

BEFORE THE METRO COUNCIL

AMENDING THE FY 2008-09 BUDGET AND) ORDINANCE NO. 08-1202
APPROPRIATIONS SCHEDULE BY)
TRANSFERRING APPROPRIATIONS FROM) Introduced by Michael Jordan, Chief
CONTINGENCY FOR THE SUSTAINABLE) Operating Officer, with the concurrence of
METRO INITIATIVE, ADDING 1.0 FTE PROJECT) Council President David Bragdon
MANAGER, AMENDING THE FY 2008-09)
THROUGH FY 2012-13 CAPITAL)
BUDGET AND DECLARING AN EMERGENCY)

WHEREAS, the Metro Council has reviewed and considered the need to increase appropriations within the FY 2008-09 Budget; and

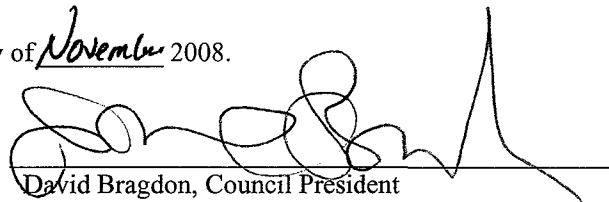
WHEREAS, the need for the increase of appropriation has been justified; and

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

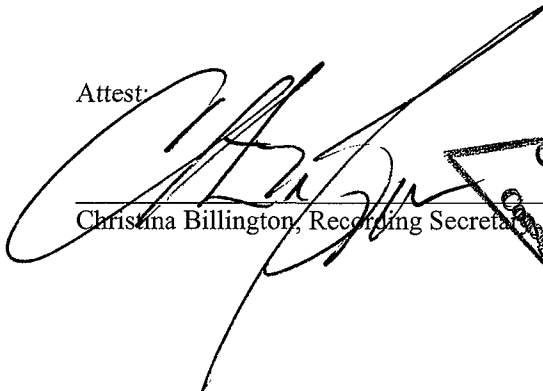
THE METRO COUNCIL ORDAINS AS FOLLOWS:

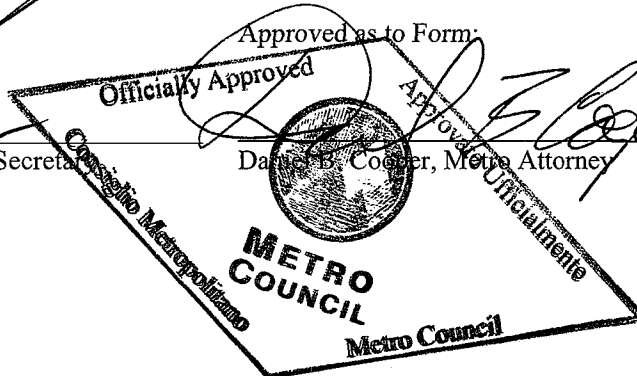
1. That the FY 2008-09 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibits A and B to this Ordinance for the purpose of amending the General Fund and Metro Capital Fund to fund projects in support of the Sustainable Metro Initiative.
2. That the FY 2008-09 through FY 2012-13 Capital Budget is hereby amended to include the project shown in Exhibit C to this Ordinance.
3. 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 20th day of November 2008.


David Bragdon, Council President

Attest:


Christina Billington, Recording Secretary



**Exhibit A
Ordinance No. 08-1202**

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
General Fund							
Council Office							
<i>Personal Services</i>							
<i>SALWGE</i>	<i>Salaries & Wages</i>						
5000	Elected Official Salaries						
	Council President	1.00	111,132	-	0	1.00	111,132
	Councilor	6.00	222,264	-	0	6.00	222,264
5010	Reg Employees-Full Time-Exempt						
	Assistant to the Council President	1.00	81,504	-	0	1.00	81,504
	Chief Operating Officer	1.00	174,239	-	0	1.00	174,239
	Confidential Secretary	1.00	48,111	-	0	1.00	48,111
	Council President Policy Coordinator	1.00	48,747	-	0	1.00	48,747
	Deputy Chief Operating Officer	1.00	148,240	-	0	1.00	148,240
	Manager II	1.00	78,251	-	0	1.00	78,251
	Program Analyst II	4.00	200,615	-	0	4.00	200,615
	Program Analyst III	1.75	98,633	0.66	42,587	2.41	141,220
	Program Supervisor II	1.00	76,494	-	0	1.00	76,494
	Administrative Assistant II	1.00	41,424	-	0	1.00	41,424
	Administrative Assistant III	1.00	42,829	-	0	1.00	42,829
5030	Temporary Employees		62,000		0		62,000
5080	Overtime		1,750		0		1,750
5089	Salary Adjustments						
	Elected Officials Adjustment		10,002		0		10,002
	Merit Adjustment Pool (non-represented)		14,939		639		15,578
	Other Adjustments (non-represented)		14,939		0		14,939
	Other Adjustments (Class & Comp Study)		14,939		0		14,939
<i>FRINGE</i>	<i>Fringe Benefits</i>						
5100	Fringe Benefits						
	Base Fringe (variable & fixed)		529,416		15,862		545,278
5190	PERS Bond Recovery		45,757		1,363		47,120
Total Personal Services		21.75	\$2,066,225	0.66	\$60,451	22.41	\$2,126,676
<i>Materials & Services</i>							
<i>GOODS</i>	<i>Goods</i>						
	5201 Office Supplies		57,793		0		57,793
	5205 Operating Supplies		2,207		0		2,207
	5210 Subscriptions and Dues		7,891		0		7,891
<i>SVCS</i>	<i>Services</i>						
	5240 Contracted Professional Svcs		60,243		125,000		185,243
	5246 Sponsorships		2,000		0		2,000
	5251 Utility Services		2,781		0		2,781
	5260 Maintenance & Repair Services		1,269		0		1,269
	5265 Rentals		823		0		823
	5280 Other Purchased Services		5,643		0		5,643
<i>OTHEXP</i>	<i>Other Expenditures</i>						
	5450 Travel		7,619		0		7,619
	5455 Staff Development		9,082		68,500		77,582
	5470 Council Costs		24,500		0		24,500
	5490 Miscellaneous Expenditures		6,202		0		6,202
Total Materials & Services			\$188,053		\$193,500		\$381,553
TOTAL REQUIREMENTS		21.75	\$2,254,278	0.66	\$253,951	22.41	\$2,508,229

**Exhibit A
Ordinance No. 08-1202**

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
General Fund							
General Expenditures							
<i>Interfund Transfers</i>							
INDTEX	<i>Interfund Reimbursements</i>						
5800	Transfer for Indirect Costs						
	* to Risk Mgmt Fund-Liability		309,234		0		309,234
	* to Risk Mgmt Fund-Worker Comp		385,818		0		385,818
EQTCHG	<i>Fund Equity Transfers</i>						
5810	Transfer of Resources						
	* to Smith & Bybee Lakes Fund		91,740		0		91,740
	* to General Revenue Bond Fund-Zoo		402,089		0		402,089
	* to Metro Capital Fund-FAS Capital Account		65,000		0		65,000
	* to Metro Capital Fund-IT Projects		25,000		115,000		140,000
	* to Gen'l Revenue Bond Fund-Debt Serv Acct		1,504,342		0		1,504,342
	* to MERC Operating Fund		11,937		0		11,937
	* to MERC Capital Fund (Tourism Opp. & Compt. Acc		746,146		0		746,146
	* to General R&R Fund-General R&R		404,459		0		404,459
	* to General R&R Fund-IT Renewal & Replacement		257,815		0		257,815
	* to General R&R Fund-Regional Center R&R		277,000		0		277,000
	* to Metro Capital Fund-Parks Cap (per ton on SW)		270,000		0		270,000
	* to General R&R Fund- Parks R&R (earned on SW rev		200,000		0		200,000
	* to Solid Waste Revenue Fund		100,348		0		100,348
Total Interfund Transfers			\$5,050,928		\$115,000		\$5,165,928
<i>Contingency & Unappropriated Balance</i>							
CONT	<i>Contingency</i>						
5999	Contingency						
	* Contingency		3,152,085		(368,951)		2,783,134
	* Opportunity Account		100,000		0		100,000
	* Reserved for Future Planning Needs		351,000		0		351,000
	* 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 Funct		1,000,000		0		1,000,000
	* Reserved for Metro Regional Center Remodel		378,000		0		378,000
	* Reserved for Diesel Retrofit matching grants		400,000		0		400,000
	* Recovery Rate Stabilization reserve		1,771,867		0		1,771,867
UNAPP	<i>Unappropriated Fund Balance</i>						
5990	Unappropriated Fund Balance						
	* Stabilization Reserve		2,320,000		0		2,320,000
	* Reserve for Future Natural Areas Operations		1,023,070		0		1,023,070
	* PERS Reserve		2,782,174		0		2,782,174
	* Computer Replacement Reserve (Planning)		90,000		0		90,000
	* Tibbets Flower Account		201		0		201
	* Reserve for Future Debt Service		2,521,852		0		2,521,852
Total Contingency & Unappropriated Balance			\$16,430,249		(\$368,951)		\$16,061,298
TOTAL REQUIREMENTS		433.15	\$103,347,466	0.66	\$0	433.81	\$103,347,466

