)

WHEREAS, the Metro Council has reviewed and considered the need to change appropriations within the FY 2007-08 Budget; and

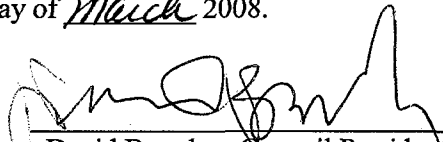
WHEREAS, the need for the change of appropriation has been justified; and

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

THE METRO COUNCIL ORDAINS AS FOLLOWS:

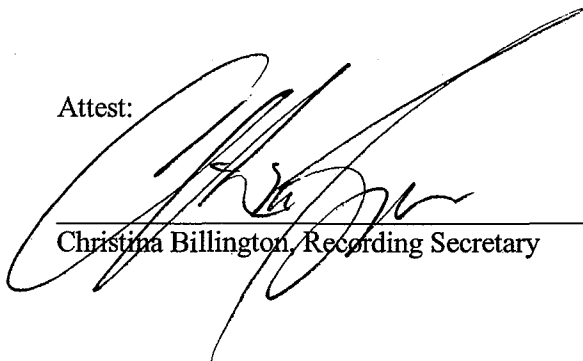
1. That the FY 2007-08 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibits A and B to this Ordinance for the purpose of adding 1.0 FTE Sr. Transportation Planner to the Planning Department to support the Regional Travel Options strategic plan.
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 24th day of March 2008.



David Bragdon, Council President

Attest:

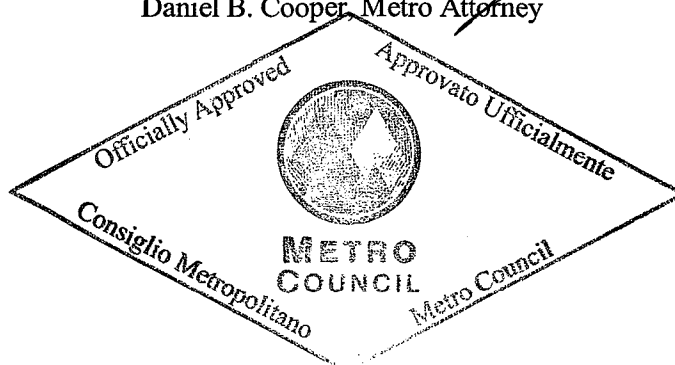


Christina Billington, Recording Secretary

Approved as to Form:



