

 **Metro** | *Agenda*

Meeting: Metro Council Work Session
Date: Tuesday, April 26, 2011
Time: 2 p.m.
Place: Council Chambers

CALL TO ORDER AND ROLL CALL

- 2 PM** **1. DISCUSSION OF AGENDA FOR COUNCIL REGULAR MEETING, APRIL 28, 2011/ADMINISTRATIVE/CHIEF OPERATING OFFICER COMMUNICATIONS**
- 2:15 PM** **2. APRIL 19 WORK SESSION WRAP-UP, REVIEW 5-YEAR CAPITAL IMPROVEMENT PLAN, REVIEW TECHNICAL AMENDMENTS, AND COUNCIL QUESTIONS - INFORMATION / DISCUSSION** **Norton
Rutkowski**
- 4 PM** **3. DIVERSITY ACTION PLAN - INFORMATION** **Cooper
Sykes
Rowe**
- 4:20 PM** **4. COUNCIL BRIEFINGS/COMMUNICATION**
- ADJOURN**

Agenda Item Number 2.0

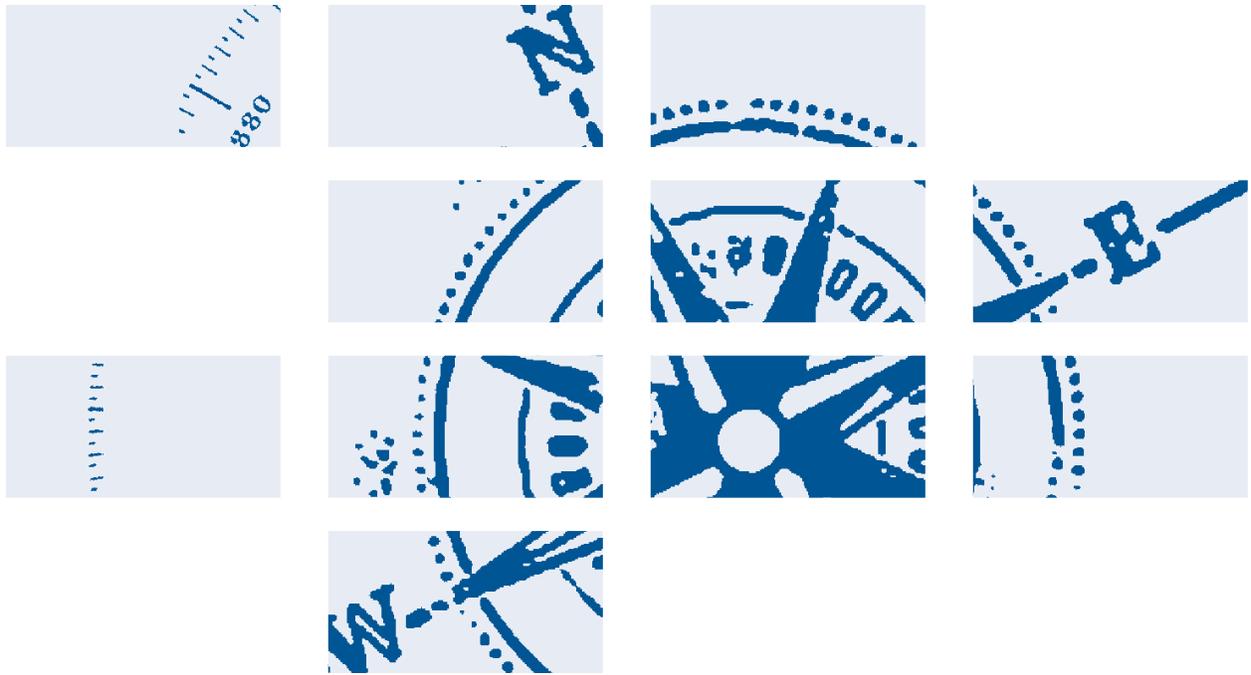
**APRIL 19 WORK SESSION WRAP-UP,
REVIEW 5-YEAR CAPITAL
IMPROVEMENT PLAN, REVIEW
TECHNICAL AMENDMENTS, AND
COUNCIL QUESTIONS**

Metro Council Work Session
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Metro Council Chambers

Agenda Item Number 3.0

DIVERSITY ACTION PLAN

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Diversity action plan

October 2010

About Metro

Clean air and clean water do not stop at city limits or county lines. Neither does the need for jobs, a thriving economy and good transportation choices for people and businesses in our region. Voters have asked Metro to help with the challenges that cross those lines and affect the 25 cities and three counties in the Portland metropolitan area.

A regional approach simply makes sense when it comes to protecting open space, caring for parks, planning for the best use of land, managing garbage disposal and increasing recycling. Metro oversees world-class facilities such as the Oregon Zoo, which contributes to conservation and education, and the Oregon Convention Center, which benefits the region's economy

Metro representatives

Metro Council President –

Metro Councilors – Rod Park, District 1; Carlotta Collette, District 2; Carl Hosticka, District 3; Kathryn Harrington, District 4; Rex Burkholder, District 5; Robert Liberty, District 6.

Auditor – Suzanne Flynn

Metro

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OVERVIEW

At Metro, we care about our employees and the community. To successfully preserve and enhance the quality for current and future generations in our region, we are committed to ensuring that all our employees and customers are treated with respect. Our organizational value of respect states that we encourage and appreciate diversity in people and ideas and commit to maintaining an atmosphere of equality and personal integrity, understanding of the perspective of others, and honesty and trust.

Metro has made a commitment to inspire, engage, teach and invite people to preserve and enhance the quality of life and the environment for current and future generations. This commitment places Metro in a community development role in which elected leaders and staff work together with the region's communities to make a great place. The goal of Metro's Diversity Action Plan is to provide a platform for the organization to uphold Metro's Value of Respect and to better reflect the diversity of the community we serve.

Metro defines diversity as the variance or difference amongst people. This variance includes race, ethnicity, gender, age, religion, nationality, language preference, disability, sexual orientation and diversity of thought. These differences are tied to an infinite range of other characteristics such as; experience, work styles, life experience, education, and other variables. We recognize that the diversity of our region's population will increase over time and that we must do everything we can to remain relevant and accountable to the community we represent.

The Diversity Action Plan focuses on areas within the organization that can exert the most impact in achieving this goal. It identifies strategies and actions to increase diversity and cultural competence at Metro in four key areas: employee recruitment and retention, internal awareness and diversity sensitivity, procurement, and committee membership and public involvement. Actions are prioritized across fiscal years 2010 through 2015 and reflect interdependencies among the goal areas.

INTRODUCTION

Diversity Action Team vision

We envision a future where Metro's diversity practices improve Metro's responsiveness to the residents of the region, strengthen Metro's workforce, and serve as a model for other governments. Metro strives to incorporate diversity and cultural competence in carrying out its mission.

In our organization, we care about our employees and the community. To successfully preserve and enhance the quality of life for current and future generations in our region, we are committed to ensuring that all of Metro's employees and constituents are treated with respect. Metro's diversity plan is founded on Metro's organizational value of respect:

We encourage and appreciate diversity in people and ideas. We embrace diversity in people and ideas within our workplace and our community. Everyone is treated with care and appreciation. We promote an atmosphere of equality and personal integrity and seek to understand the perspective of others. We strive for a culture supported by honesty and trust. Above all, we demonstrate respect for each other.

Diversity Action Plan process

According to the Diversity Action Team Bylaws, the Diversity Action Team reviews and recommends revisions, as necessary, to the Diversity Action Plan every three years. The Diversity Action Team recommends revisions to the COO, who then requests Metro Council approval of the revised Plan. The Plan shall, at a minimum, identify Metro's goals and performance measures for each of the four core areas. Over a five-year timeline targeted initiatives are designed to parallel Metro's annual budget development.

This Plan will undergo refinements based on results from the Cultural Compass 2010 Diversity Survey and an outside review by Metro's external diversity partners.

Additional work is needed to determine how all four core areas can address the populations identified in Metro's definition of diversity. Currently, the ability to measure diversity in three core areas – employee recruitment and retention, procurement, and committee membership and public involvement – are limited. After the 2010 Plan has been in place for one year, options for expanding or otherwise improving indicators should be explored. The fourth core area – internal awareness and sensitivity to diversity issues – fully addresses all populations identified in Metro's definition of diversity.

ROLES AND RESPONSIBILITIES

Regardless of title or position, all individuals at Metro are responsible for ensuring that the Diversity Action Plan goals are met.

Metro Council

The Metro Council adopts the Diversity Action Plan and acts as the budget authority, allocating resources to support the plan in balance with other needs of the organization. As elected representatives of the region, members of the Metro Council publicly espouse the values and commitments laid out in the Plan.

Senior Leadership Team

As long-term stewards of the organization, the Senior Leadership Team is responsible for implementation of the Plan. This team consists of Metro department directors and deputy directors. The Senior Leadership Team identifies resources necessary for carrying out the plan and to ensure continuity over time. Team members actively link organizational values to plan implementation, set expectations and hold themselves, all managers and the organization accountable to meeting diversity goals. Appropriate directors put commitments in place to better coordinate overlapping goal areas that overlap, including research and outreach.

Diversity Action Team

The Diversity Action Team, which works to support and promote diversity at Metro, serves in an advisory capacity to the COO and the Senior Leadership Team regarding implementation of the Diversity Action Plan. On an annual basis, the team will review implementation of the Diversity Action Plan and assess Metro's performance. The team may convene a focus group of employees to assist in the review. Based on that review, the team will provide recommendations for improvement to the Senior Leadership Team.

Metro management

Metro managers and supervisors act as role models by holding themselves and each other accountable to meeting diversity goals. Metro managers and supervisors commit to ensuring the plan's success, including actively supporting the plan, setting expectations and holding employees accountable to meeting diversity goals.

Metro employees

Metro employees hold themselves and each other accountable to meeting diversity goals, assist in carrying out the Diversity Action Plan by participating in focus groups, contributing ideas and voicing concerns, and otherwise ensure that the Diversity Action Plan goals are met.

CORE AREA GOALS, STRATEGIES, ACTIONS AND INDICATORS

Core Area 1: Procurement

Procurement diversity goals focus on improving the number of contracts and partnerships within three areas: Minority/Women/Emerging Small Business (MWESB), Sheltered Market and Disadvantaged Business Enterprise (DBE). To meet these goals, procurement staff will work with vendors and contractors to establish baseline information and identify areas for improvement; put new policies and procedures in place to meet and measure the goals; and provide training and technical resources for vendors, contractors and Metro staff.

Goal 1.1 Increase contract dollars awarded to 1st tier and 2nd tier MWESBs to between 15 to 18 percent

Strategies

- Increase accountability of prime contractors
- Ensure internal compliance with agency expectations

Actions

- 1.1.1 Conduct disparity study on contract solicitation and awards
 - Sent to
 - Bids/Proposals received
 - Contracts awarded
- 1.1.2 Institute monthly reporting by prime contractor

Indicators

- Amount of contract dollars awarded
- Percent of available contract dollars awarded

Goal 1.2 Increase number of projects/contracts in Sheltered Market Program

Strategies

- Ensure internal compliance w/ Agency expectations
- Early, substantive collaboration between Procurement and Center

Actions

- 1.2.1 Amend MERC Procurement Policy to include Sheltered Market Program
- 1.2.2 Track by Center/Category/Department
- 1.2.3 Provide mandatory staff training

Indicators

- Amount of dollars awarded
- Number of contracts/projects
- Track by Center/Category/Department

Goal 1.3 FOTA (strategies, actions and indicators pending policy action)

Goal 1.4 Identify and close participation gaps

Strategies

- Track solicitation statistics
 - Sent to
 - Bids/Proposals received
 - Contracts awarded
- Engage with vendors and contractors to uncover barriers

Actions

- 1.4.1 Put processes in place to track participation statistics
- 1.4.2 Extend outreach to minority business organizations via surveys
- 1.4.3 Extend outreach to minority business organizations via meet & greet events
- 1.4.4 Conduct random follow-up with unsuccessful contractors or those that did not submit responses
- 1.4.5 Develop strategy to close procurement participation gaps

Indicators

- Data from tracked solicitation statistics

Goal 1.5 Assess Disadvantaged Business Enterprise (DBE) compliance requirements and increase DBE participation

Strategies

- Increase accountability for prime contractors and local public agencies
- Ensure internal compliance at Metro

Actions

- 1.5.1 Include DBE appropriate language in intergovernmental agreements
- 1.5.2 List DBE goal in RFP solicitations

Indicators

- Number of DBE contracts
- Dollar amount of DBE awards

Goal 1.6 Establish value-based contracting to promote diversity

Strategies

- Establish agency policy
- Early and substantive collaboration between Procurement and centers

Actions

- 1.6.1 Procurement to attend Dept/Center Staff Meetings regarding value-based contracting
- 1.6.2 Establish protocol for involvement in value-based contracting

1.6.3 Revise RFP templates to employ best value and promote diversity in employment and contracting

Indicators

- Number of formal procurements utilizing best value
- Amount of dollar awards through best value

Goal 1.7 Increase the number of State certified MWESBs in our market

Strategies

- Engage contractors to promote certification including peer to peer promotion
- Collaborate with OMWESB on promoting certification

Actions

- 1.7.1 Refer contractors to OMWESB office and web site
- 1.7.2 Provide technical information resources available to small contractors
- 1.7.3 Host small business events at Metro

Indicators

- Percent increase as reported
- Number of Metro referrals

Core Area 2: Citizen advisory committee membership and public involvement

Goals for citizen advisory committee membership and public involvement seek to better represent the diversity of our region as defined by state and federal regulations. To meet these goals, Communications staff will conduct research to assess gaps in community interactions; work with Metro Council members to actively conduct outreach to underserved communities; establish protocols to improve diverse representation on Metro committees; and put tools in place to track and coordinate growing relationships with diverse communities as well as better communicate with those communities. Information about existing Metro committees is available at <http://www.oregonmetro.gov/committees>.

Goal 2.1 Metro committees reflect the diversity of our region's communities

Strategies

- Ensure that qualifications for committee membership allow for capacity building of underserved populations.
- Build support among existing committee members for improved participation by underserved populations.
- Educate underserved populations about Metro and the various committees.
- Broaden criteria for selection of committee members to ensure underserved populations are represented.
- Consider changes in committee bylaws to broaden opportunities for membership by underserved populations.

- Leverage the relationships already developed through internal processes such as employee recruitment and procurement when recruiting committee members

Actions

- 2.1.1 Change bylaws of committees to reflect additions to membership.
- 2.1.2 Invite community members to observe existing committees.
- 2.1.3 Enlist Metro Councilors to participate in the recruitment of members representing underserved populations.
- 2.1.4 Develop an overview of Metro and the agency’s committee work to present to underserved populations.
- 2.1.5 Survey existing committees from local governments around the Metro region to identify potential committee members who may be interested in applying for membership on Metro committees.
- 2.1.6 Develop questions to be used on interview panel that provide credit for diverse experiences.
- 2.1.7 Seek demographic information from interview panel applicants.
- 2.1.8 Coordinate and maintain list of contacts with diverse communities, including contacts made through Human Resources, Procurement and Communications efforts.

Indicators

- People from our targeted groups are actively seeking to become members of our committees.
- Applicant pool is consistent with population makeup of the region as a whole.
- Make up of committees will reflect percentage of underserved populations set forth in the identified goal groups listed above

Goal 2.2 Metro’s public involvement fully engages diverse communities in our region

Strategies

- Build capacity of diverse communities to participate.
- Increase Metro presence in communities in culturally specific ways.
- Improve access to information.
- Measure demographics of participants and target resources to underrepresented populations.
- Develop public comment reports that can identify preferences for different engagement opportunities based on race, gender, color, age, income, and national origin.
- Improve Metro’s ability to collect regional and local –level participation data for underserved populations.
- Leverage relationships developed through job recruitment and procurement activities, such as Metro presence at job fairs, to expand Metro’s reach to underrepresented populations.

Actions

- 2.2.1 Partner with and consider investing in stakeholder groups to reach out to underserved populations and build capacity for community participation
- 2.2.2 Engage regularly with groups who represent underserved populations.
- 2.2.3 Monitor current conversations about the ability to collect demographic data, i.e. the Regional Indicators project.
- 2.2.4 Explore available technical tools that track data of participation of underserved populations in the public comment process.
- 2.2.5 Research different ways and methods of conducting Metro's public outreach.
- 2.2.6 Include demographic questions at all events and in all surveys being distributed by Metro.
- 2.2.7 Ask diverse communities how best to conduct outreach and engage them to better tailor Metro's communications investments; start with those already engaged
- 2.2.8 Identify Metro programs that could benefit from participating in large culturally specific events.
- 2.2.9 Develop culturally specific methods for diverse communities to access Metro information most effectively.

Indicators

- Number of culturally specific organizations we engaged that reflect our region's population.
- Demographics of people participating in public involvement activities

Core area 3: Employee recruitment and retention

Employee recruitments are designed to establish a diverse workforce at Metro; to that end, they are generally competitive. Recruitments for positions at MERC venues will follow FOTA mandates until those mandates are amended or until obligations to follow the mandates change.

Employee recruitment and retention goals will improve diversity in recruiting, hiring and retaining employees. To achieve these goals, Human Resources staff will establish a baseline for minority applicants and employee retention; conduct outreach and build relationships with underserved populations; improve diverse representation among hiring panels and integrate diversity into new employee orientation and performance evaluations.

Goal 3.1 Increase diversity in applicant pool

Strategies

- Utilize existing resources within the organization to help promote and attract a diverse representation of candidates
- Invest resources in personal relationships with community partners

Actions

- 3.1.1 Establish a baseline representing diversity among applicants for FY 09-10.
- 3.1.2 When opening a recruitment seek input from current employees in field regarding outreach sources

- 3.1.3 Update HR Webpage to promote diversity in jobs and desire for diverse pool of candidates
- 3.1.4 Advertise outreach events HR is attending internally and externally
- 3.1.5 Include diversity/values language in classifications, job announcements and oral board questions.
- 3.1.6 Increase efforts to attend job fairs and bring employees with diverse backgrounds to events.
- 3.1.7 Hold events for online application training with community partners.
- 3.1.8 When opening a recruitment, query current employees in field as to potential recruitment sources.
- 3.1.9 Coordinate internship opportunities throughout the organization.
- 3.1.10 Recruit minority candidates for internships.

Indicator

- Track self disclosed minority candidate applications

Goal 3.2 Increase number of minority hires

Strategies

- Increase recruitment outreach as outlined above.
- Promote and educate the value of a diverse workforce to all employees

Actions

- 3.2.1 Track applicant data to determine how they were informed about position (diverse org, community partner, other)
- 3.2.2 Ensure diverse employee representation on hiring panels
- 3.2.3 Take a more active role to brief and debrief hiring panels

Indicators

- Number of minority hires
- Minority hires reflective of service area population and placement goals, as indicated in the Affirmative Action Plan/EEO
- Number of minority hires meet or exceed the 4/5th rule as standardized by the Federal Government

Goal 3.3 Increase retention of diverse employees within the organization to better represent the population served by Metro

Strategies

- Research and implement best practices.
- Promote and educate the value of a diverse workforce to managers and employees

Actions

- 3.3.1 Integrate values/diversity during new hire orientation.
- 3.3.2 Evaluate exit interviews and develop strategies for addressing identified diversity issues.

3.3.3 Integrate diverse outreach accountability into the performance appraisal process and other evaluation methods.

Develop action items based on cultural assessment:

3.3.4 Establish baseline from diversity survey results

3.3.5 Establish mentorship program or affinity groups within Metro

3.3.6 Develop cultural competency training

Indicators

- Average length of tenure of minority groups is the same as dominant groups within the organization.
- Promotional rate of minority groups is the same as dominant groups within the organization.
- Turnover data is similar to other groups within the organization.
- Employee satisfaction rate is similar by race and gender as indicated in the Cultural Assessment and Employee Survey

Core area 4: Internal awareness and sensitivity to diversity issues

The goal to improve internal awareness and sensitivity to diversity issues at Metro is intended to establish an inclusive culture and community of practice. To achieve this goal, staff from Human Resources and the Office of the COO will respond to results from the Cultural Compass 2010 Diversity Survey of Metro staff by: engaging with employees to refine the Diversity Action Plan; establishing active dialogue with employees regarding diversity; providing training to managers and staff; and putting tools in place to measure inclusivity, diversity and cultural competence at Metro.

Goal 4.1 Create and maintain an inclusive work environment in which Metro practices inclusivity of diverse populations, cultural differences are respected by employees, and where employees actively hold each other accountable for respectful behavior

Strategies

- Develop and promote a workforce that understands and has tools to support cultural competence and diversity.
- Use regular monitoring and assessment to measure our cultural competence and internal climate.
- Provide cultural competency training for employees, supervisors and managers.
- Develop and implement a communication plan which provides regular and consistent engagement in diversity issues and agency activities.
- Use multi tools, including, but not limited to staff meetings, quarterly reports, annual balanced scorecards, web presence and Monday messages.
- Encourage diversity and inclusion in the formation of internal and external work efforts.

Actions

Measure and report

4.1.1 Conduct diversity survey, assess results and communicate agency-wide.

4.1.2 Invite diverse representation of employees and external stakeholders to participate in refining the Diversity Action Plan based on survey results.

4.1.3 Include diversity measure into agency balanced scorecard

4.1.4 Establish method to track diversity efforts throughout the organization.

Offer Training

4.1.5 Strategically offer Uniting to Understand Racism course twice per year.

4.1.6 Implement an ongoing broad cultural sensitivity offering for all employees, based on results from diversity survey and input from diverse representation of employees regarding content and messages

4.1.7 Train employees on what they can or should do if they experience or encounter behaviors or practices that run counter to diversity goals

4.1.8 Clarify and provide management training for all supervisors and managers regarding how to maintain an inclusive work environment.

4.1.9 Provide brown bag opportunities for Metro managers and employees to learn more about diversity and cultural competence.

Communicate

4.1.10 Conduct values roll-out and promotion focusing on the linkage between the value of respect and the diversity action plan.

4.1.11 Openly, proactively and regularly communicate and promote the agencies values and diversity practices.

4.1.12 Communicate agency policies and provide formal orientation to all new employees.

Inclusion in our work efforts

4.1.13 Develop budget proposal to support internal sensitivity work plan based upon diversity survey results and employee input.

2011-12 Actions:

4.1.14 Establish organized and easily accessible web presence to inform employees and provide two-way communication.

4.1.15 Develop and implement manager and supervisor formal training materials.

Indicators

- Percent of employees who agree and strongly agree with the statement: "The agency fosters an environment in which inappropriate comments and actions are not tolerated."
- Percent of employees who agree or strongly agree with the statement: "Metro fully demonstrates an understanding of diversity and cultural competence in all aspects of the agency."
- Employees show increased knowledge of key terms, concepts and behaviors and show increased knowledge of business processes related to diversity and cultural competence after receiving training (pre-post training assessment).
- Diversity management is established and evaluated as a core competency for supervisors and managers through the performance appraisal process.

TIMELINE AND RESOURCES

This plan lays out actions for Metro to take in the current fiscal year FY 10-11 and for fiscal years FY 11-15. Actions from the four core goal areas are represented along with additional actions to support the plan. Certain actions must precede other actions for core goal areas to be met and there are areas of overlap among the goals; for more detail refer to Appendix A for the action critical paths flowchart.

Actions requiring significant additional resources – funds or staff time – are noted. Coordination, management and measurement of this plan may also require additional resources.

Ongoing and new actions for FY 10-11

Communications

- 2.1.3 Enlist Metro Councilors to participate in recruiting members from underserved populations.
- 2.2.2 Engage regularly with groups who represent underserved populations.
- 2.2.3 Monitor current conversations about the ability to collect demographic data, i.e. the Regional Indicators project.
- 2.2.5 Research different ways and methods of conducting Metro’s public outreach.
- 2.2.6 Include demographic questions at all events and in all surveys being distributed by Metro.
- 2.1.5 Survey existing committees from local governments around the Metro region to identify potential committee members who may be interested in applying for membership on Metro committees.
- 2.2.7 Ask diverse communities how best to conduct outreach and engage them to better tailor Metro’s communications investments; start with those already engaged. **Funds required**
- 2.2.9 Develop culturally specific methods for diverse communities to access Metro information most effectively. **Funds required**
- 2.1.8 Maintain list of contacts from agency-wide activities to encourage information sharing among staff -- anecdotally gathered list

Human Resources

- 4.1.5 Strategically offer Uniting to Understand Racism course twice per year. **Funds required**
- 4.1.1 Openly, proactively and regularly communicate and promote the agencies values and diversity practices.

- 3.1.1 Establish a baseline representing diversity among applicants for FY 09-10.
- 3.1.2 When opening a recruitment seek input from current employees in field regarding outreach sources
- 3.1.5 Include diversity/values language in classifications, job announcements and interview panel questions.
- 3.1.7 Hold events for online application training with community partners.
- 3.2.1 Track applicant data to determine how they were informed about position (diverse org, community partner, other?)
- 3.1.3 Update HR Webpage to promote diversity in jobs and desire for diverse pool of candidates
- 3.3.2 Evaluate exit interviews and develop strategies for addressing identified diversity issues.
- 3.3.5 Establish mentorship program or affinity groups within Metro (spring 2011)
- 3.1.9 Coordinate internship opportunities throughout the organization.
- 3.1.10 Recruit minority candidates for internships.

Human Resources/Office of the COO

- 4.1.1 Conduct diversity survey, assess results and communicate agency-wide
- 3.3.4 Establish baseline from diversity survey results
- 4.1.2 Invite diverse representation of employees and external stakeholders to participate in refining the Diversity Action Plan based on survey results.
- Develop action items based on diversity survey **Funds and time resources required**
- Formalize diversity action plan
- 4.1.13 Develop budget proposal to support internal sensitivity work plan based upon diversity survey results and employee input.
- 4.1.6 Implement an ongoing broad cultural competency offering for all employees, based on results from diversity survey and input from diverse representation of employees regarding content and messages. **Funds required**
- 4.1.7 Train employees on what they can or should do if they experience or encounter behaviors or practices that run counter to diversity goals

- 4.1.9 Provide brown bag opportunities for Metro managers and employees to learn more about diversity and cultural competence. **Funds required**

Office of the COO

- 4.1.4 Establish method to track diversity efforts throughout the organization, such as in an annual report
- 4.1.3 Include diversity measure into agency balanced scorecard.

Procurement

- 1.5.1 Include appropriate DBE language in intergovernmental agreements
- 1.5.2 List DBE goal in RFP solicitations
- 1.6.3 Revise RFP templates to employ best value and promote diversity in employment and contracting
- 1.7.1 Refer contractors to OMWESB office and web site
- 1.7.2 Provide technical information resources available to small contractors
- 1.4.2 Extend outreach to minority business organizations via surveys **Funds required**
- 1.2.1 Amend MERC Procurement Policy to include Sheltered Market Program
- 1.1.1 Conduct disparity study on contract solicitation and awards
 - Sent to
 - Bids/Proposals received
 - Contracts awarded
- 1.4.4 Conduct random follow-up with unsuccessful contractors or those that did not submit responses
- 1.6.2 Establish protocol for involvement in value-based contracting

Actions for FY 11-12

Communications

- 2.1.1 Change bylaws of committees to reflect additions to membership
- 2.1.2 Invite community members to observe existing committees
- 2.1.7 Seek demographic information from interview panel applicants.
- 2.1.6 Develop questions to be used on interview panel that provide credit for diverse experiences.
- 2.1.4 Develop an overview of Metro and the agency's committee work to present to underserved populations. **Funds required**
- 2.2.8 Identify Metro programs that could benefit from participating in large culturally specific events.