Exhibit A
Ordinance No. 08-1202

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget		
		FTE	Amount	FTE	Amount	FTE	Amount	
Metro Capital Fund								
Resources (this fund formerly included renewal & replacement now budgeted in a separate fund)								
<i>Resources</i>								
<i>BEBAL</i>	<i>Beginning Fund Balance</i>							
3500	* Prior year ending balance		7,547,235		0		7,547,235	
3500	* Prior year PERS Reserve		6,553		0		6,553	
<i>GRANTS</i>	<i>Grants</i>							
4100	Federal Grants-Direct		104,973		0		104,973	
4105	Federal Grants-Indirect		820,000		0		820,000	
4110	State Grants-Direct		1,340,800		0		1,340,800	
4115	State Grants-Indirect		100,000		0		100,000	
4120	Local Grants-Direct		413,764		0		413,764	
<i>INTRST</i>	<i>Interest Earnings</i>							
4700	Interest on Investments		110,854		0		110,854	
<i>DONAT</i>	<i>Contributions from Private Sources</i>							
4750	Donations and Bequests		3,698,027		0		3,698,027	
<i>MISCRV</i>	<i>Miscellaneous Revenue</i>							
4890	Miscellaneous Revenue		2,751,919		0		2,751,919	
<i>EQTREV</i>	<i>Fund Equity Transfers</i>							
4970	Transfer of Resources							
	* from General Renewal & Replacement Fund		375,000		0		375,000	
	* from General Fund (per ton on SW)		270,000		0		270,000	
	* from General Fund-FAS projects		65,000		0		65,000	
	* from General Fund-IT Projects		25,000		115,000		140,000	
TOTAL RESOURCES			\$17,629,125		\$115,000		\$17,744,125	
Total Personal Services		2.00	\$179,631	-	\$0	2.00	\$179,631	
Total Materials & Services			\$540,000		\$0		\$540,000	
<i>Capital Outlay</i>								
<i>CAPNON</i>	<i>Capital Outlay (non-CIP Projects)</i>							
5750	Office Furniture & Equip		25,000		115,000		140,000	
<i>CAPCIP</i>	<i>Capital Outlay (CIP Projects)</i>							
5710	Improve-Oth thn Bldg		8,453,800		0		8,453,800	
5720	Buildings & Related		100,000		0		100,000	
5730	Exhibits and Related		5,296,000		0		5,296,000	
5740	Equipment & Vehicles		135,959		0		135,959	
5750	Office Furniture & Equip		150,000		0		150,000	
Total Capital Outlay			\$14,160,759		\$115,000		\$14,275,759	
Subtotal Appropriations			\$14,880,390		\$115,000		\$14,995,390	
Total Interfund Transfers			\$97,174		\$0		\$97,174	
TOTAL REQUIREMENTS			2.00	\$17,629,125	-	\$115,000	2.00	\$17,744,125