Daniel B. Cooper, Metro Attorney



**Exhibit A
Ordinance No. 08-1182**

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
General Fund							
Planning Department							
<i>Personal Services</i>							
<i>SALWGE</i>	<i>Salaries & Wages</i>						
5010	Reg Employees-Full Time-Exempt						
	Administrative Assistant	2.00	79,296	-	0	2.00	79,296
	Assistant Regional Planner	1.00	45,293	-	0	1.00	45,293
	Assistant Transportation Planner	2.00	90,586	-	0	2.00	90,586
	Associate Management Analyst	3.00	173,487	-	0	3.00	173,487
	Associate Regional Planner	5.00	277,319	-	0	5.00	277,319
	Associate Trans. Planner	7.00	374,561	-	0	7.00	374,561
	Director II	1.00	137,175	-	0	1.00	137,175
	Manager I	5.83	486,856	-	0	5.83	486,856
	Manager II	5.00	467,858	-	0	5.00	467,858
	Principal Regional Planner	5.00	391,579	-	0	5.00	391,579
	Principal Transportation Engineer	1.00	81,184	-	0	1.00	81,184
	Principal Transportation Planner	6.00	472,763	-	0	6.00	472,763
	Program Analyst IV	1.00	66,848	-	0	1.00	66,848
	Program Director II	1.00	121,444	-	0	1.00	121,444
	Program Supervisor II	2.00	167,884	-	0	2.00	167,884
	Senior Management Analyst	1.00	66,843	-	0	1.00	66,843
	Senior Public Affairs Specialist	2.00	107,457	-	0	2.00	107,457
	Senior Public Relations Coordinator	1.25	81,294	-	0	1.25	81,294
	Senior Regional Planner	8.00	525,189	-	0	8.00	525,189
	Senior Transportation Planner	11.00	737,815	0.25	15,953	11.25	753,768
	Transit Program Director I	1.00	110,722	-	0	1.00	110,722
	Transit Program Director II	1.00	148,071	-	0	1.00	148,071
	Transit Project Manager I	1.00	88,275	-	0	1.00	88,275
	Transit Project Manager II	1.00	90,973	-	0	1.00	90,973
5015	Reg Empl-Full Time-Non-Exempt						
	Administrative Secretary	1.00	32,280	-	0	1.00	32,280
	Management Technician	1.00	39,171	-	0	1.00	39,171
	Program Assistant 2	4.00	148,144	-	0	4.00	148,144
	Secretary	1.00	30,756	-	0	1.00	30,756
5020	Reg Emp-Part Time-Exempt						
	Associate Regional Planner	1.60	93,323	-	0	1.60	93,323
	Senior Regional Planner	1.40	99,996	-	0	1.40	99,996
5030	Temporary Employees		143,229		0		143,229
5080	Overtime		5,000		0		5,000
5089	Salary Adjustments						
	Merit Adjustment Pool (non-represented)		27,212		0		27,212
	Step Increases (AFSCME)		122,747		0		122,747
	COLA (represented employees)		122,747		0		122,747
	Other Adjustments (non-represented)		27,212		0		27,212
	Other Adjustments (AFSCME)		20,458		0		20,458
<i>FRINGE</i>	<i>Fringe Benefits</i>						
5100	Fringe Benefits						
	Base Fringe (variable & fixed)		2,143,036		5,967		2,149,003
5190	PERS Bond Recovery		214,304		0		214,304
Total Personal Services		85.08	\$8,660,387	0.25	\$21,920	85.33	\$8,682,307
Total Materials & Services			\$13,163,942		\$0		\$13,163,942
Total Debt Service			\$517,763		\$0		\$517,763
TOTAL REQUIREMENTS		85.08	\$22,392,092	0.25	\$21,920	85.33	\$22,414,012

**Exhibit A
Ordinance No. 08-1182**

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
General Fund							
General Expenses							
Total Interfund Transfers			\$11,320,221		\$0		\$11,320,221
<u>Contingency & Unappropriated Balance</u>							
CONT	Contingency						
5999	Contingency						
	* Contingency		3,187,335		(21,920)		3,165,415
	* Opportunity Account		3,135		0		3,135
	* Reserved for Future Planning Needs		1,445,000		0		1,445,000
	* Reserved for Future Election Costs		290,000		0		290,000
	* Reserved for Nature in Neighborhood Grants		250,000		0		250,000
	* Reserved for Reg. Afford. Housing Revolving Fund		1,000,000		0		1,000,000
	* Reserved for Metro Regional Center Remodel		300,000		0		300,000
	* Recovery Rate Stabilization reserve		916,588		0		916,588
	* PERS Reserve		13,058		0		13,058
UNAPP	Unappropriated Fund Balance						
5990	Unappropriated Fund Balance						
	* Stabilization Reserve		2,000,000		0		2,000,000
	* Reserve for Future Natural Areas Operations		764,453		0		764,453
	* Tourism Opportunity & Comp. Account		96,655		0		96,655
	* PERS Reserve		2,796,056		0		2,796,056
	* Computer Replacement Reserve (Planning)		90,000		0		90,000
	* Tibbets Flower Account		352		0		352
	* Reserve for Future Debt Service		2,151,706		0		2,151,706
Total Contingency & Unappropriated Balance			\$15,304,338		(\$21,920)		\$15,282,418
TOTAL REQUIREMENTS		413.65	\$103,443,042	0.25	\$0	413.90	\$103,443,042