Human Resources

- 3.1.6 Increase efforts to attend job fairs and bring employees with diverse backgrounds to events. **Funds required**
- 3.1.4 Update HR website to advertise outreach events HR is attending internally and externally using tools such as Spanish webpage, Twitter
- 3.2.2 Ensure diverse employee representation on hiring panels **Time resources required**
- 3.2.3 Take a more active role to brief and debrief hiring panels
- 4.1.8 Clarify and provide management training for all supervisors and managers regarding how to maintain an inclusive work environment. **Funds required**
- 4.1.15 Develop and implement manager and supervisor formal training materials). **Funds required**
- 3.3.3 Integrate diversity outreach and accountability into performance appraisal process and other evaluation methods. **Funds required**
- 4.1.12 Communicate agency policies and values regarding diversity via formal orientation to all new employees.

Human Resources/Office of the COO

- 4.4.10 Conduct values roll-out and promotion focusing on the linkage between the value of respect and the diversity action plan. **Time resources required**

Office of the COO

- Engage with Metro Council to determine an approach and director to interface with regional partners on issues of diversity and equity in grants and funding.
- 4.1.14 Establish organized and easily accessible web presence to inform employees and provide two-way communication **Funds required**

Procurement

- 1.4.2 Extend outreach to minority business organizations via meet & greet events
- 1.7.3 Host small business events at Metro **Funds required**
- 1.2.3 Provide mandatory staff training on Sheltered Market Program
- 1.4.5 Develop strategy to close procurement participation gaps
- 1.1.2 Institute monthly reporting by prime contractor
- 1.4.1 Put processes in place to track procurement participation and Sheltered Market statistics
- 1.6.1 Procurement to attend Dept/Center Staff Meetings regarding value-based contracting

Actions for FY 12-15

Office of the Auditor

- Diversity audit covering at least three of the Plan's core areas

Communications

- 2.2.1 Partner with and consider investing in stakeholder groups to reach out to underserved populations and build capacity for community participation **Funds required**
- 2.2.4 Explore available technical tools that track participation data for underserved populations in the public comment process (i.e., Internet panel) **Funds required**
- 2.1.8 Coordinate and maintain list of contacts with diverse communities, including contacts made through Human Resources, Procurement and Communications efforts-- formal tool and resources **Funds required**

APPENDIX A: ACTION CRITICAL PATHS FLOWCHART

Key: ***High priority; **Medium priority; *In progress/low-hanging fruit

Vendors and Contractors

**Extend outreach to minority business organizations via surveys (Procurement)
Funds required

***Extend outreach to minority business organizations via meet & greet

***Amend MERC Procurement Policy to include Sheltered Market Program

*Track Sheltered Market Program by Center/Category/Department

***Provide mandatory staff training on Sheltered Market Program

**Conduct disparity study on contract solicitation and awards

- Sent to
- Bids/Proposals received
- Contracts awarded
- Conduct random follow-up with unsuccessful contractors or those that did not submit responses

Develop strategy to close procurement participation gaps

*Institute monthly reporting by prime contractor

*Put processes in place to track procurement participation statistics

**Establish protocol for involvement in value-based contracting

*Procurement to attend Dept/Center Staff Meetings regarding value-based

Recruiting employees and engaging with public

***Ask diverse communities how best to outreach to them to better tailor our communications investments; start with those already engaged. **Funds required**

Public Involvement

***Develop an overview of Metro and our committee work to present to underserved populations. **Funds required**

***Partner with and consider investing in stakeholder groups to reach out to underserved populations and build capacity for community participation. **Funds required**

***Explore available technical tools that track participation data for underserved populations in the public comment process (i.e., Internet panel) **Funds required**

**Identify Metro programs that could benefit from participating in large culturally specific events. i.e. Cinco De Mayo festival

Employee Recruitment

***Increase efforts to attend job fairs and bring employees with diverse backgrounds to events. **Funds required**

*Advertise outreach events HR is attending (internal and external sites) using tools such as Spanish webpage, Twitter.

***Ensure diverse employee representation on hiring panels **Time resources required**

***Take a more active role to brief and debrief hiring panels.

Employee training and retention

Conduct diversity survey and Outreach (Fall 2010).

***Establish baseline (winter 2010)

***Invite diverse representation of employees to participate in developing an action plan (winter 2010).

***Develop action items based on diversity survey (early 2011) **Funds and time resources required**

Formalize diversity action plan (early 2011)

Internal Communications

***Develop budget proposal to support internal sensitivity work plan based upon diversity survey results and employee input. (early 2011?)

***Conduct values roll-out and promotion focusing on the linkage between the value of respect and the

***Communicate agency policies and values regarding diversity via formal orientation to all new employees (early 2011)

Training & Accountability

***Identify possible mentorships or affinity groups (spring 2011)

***Implement an ongoing broad cultural sensitivity offering for all employees, based on results from diversity survey and input from diverse representation of employees regarding content and messages (spring 2011). **Funds required**

Provide brown bag opportunities for Metro managers and employees to learn more about diversity and cultural competence (spring 2011). **Funds required

***Clarify and provide management training for all supervisors and managers regarding how to maintain an inclusive work environment. (summer 2011) **Funds required**

***Develop and implement manager and supervisor formal training materials (summer-2011). **Funds required**

***Integrate diversity outreach and accountability into PACE and other evaluation methods (summer 2011). **Funds required**

***Establish organized and easily accessible web presence to inform employees and provide two-way communication (FY 2011-12) . **Funds required**

Public engagement

***Survey existing committees around the region to identify potential committee members who may be interested in applying for membership on Metro committees.

**Change bylaws of committees to reflect additions to membership

***Invite community members to observe existing committees

***Seek demographic information from interview panel applicants.

***Develop questions to be used on interview panel that provide credit for diverse experiences.

APPENDIX B: METRO DEFINITIONS

Affirmative Action

This encompasses Metro's legal obligation and good faith efforts to establish an affirmative action plan that includes goals and procedures for the purpose of increasing the proportion and effective utilization of minorities and women employed in positions where minorities and women are underrepresented.

4/5th rule

A means by measuring if there is a substantially different selection rate in the hiring process for a particular minority group.

Capacity-building

Capacity-building is a coordinated process of deliberate interventions to upgrade skills, improve procedures and strengthen organizations by investing in people, institutions and practices that will enable organizations to achieve their objectives.

Cultural competency

Cultural competency is a comprehensive collection of behavior, attitudes, practices and policies that creates an inclusive environment for people of diverse backgrounds. Cultural competency is achieved by integrating the awareness, knowledge base and learned skills needed to effectively and sensitively educate, work with and provide health care to people of diverse backgrounds. Striving to be culturally competent allows Metro to best serve its diverse constituencies, including people who have been historically marginalized or excluded based on factors such as race, ethnicity, gender, sexual orientation or disability.

Disadvantaged Business Enterprise (DBE):

A Disadvantaged Business Enterprise (DBE) is a sole proprietorship, corporation or joint venture wherein people who are socially and economically disadvantaged own a minimum of 51% of the entity.

Diversity

Diversity is the variance or difference amongst people. This variance includes race, ethnicity, gender, age, religion, nationality, language preference, disability, sexual orientation and diversity of thought. These differences are tied to an infinite range of other characteristics such as experience, work styles, life experience, education and other variables.

Equal Opportunity

Metro's commitment to provide equal opportunities to all individuals without regard to race, religion, national origin, disability, age, marital status, sex, sexual orientation, military service, or any other status protected by law. This applies to all employment related activities, procurement and citizen involvement.

FOTA

Metro's First Opportunity Target Area (FOTA) program applies to the three venues under management by the Metropolitan Exposition Recreation Commission – the Oregon Convention Center, Portland Center for the Performing Arts and Portland Expo Center. Established in 1989, the FOTA program was first intended to ensure that economically disadvantaged residents within the defined geographical area proximate to the Oregon Convention Center(OCC) be offered the first opportunity to apply for employment at the OCC. The MERC Commission later expanded and applied the FOTA program to the other two venues and now also requires all three venues to offer contracting and procurement opportunities, in addition to employment opportunities, to individuals and businesses within the FOTA boundary.

Inclusivity

Inclusivity respects and values the unique dimension each employee adds to the organization. Inclusion enhances the environment for all members of the Metro community by cultivating a climate where all members feel they belong and by encouraging engagement with multiple points of view that represent the variety of understanding and knowledge necessary for a healthy work environment. Metro recognizes that employees are at their creative and productive best when they work in an inclusive work environment.

MERC

The Metropolitan Exposition Recreation Commission (MERC) manages three public facilities within Metro— the Oregon Convention Center, Portland Center for the Performing Arts, and Portland Expo Center. MERC is governed by a Board of Commissioners appointed by the Metro Council President upon recommendation from local area governments.

Minority/Women/Emerging Small Business (MWESB)

A Minority/Women/Emerging Small Business (MWESB) is a sole proprietorship, corporation or joint venture wherein the controlling interests are minorities or women and own a minimum of 51% of the entity; or have a small number of employees and limited annual receipts.

Respect

We encourage and appreciate diversity in people and ideas. We embrace diversity in people and ideas within our workplace and our community. Everyone is treated with care and appreciation. We promote an atmosphere of equality and personal integrity and seek to understand the perspective of others. We strive for a culture supported by honesty and trust. Above all, we demonstrate respect for each other.

Underserved

Insufficiently or inadequately supplied with facilities or services.

Value-based contracting

Value-based contracting is the practice of creating the maximum possible opportunity for DBEs to compete for and participate in locally-funded contracting activities.

APPENDIX C: 2010 DIVERSITY ACTION TEAM ROSTER

Michael Jordan, Chair
Chief Operating Officer

Rex Burkholder
Metro Councilor

Teddi Anderson
Human Resources Manager

Molly Chidsey
Sustainability Coordinator

Joe Durr
Event Services Manager

Julie Hoffman, Secretary
Procurement Analyst

Shareefah Hoover
Senior Public Affairs Specialist

Jan Jung, Treasurer
Recruitment and Selection Specialist

Joni Marie Johnson
Visitor Venues Human
Resources Manager

Jim Middaugh
Director of Public Affairs

Jennifer Payne
Zoo Volunteer Resource Manager

Scott Robinson
Deputy Chief Operating Officer

Mary Rowe
Human Resources Director

Kathryn Sofich
Council Policy Analyst

Cary Stacey
Internal Communications Manager

Nathan Sykes, Vice Chair
Senior Attorney

Matt Tracy
Sustainable Operations Planner

Angela Watkins
MWESB Program Coordinator

Materials following this page were distributed at the meeting.

 **Metro** | *Agenda*

Meeting: Metro Council Work Session
Date: Tuesday, April 26, 2011
Time: 2 p.m.
Place: Council Chambers

REVISED 4/26

CALL TO ORDER AND ROLL CALL

- | | | |
|----------------|---|---|
| 2 PM | 1. DISCUSSION OF AGENDA FOR COUNCIL REGULAR MEETING, APRIL 28, 2011/ADMINISTRATIVE/ CHIEF OPERATING OFFICER COMMUNICATIONS | |
| 2:15 PM | 2. METRO COUNCIL REDISTRICTING AND REAPPORTIONMENT - <u>DISCUSSION & DIRECTION</u> | Roberts
Burkholder
Hosticka
Fjordbeck/Andersen |
| 2:45PM | 3. APRIL 19 WORK SESSION WRAP-UP, REVIEW 5-YEAR CAPITAL IMPROVEMENT PLAN, REVIEW TECHNICAL AMENDMENTS, AND COUNCIL QUESTIONS - <u>INFORMATION / DISCUSSION</u> | Norton
Rutkowski |
| 4 PM | 4. DIVERSITY ACTION PLAN - <u>INFORMATION</u> | Cooper
Sykes
Rowe |
| 4:20 PM | 5. COUNCIL BRIEFINGS/COMMUNICATION | |
- ADJOURN**

 **Metro** | *Agenda*

Meeting: Metro Council
Date: Thursday, April 28, 2011
Time: 2 p.m.
Place: Metro Council Chambers

REVISED

CALL TO ORDER AND ROLL CALL

- 1. INTRODUCTIONS**
 - 2. CITIZEN COMMUNICATIONS**
 - 3. WILLAMETTE PEDESTRIAN COALITION PRESENTATION** **Stephanie Routh, WPC**
 - 4. REGIONAL FUNDING MODELS** **David Fisher**
 - 5. CONSENT AGENDA**
 - 5.1 Consideration of the Council Minutes for April 21, 2011
 - 5.2 **Resolution No. 11- 4254**, For the Purpose of Confirming the Appointment of a New Member and Re-Appointment of a Pre-existing Member to the Metro Audit Committee.
 - 5.3 **Resolution No. 11-4255**, For the Purpose of Confirming the Reappointment of Ms. Cece Hughley Noel and Mr. David Davies to the North Portland Rehabilitation and Enhancement Committee (NPREC).
 - 5.4 **Resolution No. 11-4258**, For the Purpose of Authorizing the Acting Chief Operating Officer to Purchase a Conservation Easement Over Property in the Willamette River Greenway Target Area Under the 2006 Natural Areas Bond Measure.
 - 6. ORDINANCES – SECOND READING**
 - 6.1 **Ordinance No. 11-1257A**, For the Purpose of Amending Metro Code Chapter 5.02 to Establish Solid Waste Disposal Charges and System Fees for FY 2011-12, to Modify Hazardous Waste Charges, and to Establish the Effective Date for the FY 2011-12 Solid Waste Excise Tax Rate. **Harrington**

Public Hearing

 - 6.2 **Ordinance No. 11-1253**, For the Purpose of Adopting the Annual Budget for Fiscal Year FY 2011-12, Making Appropriations, Levying Ad Valorem Taxes and Declaring an Emergency. **Hughes**
- Public Hearing*
- 7. ORDINANCES – FIRST READING**
 - 7.1 **Ordinance No. 11-1259**, For the Purpose of Amending Metro Code 2.02.050, Charitable Solicitations.

Continued on back

8. RESOLUTIONS

8.1 **Resolution No. 11-4259**, Approving the FY 2011-12 Budget, Setting Property Tax Levies and Transmitting the Approved Budget to the Multnomah County Tax Supervising and Conservation Commission. **Hughes**

9. CHIEF OPERATING OFFICER COMMUNICATION

10. COUNCILOR COMMUNICATION

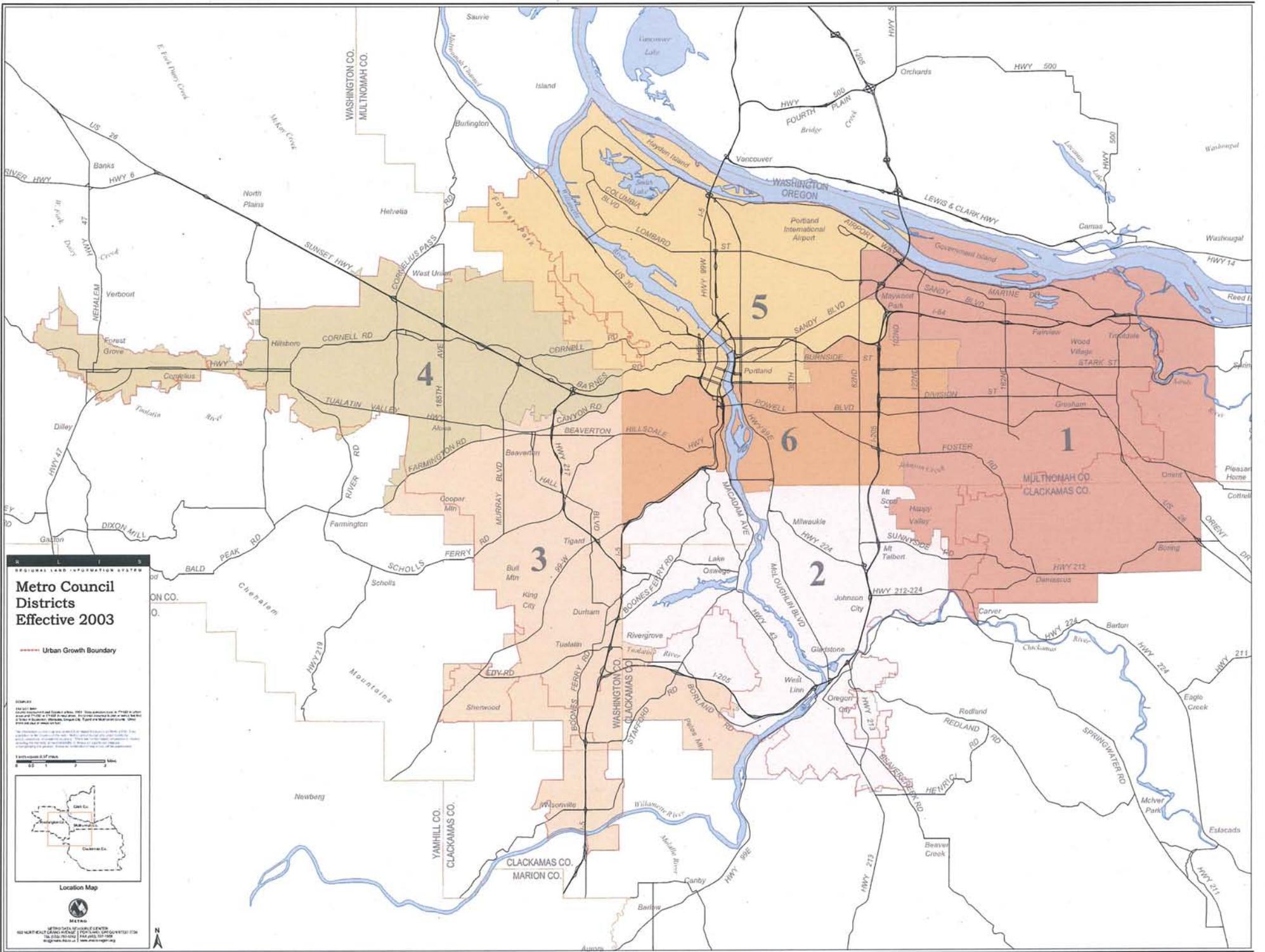
ADJOURN

Television schedule for April 28, 2011 Metro Council meeting

<p>Clackamas, Multnomah and Washington counties, and Vancouver, WA Channel 11 – Community Access Network <i>Web site:</i> www.tvctv.org <i>Ph:</i> 503-629-8534 <i>Date:</i> 2 p.m. Thursday, April 28(Live)</p>	<p>Portland Channel 11 – Portland Community Media <i>Web site:</i> www.pcmtv.org <i>Ph:</i> 503-288-1515 <i>Date:</i> 8:30 p.m. Sunday, May 1 <i>Date:</i> 2 p.m. Monday, May 2</p>
<p>Gresham Channel 30 - MCTV <i>Web site:</i> www.metroeast.org <i>Ph:</i> 503-491-7636 <i>Date:</i> 2 p.m. Monday, May 2</p>	<p>Washington County Channel 30– TVC TV <i>Web site:</i> www.tvctv.org <i>Ph:</i> 503-629-8534 <i>Date:</i> 11 p.m. Saturday, April 30 <i>Date:</i> 11 p.m. Sunday, May 1 <i>Date:</i> 6 a.m. Tuesday, May 3 <i>Date:</i> 4 p.m. Wednesday, May 4</p>
<p>Oregon City, Gladstone Channel 28 – Willamette Falls Television <i>Web site:</i> http://www.wftvmedia.org/ <i>Ph:</i> 503-650-0275 Call or visit web site for program times.</p>	<p>West Linn Channel 30 – Willamette Falls Television <i>Web site:</i> http://www.wftvmedia.org/ <i>Ph:</i> 503-650-0275 Call or visit web site for program times.</p>

PLEASE NOTE: Show times are tentative and in some cases the entire meeting may not be shown due to length. Call or check your community access station web site to confirm program times.

Agenda items may not be considered in the exact order. For questions about the agenda, call the Metro Council Office at 503-797-1540. Public hearings are held on all ordinances second read and on resolutions upon request of the public. Documents for the record must be submitted to the Clerk of the Council to be included in the decision record. Documents can be submitted by e-mail, fax or mail or in person to the Clerk of the Council. For additional information about testifying before the Metro Council please go to the Metro web site www.oregonmetro.gov and click on public comment opportunities. For assistance per the American Disabilities Act (ADA), dial TDD 503-797-1804 or 503-797-1540 (Council Office).



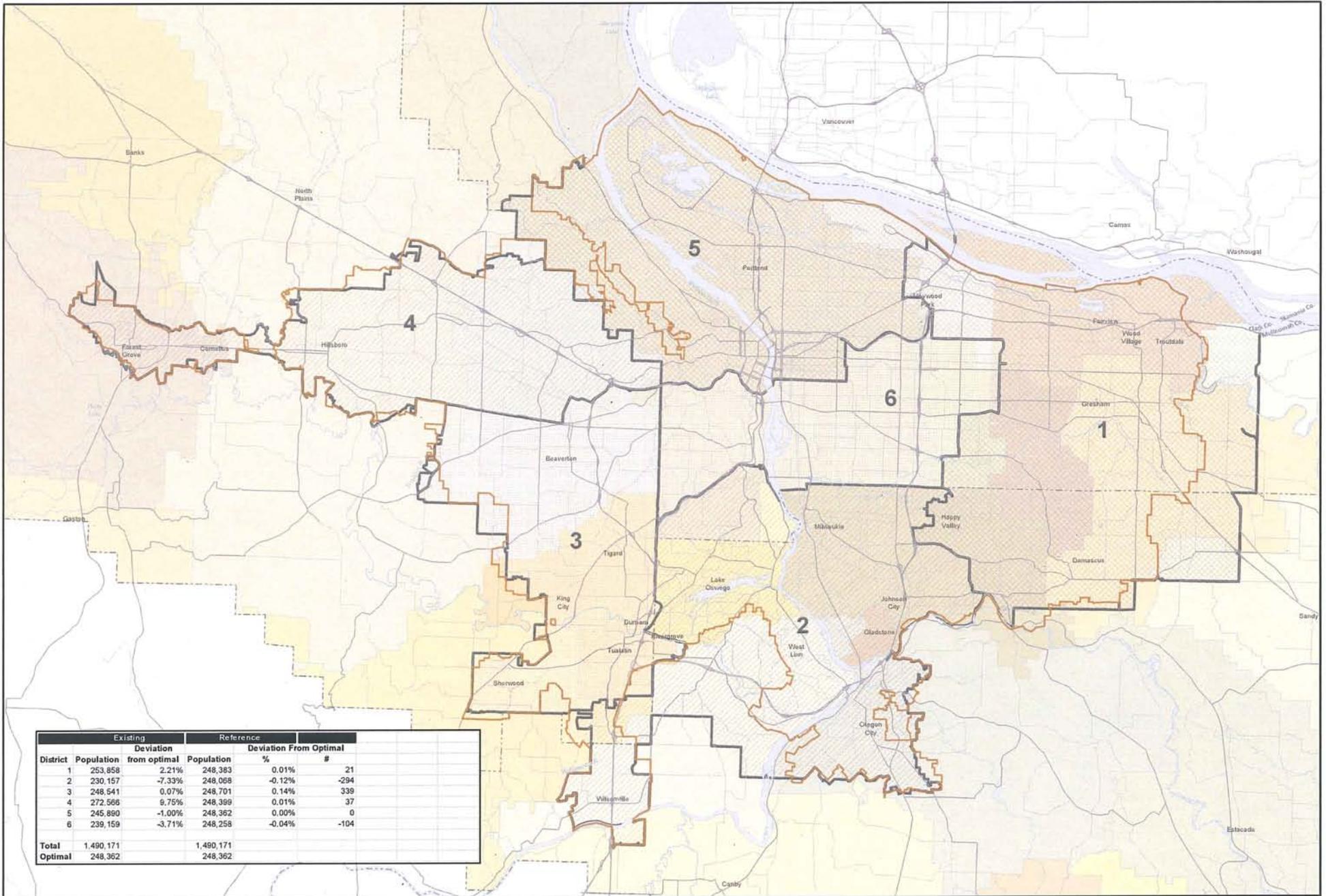
**Metro Council
Districts
Effective 2003**

Urban Growth Boundary

Scale: 1 inch = 1 mile
1 centimeter = 0.39 inches
1 kilometer = 0.62 miles



METRO
METRO DATA OPERATIONS CENTER
100 NORTH EAST CLATSOP AVENUE, PORTLAND, OREGON 97232
TEL: 503.253.1111 FAX: 503.253.1112
WWW.METRO.OREGON.GOV



District	Existing		Reference		Deviation From Optimal	
	Population	Deviation from optimal	Population	%	#	
1	253,858	2.21%	248,383	0.01%	21	
2	230,157	-7.33%	248,068	-0.12%	-294	
3	248,641	0.07%	248,701	0.14%	339	
4	272,566	9.76%	248,399	0.01%	37	
5	245,890	-1.00%	248,362	0.00%	0	
6	239,159	-3.71%	248,258	-0.04%	-104	
Total	1,490,171		1,490,171			
Optimal	248,362		248,362			

Reference Plan 1 - Council Redistricting

Metro Jurisdictional Boundary and Urban Growth Boundary



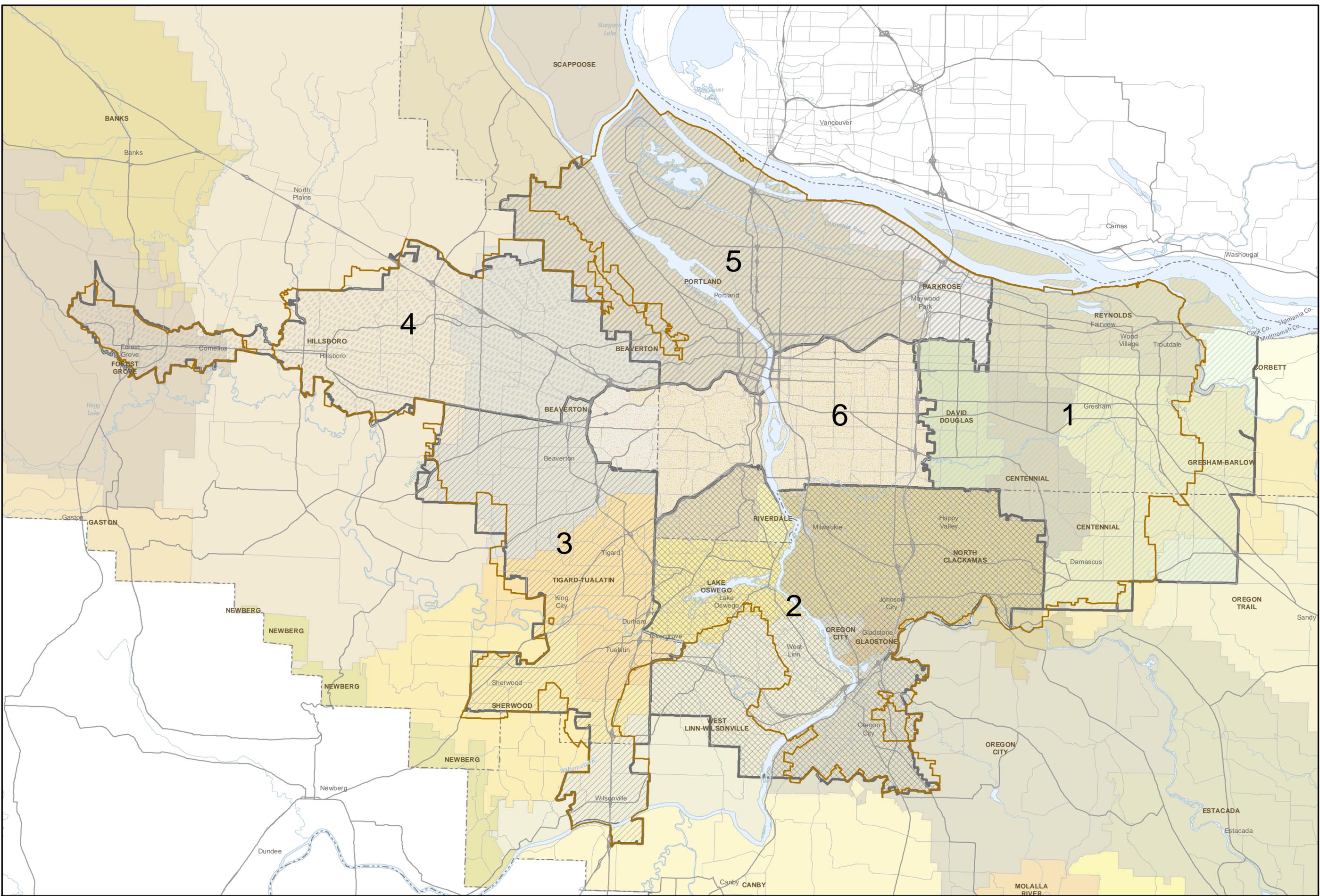
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Proposed districts with school districts