Exhibit B
Ordinance 08-1202
Schedule of Appropriations

	<u>Current</u> <u>Appropriation</u>	<u>Revision</u>	<u>Revised</u> <u>Appropriation</u>
GENERAL FUND			
Council Office	2,254,278	253,951	2,508,229
Finance & Administrative Services	5,489,506	0	5,489,506
Human Resources	1,737,211	0	1,737,211
Information Technology	2,808,244	0	2,808,244
Metro Auditor	651,286	0	651,286
Office of Metro Attorney	1,981,157	0	1,981,157
Oregon Zoo	26,677,562	0	26,677,562
Planning	24,768,035	0	24,768,035
Public Affairs & Government Relations	1,988,582	0	1,988,582
Regional Parks & Greenspaces	8,521,362	0	8,521,362
Special Appropriations	3,538,480	0	3,538,480
Former ORS 197.352 Claims & Judgments	100	0	100
Non-Departmental			
Debt Service	1,450,486	0	1,450,486
Interfund Transfers	5,050,928	115,000	5,165,928
Contingency	7,692,952	(368,951)	7,324,001
Unappropriated Balance	8,737,297	0	8,737,297
Total Fund Requirements	\$103,347,466	\$0	\$103,347,466
METRO CAPITAL FUND			
Capital Program	14,880,390	115,000	14,995,390
Non-Departmental			
Interfund Transfers	97,174	0	97,174
Contingency	2,293,857	0	2,293,857
Unappropriated Balance	357,704	0	357,704
Total Fund Requirements	\$17,629,125	\$115,000	\$17,744,125

All other appropriations remain as previously adopted

EXHIBIT C
Ordinance 08-1202
Capital Project Detail

Capital Project Request - Project Detail

Project Title: Learning Management System **Fund:** General Fund Capital Fund - 612

Project Status: Incomplete **Funding Status:** Funded **FY First Authorized:** 2008-09 **Department:** Information Technology

Project Number: TEMP **Active:** **Dept. Priority:** 0 **Facility:** Information Technology **Division:** Information Technology

Source Of Estimat: Preliminary **Source:** **Start Date:** 11/08 **Date:** 10/13/2008 **Cost Type:** Equipment

Type of Project: New **Request Typ:** Initial **Completion Date:** 6/13 **Prepared By:** Ann Wawrukiewicz

Project Estimates	Actual	Budget/Est	Prior						
Capital Cost:	Expend	2007-2008	Years	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	Total
Equipment/Furnishings	\$0	\$0	\$0	\$115,000	\$0	\$0	\$0	\$0	\$115,000
Total:	\$0	\$0	\$0	\$115,000	\$0	\$0	\$0	\$0	\$115,000

Funding Source:

Fund Balance	\$0	\$0	\$0	\$115,000	\$0	\$0	\$0	\$0	\$115,000
Total:	\$0	\$0	\$0	\$115,000	\$0	\$0	\$0	\$0	\$115,000

Annual Operating Budget Impact

Annual Expenditures									
Materials and Services				\$0	\$13,000	\$13,000	\$13,000	\$13,000	\$52,000
Subtotal, Expenditures:				\$0	\$13,000	\$13,000	\$13,000	\$13,000	\$52,000
Net Operating Contribution (Cost):				\$0	(\$13,000)	(\$13,000)	(\$13,000)	(\$13,000)	(\$52,000)

Project Description / Justification: **Estimated Useful Life (yrs):** 5 **First Full Fiscal Year of Operation:** 2009-10

As part of the Sustainable Metro Initiative, Metro will acquire an online training system which would deliver curriculum offerings in an anytime, anywhere format. The system would allow online registration tracking as well as individual development plan tracking as well as compliance training.

STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 08-1202, AMENDING THE FY 2008-09 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING APPROPRIATIONS FROM CONTINGENCY FOR THE SUSTAINABLE METRO INITIATIVE, ADDING 1.0 FTE PROJECT MANAGER, AMENDING THE FY 2008-09 THROUGH FY 2012-13 CAPITAL BUDGET AND DECLARING AN EMERGENCY

Date: October 13, 2008

Prepared by: Scott Robinson

BACKGROUND

This action requests amended appropriation authority for the Metro COO to increase spending authority resulting from the initial work of the Sustainable Metro Initiative.

Metro is undertaking an agency-wide project to clarify strategic direction, vision and mission, align organizational structure and to enhance efficiency and collaboration. As part of this effort, Metro staff has focused on identifying business and management policies and practices which require improvement in order to provide consistency and to provide staff the tools they need to effectively accomplish their work.

Many current business and management policies are inconsistently practiced and documented in a way that does not provides standardized guidance to managers and employees, creating a lack of uniformity.