Exhibit B
Ordinance 08-1182
Schedule of Appropriations

	<u>Current</u> <u>Appropriation</u>	<u>Revision</u>	<u>Revised</u> <u>Appropriation</u>
GENERAL FUND			
Council Office	1,921,351	0	1,921,351
Finance & Administrative Services	8,236,508	0	8,236,508
Human Resources	1,637,004	0	1,637,004
Metro Auditor	527,283	0	527,283
Office of Metro Attorney	1,866,238	0	1,866,238
Oregon Zoo	24,924,185	0	24,924,185
Planning	21,874,329	21,920	21,896,249
Public Affairs & Government Relations	1,914,960	0	1,914,960
Regional Parks & Greenspaces	6,850,082	0	6,850,082
Special Appropriations	5,189,882	0	5,189,882
Non-Departmental			
Debt Service	1,876,661	0	1,876,661
Interfund Transfers	11,320,221	0	11,320,221
Contingency	7,405,116	(21,920)	7,383,196
Unappropriated Balance	7,899,222	0	7,899,222
Total Fund Requirements	\$103,443,042	\$0	\$103,443,042

All other appropriations remain as previously adopted

Note: Current appropriation column assumes adoption of ordinance 08-1178

STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 08-1182, AMENDING THE FY 2007-08 BUDGET AND APPROPRIATIONS SCHEDULE ADDING 1.0 FTE SR. TRANSPORTATION PLANNER TO SUPPORT THE REGIONAL TRAVEL OPTIONS STRATEGIC PLAN, AND DECLARING AN EMERGENCY.

Date: February 27, 2008

Prepared by: Andy Cotugno

BACKGROUND

This amendment requests addition of 1.00 FTE Senior Transportation Planner to manage the Regional Travel Options (RTO) employer and commuter services programs and to support the development of traveler information tools. Management of the vanpool program will be moved from the existing Senior Management Analyst to the new Senior Transportation Planner position. This request is based upon the outcome of a strategic planning process completed in collaboration with RTO program partners and stakeholders. The recommended RTO strategic plan for 2008 to 2013 describes program goals and priorities and identifies revenues to support additional RTO program activities at Metro. The RTO subcommittee of TPAC and TPAC recommended adoption of the plan at their February 2008 meetings. JPACT and the Metro Council will consider adoption of the plan in March 2008.

The Senior Management Analyst currently shared between the RTO and Transit Oriented Development (TOD) programs will provide .70 FTE support for RTO Contracts management and .30 FTE support for TOD Contracts Management. This reallocation will allow both the RTO and TOD programs to receive additional management analyst support for the development of grant agreements and applications, payment of vendors, and budget development and analysis.

The FY 2008-09 budget includes the proposed 1.00 FTE Senior Transportation Planner. This request adds this position and the reallocation of Analyst support to the FY 2007-08 budget in order to address current staffing needs and to be better prepared to support RTO strategic plan implementation in FY 2008-09 and TOD program activities.

	RTO Contracts Management	RTO Program Management	TOD Contracts Management	TOTAL
Current FTE	.30	.50	.20	1.00
Proposed FTE		1.00		1.00
Proposed + reallocated FTE	.70	1.00	.30	2.00

Addition of the Senior Transportation Planner will have a budget impact of \$21,920 in FY 2007-08. Federal grant funds are available in the budget and will provide 89.73% of the cost for the new position. Oregon Business Energy Tax Credit (BETC) and other local matching funds will provide the remaining 10.27%.

Commuter and rideshare programs and services are a key priority and require additional support to achieve program goals. RTO commuter and rideshare programs relieve congestion, reduce demand on the transportation system by increasing the share of trips made with travel options during peak commute hours, and offer low-cost solutions that address employer and commuter transportation needs. Employer

benefits include reduced parking need and cost, reduced employee absenteeism and late arrivals, and improved employee productivity and morale. Transit pass and rideshare programs enable employers to recruit employees from a wider geographic area. Commuters who reduce their drive-alone auto trips benefit by saving money on gas, parking and auto maintenance.

RTO commuter and rideshare programs provide services to area employers and commuters and are carried out by a range of state, regional and local agencies, including Oregon DEQ, Oregon Department of Energy, TriMet, Wilsonville SMART, city of Portland Transportation Options, city of Vancouver/Clark County, six area Transportation Management Associations (TMAs), and Metro. The RTO strategic planning process identifies the need to enhance regional coordination of these programs to reach additional employers and commuters.