- Urban growth boundary
- County Boundaries



DRAFT, April 12, 2011



"Plan B" - Council Redistricting

Metro Jurisdictional Boundary and Urban Growth Boundary

Proposed districts with school districts

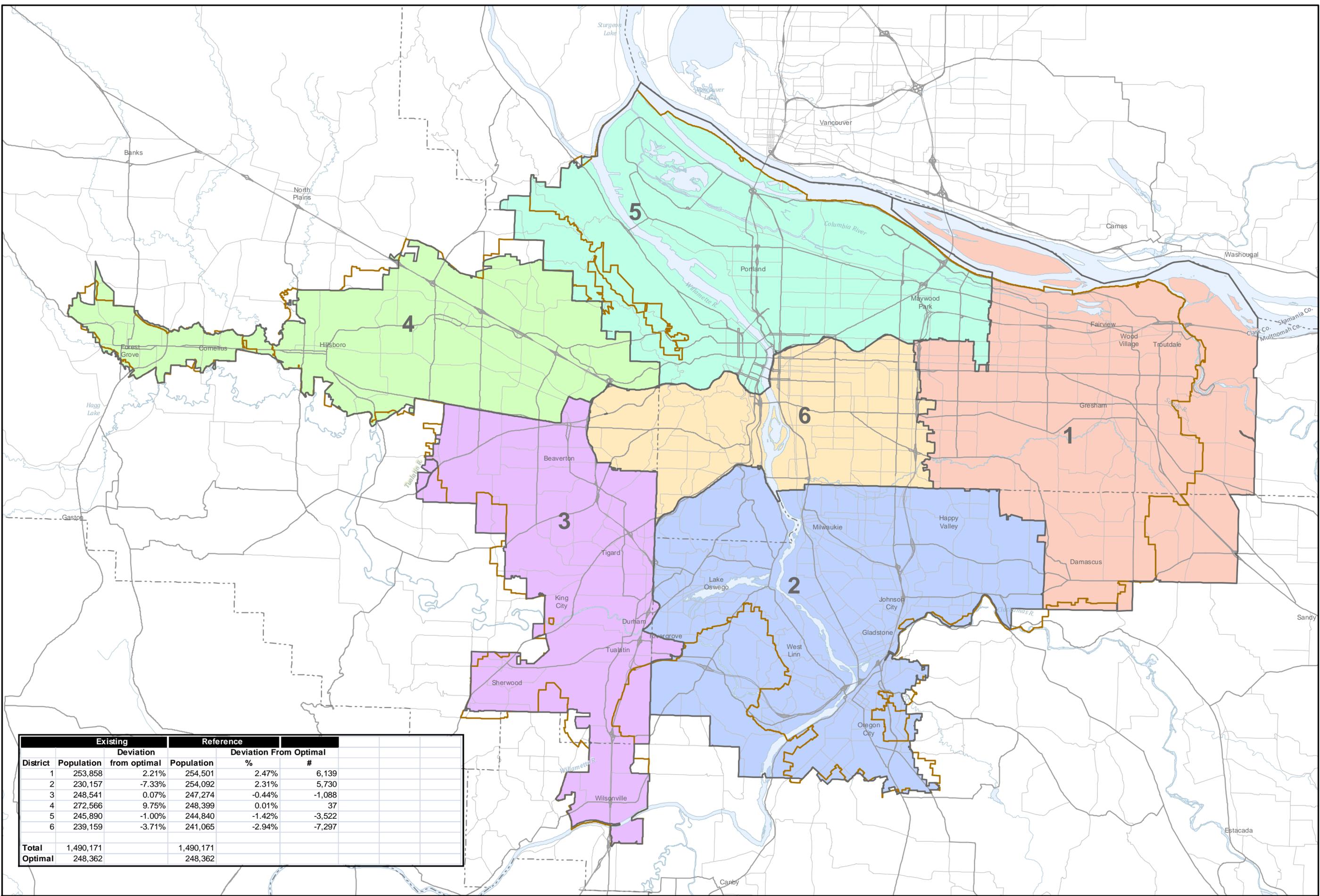


- Urban growth boundary
- County Boundaries



DRAFT, April 20, 2011

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District	Existing		Reference		#
	Population	Deviation from optimal	Population	Deviation From Optimal	
1	253,858	2.21%	254,501	2.47%	6,139
2	230,157	-7.33%	254,092	2.31%	5,730
3	248,541	0.07%	247,274	-0.44%	-1,088
4	272,566	9.75%	248,399	0.01%	37
5	245,890	-1.00%	244,840	-1.42%	-3,522
6	239,159	-3.71%	241,065	-2.94%	-7,297
Total	1,490,171		1,490,171		
Optimal	248,362		248,362		

"Plan B" - Council Redistricting

Metro Jurisdictional Boundary and Urban Growth Boundary

0 0.5 1 2 miles

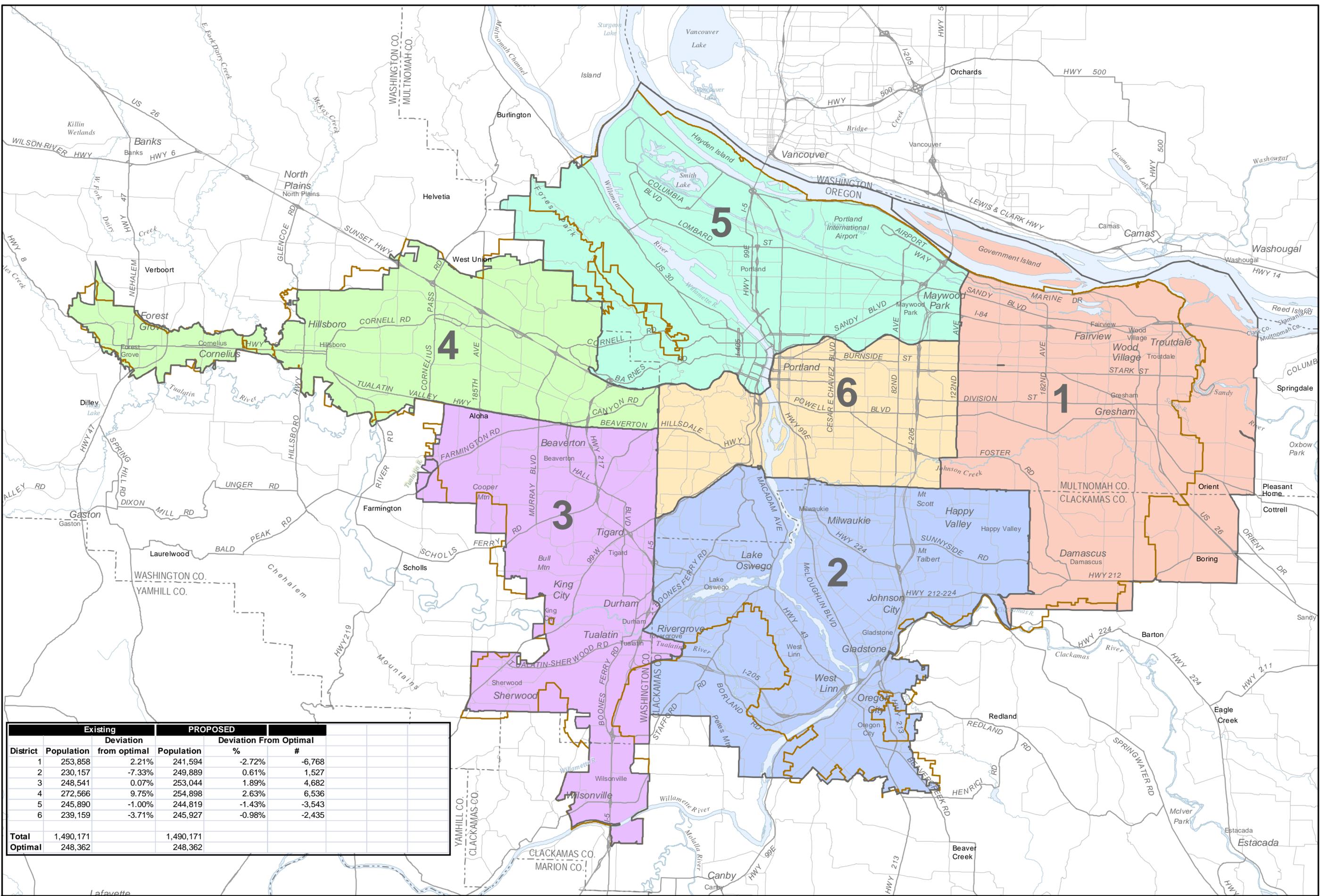
Urban growth boundary

County Boundaries



DRAFT, April 19, 2011

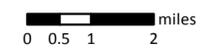
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District	Existing		PROPOSED		Deviations
	Population	Deviation from optimal	Population	Deviation From Optimal	
1	253,858	2.21%	241,594	-2.72%	-6,768
2	230,157	-7.33%	249,889	0.61%	1,527
3	248,541	0.07%	253,044	1.89%	4,682
4	272,566	9.75%	254,898	2.63%	6,536
5	245,890	-1.00%	244,819	-1.43%	-3,543
6	239,159	-3.71%	245,927	-0.98%	-2,435
Total	1,490,171		1,490,171		
Optimal	248,362		248,362		

Proposed "Plan C" - Council Redistricting

Metro Jurisdictional Boundary and Urban Growth Boundary

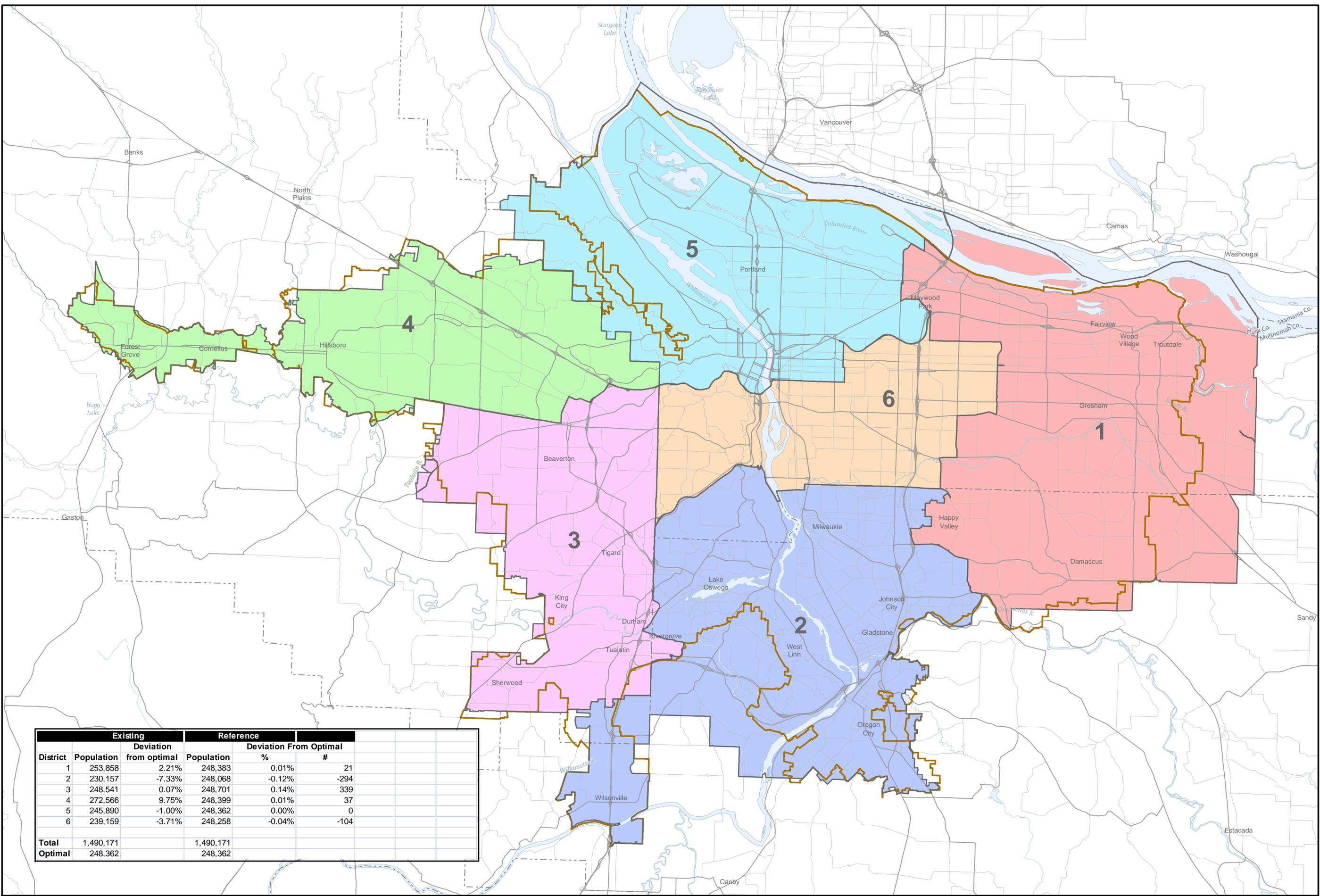


- Urban growth boundary
- County Boundaries



DRAFT, April 22, 2011

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District	Existing		Reference		
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1	253,858	2.21%	248,383	0.01%	21
2	230,157	-7.33%	248,068	-0.12%	-294
3	248,541	0.07%	248,701	0.14%	339
4	272,566	9.75%	248,399	0.01%	37
5	245,890	-1.00%	248,362	0.00%	0
6	239,159	-3.71%	248,258	-0.04%	-104
Total	1,490,171		1,490,171		
Optimal	248,362		248,362		

Reference Plan 1 - Council Redistricting

Metro Jurisdictional Boundary and Urban Growth Boundary

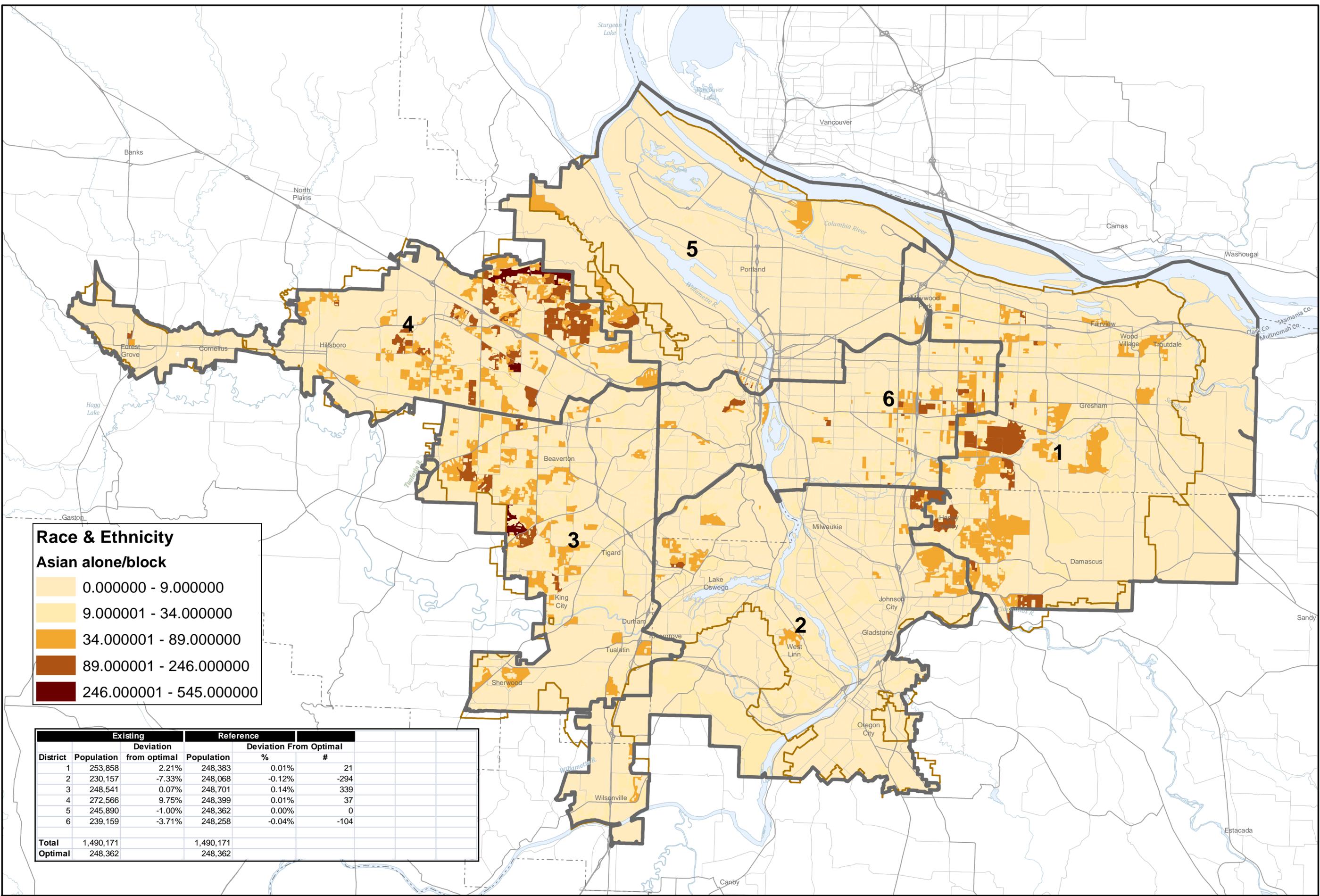


- Urban growth boundary
- County Boundaries



DRAFT, April 12, 2011

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Race & Ethnicity
Asian alone/block

- 0.000000 - 9.000000
- 9.000001 - 34.000000
- 34.000001 - 89.000000
- 89.000001 - 246.000000
- 246.000001 - 545.000000

District	Existing		Reference		
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1	253,858	2.21%	248,383	0.01%	21
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Reference Plan 1 - Council Redistricting

Metro Jurisdictional Boundary and Urban Growth Boundary



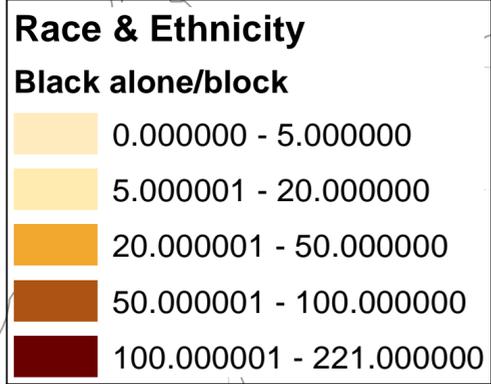
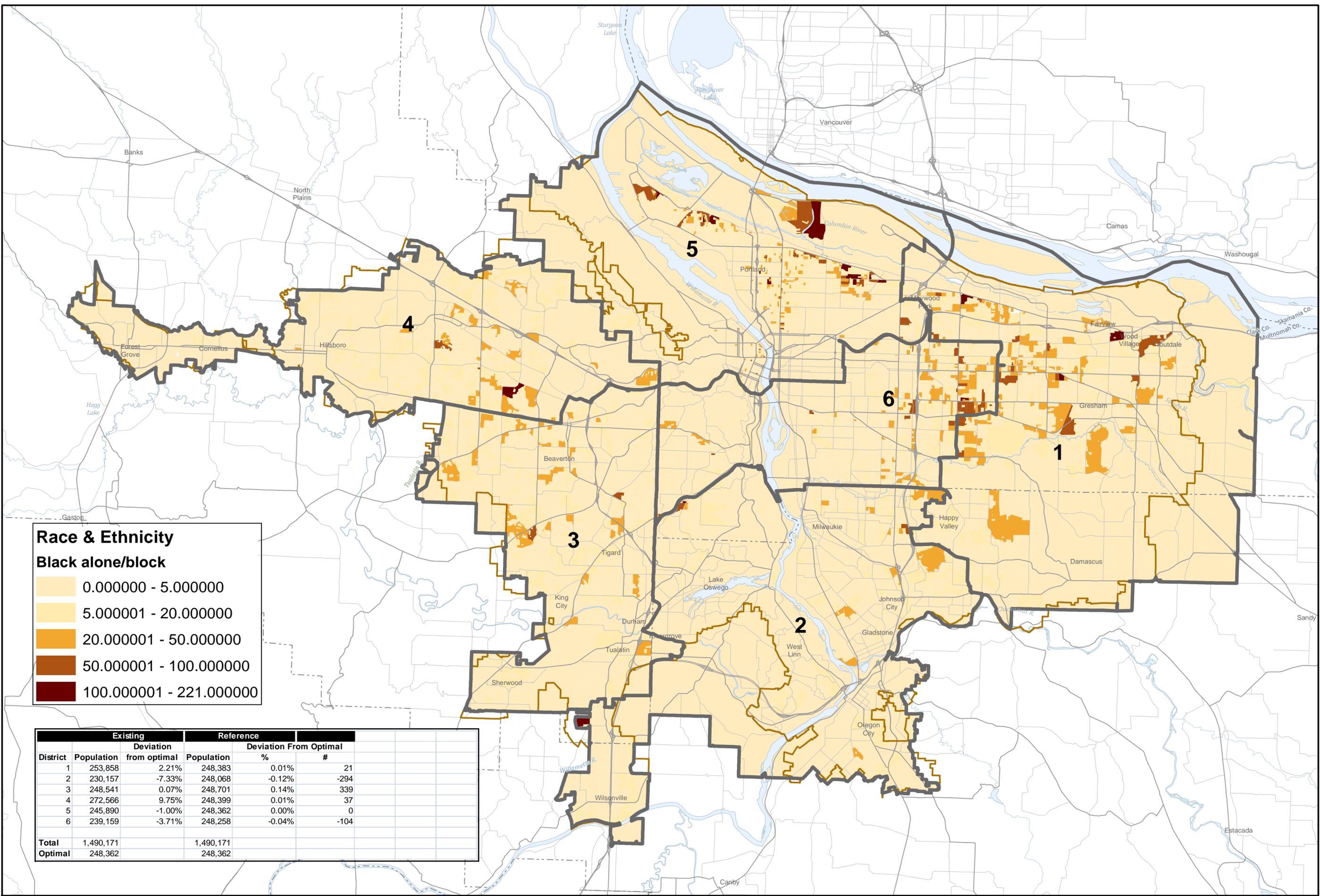
Urban growth boundary

County Boundaries



DRAFT, April 12, 2011

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Reference Plan 1 - Council Redistricting

Metro Jurisdictional Boundary and Urban Growth Boundary



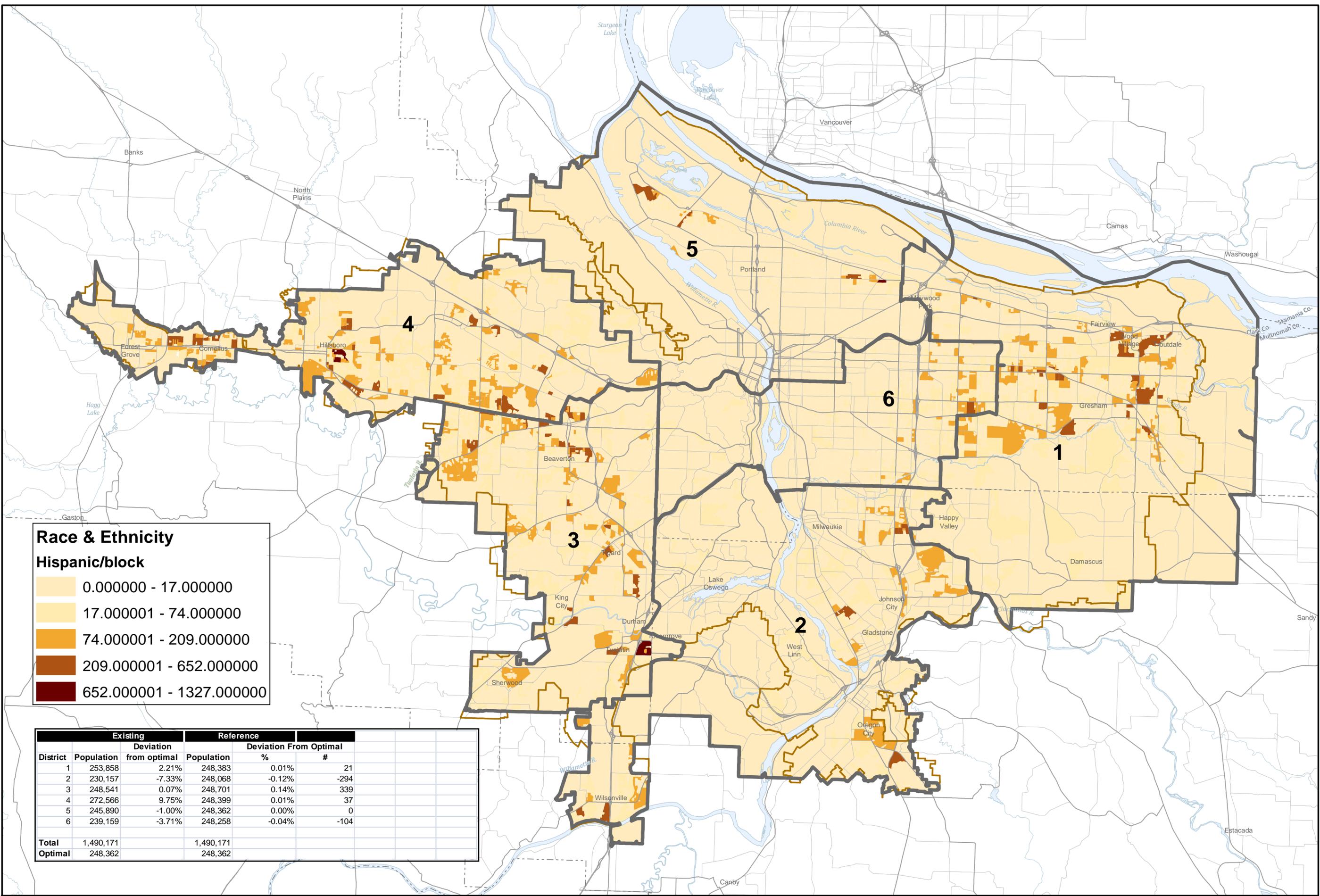
Urban growth boundary

County Boundaries



DRAFT, April 12, 2011

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Race & Ethnicity
Hispanic/black

- 0.000000 - 17.000000
- 17.000001 - 74.000000
- 74.000001 - 209.000000
- 209.000001 - 652.000000
- 652.000001 - 1327.000000

District	Existing		Reference		#
	Population	Deviation from optimal	Population	Deviation From Optimal %	
1	253,858	2.21%	248,383	0.01%	21
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Reference Plan 1 - Council Redistricting

Metro Jurisdictional Boundary and Urban Growth Boundary



- Urban growth boundary
- County Boundaries



DRAFT, April 12, 2011

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Metro | Agenda

Meeting: Metro Council Work Session
Date: April 26, 2011
Time: 2 to 4 pm
Place: Council Chambers
Purpose: Discuss budget
Outcome(s): Readiness to approve budget, set tax levy and set Solid Waste Rates on April 28.