The initiative supported by this amendment has four components:

1. Engagement with an organizational development firm on the management values, practices, standards manual and on-going cultural development with the management team to migrate the Metro organization to a cohesive unit.
2. Provision of onsite staff development for high priority management practices surrounding employee performance management (\$68,500 in fiscal 2008-09).
3. Consulting support from an organization such as the National Institute of Governmental Purchasing (NIGP) or Government Finance Officers Association (GFOA) to develop and train staff in consistent agency wide best practices (\$25,000 in FY 2008-09).
4. Acquisition of an online learning management system (LMS) to facilitate employee development plans, track course registration and offerings, provide online access to some course materials and to track employee progress towards development goals (\$115,000 initial capital expenditure and \$13,000 annual maintenance).

A scope of work and three year fiscal impact analysis are included the Attachment to this amendment.

The work of this amendment will be the responsibility of the Deputy COO, coordinated through the Office of the COO. A new 1.0 FTE Program Analyst III will serve as project coordinator for the effort. We are requesting the transfer of \$368,951 from General Fund contingency, including an appropriation of \$115,000 transferred to the Metro Capital Fund for acquisition of the Learning Management System.

Request	General Fund	\$253,951
	General Fund Transfer to Capital Fund	<u>115,000</u>
Total		\$368,951

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 provides the necessary resources to successful move forward with the Sustainable Metro Initiative. This increase is needed to ensure appropriate development and implementation of management and business standards and practices.
- 4. Budget Impacts:** This action increases the personal services and materials and services operating appropriations in the Council Office, and decreases contingency in the General Fund by \$368,951. It also increases the appropriation in the Metro Capital Fund by \$115,000. Additional expenditures in years two and three of this project, anticipated to be \$337,211, will be presented as an add package to the FY 2009-10 budget.

RECOMMENDED ACTION

The Chief Operating Officer recommends adoption of this Ordinance.

SCOPE OF WORK AND THREE-YEAR BUDGET IMPACT

Through the Sustainable Metro Initiative (SMI), Metro has undertaken a significant effort to move the alignment and culture of the agency and prepare for the challenges we will face in the near future. In order to fulfill the promise of the effort to date, significant practical changes need to take place regarding both business processes and management and personnel practices. This budget amendment provides the resources to create the standards, common practices, reference guides and training tools necessary to make a sustained impact on the organization. Without this budget amendment, business and management practices will remain uncoordinated and non-standardized, leading to inefficient and ineffective use of resources.

PROPOSED SCOPE OF WORK

Part I – Human Resource Management and Management Practices

1. Working with senior management staff, create a set of management values.
2. Develop a code of conduct that ensures behavior is consistent with the law, the Metro Charter and public expectations and promotes ethical conduct in all we do.
3. Develop a comprehensive management policies and practices manual. Review against best practice in other agencies.
4. Facilitate implementation and rollout of the values, Code of Conduct and business and management policies and practices.
5. Make recommendations for further management training or organizational development, as applicable.

Part II – Manager Training

1. Employee training in fiscal 2008-09: \$68,500
2. Additional training costs anticipated in 2009-10: \$85,500

Part III – Business Practices

1. Review and assess current business (Contracting, Projects Management, Records Management, Security Practices, Safety, Budgeting, and Financial Management) and management (Personnel) policies and practices. Make recommendations regarding what is applicable and useable and what needs to be revised.
2. Develop a comprehensive business policies and practices manual. Review against best practice in other agencies.
3. Provide training to affected management staff . Assumes training provided by internal staff.

Part IV – Learning Management System

1. Specify and acquire an online training system which would deliver curriculum offerings in an anytime, anywhere format. The system would allow online registration tracking as well as individual development plan tracking as well as compliance training.

THREE-YEAR BUDGET IMPACT

Sustainable Metro Initiative 3 Year View

		2008/09	2009/10	2010/11
Project Manager FTE (incl. Fringe)	Personal Services	60,451	93,284	97,427
Organization Development*	Professional Services	100,000		-
Staff Development	Materials and Services	68,500	85,500	10,000
Systems Development	Professional Services	25,000	25,000	-
Learning Management System (LMS)	Capital	115,000	-	-
LMS maintenance and content	Maint. Services**	-	13,000	13,000
Total Expenditure Request		368,951	216,784	120,427

Assumes project manager for 8 months in 08-09

*Assumes an RFP process yielding a 2-person 5 mo. engagement at 20 hrs per week at \$125/hr.

** While the initial \$115,000 for LMS will be capitalized, annual maintenance will be M&S.