Traveler information tools require additional support to enhance services, reduce program costs and develop partnerships. The RTO strategic plan also identifies the need to enhance traveler information tools and recommends that CarpoolMatchNW.org, the region's online ride-matching system, be updated to reduce service delivery costs, enhance usability and support program measurement. In addition, the RTO strategic plan recommends that the program explore development of a multi-modal traveler information system in collaboration with public and private partners. The tool would allow users to view and compare travel options for reaching their destination.

The proposed 1.00 FTE Senior Transportation Planner will carry out the following activities to advance RTO commuter, rideshare and traveler information program goals:

- Develop and coordinate a multi-agency work plan and budget for RTO commuter and rideshare programs, develop and track program performance measures, and identify and implement opportunities to increase program efficiency;
- Prepare program and policy recommendations based upon technical analysis, develop cost/benefit analysis, and define methodology to be used in transportation analyses;
- Explore and develop tools to improve partner communication and coordination, such as a shared contact management system, and cross-training of staff from implementing agencies;
- Develop, organize, and monitor revenue agreements, IGAs and contracts with consultants, vendors, and partner agencies and organizations related to the delivery of commuter and rideshare services;
- Manage the CarpoolMatchNW.org upgrade in consultation with Metro's IT department, explore opportunities to partner with the state of Washington's ride-matching system, as an alternative to upgrading CarpoolMatchNW, and develop related agreements; and
- Explore development of a multi-modal traveler information tool, identify specifications, costs, potential revenue sources, and potential public and private partners.

Current levels of administrative support for RTO grants and contracts and TOD contracts are not adequate. The RTO program currently is assigned 0.30 FTE to support RTO revenue grants from federal and state sources, as well as outgoing RTO grants to agencies and organizations to support local program implementation. The current contracted dollar volume for RTO grants to local agencies is over \$2 million for the FY 07-09 RTO grant cycle. Approximately thirty (30) contracts are currently in effect for the RTO program. This in turn generates a minimum of twenty (20) invoices to be processed each month. Additionally, there are various amendments and extensions that are required to respond to changes or delays in project delivery.

The recent RTO Strategic Plan update calls for an increased pool of grant funds and identifies revenues to support grants. It's anticipated that approximately \$4 million in grants and contracts will be generated over the 2010 and 2011 fiscal years, making this one of Metro's more significant grant programs. Staff

work for the FY 09-11 grant cycle is scheduled to begin in the spring of 2008. This budget amendment will allow reallocation of .40 existing FTE from the vanpool program to RTO grants and contracts.

In order to meet the workload requirements of tracking TOD Program Finances, an increase from .20 to .30 FTE is needed. TOD Program resources are varied and complex and require an increase in FTE to allow for proper tracking and to ensure compliance with government accounting standards. In addition, increased staff time will allow for more accurate and up-to-date financial reporting to the TOD Steering Committee.

If this request for a Senior Transportation Planner is not approved, the employer and commuter services coordination activities proposed in the RTO strategic plan would not be implemented by Metro. At the time of strategic plan development, other partners were not interested in taking on this role. Metro would have to raise this question again with partners, and if there is still no interest, work with partners to develop an alternate plan of action. In addition, vanpool program activities would be scaled back or reassigned to other Metro RTO staff to provide adequate staff time to develop and administer revenue grants and grant agreements. Reassignment of vanpool duties to other Metro RTO staff would impact the evaluation and marketing programs.

Failure to assign adequate administrative oversight to the RTO and TOD programs could lead to audit findings.

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:** This action will add one full-time position to the Planning Department's budget effective April 1, 2008. This position will be included in the FY 2008-09 Proposed Budget. All costs are funded by grant sources.
- 4. Budget Impacts:** This action will transfer \$21,920 in grant funded contingency to personal services in the Planning Department to fund the addition of one full-time position effective April 1, 2008.

RECOMMENDED ACTION

The Chief Operating Officer recommends adoption of this Ordinance.