2:15	Overview of work session	Dan Cooper, Acting COO
2:20	Capital Improvement Plan	Karen Feher, Capital Budget Coordinator
2:35	Technical Amendments	Kathy Rutkowski, Budget Coordinator
2:50	Tax Levy	Margo Norton, Finance and Regulator Services Director
3:00	Budget Questions/Discussion Solid Waste Rate Questions	Council
3:45	Actions needed on April 28 Solid Waste rates as amended	Dan Cooper, Acting COO second reading Public hearing Council action
	Budget Ordinance	reading of budget ordinance Comments of Budget Officer Public hearing on proposed budget Motions to amend budget ordinance (en bloc or by items) Carry forward ordinance to June 16
	Budget Resolution	Council sitting as budget committee Approves budget, as amended Sets tax levy Sends budget to TSCC

Capital Improvement Plan (CIP) Fiscal Year 2011-12 through FY 2015-16

Metro prepares and annually updates an agency-wide CIP in order to identify needed capital projects and to coordinate the financing and timing of improvements in a way that maximizes the benefits of capital spending to the public. Metro's Capital Budget includes all capital projects and renewal and replacement projects \$100,000 or more.

	Total Projects	Prior Years	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	TOTAL
Finance	3	285,000	705,000	-	40,000	30,000	30,000	1,090,000
Information Services	4	1,527,227	649,558	413,108	239,161	619,733	344,934	3,793,721
Visitor Venues-MERC	37	100,000	830,000	4,045,000	3,890,000	5,030,000	1,930,000	15,825,000
Visitor Venues-Oregon Zoo	21	15,867,605	15,734,376	12,666,310	5,727,506	984,260	960,077	51,940,134
Parks and Environmental Services	33	5,039,114	3,907,912	5,783,593	2,767,058	717,460	386,412	18,601,549
Research Center	2	961,192	77,000	91,200	57,000	44,000	63,000	1,293,392
Sustainability Center	2	72,905,909	20,939,000	21,292,644	20,937,532	1,685,259	-	137,760,344
TOTAL	102	96,686,047	42,842,846	44,291,855	33,658,257	9,110,712	3,714,423	230,304,140
FIVE YEAR TOTAL, FY 2011-12 through FY 2015-16				\$133,618,093				

SIGNIFICANT BUDGET CHANGES:

- Second year the MERC Visitor Venues participate in Metro's Capital Improvement Plan. The MERC Commission has approved the projects identified in the CIP. This year's MERC CIP reflects the completion of their reserve study and the identification of renewal and replacement funding.
- Operating costs for information systems increased as licensing for Microsoft applications shifted from a capital cost for purchasing to maintenance as expected and approved in the original plan.

KEY INITIATIVES:

- The Parks and Environmental Services center proposes a \$1.3 million project at the St Johns Landfill proposing an energy conversion of the gas extracted from the landfill. Currently the gas is either sold directly to a private entity on demand, or burned off in flares when the demand is less than the amount of gas being extracted. The initial \$150,000 phase of this project is to evaluate the potential conversion of the excess gas into either electricity or compressed gas suitable for use in vehicles.
- In FY 2011-12 we will conduct a new physical inventory and asset condition assessment in accordance with our Capital Asset Management policies.
- The majority of the funding for projects (67.25%) is from General Obligation bonds for the Natural Areas and Zoo.
- Caring for Metro's existing assets is an absolute priority. For most funds Metro has yet to develop a means of funding new capital except through bonded debt.

Priority
Fund
Dept

	Prior Years	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	TOTAL	Funding Source
FINANCE AND REGULATORY SERVICES								
General Fund Renewal and Replacement Fund								
2 Inventory R&R and Assets	0	100,000	0	0	0	0	100,000	Fund Bal - Renewal and Repl
Solid Waste General Account								
1 Solid Waste Information System (SWIS)	250,000	575,000	0	0	0	0	825,000	Fund Balance - Capital Reserve
SW Renewal & Replacement Account								
3 Enforcement Vehicle Replacement	35,000	30,000	0	40,000	30,000	30,000	165,000	Fund Bal - Renewal and Repl
INFORMATION SERVICES								
All Funds								
1 Replace/Acquire Desktop Computers	709,202	80,000	80,000	80,000	80,000	80,000	1,109,202	Fund Balance - Capital Reserve
General Fund Renewal and Replacement Fund								
1 Information Technology R&R Projects	437,255	569,558	194,355	159,161	251,844	264,934	1,877,107	Fund Bal - Renewal and Repl
2 Net Appliance Alex File Server	132,600	0	0	0	143,531	0	276,131	Fund Bal - Renewal and Repl
3 Upgrade of Business Enterprise Software (PeopleSoft)	248,170	0	138,753	0	144,358	0	531,281	Fund Bal - Renewal and Repl
VISITOR VENUES - MERC								
MERC Fund-EXPO								
1 Expo - Structural Issue Hall E	0	100,000	0	0	0	0	100,000	Fund Bal - Renewal and Repl
2 Expo - Parking Lot Asphalt Maint/Replace	0	50,000	50,000	50,000	50,000	50,000	250,000	Fund Bal - Renewal and Repl
3 Expo - Portable Bleacher Replacement	0	80,000	80,000	80,000	80,000	80,000	400,000	Fund Bal - Renewal and Repl
4 Expo - Group of Lighting	0	0	25,000	0	0	200,000	225,000	Fund Bal - Renewal and Repl
5 Expo - Meridian Phone System	0	0	0	0	0	100,000	100,000	Fund Bal - Renewal and Repl
MERC Fund-Oregon Convention Center								
1 OCC - Electrical Sub Meeting	0	200,000	0	0	0	0	200,000	MTOCA
2 OCC - Permanent Automatic AV Screens in all Meeting Rooms	0	195,000	0	0	0	0	195,000	MTOCA
3 OCC - Roof Replacement - Original Building	0	0	1,800,000	0	0	0	1,800,000	Fund Bal - Renewal and Repl
4 OCC - Oregon Ballroom Renovation	0	0	1,000,000	0	0	0	1,000,000	Fund Bal - Renewal and Repl
5 OCC - Replace Tile Floors in All Restrooms - Original Building	0	0	300,000	0	0	0	300,000	Fund Bal - Renewal and Repl
6 OCC - Replace Meeting Room Chairs - 3000	0	0	0	400,000	0	0	400,000	Fund Bal - Renewal and Repl
7 OCC - Carpet Replacement	0	0	0	1,700,000	0	0	1,700,000	Fund Bal - Renewal and Repl
8 OCC - Change Out Radio System to Digital per FCC Requirement	0	0	0	250,000	0	0	250,000	Fund Bal - Renewal and Repl
9 OCC - Purchase AV Equipment	0	0	0	100,000	0	0	100,000	Fund Bal - Renewal and Repl
10 OCC - Dragon Café Brew Pub Construction	0	0	0	600,000	0	0	600,000	Fund Bal - Renewal and Repl
11 OCC - Replace 2 (of 3) Boilers	0	0	0	0	425,000	0	425,000	Fund Bal - Renewal and Repl
12 OCC - Concrete Polishing	0	0	0	0	375,000	0	375,000	Fund Bal - Renewal and Repl
13 OCC - Bleacher Replacement	0	0	0	0	2,000,000	0	2,000,000	Fund Bal - Renewal and Repl
14 OCC - Replace 2 (of 4) Chiller Units	0	0	0	0	550,000	0	550,000	Fund Bal - Renewal and Repl
15 OCC - Elevator 18 - Car & Rail Rework	0	0	0	0	0	850,000	850,000	Fund Bal - Renewal and Repl
16 OCC - Replace Folding Padded Chairs	0	0	0	0	0	400,000	400,000	Fund Bal - Renewal and Repl
17 OCC - LEED Project Work for Re-Certification	0	0	0	0	300,000	0	300,000	MTOCA

New Project \$ spent in FY 2011-12

New Project \$ spent after FY 2011-12

Priority
Fund
Dept

	Prior Years	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	TOTAL	Funding Source
MERC Fund-Portland Center for the Performing Arts								
1	100,000	75,000	0	0	0	0	175,000	Donations - MERC
2	0	130,000	0	0	0	0	130,000	Fund Bal - Renewal and Repl
3	0	0	140,000	0	0	0	140,000	Friends of PCPA
4	0	0	500,000	0	0	0	500,000	Fund Bal - Renewal and Repl
5	0	0	150,000	0	0	0	150,000	Fund Bal - Renewal and Repl
6	0	0	0	110,000	0	0	110,000	Friends of PCPA
7	0	0	0	100,000	0	0	100,000	Friends of PCPA
8	0	0	0	500,000	0	0	500,000	Fund Bal - Renewal and Repl
9	0	0	0	0	150,000	0	150,000	Fund Bal - Renewal and Repl
10	0	0	0	0	100,000	0	100,000	Friends of PCPA
11	0	0	0	0	275,000	0	275,000	Friends of PCPA
12	0	0	0	0	300,000	0	300,000	Friends of PCPA
13	0	0	0	0	300,000	0	300,000	Friends of PCPA
14	0	0	0	0	125,000	0	125,000	Fund Bal - Renewal and Repl
15	0	0	0	0	0	250,000	250,000	Fund Bal - Renewal and Repl
VISITOR VENUE - OREGON ZOO								
Zoo Infrastructure and Animal Welfare								
1	149,682	500,000	0	0	0	0	649,682	GO Bonds Zoo
2	7,017,174	1,873,945	0	0	0	0	8,891,119	GO Bonds Zoo
3	997,505	748,129	0	0	0	0	1,745,634	GO Bonds Zoo
4	6,159	4,900,000	9,800,000	4,900,000	0	0	19,606,159	GO Bonds Zoo
5	130,000	100,000	0	0	0	0	230,000	GO Bonds Zoo
6	1,008,000	723,105	0	0	0	0	1,731,105	GO Bonds Zoo
7	0	0	0	0	100,000	0	100,000	GO Bonds Zoo
8	446,132	0	0	0	100,000	0	546,132	GO Bonds Zoo
9	4,812,000	4,800,000	2,388,000	0	0	0	12,000,000	GO Bonds Zoo
10	0	0	0	0	100,000	0	100,000	GO Bonds Zoo
General Fund Renewal and Replacement Fund								
1	1,127,586	549,526	373,500	720,599	474,706	719,968	3,965,885	Fund Bal - Renewal and Repl
2	45,254	23,080	23,541	24,012	24,492	24,982	165,361	Fund Bal - Renewal and Repl
3	57,305	58,451	59,620	60,813	62,029	63,270	361,488	Fund Bal - Renewal and Repl
4	20,808	21,224	21,649	22,082	22,523	22,974	131,260	Fund Bal - Renewal and Repl
5	0	152,623	0	0	0	0	152,623	Fund Bal - Renewal and Repl
6	0	128,593	0	0	0	0	128,593	Fund Bal - Renewal and Repl
7	0	0	0	0	100,510	0	100,510	Fund Bal - Renewal and Repl
8	0	0	0	0	0	128,883	128,883	Fund Bal - Renewal and Repl
Zoo Capital Projects Fund								
1	0	450,000	0	0	0	0	450,000	Donations
2	0	600,000	0	0	0	0	600,000	Donations
3	50,000	105,700	0	0	0	0	155,700	Fund Balance - Capital Reserve
New Project \$ spent in FY 2011-12								
New Project \$ spent after FY 2011-12								

Priority
Fund
Dept

	Prior Years	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	TOTAL	Funding Source
PARKS AND ENVIRONMENTAL SERVICES								
General Fund Renewal and Replacement Fund								
1	305,395	505,730	91,391	81,545	185,809	64,302	1,234,172	Fund Bal - Renewal and Repl
2	0	337,500	0	0	0	0	337,500	Fund Bal - Renewal and Repl
3	0	195,595	0	0	0	0	195,595	Fund Bal - Renewal and Repl
4	0	0	0	0	303,253	0	303,253	Fund Bal - Renewal and Repl
5	0	0	0	0	0	140,599	140,599	Fund Bal - Renewal and Repl
General Fund Renewal and Replacement Fund								
1	110,556	195,151	0	0	0	0	305,707	Fund Bal - Renewal and Repl
2	59,350	323,562	64,816	110,366	155,398	111,511	825,003	Fund Bal - Renewal and Repl
3	143,300	0	140,851	0	0	0	284,151	Fund Bal - Renewal and Repl
4	0	0	0	512,404	0	0	512,404	Fund Bal - Renewal and Repl
5	95,082	164,374	20,535	104,743	0	0	384,734	Fund Bal - Renewal and Repl
Solid Waste General Account								
1	50,000	300,000	0	0	0	0	350,000	Fund Balance - Capital Reserve
2	50,000	150,000	0	0	0	0	200,000	Fund Balance - Capital Reserve
3	55,000	50,000	0	0	0	0	105,000	Fund Balance - Capital Reserve
4	0	100,000	0	0	0	0	100,000	Fund Balance - Capital Reserve
5	0	200,000	0	0	0	0	200,000	Fund Balance - Capital Reserve
6	50,000	75,000	0	0	0	0	125,000	Fund Balance - Capital Reserve
7	0	0	863,000	0	0	0	863,000	Fund Balance - Capital Reserve
8	0	0	1,000,000	1,000,000	0	0	2,000,000	Fund Balance - Capital Reserve
9	0	0	0	200,000	0	0	200,000	Fund Balance - Capital Reserve
10	0	150,000	1,150,000	0	0	0	1,300,000	Fund Balance - Capital Reserve
Solid Waste Landfill Closure								
1	2,424,066	6,000	3,000	3,000	3,000	0	2,439,066	Fund Balance - Landfill Closure
2	621,365	5,000	0	0	0	0	626,365	Fund Balance - Landfill Closure
3	1,000,000	1,000,000	1,000,000	0	0	0	3,000,000	Fund Balance - Landfill Closure
SW Renewal & Replacement Account								
1	0	40,000	100,000	60,000	70,000	70,000	340,000	Fund Bal - Renewal and Repl
2	75,000	110,000	0	0	0	0	185,000	Fund Bal - Renewal and Repl
3	0	0	110,000	0	0	0	110,000	Fund Bal - Renewal and Repl
4	0	0	170,000	0	0	0	170,000	Fund Bal - Renewal and Repl
5	0	0	335,000	0	0	0	335,000	Fund Bal - Renewal and Repl
6	0	0	600,000	0	0	0	600,000	Fund Bal - Renewal and Repl
7	0	0	135,000	0	0	0	135,000	Fund Bal - Renewal and Repl
8	0	0	0	175,000	0	0	175,000	Fund Bal - Renewal and Repl
9	0	0	0	220,000	0	0	220,000	Fund Bal - Renewal and Repl
10	0	0	0	300,000	0	0	300,000	Fund Bal - Renewal and Repl

New Project \$ spent in FY 2011-12

New Project \$ spent after FY 2011-12

Priority
Fund
Dept

	Prior Years	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	TOTAL	Funding Source
RESEARCH CENTER								
Planning Fund								
2	106,576	50,000	68,200	25,000	25,000	25,000	299,776	Other
Planning Fund								
1	854,616	27,000	23,000	32,000	19,000	38,000	993,616	Other
SUSTAINABILITY CENTER								
Natural Areas Fund								
1	72,905,909	20,000,000	21,292,644	20,937,532	1,685,259	0	136,821,344	G.O. Bonds - Open Spaces
Natural Areas Fund								
1	0	939,000	0	0	0	0	939,000	Grants

New Project \$ spent in FY 2011-12

New Project \$ spent after FY 2011-12

Capital Project Request - Project Detail

Project Title:	Inventory R&R and Assets			Fund:	General Fund Renewal and Replacement Fund		
Project Status:	Incomplete	Funding Status:	Funded	FY First Authorized:	2010-11	Department:	Finance
Project Number	TEMP516	Active:	<input checked="" type="checkbox"/>	Dept. Priority:	2	Facility:	
		Division:	Financial Planning				
Source Of Estimat	Preliminary	Source:		Start Date:	7/11	Date:	12/1/2010
		Cost Type:	Facilities				
Type of Project:	Replacement	Request Type		Completion Date:	6/12	Prepared By:	Karen Feher

Project Estimates	Actual	Budget/Est	Prior						
Capital Cost:	Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Plans and Studies	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Total:	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000

Funding Source:

Fund Balance - Renewal and Replacement	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Total:	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000

Annual Operating Budget Impact

Project Description / Justification: Estimated Useful Life (yrs): First Full Fiscal Year of Operation:

This project is to insure that Metro's fixed asset inventory is accurate for the CAFR and that the Renewal and Replacement Plan is up to date and an accurate assessment of the expect cost to the agency for the near future. It is important to do this inventory every 3 to 5 years. It has only been three years since the last inventory but as it was the first one done for renewal a shorter time between inventories is prudent to insure the program is on target. After this inventory the cycle will be extended to every five years.

This will be a combined projects for the Accounting Division and Financial Planning for both the CAFR inventory and the Renewal and Replacement Plan.

Capital Project Request - Project Detail

Project Title:	Expo - Structural Issue Hall E			Fund:	MERC Fund				
Project Status:	Incomplete	Funding Status:	Funded	FY First Authorized:	2011-12	Department:	Metro Exposition-Recreation Commission		
Project Number	Temp525	Active:	<input checked="" type="checkbox"/>	Dept. Priority:	1	Facility:	Expo Center	Division:	Expo
Source Of Estimat	Preliminary	Source:	Geo Pacific En	Start Date:	7/11	Date:	2/16/2011	Cost Type:	Facilities
Type of Project:	Replacement	Request Type	Initial	Completion Date:	6/12	Prepared By:	Renee Pace		

Project Estimates	Actual	Budget/Est	Prior						
Capital Cost:	Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Capital Maintenance	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Total:	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000

Funding Source:

Fund Balance - Renewal and Replacement	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Total:	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000

Annual Operating Budget Impact

Project Description / Justification: _____ **Estimated Useful Life (yrs):** **First Full Fiscal Year of Operation:**

A Geological Survey indicated reason for structural damage at Hall E. Damage appeared to be the result of uneven settling causing stress cracks to the building. Construction /repair consists of installation of new micropiles and replacment of pressure grouting

Capital Project Request - Project Detail

Project Title: **Fund:**
Project Status: **Funding Status:** **FY First Authorized:** **Department:**
Project Number: **Active:** **Dept. Priority:** **Facility:** **Division:**
Source Of Estimat: **Source:** **Start Date:** **Date:** **Cost Type:**
Type of Project: **Request Type:** **Completion Date:** **Prepared By:**

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Construction		\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
	Total:	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000

Funding Source:

MTOCA		\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
	Total:	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000

Annual Operating Budget Impact

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

Capital Project Request - Project Detail

Project Title:	OCC - Permanent Automatic AV Screens in all Meeting Ro		Fund:	MERC Fund	
Project Status:	Incomplete	Funding Status:	Funded	FY First Authorized:	2011-12
Department:	Metro Exposition-Recreation Commission				
Project Number:	TEMP537	Active:	<input checked="" type="checkbox"/>	Dept. Priority:	2
Facility:	Oregon Convention Center		Division:	Oregon Convention Center	
Source Of Estimat	Preliminary	Source:		Start Date:	7/11
Date:	2/17/2011	Cost Type:	Equipment		
Type of Project:	New	Request Type	Initial	Completion Date:	6/12
Prepared By:	Renee Pace				

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Construction		\$0	\$0	\$0	\$195,000	\$0	\$0	\$0	\$0	\$195,000
Total:		\$0	\$0	\$0	\$195,000	\$0	\$0	\$0	\$0	\$195,000

Funding Source:

MTOCA		\$0	\$0	\$0	\$195,000	\$0	\$0	\$0	\$0	\$195,000
Total:		\$0	\$0	\$0	\$195,000	\$0	\$0	\$0	\$0	\$195,000

Annual Operating Budget Impact

Project Description / Justification:	Estimated Useful Life (yrs):	10	First Full Fiscal Year of Operation:	2013-14
Purchase & install permanent automatic AV screens in all meeting rooms				

Capital Project Request - Project Detail

Project Title:
Fund:

Project Status:
Funding Status:
FY First Authorized:
Department:

Project Number:
Active:
Dept. Priority:
Facility:
Division:

Source Of Estimat:
Source:
Start Date:
Date:
Cost Type:

Type of Project:
Request Type:
Completion Date:
Prepared By:

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Capital Maintenance		\$0	\$0	\$0	\$130,000	\$0	\$0	\$0	\$0	\$130,000
Total:		\$0	\$0	\$0	\$130,000	\$0	\$0	\$0	\$0	\$130,000

Funding Source:		Actual	Budget/Est	Prior						
		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Fund Balance - Renewal and Replacement		\$0	\$0	\$0	\$130,000	\$0	\$0	\$0	\$0	\$130,000
Total:		\$0	\$0	\$0	\$130,000	\$0	\$0	\$0	\$0	\$130,000

Annual Operating Budget Impact

Project Description / Justification:

Estimated Useful Life (yrs):
First Full Fiscal Year of Operation:

Capital Project Request - Project Detail

Project Title:
Fund:

Project Status:
Funding Status:
FY First Authorized:
Department:

Project Number:
Active:
Dept. Priority:
Facility:
Division:

Source Of Estimat:
Source:
Start Date:
Date:
Cost Type:

Type of Project:
Request Type:
Completion Date:
Prepared By:

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Equipment/Furnishings		\$0	\$0	\$0	\$450,000	\$0	\$0	\$0	\$0	\$450,000
Total:		\$0	\$0	\$0	\$450,000	\$0	\$0	\$0	\$0	\$450,000

Funding Source:

Donations		\$0	\$0	\$0	\$450,000	\$0	\$0	\$0	\$0	\$450,000
Total:		\$0	\$0	\$0	\$450,000	\$0	\$0	\$0	\$0	\$450,000

Annual Operating Budget Impact

Project Description / Justification: _____
 Estimated Useful Life (yrs):
First Full Fiscal Year of Operation:

The Oregon Zoo Foundation is raising money, most of which has already been collected, to fund the new equipment needs of the new Veterinary Hospital.

Capital Project Request - Project Detail

Project Title: **Fund:**
Project Status: **Funding Status:** **FY First Authorized:** **Department:**
Project Number: **Active:** **Dept. Priority:** **Facility:** **Division:**
Source Of Estimat **Source:** **Start Date:** **Date:** **Cost Type:**
Type of Project: **Request Type** **Completion Date:** **Prepared By:**

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Construction		\$0	\$0	\$0	\$600,000	\$0	\$0	\$0	\$0	\$600,000
Total:		\$0	\$0	\$0	\$600,000	\$0	\$0	\$0	\$0	\$600,000

Funding Source:

Donations		\$0	\$0	\$0	\$600,000	\$0	\$0	\$0	\$0	\$600,000
Total:		\$0	\$0	\$0	\$600,000	\$0	\$0	\$0	\$0	\$600,000

Annual Operating Budget Impact

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

The Aviary Marsh Mesh exhibit is expected to need a full renovation, structural replacement. The Oregon Zoo Foundation has committed to fund this project.

Capital Project Request - Project Detail

Project Title:	St. Johns Landfill-Gas to Energy Conversion			Fund:	Solid Waste General Account					
Project Status:	Incomplete	Funding Status:	Funded	FY First Authorized:	2011-12		Department:	Parks and Environmental Services		
Project Number	Temp543	Active:	<input checked="" type="checkbox"/>	Dept. Priority:	10		Facility:	Solid Waste Operations		
Division:	Environmental & Engineering Services			Date:	2/17/2011		Cost Type:	Facilities		
Source Of Estimat	Preliminary		Source:			Start Date:	7/11			
Type of Project:	New		Request Type	Initial		Completion Date:	6/13		Prepared By:	Bob McMillan

Project Estimates	Actual	Budget/Est	Prior						
Capital Cost:	Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Construction	\$0	\$0	\$0	\$150,000	\$1,150,000	\$0	\$0	\$0	\$1,300,000
Total:	\$0	\$0	\$0	\$150,000	\$1,150,000	\$0	\$0	\$0	\$1,300,000

Funding Source:

Fund Balance - Capital Reserve	\$0	\$0	\$0	\$150,000	\$1,150,000	\$0	\$0	\$0	\$1,300,000
Total:	\$0	\$0	\$0	\$150,000	\$1,150,000	\$0	\$0	\$0	\$1,300,000

Annual Operating Budget Impact

Project Description / Justification: _____ **Estimated Useful Life (yrs):** **First Full Fiscal Year of Operation:**

The gas currently extracted from the St. Johns Landfill (SJLF) is either sold directly to a private entity on demand, or burned off in flares when the demand is less than the amount of gas being extracted. The project proposal is to evaluate the potential conversion of the excess gas into either electricity or a compressed gas suitable for use in vehicles. Then, if approved, purchase and install the necessary equipment to convert the landfill gas.

Capital Project Request - Project Detail

Project Title:
Fund:

Project Status:
Funding Status:
FY First Authorized:
Department:

Project Number:
Active:
Dept. Priority:
Facility:
Division:

Source Of Estimat:
Source:
Start Date:
Date:
Cost Type:

Type of Project:
Request Type:
Completion Date:
Prepared By:

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Capital Maintenance		\$0	\$0	\$0	\$0	\$1,800,000	\$0	\$0	\$0	\$1,800,000
Total:		\$0	\$0	\$0	\$0	\$1,800,000	\$0	\$0	\$0	\$1,800,000

Funding Source:

Fund Balance - Renewal and Replacement	\$0	\$0	\$0	\$0	\$0	\$1,800,000	\$0	\$0	\$0	\$1,800,000
Total:	\$0	\$0	\$0	\$0	\$0	\$1,800,000	\$0	\$0	\$0	\$1,800,000

Annual Operating Budget Impact

Project Description / Justification:

Estimated Useful Life (yrs):

First Full Fiscal Year of Operation:

Capital Project Request - Project Detail

Project Title: **Fund:**

Project Status: **Funding Status:** **FY First Authorized:** **Department:**

Project Number: **Active:** **Dept. Priority:** **Facility:** **Division:**

Source Of Estimat: **Source:** **Start Date:** **Date:** **Cost Type:**

Type of Project: **Request Type:** **Completion Date:** **Prepared By:**

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Construction		\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$1,000,000
Total:		\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$1,000,000

Funding Source:

Fund Balance - Renewal and Replacement		\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$1,000,000
Total:		\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$1,000,000

Annual Operating Budget Impact

Project Description / Justification:

Estimated Useful Life (yrs):

First Full Fiscal Year of Operation:

Capital Project Request - Project Detail

Project Title: OCC - Replace Tile Floors in All Restrooms - Original Buil **Fund:** MERC Fund
Project Status: Incomplete **Funding Status:** Funded **FY First Authorized:** 2012-13 **Department:** Metro Exposition-Recreation Commission
Project Number: TEMP494 **Active:** **Dept. Priority:** 5 **Facility:** Oregon Convention Center **Division:** Oregon Convention Center
Source Of Estimat: Preliminary **Source:** xxx **Start Date:** 7/12 **Date:** 5/26/2010 **Cost Type:** Facilities
Type of Project: Replacement **Request Type:** Initial **Completion Date:** 6/13 **Prepared By:** Renee Pace

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Construction		\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$300,000
Total:		\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$300,000

Funding Source:

Fund Balance - Renewal and Replacement	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$300,000
Total:	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$300,000

Annual Operating Budget Impact

Project Description / Justification: **Estimated Useful Life (yrs):** 20 **First Full Fiscal Year of Operation:** 2013-14
 Replace tile floors in all restrooms throughout building - Building improvement

Capital Project Request - Project Detail

Project Title: OCC - Replace Meeting Room Chairs - 3000 **Fund:** MERC Fund
Project Status: Incomplete **Funding Status:** Funded **FY First Authorized:** 2011-12 **Department:** Metro Exposition-Recreation Commission
Project Number: TEMP546 **Active:** **Dept. Priority:** 6 **Facility:** Oregon Convention Center **Division:** Oregon Convention Center
Source Of Estimat: Preliminary **Source:** **Start Date:** 7/13 **Date:** 2/17/2010 **Cost Type:** Equipment
Type of Project: Replacement **Request Type:** Initial **Completion Date:** 6/14 **Prepared By:** Renee Pace

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Equipment/Furnishings		\$0	\$0	\$0	\$0	\$0	\$400,000	\$0	\$0	\$400,000
Total:		\$0	\$0	\$0	\$0	\$0	\$400,000	\$0	\$0	\$400,000

Funding Source:		Actual	Budget/Est	Prior						
		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Fund Balance - Renewal and Replacement		\$0	\$0	\$0	\$0	\$0	\$400,000	\$0	\$0	\$400,000
Total:		\$0	\$0	\$0	\$0	\$0	\$400,000	\$0	\$0	\$400,000

Annual Operating Budget Impact

Project Description / Justification: **Estimated Useful Life (yrs):** 20 **First Full Fiscal Year of Operation:** 2014-15
 Replace current stock of meeting room chairs

Capital Project Request - Project Detail

Project Title:	OCC - Carpet Replacement			Fund:	MERC Fund		
Project Status:	Incomplete	Funding Status:	Funded	FY First Authorized:	2013-14	Department:	Metro Exposition-Recreation Commission
Project Number	TEMP496	Active:	<input checked="" type="checkbox"/>	Dept. Priority:	7	Facility:	Oregon Convention Center
Source Of Estimat	Preliminary	Source:	xxx	Start Date:	7/13	Date:	5/26/2010
Cost Type:	Facilities			Prepared By:	Renee Pace		
Type of Project:	Replacement	Request Type	Initial	Completion Date:	6/14		

Project Estimates	Actual	Budget/Est	Prior						
Capital Cost:	Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Capital Maintenance	\$0	\$0	\$0	\$0	\$0	\$1,700,000	\$0	\$0	\$1,700,000
Total:	\$0	\$0	\$0	\$0	\$0	\$1,700,000	\$0	\$0	\$1,700,000

Funding Source:

Fund Balance - Renewal and Replacement	\$0	\$0	\$0	\$0	\$0	\$1,700,000	\$0	\$0	\$1,700,000
Total:	\$0	\$0	\$0	\$0	\$0	\$1,700,000	\$0	\$0	\$1,700,000

Annual Operating Budget Impact

Project Description / Justification:	Estimated Useful Life (yrs):	<input type="text"/>	First Full Fiscal Year of Operation:	2014-15
Replace carpet throughout the entire building.				

Capital Project Request - Project Detail

Project Title:
Fund:

Project Status:
Funding Status:
FY First Authorized:
Department:

Project Number:
Active:
Dept. Priority:
Facility:
Division:

Source Of Estimat:
Source:
Start Date:
Date:
Cost Type:

Type of Project:
Request Type:
Completion Date:
Prepared By:

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Construction		\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$0	\$250,000
Total:		\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$0	\$250,000

Funding Source:

Fund Balance - Renewal and Replacement	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$0	\$250,000
Total:	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$0	\$250,000

Annual Operating Budget Impact

Project Description / Justification:

Estimated Useful Life (yrs):

First Full Fiscal Year of Operation:

Capital Project Request - Project Detail

Project Title: **Fund:**
Project Status: **Funding Status:** **FY First Authorized:** **Department:**
Project Number: **Active:** **Dept. Priority:** **Facility:** **Division:**
Source Of Estimat **Source:** **Start Date:** **Date:** **Cost Type:**
Type of Project: **Request Type** **Completion Date:** **Prepared By:**

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Equipment/Furnishings		\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
Total:		\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000

Funding Source:		Actual	Budget/Est	Prior						
		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Fund Balance - Renewal and Replacement		\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
Total:		\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000

Annual Operating Budget Impact

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

Capital Project Request - Project Detail

Project Title:	OCC - Dragon Café Brew Pub Construction			Fund:	MERC Fund				
Project Status:	Incomplete	Funding Status:	Funded	FY First Authorized:	2011-12		Department:	Metro Exposition-Recreation Commission	
Project Number	TEMP473	Active:	<input checked="" type="checkbox"/>	Dept. Priority:	10		Facility:	Oregon Convention Center	
Source Of Estimat	Preliminary	Source:	xxx		Start Date:	7/13		Date:	5/26/2010
Cost Type:	Facilities								
Type of Project:	New	Request Type	Initial		Completion Date:	6/14		Prepared By:	Renee Pace

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Construction		\$0	\$0	\$0	\$0	\$0	\$600,000	\$0	\$0	\$600,000
Total:		\$0	\$0	\$0	\$0	\$0	\$600,000	\$0	\$0	\$600,000

Funding Source:

MTOCA		\$0	\$0	\$0	\$0	\$0	\$600,000	\$0	\$0	\$600,000
Total:		\$0	\$0	\$0	\$0	\$0	\$600,000	\$0	\$0	\$600,000

Annual Operating Budget Impact

Project Description / Justification:	Estimated Useful Life (yrs):	<input type="text"/>	First Full Fiscal Year of Operation:	<input type="text" value="2014-15"/>
Building improvement. Construction of a new two story restaurant and bar replacing the current Dragon Café				

Capital Project Request - Project Detail

Project Title:
Fund:

Project Status:
Funding Status:
FY First Authorized:
Department:

Project Number:
Active:
Dept. Priority:
Facility:
Division:

Source Of Estimat:
Source:
Start Date:
Date:
Cost Type:

Type of Project:
Request Type:
Completion Date:
Prepared By:

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Capital Maintenance		\$0	\$0	\$0	\$0	\$0	\$0	\$425,000	\$0	\$425,000
Total:		\$0	\$0	\$0	\$0	\$0	\$0	\$425,000	\$0	\$425,000

Funding Source:		Actual	Budget/Est	Prior						
		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Fund Balance - Renewal and Replacement		\$0	\$0	\$0	\$0	\$0	\$0	\$425,000	\$0	\$425,000
Total:		\$0	\$0	\$0	\$0	\$0	\$0	\$425,000	\$0	\$425,000

Annual Operating Budget Impact

Project Description / Justification:

Estimated Useful Life (yrs):
First Full Fiscal Year of Operation:

Capital Project Request - Project Detail

Project Title: **Fund:**
Project Status: **Funding Status:** **FY First Authorized:** **Department:**
Project Number: **Active:** **Dept. Priority:** **Facility:** **Division:**
Source Of Estimat **Source:** **Start Date:** **Date:** **Cost Type:**
Type of Project: **Request Type** **Completion Date:** **Prepared By:**

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Capital Maintenance		\$0	\$0	\$0	\$0	\$0	\$0	\$375,000	\$0	\$375,000
Total:		\$0	\$0	\$0	\$0	\$0	\$0	\$375,000	\$0	\$375,000

Funding Source:		Actual	Budget/Est	Prior						
		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Fund Balance - Renewal and Replacement		\$0	\$0	\$0	\$0	\$0	\$0	\$375,000	\$0	\$375,000
Total:		\$0	\$0	\$0	\$0	\$0	\$0	\$375,000	\$0	\$375,000

Annual Operating Budget Impact

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

Capital Project Request - Project Detail

Project Title: **Fund:**
Project Status: **Funding Status:** **FY First Authorized:** **Department:**
Project Number: **Active:** **Dept. Priority:** **Facility:** **Division:**
Source Of Estimat **Source:** **Start Date:** **Date:** **Cost Type:**
Type of Project: **Request Type** **Completion Date:** **Prepared By:**

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Equipment/Furnishings		\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$0	\$2,000,000
Total:		\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$0	\$2,000,000

Funding Source:		Actual	Budget/Est	Prior						
		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Fund Balance - Renewal and Replacement		\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$0	\$2,000,000
Total:		\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$0	\$2,000,000

Annual Operating Budget Impact

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

Capital Project Request - Project Detail

Project Title:
Fund:

Project Status:
Funding Status:
FY First Authorized:
Department:

Project Number:
Active:
Dept. Priority:
Facility:
Division:

Source Of Estimat:
Source:
Start Date:
Date:
Cost Type:

Type of Project:
Request Type:
Completion Date:
Prepared By:

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Capital Maintenance		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$850,000	\$850,000
Total:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$850,000	\$850,000

Funding Source:

Fund Balance - Renewal and Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$850,000	\$850,000
Total:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$850,000	\$850,000

Annual Operating Budget Impact

Project Description / Justification:
Estimated Useful Life (yrs):
First Full Fiscal Year of Operation:

Capital Project Request - Project Detail

Project Title:	OCC - LEED Project Work for Re-Certification			Fund:	MERC Fund				
Project Status:	Incomplete	Funding Status:	Funded	FY First Authorized:	2014-15		Department:	Metro Exposition-Recreation Commission	
Project Number	TEMP502	Active:	<input checked="" type="checkbox"/>	Dept. Priority:	17		Facility:	Oregon Convention Center	
Source Of Estimat	Preliminary	Source:	xxx		Start Date:	7/14		Date:	5/26/2010
Cost Type:	Facilities								
Type of Project:	Replacement	Request Type	Initial		Completion Date:	6/15		Prepared By:	Renee Pace

Project Estimates	Actual	Budget/Est	Prior							
Capital Cost:	Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total	
Capital Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$300,000
Total:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$300,000

Funding Source:

MTOCA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$300,000
Total:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$300,000

Annual Operating Budget Impact

Project Description / Justification: _____ **Estimated Useful Life (yrs):** **First Full Fiscal Year of Operation:**

Retro-commissioning. Contractor is going through building systems (AHU's, HVAC, boilers, chillers etc) to check for inefficiencies and make recommendations regarding repair, replacement, maintenance etc that would provide for optimal system efficiency

Capital Project Request - Project Detail

Project Title: **Fund:**
Project Status: **Funding Status:** **FY First Authorized:** **Department:**
Project Number: **Active:** **Dept. Priority:** **Facility:** **Division:**
Source Of Estimat: **Source:** **Start Date:** **Date:** **Cost Type:**
Type of Project: **Request Type:** **Completion Date:** **Prepared By:**

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Capital Maintenance		\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000
Total:		\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000

Funding Source:		Actual	Budget/Est	Prior						
		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Fund Balance - Renewal and Replacement		\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000
Total:		\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000

Annual Operating Budget Impact

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

Capital Project Request - Project Detail

Project Title:	PCPA - Keller Stage Floor			Fund:	MERC Fund		
Project Status:	Incomplete	Funding Status:	Funded	FY First Authorized:	2010-11	Department:	Metro Exposition-Recreation Commission
Project Number	TEMP417	Active:	<input checked="" type="checkbox"/>	Dept. Priority:	5	Facility:	Portland Center for the Perfor
Source Of Estimat	Preliminary	Source:		Start Date:	7/12	Date:	5/26/2010
Cost Type:							Facilities
Type of Project:	Replacement	Request Type	Initial	Completion Date:	6/13	Prepared By:	Cynthia Hill

Project Estimates	Actual	Budget/Est	Prior						
Capital Cost:	Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Construction	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000
Total:	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000

Funding Source:

Fund Balance - Renewal and Replacement	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000
Total:	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000

Annual Operating Budget Impact

Project Description / Justification:	Estimated Useful Life (yrs):	20	First Full Fiscal Year of Operation:	2013-14
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Purchase and installation of a new stage floor in the Keller Auditorium. Current stage floor needs repair and replacement beyond normal maintenance.

Capital Project Request - Project Detail

Project Title:
Fund:

Project Status:
Funding Status:
FY First Authorized:
Department:

Project Number:
Active:
Dept. Priority:
Facility:
Division:

Source Of Estimat:
Source:
Start Date:
Date:
Cost Type:

Type of Project:
Request Type:
Completion Date:
Prepared By:

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Equipment/Furnishings		\$0	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$500,000
Total:		\$0	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$500,000

Funding Source:

Fund Balance - Renewal and Replacement	\$0	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$500,000
Total:	\$0	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$500,000

Annual Operating Budget Impact

Project Description / Justification:

Estimated Useful Life (yrs):
First Full Fiscal Year of Operation:

Capital Project Request - Project Detail

Project Title:
Fund:

Project Status:
Funding Status:
FY First Authorized:
Department:

Project Number:
Active:
Dept. Priority:
Facility:
Division:

Source Of Estimat:
Source:
Start Date:
Date:
Cost Type:

Type of Project:
Request Type:
Completion Date:
Prepared By:

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Equipment/Furnishings		\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000
Total:		\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000

Funding Source:

Friends of PCPA	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000
Total:	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000

Annual Operating Budget Impact

Project Description / Justification:

Estimated Useful Life (yrs):
First Full Fiscal Year of Operation:

Capital Project Request - Project Detail

Project Title:	PCPA - AHH Passenger Elevators			Fund:	MERC Fund		
Project Status:	Incomplete	Funding Status:	Funded	FY First Authorized:	2010-11	Department:	Metro Exposition-Recreation Commission
Project Number	TEMP423	Active:	<input checked="" type="checkbox"/>	Dept. Priority:	12	Facility:	Portland Center for the Perfor
Source Of Estimat	Preliminary	Source:		Start Date:	7/14	Date:	5/26/2010
Cost Type:	Facilities						
Type of Project:	Replacement	Request Type	Initial	Completion Date:	6/15	Prepared By:	Cynthia Hill

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Construction		\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$300,000
Total:		\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$300,000

Funding Source:

Friends of PCPA		\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$300,000
Total:		\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$300,000

Annual Operating Budget Impact

Project Description / Justification:	Estimated Useful Life (yrs):	20	First Full Fiscal Year of Operation:	2015-16
Major maintenance and cab retrofits to upgrade the elevators in the Hatfield Hall				

Capital Project Request - Project Detail

Project Title: **Fund:**
Project Status: **Funding Status:** **FY First Authorized:** **Department:**
Project Number: **Active:** **Dept. Priority:** **Facility:** **Division:**
Source Of Estimat: **Source:** **Start Date:** **Date:** **Cost Type:**
Type of Project: **Request Type:** **Completion Date:** **Prepared By:**

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Equipment/Furnishings		\$0	\$0	\$0	\$0	\$0	\$0	\$125,000	\$0	\$125,000
Total:		\$0	\$0	\$0	\$0	\$0	\$0	\$125,000	\$0	\$125,000

Funding Source:		Actual	Budget/Est	Prior						
		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Fund Balance - Renewal and Replacement		\$0	\$0	\$0	\$0	\$0	\$0	\$125,000	\$0	\$125,000
Total:		\$0	\$0	\$0	\$0	\$0	\$0	\$125,000	\$0	\$125,000

Annual Operating Budget Impact

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

Capital Project Request - Project Detail

Project Title: **Fund:**
Project Status: **Funding Status:** **FY First Authorized:** **Department:**
Project Number: **Active:** **Dept. Priority:** **Facility:** **Division:**
Source Of Estimat **Source:** **Start Date:** **Date:** **Cost Type:**
Type of Project: **Request Type** **Completion Date:** **Prepared By:**

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Construction		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000
Total:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000

Funding Source:		Actual	Budget/Est	Prior						
		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Fund Balance - Renewal and Replacement		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000
Total:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000

Annual Operating Budget Impact

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

Capital Project Request - Project Detail

Project Title:	Railroad roundhouse Roof			Fund:	General Fund Renewal and Replacement Fund		
Project Status:	Incomplete	Funding Status:	Funded	FY First Authorized:	2011-12	Department:	Oregon Zoo
Project Number	TEMP515	Active:	<input checked="" type="checkbox"/>	Dept. Priority:	8	Facility:	Zoo Visitor Experience
Source Of Estimat	Preliminary	Source:		Start Date:	7/15	Date:	12/1/2010
Cost Type:				Facilities			
Type of Project:	Replacement	Request Type		Completion Date:	6/16	Prepared By:	Joanne Ossanna

Project Estimates		Actual	Budget/Est	Prior						
Capital Cost:		Expend	2010-2011	Years	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
Construction		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$128,883	\$128,883
Total:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$128,883	\$128,883

Funding Source:

Fund Balance - Renewal and Replacement		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$128,883	\$128,883
Total:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$128,883	\$128,883

Annual Operating Budget Impact

Project Description / Justification: _____ **Estimated Useful Life (yrs):** **First Full Fiscal Year of Operation:**

Regular renewal and replacement of the Railroad Roundhouse roof. We are holding this in renewal and replacement but this project may be eliminated by the finalization of the bond master plan.

Unfunded projects

Projects included on these lists are those projects which were deemed worthy of future consideration but were not included in the CIP for one of the following reasons:

(1) sufficient funds are not available to finance the project, (2) scope of the project requires further definition or (3) alternatives need to be explored. As funds become available or projects are refined, operating units may request their inclusion.

Key To Unfunded Lists

Project Title: Name given to project.

Type: Indicates whether project is a *New* capital asset, an *Expansion* or *Replacement* of an existing asset.

Priority: Indicates whether the project is a *High* or *Medium* priority relative to other projects.

Estimated Project Cost: Preliminary estimate of capital costs for the project expressed in 2010 dollars. A blank field here means the cost is unknown.

Project Title	Type	Priority	Estimated Cost	
Metro Exposition-Recreation Commission				
Convention Trade and Consumer Shows				
TEMP505	Expo - American Lincoln	New	Medium	35,000
TEMP510	Expo - Covered/Enclosed Exhibit Hall Connector	New	Medium	TBD
TEMP506	Expo - Full Site Electronic Way Finding	New	Medium	300,000
TEMP504	Expo - Hall E Tower Paint	Replacement	Medium	TBD
TEMP509	Expo - North Walkway Canopy & Electronic Sign	New	Medium	TBD
TEMP508	Expo - Replace/Renovate Halls A, B, & C	Replacement	Medium	TBD
TEMP511	Expo - SE Meeting Rooms	Replacement	Medium	TBD
TEMP503	Expo - South Access Drive Repair	Replacement	Medium	TBD
TEMP507	Expo - SW Parking Lot & South Access Drive Realignment	Expansion	Medium	TBD
TEMP470	OCC - Construct Operations Office & Add Additional Conference/Meeting Space	New	Medium	1,350,000
TEMP501	OCC - Cover MLK Plaza with Glass Canopy	New	Medium	5,000,000
TEMP475	OCC - Elevator #3 Hydraulic Cylinder Replacement	Replacement	Medium	250,000
TEMP481	OCC - HVAC Unit for Capital Projects Office	New	Medium	12,000
TEMP493	OCC - Install Electronic Swipe Locking System for Meeting & Ballrooms	New	Medium	300,000
TEMP479	OCC - Public Circulation Furniture (Lobby Area)	Replacement	Medium	250,000
TEMP486	OCC - Renovate Skyview Terrace & VIP B Suite	Replacement	Medium	250,000
TEMP485	OCC - Retro-Commissioning (RXC) - Year 3 of 3	New	Medium	65,000
TEMP489	OCC - Upgrade Meeting Rooms & Ballroom signage to Video Screens	New	Medium	250,000
Total Metro Exposition-Recreation Commission			8,062,000	
PARKS AND ENVIRONMENTAL SERVICES				
Parks and Natural Areas Management				
TEMP66	Blue Lake Park Improvements Phase 1	New	Medium	8,900,000
TEMP67	Blue Lake Park Improvements Phase 2	New	Medium	3,000,000
71772	Oxbow Park - Diack Environmental Education Center	New	Medium	1,767,645
Total Parks and Natural Areas Management			13,667,645	
Solid Waste Operations				
76929	Metro South - Install High Capacity Baler	New	Medium	791,000
TEMP340	Wash - Vacuum Trucks for Transfer Stations	New	High	260,000
76931	Metro South - Wood Processing Capacity	New	Medium	804,000
76932	Metro South - Wood Staging Structure	New	Medium	480,000
Temp103	Metro South - Installation of Compactor for Public Unloading Area	New	Medium	880,000
Total Solid Waste Operations			3,215,000	
SUSTAINABILITY CENTER				
Parks Planning and Development				
GF201	Nature and Golf Learning Center at Blue Lake Park	New	High	11,097,888
TEMP186	Willamette Cove Nature Park	New	Medium	300,000
TEMP298	Smith and Bybee South Shore Trail and Bridge	New	High	1,323,750
Total Parks Planning and Development			12,721,638	
GRAND TOTAL UNFUNDED			\$37,666,283	

 Metro | Memo

Date: April 25, 2011

To: Tom Hughes, Council President
Rex Burkholder, Councilor
Carlotta Collette, Councilor
Shirley Craddick, Councilor
Kathryn Harrington, Councilor
Carl Hosticka, Councilor
Barbara Roberts, Councilor

From: Kathy Rutkowski, Budget Coordinator

Cc: Dan Cooper, Acting Chief Operating Officer
Scott Robinson, Deputy Chief Operating Officer
Margo Norton, Finance & Regulatory Services Director
Senior Leadership Team
Finance Team
Council Policy Coordinators

Re: **Department Requested Amendments to FY 2011-12 Proposed Budget**

Attached are the department requests for amendments to the FY 2011-12 Proposed budget. There are 17 amendments that are generally technical in nature and propose recommended changes to the budget as a result of implementing business process improvements, updating projections, correcting errors, or carrying over funds from the previous fiscal year for approved but as yet uncompleted projects. The five-year Capital Improvement Plan will also be amended to reflect changes, if any, to capital or renewal & replacement projects greater than \$100,000.

In addition, there is one substantive amendment. A substantive amendment proposes changes to the budget for new expenditures that were not anticipated or incorporated at the time the budget was originally prepared. It may also request the approval of additional FTE to the budget.

The amendments will be reviewed with Council at the work session on April 26, 2011 and will be considered for vote at the Council meeting on April 28, 2011, prior to approval of the budget for submission to the Tax Supervising and Conservation Commission.

NOTE: At the work session we will not be presenting these amendments individually. We will ask if anyone wishes to discuss a specific amendment. When you review the packet prior to the meeting and have questions, please call or e-mail Kathy Rutkowski or Margo Norton. We will make sure we have an answer and/or available experts at the meeting.

At the conclusion of the Tuesday work session, we will ask if the Council is prepared to consider the department amendments in a block on April 28th, or if there are any amendments that the Council wishes to be considered separately. You will also have an additional opportunity to remove specific amendments from the block consideration at the April 28th meeting.

A summary table of contents of the amendments is included with this memo.

**FY 2011-12 Proposed Budget
Requested Department Amendments
April 22, 2011**

#	Org	Purpose	Amount	Funding Source	Page #
1	FRS	Consolidation of the Metro Capital Fund and Renewal & Replacement Fund	\$0	N/A	1
2	FRS	Risk Management Fund – change in budget structure of the health & welfare program to implement recommendations of the Human Resources business process evaluation team.	(\$9,665,664)	Premiums – Health & Welfare (internal charges for service)	9
3	R&R	Recognition of various Renewal & Replacement project carry forwards	\$453,849	R&R reserves/grants	11
4	COMM	Removal of double budgeted Regional Travel Options grant revenue and associated materials & services from the Communications budget	(\$97,501)	Grants	14
5	COUNCIL	Carry forward of contract funding and correction of budget error for the Community Investment Initiative	\$112,000	CIS/CII Reserve	15
6	ZOO	Change in FTE charged to Zoo Bond; moving 0.25 FTE from Zoo Bond Fund construction to Zoo Operating facilities management	\$35,000	Increased concert sponsorships	16
7	ZOO	Adjustment in Zoo Marketing FTE to properly state needs of the division; Adds .13 FTE	\$15,000	Increased concert sponsorships	17
8	ZOO	Correction to the 5-year Zoo Bond project plan in the Capital Improvement Plan CIP CHANGE ONLY	\$0	Bond proceeds	18
9	PES	Implementation of Solid Waste Rate Ordinance	(\$1,574,367)	Solid Waste disposal fees	20
10	PES	Recognition of claims revenue from water damage to one of the rental properties due to freezing pipes	\$140,000	Claims revenue	21
11	P&D	Recognize additional funding from ODOT through HB 2001 for Climate Smart Scenarios; Add 1.4 Limited Duration FTE and materials & services (SUBSTANTIVE AMENDMENT – grant funds and increased FTE)	\$274,416	Grants	22
12	P&D	Carry over several projects funded by the Development Opportunity Fund.	\$83,662	Dedicated Reserves	26
13	SUS	Intertwine conservation education effort carry forward	\$26,000	General Fund beginning balance	27
14	SUS	Public Electric Vehicle Charging Stations carry forward	\$10,000	General Fund beginning balance	28
15	SUS	Climate prosperity project implementation carry forward	\$20,000	General Fund beginning balance	29
16	SUS	Intertwine conservation regional system funding/design project carry forward	\$115,000	General Fund beginning balance	30
17	SUS	Forest management project carryover	\$12,000	General Fund beginning balance	31
18	SUS	Hazardous materials storage building	\$25,500	General Fund beginning balance	32

<i>For FP Use Only</i>	
Org Unit	#
FRS	1

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: Finance and Regulatory Services

DATE: 4/22/11

DRAFTED BY : Kathy Rutkowski

<i>Type of Amendment:</i>		<i>Amendment to:</i>		<i>Purpose:</i>		<i>Status:</i>	
Technical	<input checked="" type="checkbox"/>	Proposed Budget	<input checked="" type="checkbox"/>	Operating	<input type="checkbox"/>	Ongoing	<input checked="" type="checkbox"/>
Substantive	<input type="checkbox"/>	Approved Budget	<input type="checkbox"/>	Capital Project	<input checked="" type="checkbox"/>	One-time	<input type="checkbox"/>
				Renewal & Replacement	<input checked="" type="checkbox"/>		<input type="checkbox"/>

Note: If the purpose of the amendment is for a capital or renewal and replacement project please attach a revised 5-year CIP sheet

PROPOSED AMENDMENT: Consolidation of Metro Capital Fund and Renewal & Replacement Fund

The FY 2011-12 proposed budget includes separate funds for management of new capital projects and renewal and replacement projects for General Fund assets. General Fund assets include the Oregon Zoo, all regional parks and natural areas, Metro Regional Center, and information services infrastructure (network, enterprise applications, web services, copier services, etc.). With the approval of the Oregon Zoo Infrastructure bonds almost all large capital projects are now funded through the bond fund. What remains are a myriad of numerous smaller projects that are often a combination of renewal and replacement and new capital. Maintaining separate budgetary funds often makes management of these projects difficult and inefficient. This amendment seeks to consolidate the two funds into a single budgetary fund called *General Asset Management Fund*. Within the fund, separate accounts would be maintained for new capital projects and renewal and replacement projects in order to track spending by purpose. The consolidation of the fund provides greater efficiencies for ongoing management of assets. The proposal has been reviewed with the Tax Supervising and Conservation Commission to ensure it meets with the legal requirements of Oregon Budget Law.

See attached spreadsheet for revised line item details of the consolidated fund.

PROGRAM/STAFFING IMPACTS:

None

ARGUMENTS IN FAVOR OF THE PROPOSED AMENDMENT

The consolidation of the fund will result in greater efficiencies in the management of projects related to General Fund assets.

OPTIONS FOR FUNDING THIS AMENDMENT

Not applicable. Both funds are currently self-supporting. The consolidated fund would also remain self supporting. No additional funds are necessary.

General Asset Management Fund

FY 2008-09	FY 2009-10	FY 2010-11 Adopted		FY 2010-11 Adopted		FY 2011-12 Proposed		FY 2011-12 Approved		FY 2011-12 Adopted	
Actual	Actual	FTE	Amount	FTE	Amount	ACCT	DESCRIPTION	FTE	Amount	FTE	Amount
General Asset Management Fund											
<u>Resources</u>											
<i>BEGBAL Beginning Fund Balance</i>											
15,227,732	9,665,626		7,664,516		7,664,516	3500	* Prior year ending balance		5,992,492		
761,288	628,314		0		0		* Restricted Parks Capital Reserve (Mult. Cty)		0		
<i>GRANTS Grants</i>											
824,912	0		0		0	4105	Federal Grants-Indirect		0		
67,181	37,792		0		0	4108	Federal Capital Grants - Direct		0		
0	588,041		0		0	4109	Federal Capital Grants - Indirect		0		
959,162	0		49,500		49,500	4110	State Grants-Direct		0		
0	600,291		0		0	4118	State Capital Grants - Indirect		0		
63,764	0		0		0	4120	Local Grants-Direct		0		
<i>INTRST Interest Earnings</i>											
428,579	86,638		62,677		62,677	4700	Interest on Investments		33,298		
<i>DONAT Contributions from Private Sources</i>											
0	73,332		136,830		136,830	4750	Donations and Bequests		600,000		
<i>CAPGRT Capital Contributions & Donations</i>											
1,910,627	1,499,373		0		0	4755	Capital Contributions & Donations		0		
<i>MISCRV Miscellaneous Revenue</i>											
2,571	10,268		0		0	4890	Miscellaneous Revenue		0		
0	0		500,000		500,000	4891	Reimbursement		0		
<i>EQTREV Fund Equity Transfers</i>											
<i>4970 Transfer of Resources</i>											
0	0		18,402		18,402		* from Solid Waste Revenue Fund		53,163		
200,000	200,000		200,000		200,000		* from General Fund (Regional Parks)		323,000		
250,000	225,000		250,000		250,000		* from General Fund-IT R&R		255,000		
277,000	277,000		277,000		277,000		* from General Fund-MRC R&R		282,540		
434,459	537,233		537,233		537,233		* from General Fund-Gen'l R&R		647,978		
0	0		0		0		* from MERC		10,824		
75,000	0		0		0		* from General Fund (Regional Parks)		0		
445,000	139,000		0		0		* from General Fund		0		
\$21,927,275	\$14,567,908		\$9,696,158		\$9,696,158		TOTAL RESOURCES		\$8,198,295		

General Asset Management Fund

FY 2008-09	FY 2009-10	FY 2010-11 Adopted		FY 2010-11 Adopted		FY 2011-12 Proposed		FY 2011-12 Approved		FY 2011-12 Adopted	
Actual	Actual	FTE	Amount	FTE	Amount	ACCT	DESCRIPTION	FTE	Amount	FTE	Amount
General Asset Management Fund											
<i>Personal Services</i>											
							<i>SALWGE</i> Salaries & Wages				
74,482	60,233		0		0	5010	Reg Employees-Full Time-Exempt		0		
3,938	3,171		0		0	5030	Temporary Employees		0		
							<i>FRINGE</i> Fringe Benefits				
						5100	Fringe Benefits				
24,343	19,016		0		0		Base Fringe (variable & fixed)		0		
2,384	2,029		0		0	5190	PERS Bond Recovery		0		
\$105,147	\$84,449	0.00	\$0	0.00	\$0		Total Personal Services		0.00		\$0
<i>Materials & Services</i>											
							<i>GOODS</i> Goods				
46,349	80,566		122,585		122,585	5201	Office Supplies		74,853		
167,331	12,351		28,167		28,167	5205	Operating Supplies		124,642		
0	0		1,061		1,061	5215	Maintenance & Repairs-Supplies		0		
							<i>SVCS</i> Services				
0	0		0		0	5240	Contracted Professional Svcs		100,000		
1,229	0		0		0	5260	Maintenance & Repairs-Services		0		
							<i>CAPMNT</i> Capital Maintenance				
92,516	746,993		725,294		725,294	5261	Capital Maintenance - CIP		615,900		
193,924	0		4,550		4,550	5262	Capital Maintenance - Non-CIP		80,559		
							<i>OTHEXP</i> Other Expenditures				
0	2,460		0		0	5490	Miscellaneous Expenditures		0		
\$501,349	\$842,370		\$881,657		\$881,657		Total Materials & Services		\$995,954		
<i>Capital Outlay</i>											
							<i>CAPNON</i> Capital Outlay (non-CIP Projects)				
0	0		0		0	5710	Improve-Oth thn Bldg		167,100		
0	0		0		0	5720	Buildings & Related		62,842		
0	0		0		0	5740	Equipment & Vehicles		367,940		
0	0		0		0	5745	Licensed Vehicles		360,613		
0	0		0		0	5750	Office Furniture & Equip		513,813		
							<i>CAPCIP</i> Capital Outlay (CIP Projects)				
118,789	4,708		0		0	5700	Land (CIP)		0		
2,720,494	2,243,030		501,685		501,685	5710	Improve-Oth thn Bldg		822,780		
92,319	48,400		653,975		653,975	5720	Buildings & Related		60,000		

General Asset Management Fund

FY 2008-09	FY 2009-10	FY 2010-11 Adopted		FY 2010-11 Adopted				FY 2011-12 Proposed		FY 2011-12 Approved		FY 2011-12 Adopted	
Actual	Actual	FTE	Amount	FTE	Amount	ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount
General Asset Management Fund													
7,146,466	2,893,312		64,933		64,933	5730	Exhibits and Related		600,000				
330,668	427,543		891,729		891,729	5740	Equipment & Vehicles		506,044				
478,518	361,072		939,320		939,320	5750	Office Furniture & Equip		0				
42,411	26,744		45,707		45,707	5760	Railroad Equip & Facil		23,080				
\$10,929,665	\$6,004,809		\$3,097,349		\$3,097,349		Total Capital Outlay		\$3,484,212				
Interfund Transfers													
<i>EQTCHG Fund Equity Ttransfers</i>													
						5810	Transfer of Resources						
0	100,000		128,000		128,000		* to General Fund (General)		0				
97,174	0		0		0		* to General Fund (Regional Parks)		0				
\$97,174	\$100,000		\$128,000		\$128,000		Total Interfund Transfers		\$0				
Contingency & Unappropriated Balance													
<i>CONT Contingency</i>													
						5999	Contingency						
0	0		5,289,152		5,289,152		* Contingency		3,718,129				
<i>UNAPP Unappropriated Fund Balance</i>													
						5990	Unappropriated Fund Balance						
6,978,925	6,591,200		300,000		300,000		* Renewal & Replacement		0				
291,632	169,448		0		0		* General Capital Account		0				
1,473,653	400,735		0		0		* Oregon Zoo Projects Account		0				
566,806	16,779		0		0		* Parks Capital Projects Account		0				
628,314	0		0		0		* Parks Cap. Imp, R&R (Mult. Cty Reserve)		0				
354,610	358,118		0		0		* Oxbow Park Nature Center Account		0				
\$10,293,940	\$7,536,280		\$5,589,152		\$5,589,152		Total Contingency & Unappropriated Balance		\$3,718,129				
\$21,927,275	\$14,567,908	0.00	\$9,696,158	0.00	\$9,696,158		TOTAL REQUIREMENTS		0.00				\$8,198,295

General Asset Management Fund

FY 2008-09	FY 2009-10	FY 2010-11		FY 2010-11		<u>FOR INFORMATION ONLY</u>		FY 2011-12		FY 2011-12		FY 2011-12	
Actual	Actual	<u>Adopted</u>		<u>Amended</u>		ACCT	DESCRIPTION	<u>Proposed</u>		<u>Approved</u>		<u>Adopted</u>	
		FTE	Amount	FTE	Amount			FTE	Amount	FTE	Amount	FTE	Amount
New Projects Account													
<u>Resources</u>													
							<i>BEGBAL</i>						
							<i>Beginning Fund Balance</i>						
7,783,442	2,686,701		787,638		787,638	3500	* Prior year ending balance		1,109,802				
761,288	628,314		0		0		* Restricted Parks Capital Reserve (Mult. Cty)		0				
							<i>GRANTS</i>						
							<i>Grants</i>						
824,912	0		0		0	4105	Federal Grants-Indirect		0				
67,181	37,792		0		0	4108	Federal Capital Grants - Direct		0				
959,162	0		49,500		49,500	4110	State Grants-Direct		0				
							<i>INTRST</i>						
							<i>Interest Earnings</i>						
198,670	20,912		3,900		3,900	4700	Interest on Investments		9,298				
							<i>DONAT</i>						
							<i>Contributions from Private Sources</i>						
0	73,332		136,830		136,830	4750	Donations and Bequests		600,000				
							<i>CAPGRT</i>						
							<i>Capital Contributions & Donations</i>						
1,910,627	1,467,373		0		0	4755	Capital Contributions & Donations		0				
							<i>MISCRV</i>						
							<i>Miscellaneous Revenue</i>						
2,571	9,302		0		0	4890	Miscellaneous Revenue		0				
							<i>EQTREV</i>						
							<i>Fund Equity Transfers</i>						
							4970	Transfer of Resources					
75,000	0		0		0		* from General Fund (Regional Parks)		0				
445,000	139,000		0		0		* from General Fund		0				
\$13,027,853	\$5,062,726		\$977,868		\$977,868		TOTAL RESOURCES		\$1,719,100				
<u>Personal Services</u>													
							<i>SALWGE</i>						
							<i>Salaries & Wages</i>						
74,482	60,233	-	0	-	0	5010	Reg Employees-Full Time-Exempt		0				
3,938	3,171		0		0	5030	Temporary Employees		0				
							<i>FRINGE</i>						
							<i>Fringe Benefits</i>						
							5100	Fringe Benefits					
								Base Fringe (variable & fixed)		0			
24,343	19,016		0		0								
2,384	2,029		0		0	5190	PERS Bond Recovery		0				
\$105,147	\$84,449	0.00	\$0	0.00	\$0		Total Personal Services		0.00		\$0		

General Asset Management Fund

FY 2008-09	FY 2009-10	FY 2010-11		FY 2010-11		FOR INFORMATION ONLY		FY 2011-12		FY 2011-12		FY 2011-12	
Actual	Actual	FTE	Amount	FTE	Amount	ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount
New Projects Account													
<u>Capital Outlay</u>													
<i>CAPCIP Capital Outlay (CIP Projects)</i>													
118,789	4,708	0	0	0	0	5700	Land (CIP)		0				
2,699,356	647,868		84,500		84,500	5710	Improve-Oth thn Bldg		0				
92,319	0		350,000		350,000	5720	Buildings & Related		55,000				
6,650,626	2,393,256		0		0	5730	Exhibits and Related		600,000				
190,056	62,475		0		0	5740	Equipment & Vehicles		500,200				
133,890	74,948		125,000		125,000	5750	Office Furniture & Equip		0				
481	0		0		0	5760	Railroad Equip & Facil		0				
\$9,885,517	\$3,183,255		\$559,500		\$559,500		Total Capital Outlay		\$1,155,200				
<u>Interfund Transfers</u>													
<i>EQTCHG Fund Equity Ttransfers</i>													
						5810	Transfer of Resources						
0	100,000		0		0		* to General Fund (General)		0				
97,174	0		0		0		* to General Fund (Regional Parks)		0				
\$97,174	\$100,000		\$0		\$0		Total Interfund Transfers		\$0				
<u>Contingency & Unappropriated Balance</u>													
<i>CONT Contingency</i>													
						5999	Contingency						
0	0		418,368		418,368		* Contingency		563,900				
<i>UNAPP Unappropriated Fund Balance</i>													
						5990	Unappropriated Fund Balance						
291,632	169,448		0		0		* General Capital Account		0				
1,473,653	400,735		0		0		* Oregon Zoo Projects Account		0				
566,806	16,779		0		0		* Parks Capital Projects Account		0				
628,314	0		0		0		* Parks Cap. Imp, R&R (Mult. Cty Reserve)		0				
354,610	358,118		0		0		* Oxbow Park Nature Center Account		0				
\$3,315,015	\$945,080		\$418,368		\$418,368		Total Contingency & Unappropriated Balance		\$563,900				
\$13,402,853	\$4,312,784	0.00	\$977,868	0.00	\$977,868		TOTAL REQUIREMENTS		0.00				\$1,719,100

General Asset Management Fund

FY 2008-09	FY 2009-10	FY 2010-11		FY 2010-11		FOR INFORMATION ONLY		FY 2011-12		FY 2011-12		FY 2011-12	
		Actual	Actual	Adopted	Amended	ACCT	DESCRIPTION	Proposed	Approved	Adopted			
		FTE	Amount	FTE	Amount			FTE	Amount	FTE	Amount	FTE	Amount
Renewal & Replacement Account													
Resources													
							<i>BEGBAL</i>						
							<i>Beginning Fund Balance</i>						
7,444,290	6,978,925		6,876,878		6,876,878	3500	* Prior year ending balance		4,882,690				
							<i>GRANTS</i>						
							<i>Grants</i>						
0	588,041		0		0	4109	Federal Capital Grants - Indirect		0				
0	600,291		0		0	4118	State Capital Grants - Indirect		0				
63,764	0		0		0	4120	Local Grants-Direct		0				
							<i>INTRST</i>						
							<i>Interest Earnings</i>						
229,909	65,726		58,777		58,777	4700	Interest on Investments		24,000				
							<i>CAPGRT</i>						
							<i>Capital Contributions & Donations</i>						
0	32,000		0		0	4755	Capital Contributions & Donations		0				
							<i>MISCRV</i>						
							<i>Miscellaneous Revenue</i>						
0	966		0		0	4890	Miscellaneous Revenue		0				
0	0		500,000		500,000	4891	Reimbursement		0				
							<i>EQTREV</i>						
							<i>Fund Equity Transfers</i>						
							<i>Transfer of Resources</i>						
0	0		18,402		18,402		* from Solid Waste Revenue Fund		53,163				
200,000	200,000		200,000		200,000		* from General Fund (Regional Parks)		323,000				
250,000	225,000		250,000		250,000		* from General Fund-IT R&R		255,000				
277,000	277,000		277,000		277,000		* from General Fund-MRC R&R		282,540				
434,459	537,233		537,233		537,233		* from General Fund-Gen'l R&R		647,978				
0	0		0		0		* from MERC		10,824				
\$8,899,422	\$9,505,182		\$8,718,290		\$8,718,290		TOTAL RESOURCES		\$6,479,195				
Materials & Services													
							<i>GOODS</i>						
							<i>Goods</i>						
46,349	80,566		122,585		122,585	5201	Office Supplies		74,853				
167,331	12,351		28,167		28,167	5205	Operating Supplies		124,642				
0	0		1,061		1,061	5215	Maintenance & Repairs-Supplies		0				
							<i>SVCS</i>						
							<i>Services</i>						
0	0		0		0	5240	Contracted Professional Svcs		100,000				
1,229	0		0		0	5260	Maintenance & Repairs-Services		0				
							<i>CAPMNT</i>						
							<i>Capital Maintenance</i>						
92,516	746,993		725,294		725,294	5261	Capital Maintenance - CIP		615,900				
193,924	0		4,550		4,550	5262	Capital Maintenance - Non-CIP		80,559				

General Asset Management Fund

FY 2008-09	FY 2009-10	FY 2010-11		FY 2010-11		FOR INFORMATION ONLY		FY 2011-12		FY 2011-12		FY 2011-12	
Actual	Actual	FTE	Amount	FTE	Amount	ACCT	DESCRIPTION	FTE	Amount	FTE	Amount	FTE	Amount
Renewal & Replacement Account													
0	2,460		0		0	OTHEXP	Other Expenditures						
						5490	Miscellaneous Expenditures		0				
\$501,349	\$842,370		\$881,657		\$881,657		Total Materials & Services		\$995,954				
Capital Outlay													
<i>CAPNON Capital Outlay (non-CIP Projects)</i>													
0	0		0		0	5710	Improve-Oth thn Bldg		167,100				
0	0		0		0	5720	Buildings & Related		62,842				
0	0		0		0	5740	Equipment & Vehicles		367,940				
0	0		0		0	5745	Licensed Vehicles		360,613				
0	0		0		0	5750	Office Furniture & Equip		513,813				
<i>CAPCIP Capital Outlay (CIP Projects)</i>													
21,138	1,595,162		417,185		417,185	5710	Improve-Oth thn Bldg		822,780				
0	48,400		303,975		303,975	5720	Buildings & Related		5,000				
495,840	500,056		64,933		64,933	5730	Exhibits and Related		0				
140,612	365,068		891,729		891,729	5740	Equipment & Vehicles		5,844				
344,628	286,124		814,320		814,320	5750	Office Furniture & Equip		0				
41,930	26,744		45,707		45,707	5760	Railroad Equip & Facil		23,080				
\$1,044,148	\$2,821,554		\$2,537,849		\$2,537,849		Total Capital Outlay		\$2,329,012				
Interfund Transfers													
<i>EQTCHG Fund Equity Ttransfers</i>													
						5810	Transfer of Resources						
0	0		128,000		128,000		* to General Fund (General)		0				
\$0	\$0		\$128,000		\$128,000		Total Interfund Transfers		\$0				
Contingency & Unappropriated Balance													
<i>CONT Contingency</i>													
0	0		4,870,784		4,870,784	5999	Contingency						
							* Contingency		3,154,229				
<i>UNAPP Unappropriated Fund Balance</i>													
6,978,925	6,591,200		300,000		300,000	5990	Unappropriated Fund Balance						
							* Renewal & Replacement		0				
\$6,978,925	\$6,591,200		\$5,170,784		\$5,170,784		Total Contingency & Unappropriated Balance		\$3,154,229				
\$8,524,422	\$10,255,124	0.00	\$8,718,290	0.00	\$8,718,290		TOTAL REQUIREMENTS		0.00		\$6,479,195		

<i>For FP Use Only</i>	
Org Unit	#
FRS	2

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: Finance and Regulatory Services

DATE: 4/22/11

DRAFTED BY : Kathy Rutkowski

<i>Type of Amendment:</i>		<i>Amendment to:</i>		<i>Purpose:</i>		<i>Status:</i>	
Technical	<input checked="" type="checkbox"/>	Proposed Budget	<input checked="" type="checkbox"/>	Operating	<input checked="" type="checkbox"/>	Ongoing	<input checked="" type="checkbox"/>
Substantive	<input type="checkbox"/>	Approved Budget	<input type="checkbox"/>	Capital Project	<input type="checkbox"/>	One-time	<input type="checkbox"/>
				Renewal & Replacement	<input type="checkbox"/>		<input type="checkbox"/>

Note: If the purpose of the amendment is for a capital or renewal and replacement project please attach a revised 5-year CIP sheet

PROPOSED AMENDMENT: Risk Management Fund – Health & Welfare Program

The initial tasks of the business process evaluation have focused on the Human Resources enterprise system for processing and managing Payroll and Benefits. The evaluation followed up on a recent audit recommendations from Metro’s Auditor Office. The goal of the evaluation team was to identify ways in which to take advantage of functionality provided in PeopleSoft and to begin using the system in the manner in which it was intended thereby recognizing efficiencies in business processes. The recommendations of the evaluation team require a change in how health and welfare program costs are reflected in the budget.

The Risk Management Fund is considered an internal service fund. Charges are levied to departments based on experience for certain costs such as premiums and claims. Funding flows from the department to the Risk Management Fund where actual costs of premiums and claims are paid. This method has been used for all programs of the Risk Management Fund – liability, property, workers compensation, unemployment and health & welfare. While the internal service fund worked well for all other aspects of risk management, the evaluation team found it was an inefficient process for health & welfare and resulted in unintended difficulties in managing health & welfare costs. They found it also posed difficulties in responding to future requirements of the new health care reform act. They highly recommended that Metro reconsider the use of the internal service fund methodology for health & welfare costs. After discussions with the evaluation team, the Budget Office agrees with the recommendations.

This amendment implements the recommendations of the Human Resources business process evaluation team. Health & welfare costs will be treated solely as direct costs charged against the departments based on actual expense. It removes the internal services designation from the health & welfare program and removes associated costs from the Risk Management Fund. It retains the provision to partially offset the costs of health and welfare through the use of the Opt Out Reserve.

See the attached spreadsheet for specific line item changes.

PROGRAM/STAFFING IMPACTS:

Creates efficiencies in the processing and management of payroll and benefits.

ARGUMENTS IN FAVOR OF THE PROPOSED AMENDMENT

This action implements the recommendations of the business process evaluation team related to benefits and payroll processing and management. The change creates efficiencies in the processes by using the enterprise software in the manner in which it was intended. It reduces the double counting of costs that is inherent in any internal service fund and assists in responding to the future requirements of the health care reform act.

OPTIONS FOR FUNDING THIS AMENDMENT

N/A.

Line Item changes for change in Health & Welfare portion of Risk Management Fund

Fund	Org Unit	Line Items		
		Acct #	Account Title	Amount
Resources				
Risk Management Fund	Health & Welfare	4460	Insurance Premiums - H&W	(9,665,664)
			Total	(\$9,665,664)
Requirements				
Risk Management Fund	Health & Welfare	5271	Medical Insurance	(10,405,650)
		5490	Miscellaneous Expense	(20,000)
		5810	Transfer of Resources (opt out)	
			to MERC Fund	111,510
			to Natural Areas Fund	8,940
			to Oregon Zoo Bond Fund	3,350
			to Solid Waste Revenue Fund	56,130
			to General Fund	270,070
			to General Fund (risk staff)	277,890
		5990	Unappropriated Ending Balance	32,096
			Total	(\$9,665,664)
Resources				
MERC Fund		4970	Transfer of Resources (opt out)	111,510
Natural Areas Fund		4970	Transfer of Resources (opt out)	8,940
Oregon Zoo Bond Fund		4970	Transfer of Resources (opt out)	3,350
Solid Waste Fund		4970	Transfer of Resources (opt out)	56,130
General Fund		4970	Transfer of Resources (opt out)	270,070
General Fund		4970	Transfer of Resources (risk staff)	277,890
			Total	\$727,890
Requirements				
General Fund	Human Resources	5240	Contracted Professional Services	40,000
	Communications	5100	Fringe Benefits	12,600
	Council	5100	Fringe Benefits	14,400
	Finance & Reg Services	5100	Fringe Benefits	19,020
	Human Resources	5100	Fringe Benefits	11,400
	Information Services	5100	Fringe Benefits	15,600
	Office of Metro Attorney	5100	Fringe Benefits	9,300
	Office of Metro Auditor	5100	Fringe Benefits	3,600
	Oregon Zoo	5100	Fringe Benefits	91,860
	Parks & Environmental Svcs	5100	Fringe Benefits	22,650
	Planning & Development	5100	Fringe Benefits	33,228
	Research Center	5100	Fringe Benefits	17,580
	Sustainability Center	5100	Fringe Benefits	18,570
MERC Fund	Administration	5100	Fringe Benefits	8,910
	Expo Center	5100	Fringe Benefits	7,980
	Oregon Convention Center	5100	Fringe Benefits	66,180
	PCPA	5100	Fringe Benefits	28,440
Natural Areas Fund	Sustainability Center	5100	Fringe Benefits	8,940
Oregon Zoo Bond Fund	Oregon Zoo	5100	Fringe Benefits	3,350
Solid Waste Rev Fund	Finance & Reg Services	5100	Fringe Benefits	7,200
	Parks & Environmental Svcs	5100	Fringe Benefits	35,430
	Sustainability Center	5100	Fringe Benefits	13,500
General Fund	General Expense-Reserves	5990	Unapp Balance - Stabilization	238,152
			Total	\$727,890

<i>For FP Use Only</i>	
Org Unit	#
R&R	3

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: Renewal and Replacement/Capital

DATE: 4/21/2011

DRAFTED BY : Karen Feher

<i>Type of Amendment:</i>	<i>Amendment to:</i>	<i>Purpose:</i>	<i>Status:</i>
Technical <input checked="" type="checkbox"/>	Proposed Budget <input checked="" type="checkbox"/>	Operating <input type="checkbox"/>	Ongoing <input type="checkbox"/>
Substantive <input type="checkbox"/>	Approved Budget <input type="checkbox"/>	Capital Project <input checked="" type="checkbox"/>	One-time <input checked="" type="checkbox"/>
		Renewal & Replacement <input checked="" type="checkbox"/>	<input type="checkbox"/>

PROPOSED AMENDMENT: *Technical Amendments to Renewal and Replacement Fund*

Numerous project completion dates have shifted, this amendment moves projects both forward to FY 2011-12 from FY 2010-11 as well as moving the expected completion dates of projects in the five year window of the Capital Improvement Plan. Only those projects that impact the FY 2012 funding in the budget are included in the following:

Org Unit	Fund	Line Items		
		Acct #	Account Title	Amount
Resources	GF R&R-611	3500	Beginning Fund Balance	271,515
	GF R&R-611	4110	State Grants	63,334
	SW Rev Fund Gen Acct- 536	3500	Beginning Fund Balance	30,000
	SW Rev Fund R&R Acct- 534	3500	Beginning Fund Balance	89,000
			Total Resources	\$453,849
Requirements	GF R&R-611	5201	Office Supplies	-288
	GF R&R-611	5261	Maintenance and Repair Services	6,211
	GF R&R-611	5710	Improvements Other than Building	77,448
	GF R&R-611	5720	Buildings and Related	-47,326
	GF R&R-611	5740	Equipment	122,360
	GF R&R-611	5745	Vehicles	116,624
	GF R&R-611	5750	Office Furniture and Equipment	6,367
	GF R&R-611	5999	Contingency	53,453
	SW Rev Fund Gen Acct 536	5710	Improvements Other than Building	30,000
	SW Rev Fund R&R Acct -534	5720	Buildings and Related	25,000
	SW Rev Fund R&R Acct -534	5740	Equipment	78,000
	SW Rev Fund R&R Acct -534	5999	Contingency	-14,000
			Total Expenditures	\$453,849

The projects that impact the five year window are listed below by Fund, Center, project, action and amount as follows:

GENERAL FUND RENEWAL AND REPLACEMENT FUND
Information Services:

Project	Action	Amount
Metro Exchange Backup (Cortez)	Carry forward from FY 2011 to FY 2012	3,184
MRC Liebert Challenger HVAC	Carry forward from FY 2011 to FY 2012	25,000
MRC – Server Room UPS	Carry forward from FY 2011 to FY 2012	74,500
Zoo Exchange Server (Zex)	Carry forward from FY 2011 to FY 2012	6,367
Windows Active Directory (Gunther)	Move project to FY 2014 From FY 2012	3,472

Parks and Environmental Services- General Fund Renewal and Replacement Fund:

Project	Action	Amount
MRC-VAV Controllers	To add funding to FY 2012 for new project approved in 2011	78,280
1996 Ford Ranger Pickup Super Cab V6	Carry forward from FY 2011 to FY 2012	29,500
Glendoveer Golf Irrigation	To add funding to FY 2012 for new project approved in 2011	25,000
2 Sewage Lift Pumps	Carry forward from FY 2011 to FY 2012	20,000
Lake House Improvements	Carry forward from FY 2011 to FY 2012	9,384
Lake House Office Improvements	Carry forward from FY 2011 to FY 2012	3,661
Playground Structure	Partial Carry forward from FY 2011 to FY 2012	10,000

Visitor Venue - Oregon Zoo:

Project	Action	Amount
Aviary Chiller Controls ZFCCH2	Carry forward project missed in FY 2009	5,100
Swamp & Rainforest Bldg Mechanical	Carry forward project missed in FY 2009	10,000
Swamp Bldg AV Equip. Enviro. Prog.	Carry forward project missed in FY 2009	18,482
Africa Roof Replacement	Partial Carry forward from FY 2011 to FY 2012	19,880
Cascade Crest Boardwalk Rubber Sidewalk	Carry forward from FY 2011 to FY 2014	26,602
1997 Ford Pickup	Carry forward from FY 2011 to FY 2012	27,591
Swamp Bldg & Aviary Roof Replacement	Carry forward from FY 2011 to FY 2015	94,772
Treetop Path Roof	Carry forward from FY 2011 to FY 2012	42,448
Africafe Lower Roof	Carry forward from FY 2012 to FY 2016	87,800
Bear Complex Main Pool Renewal	Remove project	33,555
Bearwalk Café Freezer BWCRFR5	Carry forward from FY 2012 to FY 2013	6,637
Bearwalk Café roof	Carry forward from FY 2012 to FY 2016	14,729
Cascade Crest Dance Floor	Carry forward from FY 2012 to FY 2015	16,236
Cascade Crest Tilt skillet TGSP 2440	Carry forward from FY 2012 to FY 2013	12,989
Snowshed Air Compressor	Carry back from FY 2012 to FY 2011	11,366
Africafe dishwasher – Champion 40 KB	Carry back from FY 2013 to FY 2011	7,729
1998 Kubota Tractor	Carry back from FY 2016 to FY 2014	58,583
1999 Cushman 4 wheel	Carry back from FY 2016 to FY 2013	25,777
1999 Ford Van	Carry back from FY 2016 to FY 2011	28,120
2001 EZ-Go	Carry back from FY 2016 to FY 2011	11,705
2006 Ford Escape	Carry back from FY 2016 to FY 2012	46,866
1999 Ford Pick-up	Carry back from FY 2017 to FY 2011	17,926
2004 Kawasaki Mule	Carry back from FY 2017 to FY 2014	10,756
2006 Ford E150 Van	Carry back from FY 2017 to FY 2016	26,292
2006 Ford Ranger Truck	Carry back from FY 2017 to FY 2016	23,902
1997 Cushman Pick-up	Carry back from FY 2018 to FY 2012	16,236
1995 EZ-Go Cart (75)	Carry back from FY 2018 to FY 2011	6,317
2006 EZGO 9100	Carry back from FY 2018 to FY 2016	15,232
2005 Miti-truck	Carry back from FY 2018 to FY 2016	22,974
Railroad Oregon Express (RR #5)	Carry back from FY 2023 to FY 2011	26,530
2002 Dodge Van	Carry back from FY 2023 to FY 2014	33,784
1997 EZ-Go Cart (17)	Carry back from FY 2025 to FY 2011	11,681

The chart below is a summary of the impact of all these changes on the General Fund Renewal and Replacement Fund. Note that the above numbers are not adjusted by inflation factors as is the chart below.

FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
\$-77,228	\$287,515	\$42,496	\$136,809	\$156,360	\$10,502

SOLID WASTE REVENUE FUND:

Parks and Environmental Services Solid Waste General Account:

Project	Action	Amount
Improvements to Metro South Truck Ent./Exit	Carry forward from FY 2011 to FY 2013 reducing project by \$10,000	100,000
MS Transfer Station Access Lane	Carry forward from FY 2011 to FY 2012	30,000

Parks and Environmental Services Solid Waste Renewal and Replacement Account:

Project	Action	Amount
MC HHW Fire Alarm System	Carry forward from FY 2011 to FY 2012 and increase by \$10,000	50,000
MC HHW Roof Replacement	Carry forward from FY 2011 to FY 2012	25,000
MC Scalehouse "C" Scale Replacement	Carry forward from FY 2011 to FY 2012 and increase by \$4,000	28,000

<i>For FP Use Only</i>	
Org Unit	#
COMM	4

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: Communications

DATE: 4/18/2011

DRAFTED BY : Ann Wawrukiewicz

<i>Type of Amendment:</i>		<i>Amendment to:</i>		<i>Purpose:</i>		<i>Status:</i>	
Technical	<input checked="" type="checkbox"/>	Proposed Budget	<input checked="" type="checkbox"/>	Operating	<input checked="" type="checkbox"/>	Ongoing	<input type="checkbox"/>
Substantive	<input type="checkbox"/>	Approved Budget	<input type="checkbox"/>	Capital Project	<input type="checkbox"/>	One-time	<input checked="" type="checkbox"/>
				Renewal & Replacement	<input type="checkbox"/>		<input type="checkbox"/>

Note: If the purpose of the amendment is for a capital or renewal and replacement project please attach a revised 5-year CIP sheet

PROPOSED AMENDMENT: *Removal of Double-Budgeted Regional Travel Options Grant Revenue and Materials and Services Expenditures from the Communications Budget:*

Historically a portion of the Regional Travel Options (RTO) materials and services has been budgeted in Planning and Development and a portion in Communications. After the proposed budget was developed, Financial Planning learned that two pieces had been budgeted in both. The correct location for the budget is Planning and Development; this amendment removes the double-budgeted portion from Communications.

	Fund	Org Unit	Program	Line Items		
				Acct #	Account Title	Amount
Resources	010-GEN	00320-Comm	00600	4100	Federal Grants-Direct	(\$97,501)
Requirements	010-GEN	00320-Comm	00600	5240	Contracted Professional Services	(\$67,501)
	010-GEN	00320-Comm	00600	5246	Sponsorships	(\$30,000)

<i>For FP Use Only</i>	
Org Unit	#
COUNCIL	5

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: Council Office- Community Investment Initiative

DATE: 4/18/2011

DRAFTED BY : Mary Anne Cassin/Ann Wawrukiewicz

<i>Type of Amendment:</i>		<i>Amendment to:</i>		<i>Purpose:</i>		<i>Status:</i>	
Technical	<input checked="" type="checkbox"/>	Proposed Budget	<input checked="" type="checkbox"/>	Operating	<input checked="" type="checkbox"/>	Ongoing	<input type="checkbox"/>
Substantive	<input type="checkbox"/>	Approved Budget	<input type="checkbox"/>	Capital Project	<input type="checkbox"/>	One-time	<input checked="" type="checkbox"/>
				Renewal & Replacement	<input type="checkbox"/>		<input type="checkbox"/>

Note: If the purpose of the amendment is for a capital or renewal and replacement project please attach a revised 5-year CIP sheet

PROPOSED AMENDMENT: *Carry forward of contract funding and correction of budgeting error for the Community Investment Initiative.*

The CII project will carry forward \$60,000 into next fiscal year. The project is designed to collaborate with external community leaders who are exploring potential avenues for improving the region’s economic outlook and tackling our infrastructure needs. The carry forward amount is needed for an existing contract with consultants who have been engaged to assist in meeting facilitation, technical needs and project reports. There was a delay in confirming membership of the Leadership Council; the group did not start meeting until late February 2011, in turn delaying the work of the consultant.

During the development of the FY 2011-12 CII budget, funding was shifted among a number of categories to reflect better knowledge of project needs. During this process, \$52,000 was inadvertently left out of the Contracted Professional Services line item budget; the funding was included in the initial three-year reserve for the Community Investment project. This amendment corrects the error.

	Fund	Org Unit	Program	Line Items		
				Acct #	Account Title	Amount
Resources	010-GEN	99999-Non-dept		3500	Beginning Fund Balance	\$60,000
Requirements	010-GEN	00125	00600	5240	Contracted Professional Services	\$112,000
	010-GEN	99999-Non-dept		5990	Unapp. Balance – Reserved for CII	(\$52,000)

<i>For FP Use Only</i>	
Org Unit	#
ZOO	6

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: Oregon Zoo

DATE: 4/21/11

DRAFTED BY : Joanne Ossanna

<i>Type of Amendment:</i>		<i>Amendment to:</i>		<i>Purpose:</i>		<i>Status:</i>	
Technical	<input checked="" type="checkbox"/>	Proposed Budget	<input checked="" type="checkbox"/>	Operating	<input checked="" type="checkbox"/>	Ongoing	<input checked="" type="checkbox"/>
Substantive	<input type="checkbox"/>	Approved Budget	<input type="checkbox"/>	Capital Project	<input type="checkbox"/>	One-time	<input type="checkbox"/>
				Renewal & Replacement	<input type="checkbox"/>		

Note: If the purpose of the amendment is for a capital or renewal and replacement project please attach a revised 5-year CIP sheet

PROPOSED AMENDMENT: Change in Zoo Bond FTE

After a thorough review of the staff hours dedicated to the Zoo Bond projects it was decided to move .25 FTE of the Facilities Manager's position from the Zoo Bond Fund to the General Fund to more properly allocate actual expenses. If the Facilities Manager or any other staff spend significant time outside of the regular duties for bond projects those expenditures can be expensed directly to the Zoo Bond fund at that time.

Fund	Org Unit	Line Items		
		Acct #	Account Title	Amount
Resources				
General Fund	Zoo Guest Services	4760	Sponsorship	35,000
			Total	\$35,000
Requirements				
General Fund	Zoo Facilities	5010	Salaries F.T. (.25 FTE)	22,462
		5089	Merit/Step/Cola Pool	224
		5100	Fringe Benefits	8,446
		5999	Contingency	3,868
Zoo Bond Fund	Zoo Construction	5010	Salaries F.T. (-.25 FTE)	(22,462)
		5089	Merit/Step/Cola Pool	(224)
		5100	Fringe Benefits	(8,446)
		5999	Contingency	31,132
			Total	\$35,000

PROGRAM/STAFFING IMPACTS:

None

ARGUMENTS IN FAVOR OF THE PROPOSED AMENDMENT

This action is in compliance with regulations regarding the expenditure of bond proceeds.

OPTIONS FOR FUNDING THIS AMENDMENT

The additional expense to the General Fund will be offset from an increase in concert sponsorship revenue. Zoo staff believe with changes made to the concert line up revenues are slightly understated.

<i>For FP Use Only</i>	
Org Unit	#
ZOO	7

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: Oregon Zoo

DATE: 4/21/11

DRAFTED BY : Joanne Ossanna

<i>Type of Amendment:</i>		<i>Amendment to:</i>		<i>Purpose:</i>		<i>Status:</i>	
Technical	<input checked="" type="checkbox"/>	Proposed Budget	<input checked="" type="checkbox"/>	Operating	<input checked="" type="checkbox"/>	Ongoing	<input checked="" type="checkbox"/>
Substantive	<input type="checkbox"/>	Approved Budget	<input type="checkbox"/>	Capital Project	<input type="checkbox"/>	One-time	<input type="checkbox"/>
				Renewal & Replacement	<input type="checkbox"/>		

Note: If the purpose of the amendment is for a capital or renewal and replacement project please attach a revised 5-year CIP sheet

PROPOSED AMENDMENT: Adjustment to Zoo Marketing Division FTE

The proposed budget included a draft reorganization plan to the Zoo's Marketing Division. The Zoo has since reviewed the needs of the division and is requesting an adjustment to properly state the needs of the department. The 0.63 FTE Assistant Public Affairs Specialist is an important position within the department and is added back to the budget. The 1.0 FTE proposed Web Position is being reduced to .5 FTE which should be sufficient to meet the current needs. This would add .13 FTE to the budget for an additional cost of approximately \$15,000.

Fund	Org Unit	Line Items		
		Acct #	Account Title	Amount
<i>Resources</i>				
General Fund	Zoo Guest Services	4760	Sponsorship	15,000
			<i>Total Resources</i>	<i>\$15,000</i>
<i>Requirements</i>				
General Fund	Zoo Marketing	5010	Salaries F.T. (-1.0 FTE)	(60,000)
		5020	Salaries P.T. (1.13 FTE)	68,745
		5089	Merit/Step/Cola Pool	183
		5100	Fringe Benefits	3,734
		5999	Contingency	2,338
			<i>Total Requirements</i>	<i>\$15,000</i>

PROGRAM/STAFFING IMPACTS:

More properly reflects the staffing needs of the division

ARGUMENTS IN FAVOR OF THE PROPOSED AMENDMENT

N/A

OPTIONS FOR FUNDING THIS AMENDMENT

The additional expense to the General Fund will be offset from an increase in concert sponsorship revenues. Zoo staff believe with changes made to the concert line up revenues are slightly understated.

<i>For FP Use Only</i>	
Org Unit	#
ZOO	8

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: Visitor Venue – Oregon Zoo - Zoo Infrastructure and
and Animal Welfare Bond

DATE: April 21, 2011

DRAFTED BY : Joanne Ossanna/ Craig Stroud/Karen Feher

<i>Type of Amendment:</i>		<i>Amendment to:</i>		<i>Purpose:</i>		<i>Status:</i>	
Technical	<input checked="" type="checkbox"/>	Proposed Budget	<input checked="" type="checkbox"/>	Operating	<input type="checkbox"/>	Ongoing	<input checked="" type="checkbox"/>
Substantive	<input type="checkbox"/>	Approved Budget	<input type="checkbox"/>	Capital Project	<input checked="" type="checkbox"/>	One-time	<input type="checkbox"/>
				Renewal & Replacement	<input type="checkbox"/>		<input type="checkbox"/>

PROPOSED AMENDMENT: *Correction in Zoo Bond CIP (CIP Amendment only)*

Metro is currently completing a Comprehensive Capital Master Plan (CCMP) to implement the 2008 Zoo Infrastructure and Animal Welfare Bond that will provide:

- Analysis, recommendations and a strategy for Metro to implement the specific bond projects, as well as sustainability initiatives and infrastructure improvements. This includes refining project scopes through schematic design.
- An overall schedule for all projects based on the optimal project sequencing, timing and estimated duration. This plan will include a schedule for each project.
- An overall bond budget and financing plan with cost estimates for each project based on schematic designs. Adequate contingencies will be included based on the proposed site and complexity of each specific project. The plan will include direct, indirect and overhead costs; construction cost inflation; and assumed timing for cash in- and out-flows. Metro expects the consultant team to balance the final schematic designs for the specific bond projects, sustainability initiatives and infrastructure improvements with available resources.

At the time the proposed budget was submitted, the CCMP work had not progressed far enough to provide reliable project sequencing information to incorporate into the 5-year Capital Improvement Plan. Therefore, information from the current CIP was used for both the proposed budget and the proposed CIP with the knowledge this information would later be adjusted as plans matured.

The CCMP process is expected to conclude in early fall 2011 through Metro Council’s review and formal acceptance of the plan. Given this timeframe, Finance and Regulatory Services (FRS) has concluded that the best action to take at this time is to amend the 5-year CIP as shown in the second table, matched to the proposed and currently available funding. When a final CCMP is reviewed and accepted by Council, any modification to the CIP can be introduced at that time. If the final CCMP indicates that projects can proceed at a faster rate that would include the sale of additional bonds before June 30, 2012, a supplemental budget may be required at that time. The first table, below, is the original proposed CIP information for the zoo bond program. The second table modifies the originally proposed CIP information to reflect the figures in the FY2011-12 proposed budget.

First Table – Originally Proposed CIP

OREGON ZOO								
CIP Project Budget Summary								
		Prior Years	2011-12	2012-13	2013-14	2014-15	2015-16	Total
	Zoo Infrastructure and Animal Welfare							
ZIA001	Construction Bond Issuance Costs	149,682	500,000	-	-	-	-	649,682
ZIP001	Veterinary Medical Center	7,017,174	1,873,945	-	-	-	-	8,891,119
ZIP011	Master Planning	997,505	748,129	-	-	-	-	1,745,634
ZIP002	Elephant On-Site Facility	6,159	4,900,000	9,800,000	4,900,000	-	-	19,606,159
ZIP006	Conservation Education Campus	130,000	100,000	-	-	-	-	230,000
ZIP051	Land Use	1,008,000	723,105	-	-	-	-	1,731,105
ZIP005	Primate Exhibit	-	-	-	-	100,000	-	100,000
ZII100	Water & Energy Savings Measures	446,132	-	-	-	100,000	-	546,132
ZIP003	Elephant Off-site Facility	4,812,000	4,800,000	2,388,000	-	-	-	12,000,000
ZIP004	Polar Bear Space Renovation	-	-	-	-	100,000	-	100,000
		14,566,652	13,645,179	12,188,000	4,900,000	300,000	-	45,599,831

Second table – Recommended Amended CIP

OREGON ZOO								
CIP Project Budget Summary								
		Prior Years	2011-12	2012-13	2013-14	2014-15	2015-16	Total
	Zoo Infrastructure and Animal Welfare							
ZIA001	Construction Bond Issuance Costs	149,682	-	500,000	-	-	-	649,682
ZIP001	Veterinary Medical Center	6,154,494	3,100,000	-	-	-	-	9,254,494
ZIP011	Master Planning	1,351,665	600,000	-	-	-	-	1,951,665
ZIP002	Elephant On-Site Facility	42,843	841,025	21,800,000	20,900,000	-	-	43,583,868
ZIP006	Conservation Education Campus	8,893	-	1,900,000	5,100,000	3,300,000	-	10,308,893
ZIP051	Land Use	247,791	150,000	-	-	-	-	397,791
ZIP005	Primate Exhibit	1,500	-	-	-	1,800,000	3,600,000	5,401,500
ZII100	Water & Energy Savings Measures	546,776	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	6,046,776
ZIP003	Elephant Off-site Facility	39,678	-	3,600,000	3,600,000	-	-	7,239,678
ZIP004	Polar Bear Space Renovation	1,500	-	-	3,700,000	10,100,000	6,400,000	20,201,500
ZIP009	Hippo Water Filtration	4,187	-	-	-	300,000	1,500,000	1,804,187
ZIP007	Condor Exhibit	-	-	-	-	-	400,000	400,000
		8,549,009	5,791,025	28,900,000	34,400,000	16,600,000	13,000,000	107,240,034

<i>For FP Use Only</i>	
Org Unit	#
PES	9

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: Parks and Environmental Services

DATE: 4/20/11

DRAFTED BY : Maria Roberts

Type of Amendment:	Amendment to:	Purpose:
Technical <input checked="" type="checkbox"/>	Proposed Budget <input checked="" type="checkbox"/>	Operating <input checked="" type="checkbox"/>
Substantive <input type="checkbox"/>	Approved Budget <input type="checkbox"/>	Capital Project <input type="checkbox"/>
		Renewal & Replacement <input type="checkbox"/>

PROPOSED AMENDMENT: – *Implementation of Solid Waste Rate Ordinance*

This amendment to the proposed budget is necessary to incorporate higher fuel price assumptions and to change the source of funds from enterprise revenue to a carry forward from the current year for the Solid Waste Roadmap project already included in the FY 11-12 Proposed Budget. In addition, this amendment implements the FY 2011-12 rates, Ordinance No. 11-1257A.

Org Unit	Fund	Line Items		
		Acct #	Account Title	Amount
Resources Parks and Environmental Services, Solid Waste Operations	Solid Waste Revenue Fund, Operating Account		Beginning Fund Balance	\$250,000
		4300	Disposal Fees	(\$1,966,392)
		4305	Regional System Fee	(\$139,396)
		4330	Transaction Fee	\$262,418
		4342	Organics Fee	\$76,159
		4345	Yard Debris Disposal Fees	(\$57,156)
		Total Resources		(\$1,574,367)
Requirements Parks and Environmental Services, Solid Waste Operations	Solid Waste Revenue Fund, Operating Account	5213	Fuels – Waste Transport	\$445,467
		5293	Disposal Fees	\$78,107
		5296	Transfer Station Operations	(\$131,948)
		5990	Undesignated Fund Balance, Rate Stabilization	(\$1,965,993)
		Total Requirements		(\$1,574,367)

PROGRAM/STAFFING IMPACTS:

There are no impacts on staffing.

<i>For FP Use Only</i>	
Org Unit	#
PES	10

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: Parks & Environmental Services

DATE: 4/19/11

DRAFTED BY : Brian Kennedy

<i>Type of Amendment:</i>		<i>Amendment to:</i>		<i>Purpose:</i>		<i>Status:</i>	
Technical	<input checked="" type="checkbox"/>	Proposed Budget	<input checked="" type="checkbox"/>	Operating	<input type="checkbox"/>	Ongoing	<input type="checkbox"/>
Substantive	<input type="checkbox"/>	Approved Budget	<input type="checkbox"/>	Capital Project	<input checked="" type="checkbox"/>	One-time	<input checked="" type="checkbox"/>
				Renewal & Replacement	<input type="checkbox"/>		<input type="checkbox"/>

Note: If the purpose of the amendment is for a capital or renewal and replacement project please attach a revised 5-year CIP sheet

PROPOSED AMENDMENT: *Recognition of Claims Revenue*

In late 2010, a period of freezing weather caused pipes to freeze at a vacant rental home on one of the Natural Area Program's acquisitions. The home had recently been renovated, and when staff visited the home they discovered extensive water damage. Metro determined that the best course of action would be to demolish the house. Demolition expenses were paid from the claim proceeds from the insurer, and staff determined that the balance of the claims revenue should be aside for future parks projects.

This action requests the recognition of the net claims revenue and the transfer of that revenue to the Regional Parks New Project Account (formerly called the Parks Capital Account) reserved for future projects to be determined at a later date.

Fund	Org Unit	Line Items		
		<i>Acct #</i>	<i>Account Title</i>	<i>Amount</i>
<i>Resources</i>				
General Fund (010)	Parks & Environ Services	3500	Beginning Fund Balance	140,000
			Total	\$140,000
<i>Requirements</i>				
General Fund (010)	Parks & Environ Services	5810	Transfer to Parks New Project Acct	140,000
			Total	\$140,000
<i>Resources</i>				
Parks New Project Acct (360)	Parks & Environ Services	3500	Beginning Fund Balance	140,000
			Total	\$140,000
<i>Requirements</i>				
Parks New Project Acct (360)	Parks & Environ Services	5999	Contingency	140,000
			Total	\$140,000

PROGRAM/STAFFING IMPACTS:

None

<i>For FP Use Only</i>	
Org Unit	#
P&D	11

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: Planning and Development/Research Center

DATE: April 21, 2011

DRAFTED BY : Kim Ellis

<i>Type of Amendment:</i>	<i>Amendment to:</i>	<i>Purpose:</i>	<i>Status:</i>
Technical <input type="checkbox"/>	Proposed Budget <input checked="" type="checkbox"/>	Operating <input checked="" type="checkbox"/>	Ongoing <input type="checkbox"/>
Substantive <input checked="" type="checkbox"/>	Approved Budget <input type="checkbox"/>	Capital Project <input type="checkbox"/>	One-time <input checked="" type="checkbox"/>
		Renewal & Replacement <input type="checkbox"/>	<input type="checkbox"/>

PROPOSED AMENDMENT: *Climate Smart Communities Scenarios*

In 2009, the Legislature passed House Bill 2001, directing Metro to conduct land use and transportation scenario planning to reduce carbon emissions from cars, small trucks and sport utility vehicles. The legislation also mandates adoption of a preferred scenario after public review and consultation with local governments, and local government implementation through comprehensive plans and land use regulations that are consistent with the adopted regional scenario. The Climate Smart Communities Scenarios effort responds to these mandates.

HB 2001, Section 37 also directs ODOT to provide funding, technical and grant assistance to support this work. ODOT funding is executed through ODOT/Metro IGA No. 27041.

This amendment adds (1) materials and services (M&S) resources, (2) a limited duration Associate GIS Specialist position, and (3) limited duration FTE to an existing limited duration Associate GIS Specialist position. The M&S resources and positions are contingent upon ODOT's share of funding through an amendment to ODOT/Metro IGA No. 27041. ODOT/Metro negotiations were completed on April 11, 2011. The IGA amendment is anticipated to be executed in May 2011.

Org Unit	Fund	Line Items		
		Acct #	Account Title	Amount
Resources				
	General Fund	4110	State Grants - Direct	\$274,416
Requirements				
Research Center	General Fund	5010	Regular, Full-Time-Exempt Associate GIS Specialist (1.0 FTE)	\$59,170
		5010	Regular, Full-Time-Exempt Assistant GIS Specialist (1.0 FTE)	\$53,685
		5020	Regular, Full-Time-Exempt Assistant GIS Specialist (0.6 FTE)	(\$32,211)
		5100	Fringe Benefits	\$30,772
Plan & Develop.	General Fund	5201	General Office Supplies	\$10,000
		5240	Professional Services (interns)	\$10,000
		5280	Other Purchased Services (printing)	\$20,000
		5400	Internal Charges for Service	\$52,500
		5240	Contracted Professional Services	\$70,500
Total Requirements				\$274,416

PROGRAM/STAFFING IMPACTS:

- Add 1.0 limited duration FTE Associate GIS Specialist in the Research Center through 6/30/12
- Increase 0.4 limited duration FTE to be added to an existing 0.6 limited duration Associate GIS Specialist in the Research Center (position #1140) through 6/30/12

ARGUMENTS IN FAVOR OF THE PROPOSED AMENDMENT

Negotiations for the FY 2011-12 ODOT funding were not completed when the proposed COO budget was developed. The M&S and positions are needed to complete scenario planning required of Metro under House Bill 2001, and agreed to through ODOT IGA No. 27041/Metro IGA No. 930147. While focused on reducing transportation-related carbon emissions, the additional resources and positions will build data, tools, communication methods and staff capacity that can be applied in current and future Metro initiatives in support of the region's six desired outcomes and Community Investment Strategy implementation.

OPTIONS FOR FUNDING THIS AMENDMENT

The ODOT funding supplements Metro resources to meet the HB 2001 requirements. ODOT considered a range of funding options and selected state gas tax revenues.

Personnel Request

Fiscal Year 2011-12

ACTION REQUESTED:

Action:		Reclass:		Duration:		Type:	
New position	<input checked="" type="checkbox"/>	Career ladder	<input type="checkbox"/>	Ongoing	<input type="checkbox"/>	Full-time	<input checked="" type="checkbox"/>
FTE Increase	<input type="checkbox"/>	General	<input type="checkbox"/>	Limited	<input checked="" type="checkbox"/>	Part-time	<input type="checkbox"/>
Relcass	<input type="checkbox"/>						

Add 1.0 FTE Associate GIS Specialist

POSITION # AND INCUMBENT:

Associate GIS Specialist, One-year limited duration

DUTIES AND RESPONSIBILITIES:

This position will develop and test run visualization tools, and data communication methods, including illustrative mapping, on reference case and alternative scenarios. This work will be coordinated with the enhancement and synchronization of regional models. This position will also develop and apply analytical methods and illustrative mapping to ensure appropriate documentation of such activities.

JUSTIFICATION:

This position will make the numerical output of staff research more understandable to planners, policy-makers, and the public. Visualization and other data communication techniques will give project stakeholders an immediate overview of the simultaneous display of large volumes of data. These deliverables will also enable GIS analysts, modelers, planners and policy-makers to effectively analyze the impact of scenarios. This work is transferrable to local governments and other MPOs and will support planning and analysis for future research.

BUDGET IMPACT:

	<u>Rate</u>	<u># of hours worked</u>	<u>Amount</u>	<u>Total</u>
Salary	\$28.45	2080	\$59,170	
Fringe:				
Variable-base fringe	39.2%		\$22,594	
Variable-bond recovery			\$0	
Fixed			\$0	
Additional Costs:				
Other (specify)			\$0	
TOTAL NEW COSTS				\$81,764

Anticipated Starting Date of Position: 07/01/11

Funding Source(s): ODOT IGA No. 27041/Metro IGA No. 930147 (HB 2001)

Personnel Request

Fiscal Year 2011-12

ACTION REQUESTED:

Action:		Reclass:		Duration:		Type:	
New position	<input type="checkbox"/>	Career ladder	<input type="checkbox"/>	Ongoing	<input type="checkbox"/>	Full-time	<input type="checkbox"/>
FTE Increase	<input checked="" type="checkbox"/>	General	<input type="checkbox"/>	Limited	<input checked="" type="checkbox"/>	Part-time	<input checked="" type="checkbox"/>
Relclass	<input type="checkbox"/>						

Add 0.4 FTE to existing 0.6 FTE Assistant GIS Specialist.

POSITION # AND INCUMBENT:

Limited duration FTE to be added to existing LD part-time DRC staff (position #1140)

DUTIES AND RESPONSIBILITIES:

This position will develop a multi-modal transportation database that will test a methodology for integrating trails, bike paths, sidewalks and streets into an integrated network for use with a sketch-planning tool and the regional travel demand model.

JUSTIFICATION:

This task will build on a multi-modal data inventory that DRC staff have recently completed. The database will be used in support of transportation modeling to meet state and regional requirements.

BUDGET IMPACT (for FTE increases or reclasses include only the new or additional cost):

	<u>Rate</u>	<u># of hours worked</u>	<u>Amount</u>	<u>Total</u>
Salary	\$25.81	832	\$21,474	
Fringe:				
Variable-base fringe	39.2%		\$8,178	
Variable-bond recovery			\$0	
Fixed			\$0	
Additional Costs:				
Other (specify)				
TOTAL NEW COSTS				\$29,652

Anticipated Starting Date of Position: 07/01/11

Funding Source(s): ODOT IGA No. 27041/Metro IGA No. 930144 (HB 2001 Funds)

<i>For FP Use Only</i>	
Org Unit	#
P&D	12

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: Development Center

DATE: April 21, 2011

DRAFTED BY : Lisa Miles

<i>Type of Amendment:</i>		<i>Amendment to:</i>		<i>Purpose:</i>		<i>Status:</i>	
Technical	<input checked="" type="checkbox"/>	Proposed Budget	<input checked="" type="checkbox"/>	Operating	<input checked="" type="checkbox"/>	Ongoing	<input type="checkbox"/>
Substantive	<input type="checkbox"/>	Approved Budget	<input type="checkbox"/>	Capital Project	<input type="checkbox"/>	One-time	<input checked="" type="checkbox"/>
				Renewal & Replacement	<input type="checkbox"/>		<input type="checkbox"/>

Note: If the purpose of the amendment is for a capital or renewal and replacement project please attach a revised 5-year CIP sheet

PROPOSED AMENDMENT: *Development Opportunity Fund project carry forward*

Carryover funding in the amount of \$83, 662 of Development Opportunity funds is requested to support the following projects under way in the Development Opportunity Center that will not be fully completed by June 30, 2011:

PSU Ecological Learning Plaza (\$40,000): A Green Innovation Grant Agreement with Portland State University (Contract #930355) is in place to fund the installation of living wall prototypes at the plaza for the purpose of better understanding best practices for living wall design and to assess the ecological benefits of these innovative features. PSU Students will begin constructing the project during a Design-build studio to be held in the summer term, and the University will monitor the installations and report on research findings over a period of 2 years.

Nevue Ngan Associates (\$18,662): A Flexible Services Contract is in place with Nevue Ngan Associates (Contract #929667) to provide design services for the living wall installations at the new PSU Ecological Learning Plaza. Under this contract, Nevue Ngan spearheaded an initial design charrette for the project in September 2010, but detailed design work was put on hold over the winter until the specific terms of the grant agreement with PSU were negotiated and that agreement executed. With that agreement now finalized, design work will progress over the course of the spring, construction of hardscape elements will occur this summer and the consultant will oversee planting of the living walls in late fall, the preferred season to establish plant growth.

Milwaukie Storefront Improvement Program (\$25,000): A Façade Improvements Pilot Program Grant Agreement with the City of Milwaukie (Contract #930508) was approved in March 2011 by the Milwaukie City Council. Under this agreement, payments will be made on a reimbursement basis after property owners have implemented the planned improvements.

Org Unit	Fund	Line Items		
		Acct #	Account Title	Amount
Resources	General Fund - 010	3500	Beginning Fund Balance	\$83,662
			Reserve for Future Planning Needs (Dev. Opp. Fund)	
Requirements				
Planning &	General Fund - 140	5445	Grant & Loans	\$65,000
Development		5240	Contracted Professional Services	\$18,662
			Total Requirements	\$83,662

PROGRAM/STAFFING IMPACTS:

No staffing impacts are anticipated as a result of this carryover.

<i>For FP Use Only</i>	
Org Unit	#
SUS	13

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: Sustainability Center – Conservation Education

DATE: 4/20/11

DRAFTED BY : Brian Kennedy

<i>Type of Amendment:</i>		<i>Amendment to:</i>		<i>Purpose:</i>		<i>Status:</i>	
Technical	<input checked="" type="checkbox"/>	Proposed Budget	<input checked="" type="checkbox"/>	Operating	<input checked="" type="checkbox"/>	Ongoing	<input type="checkbox"/>
Substantive	<input type="checkbox"/>	Approved Budget	<input type="checkbox"/>	Capital Project	<input type="checkbox"/>	One-time	<input checked="" type="checkbox"/>
				Renewal & Replacement	<input type="checkbox"/>		<input type="checkbox"/>

Note: If the purpose of the amendment is for a capital or renewal and replacement project please attach a revised 5-year CIP sheet

PROPOSED AMENDMENT: Intertwine Conservation Education Effort

Request the carryover of FY10-11 resources to complete the regional convening effort. The original intent of the conservation education effort was to culminate in a regional summit/event announcing ongoing involvement in May 2011. As work has progressed, Intertwine Conservation Education Task Force has determined that there is significant work remaining before the regional summit can be held. The Task Force is currently recruiting for a Leadership Council that will call for the summit in the first half of FY 2011-12.

Fund	Org Unit	Line Items		
		Acct #	Account Title	Amount
Resources				
General Fund	Sustainability Center	3500	Beginning Fund Balance	26,000
			Total	\$26,000
Requirements				
General Fund	Sustainability Center	5240	Contracted Prof Services	26,000
			Total	\$26,000

PROGRAM/STAFFING IMPACTS:

This carryover secures the transition of this effort from Metro to the Intertwine. It recognizes that the regional summit initially scoped in the budget amendment creating this effort is best sponsored by many partners, as a joint effort, not a stand-alone event. The original \$45,000 has seeded progress to date, including leveraging almost 600 hours of time donated by regional partners to craft a proposed sustaining structure for maintaining the region’s educational offerings in sustainability, conservation and the Intertwine.

<i>For FP Use Only</i>	
Org Unit	#
SUS	14

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: Sustainability Center

DATE: April 13, 2011

DRAFTED BY : Brian Kennedy

<i>Type of Amendment:</i>		<i>Amendment to:</i>		<i>Purpose:</i>		<i>Status:</i>	
Technical	<input checked="" type="checkbox"/>	Proposed Budget	<input checked="" type="checkbox"/>	Operating	<input checked="" type="checkbox"/>	Ongoing	<input type="checkbox"/>
Substantive	<input type="checkbox"/>	Approved Budget	<input type="checkbox"/>	Capital Project	<input type="checkbox"/>	One-time	<input checked="" type="checkbox"/>
				Renewal & Replacement	<input type="checkbox"/>		<input type="checkbox"/>

Note: If the purpose of the amendment is for a capital or renewal and replacement project please attach a revised 5-year CIP sheet

PROPOSED AMENDMENT: *Public Electric Vehicle Charging Stations*

One-time funding was allocated to the Sustainability Program during FY 2010-11 for installation of public electric vehicle (EV) charging stations at Metro facilities. Metro submitted a letter of intent in May 2011 to eTec (now called ECotality) for hosting EV charging stations through the federally-funded EV Project (www.ecotalityna.com/PHEV-activities/the-ev-project.php). This letter of intent serves as the expression of the intent by Metro to serve as a Charging Site Host for The EV Project. The purpose of the project is to:

- Further demonstrate Metro’s leadership in contributing to and protecting a healthy environment for the community; and
- Make it convenient for employees, Metro clients, and the public to charge their new electric vehicles while working at Metro, doing business here, or visiting one of its venues.

Up to \$17,500 of federal grant funding was offered to Metro for the cost of charging stations at the three Metro sites; Metro would pay the difference estimated at a minimum of \$4,000. While the cost to Metro for this project may be less than \$10,000 due to federal grant contributions, we request a carryover of the full \$10,000 so that funds are available for any additional installation costs that may be incurred for the project. The final cost to Metro for installation of the charging stations will not be known until the contract negotiation process is complete.

Fund	Org Unit	Line Items		
		Acct #	Account Title	Amount
Resources				
Solid Waste Fund	Sustainability Center	3500	Beginning Fund Balance	10,000
			Total	\$10,000
Requirements				
Solid Waste Fund	Sustainability Center	5240	Contracted Prof Services	10,000
			Total	\$10,000

PROGRAM/STAFFING IMPACTS:

A carryover of these funds will allow more time for OMA to complete their review of the proposed agreement with ECotality, and for Metro to have sufficient time to install the charging stations. The EV Project is scheduled to wrap up by fall 2011, so the project would be completed by the end of the first quarter of FY 11-12.

<i>For FP Use Only</i>	
Org Unit	#
SUS	15

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: Sustainability Center - Climate

DATE: 4/20/11

DRAFTED BY : Brian Kennedy

<i>Type of Amendment:</i>		<i>Amendment to:</i>		<i>Purpose:</i>		<i>Status:</i>	
Technical	<input checked="" type="checkbox"/>	Proposed Budget	<input checked="" type="checkbox"/>	Operating	<input checked="" type="checkbox"/>	Ongoing	<input type="checkbox"/>
Substantive	<input type="checkbox"/>	Approved Budget	<input type="checkbox"/>	Capital Project	<input type="checkbox"/>	One-time	<input checked="" type="checkbox"/>
				Renewal & Replacement	<input type="checkbox"/>		<input type="checkbox"/>

Note: If the purpose of the amendment is for a capital or renewal and replacement project please attach a revised 5-year CIP sheet

PROPOSED AMENDMENT: *Climate Prosperity Project Implementation*

The reason for the carryover is to allow additional time for the Climate Prosperity Project to be integrated into the work plan of the newly formed Regional Economic Development Group, Greenlight Greater Portland. These funds were originally added to the budget with the intent of providing matching funds with the private sector for development of the Climate Prosperity Greenprint. The Portland Sustainability Institute (PoSI) is the project manager for this program. They are still trying to raise the private sector funds, and Metro does not intend to make payment to PoSI until the matching funds are in place. However, since PoSI is still actively trying to raise the funds, staff believes it is important to honor the commitment to provide matching funds.

Fund	Org Unit	Line Items		
		Acct #	Account Title	Amount
Resources				
General Fund	Sustainability Center - Climate	3500	Beginning Fund Balance	20,000
			Total	\$20,000
Requirements				
General Fund	Sustainability Center - Climate	5240	Contracted Prof Services	20,000
			Total	\$20,000

PROGRAM/STAFFING IMPACTS:

This carryover is needed to complete implementation of priority actions related to the Climate Prosperity Greenprint.

<i>For FP Use Only</i>	
Org Unit	#
SUS	16

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: Sustainability Center – Intertwine

DATE: 4/20/11

DRAFTED BY : Brian Kennedy

<i>Type of Amendment:</i>		<i>Amendment to:</i>		<i>Purpose:</i>		<i>Status:</i>	
Technical	<input checked="" type="checkbox"/>	Proposed Budget	<input checked="" type="checkbox"/>	Operating	<input checked="" type="checkbox"/>	Ongoing	<input type="checkbox"/>
Substantive	<input type="checkbox"/>	Approved Budget	<input type="checkbox"/>	Capital Project	<input type="checkbox"/>	One-time	<input checked="" type="checkbox"/>
				Renewal & Replacement	<input type="checkbox"/>		<input type="checkbox"/>

Note: If the purpose of the amendment is for a capital or renewal and replacement project please attach a revised 5-year CIP sheet

PROPOSED AMENDMENT: *Intertwine Conservation Regional System Funding/Design*

Request the carryover of FY10-11 resources to complete the regional system funding and design efforts. This is work that Metro has committed to as part of the launching of the Intertwine Alliance.

Intertwine website – Contracts are in place with an outside vendor and the Research Center to develop the Intertwine website. Once the initial development work is complete, the website will be hosted and maintained by the Intertwine Alliance organization. Metro, through the Sustainability Center and Research Center will have an ongoing role in providing data and content to the Intertwine website.

Trail Signage – Staff have been working on developing signage, but installation will not be complete by June 30. Staff is currently in the process of getting a vendor under contract to complete the work.

Conservation Strategy – Metro is a partner in the Intertwine Alliance conservation petal working to develop a regional conservation strategy (RCS). The RCS development is being led by the Columbia Land Trust. Metro committed to helping fund the development of the strategy. Many organizations have contributed to the project, but this carryover is needed to finalize the product.

Other projects – Metro staff are managing two smaller projects as part of the regional system design. One is for evaluating connecting the Intertwine with economic development and the other is for analysis of trail usage data collected by Metro. Both projects will be under contract by June 30, but the work will not be complete.

Fund	Org Unit	Line Items		
		Acct #	Account Title	Amount
Resources				
General Fund	Sustainability Center	3500	Beginning Fund Balance	115,000
			Total	\$115,000
Requirements				
General Fund	Sustainability Center	5240	Contracted Prof Services	115,000
			Total	\$115,000

PROGRAM/STAFFING IMPACTS:

This carryover allows the regional system effort to continue the work began in FY 2010-11. In addition, the proposed budget for FY 2011-12 includes the extension of a limited duration planner position to coordinate and complete the regional system funding and design efforts.

<i>For FP Use Only</i>	
Org Unit	#
SUS	17

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: Sustainability Center – Science and Stewardship

DATE: 4/20/11

DRAFTED BY : Brian Kennedy

<i>Type of Amendment:</i>		<i>Amendment to:</i>		<i>Purpose:</i>		<i>Status:</i>	
Technical	<input checked="" type="checkbox"/>	Proposed Budget	<input checked="" type="checkbox"/>	Operating	<input checked="" type="checkbox"/>	Ongoing	<input type="checkbox"/>
Substantive	<input type="checkbox"/>	Approved Budget	<input type="checkbox"/>	Capital Project	<input type="checkbox"/>	One-time	<input checked="" type="checkbox"/>
				Renewal & Replacement	<input type="checkbox"/>		<input type="checkbox"/>

Note: If the purpose of the amendment is for a capital or renewal and replacement project please attach a revised 5-year CIP sheet

PROPOSED AMENDMENT: *Forest Management Project Carryover*

Request the carryover of FY10-11 resources to complete forest management work at Metro’s Agency and Ennis properties including data collection, thinning, road management and consulting. Staff have issued a Request for Proposals (RFP) and anticipate having a vendor under contract by June 1, 2011. A portion of the work described in the RFP will be completed by June 30, but this carryover recognizes that the remaining portions will need to be completed over the summer.

Fund	Org Unit	Line Items		
		Acct #	Account Title	Amount
Resources				
General Fund	Sustainability Center	3500	Beginning Fund Balance	12,000
			Total	\$12,000
Requirements				
General Fund	Sustainability Center - Climate	5250	Contracted Prop Services	12,000
			Total	\$12,000

PROGRAM/STAFFING IMPACTS:

This funding is needed to complete the forest management work at the Agency and Ennis properties consistent with the stabilization plan.

<i>For FP Use Only</i>	
Org Unit	#
SUS	18

AMENDMENT TO FY 2011-12 BUDGET

CENTER/SERVICE: Sustainability Center – Natural Areas Land Mgmt

DATE: 4/20/11

DRAFTED BY : Brian Kennedy

<i>Type of Amendment:</i>	<i>Amendment to:</i>	<i>Purpose:</i>	<i>Status:</i>
Technical <input checked="" type="checkbox"/>	Proposed Budget <input checked="" type="checkbox"/>	Operating <input checked="" type="checkbox"/>	Ongoing <input type="checkbox"/>
Substantive <input type="checkbox"/>	Approved Budget <input type="checkbox"/>	Capital Project <input type="checkbox"/>	One-time <input checked="" type="checkbox"/>
		Renewal & Replacement <input type="checkbox"/>	<input type="checkbox"/>

Note: If the purpose of the amendment is for a capital or renewal and replacement project please attach a revised 5-year CIP sheet

PROPOSED AMENDMENT: *Hazardous Materials Storage Building*

Request the carryover of FY 2010-11 resources to purchase a hazardous materials storage building so that fuel and chemicals at the SW Borland Rd. maintenance yard are safely and legally stored. The new proposed building will come completely outfitted with appropriate ventilation, heating, spill and fire protection and an emergency eyewash station. A new filling pad and bioswale will be developed adjacent to the building to capture and treat any potential spill during filling and mixing.

Fund	Org Unit	Line Items		
		Acct #	Account Title	Amount
Resources				
General Fund	Sustainability Center	3500	Beginning Fund Balance	25,500
			Total	\$25,500
Requirements				
General Fund	Sustainability Center	5720	Buildings & Related Exp	25,500
			Total	\$25,500

PROGRAM/STAFFING IMPACTS:

Currently fuel and chemicals are being stored in a small wooden shed that is not in compliance with both Oregon Department of Agriculture and OSHA storage standards, putting staff and potentially the Tualatin River at risk.



Metro | Memo

Date: April 25, 2011
To: Council
From: Margo Norton, Director, Finance and Regulatory Services
CC: Dan Cooper, Acting COO
Subject: Setting the tax levy

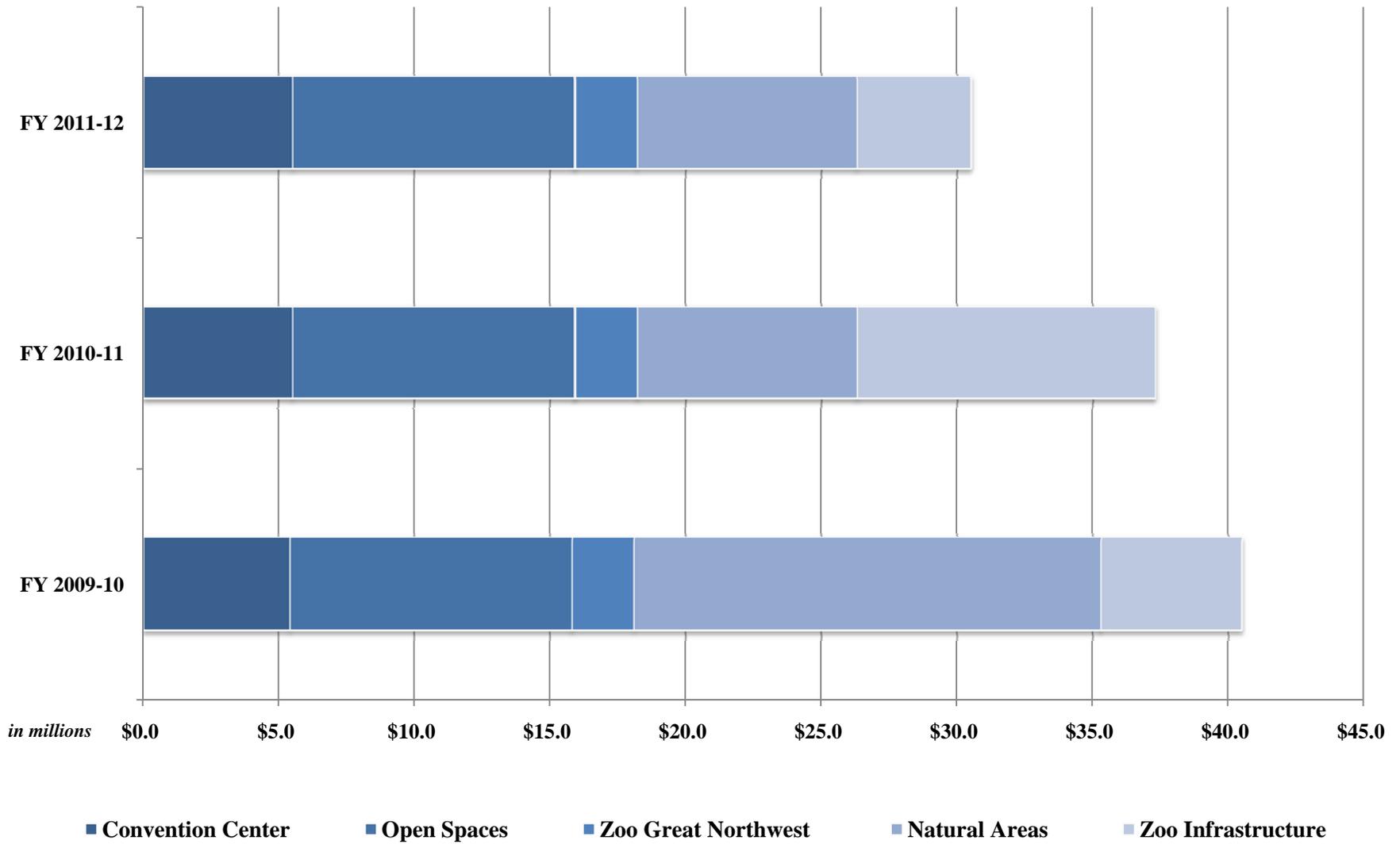
On April 28, 2011, the Council, sitting as the budget committee will approve the budget by resolution, set the tax levy and send the budget to the Multnomah County Tax Supervising and Conservation Commission. The proposed budget financial summary has been submitted to the Washington County TSCC.

One of the most significant actions of the approval cycle is the setting of the tax levy. For FY 2011-12 this is very straightforward and is comprised of two parts:

Operating levy	.0966 per thousand
3 percent statutory increase	
Subject to compression	
94 percent collection rate	
Estimated Yield	\$11,424,309
General Obligation Debt	
Resourced required	\$26,471,842
94 percent collection rate	
Taxes to be levied	\$28,161,534
Estimated rate	.2199 per thousand
Average Homeowner	
\$220,000 market value	
\$150,000 assessed value	\$48

The tax levy for general obligation debt is lower than FY 2010-11. The following chart highlights how the delay in issuing a second Natural Areas series and the pay-as-you-go approach to the zoo bonds has influenced the levy.

General Obligation Debt Payments by Fiscal Year



Budget Summary Volume Questions

1. Page B-5 under current revenues- The second sentence says that interfund transfers are at 9%. This seems high; what does it take to drive this percentage lower?

Response:

The answer is provided by Kathy Rutkowski, Budget Coordinator.

Interfund transfers are costs associated with the programs and activities of the agency. There are three types of interfund transfers –

a. Indirect Transfers (interfund reimbursements) – 4% of current revenues

Transfers made for general business type services that benefit multiple users. Costs are allocated through Metro's approved cost allocation plan which allows Metro to charge an indirect cost to federal grants, provided that it charges internal users (Solid Waste Fund, MERC Fund, bond funds) similarly. Allocated costs include accounting, human resources, legal, risk management (property, liability, workers compensation), information services, creative services, financial planning, several others. These transfers are usually ongoing in nature. Costs are related to the expenses of the central service functions.

b. Direct Transfers (internal service transfers) – 1% of current revenues

Transfers made for the payment of specific services provided by one department/fund for another department; for example, services provided by the Data Resource Center to the Natural Areas bond fund. The vast majority of these transfers are ongoing in nature although there can be some one-time transfers. Costs are related to the nature of the service provided.

c. Resource Transfers (fund equity transfers) – 4% of current revenues

Transfers made when the resource needs to be moved from one fund to another fund but are not directly tied to a service or benefit provided as in the case of direct or indirect transfers. These transfers are a combination of ongoing items, such as the annual General Fund contributions to the Renewal and Replacement Fund and MTOCA, or one-time in nature such as the transfer of all PERS reserves to the General Fund in FY 2011-12. The one-time PERS reserve transfers are approximately \$3.2 million, equivalent to approximately 1.4 percent of current revenues.

2. Page C-50 in the Service Level Changes in the 2nd paragraph

- a. Statement discussing the slowed implementation of the RTP for up to three years—
- b. What impact will this have on us in implementing our policies?

Response:

The answer is provided by Tom Kloster, Transportation System Planning manager.

Under provisions of the Transportation Planning Rule, Metro has the authority to lay out a local implementation schedule for local compliance with the RTP, and did this when the 2035 RTP was adopted last year. The 3-year timeline reflects local concerns over capacity and timing, scope of their work (some will take 2-3 years to complete the work, others less than a year, depending on complexity). We worked with our local partners to develop the implementation scheduled shown in the RTP, reflecting these local concerns and constraints. One advantage of staggering local implementation is that a larger share of jurisdictions will likely receive TGM funds for their work, since they will compete over three cycles for grants, as opposed to one.

2. Page C-50 in the Service Level Changes in the 2nd paragraph (continued)

- a. Statement discussing the slowed implementation of the RTP for up to three years—**
- b. What impact will this have on us in implementing our policies?**

This also allows us to spread out our efforts to staff local efforts, since we typically participate in local advisory committees, assist local staff individually on RTP interpretations and provide technical support through the Research Center. The caveat for this round is that almost all of our local TSP support work from the Transportation Planning unit is funded with federal transportation planning grants. While the work is clearly a complement to federal requirements for adopting an RTP, the local TSPs are a creation of the State of Oregon and not mandated under our federal grants. Thus, with a major drop-off in our federal funding stream over the past two years, and anticipated for 2011-12, we are scaling back our involvement in local TSPs significantly.

The state is aware of this capacity issue, and at this point, has accepted our proposal to simply monitor the bulk of the TSP work (which means to receive e-mailed materials, but not attend meetings or provide comments until a final draft TSP is produced) so that our limited staff can focus on the larger jurisdictions. We're also working with the state to develop templates for local TSPs that will help guide them toward meeting the new RTP policies and performance measures.

Even with these strategies for working within our declining capacity, the scaled-back presence on local TSPs is significant, and will likely result in local plans that are less responsive to the RTP.

3. Page C-51 major objectives of FY 11-12

- a. In first bullet it mentions forming a MTIP project steering committee**
- b. We already have a MTIP task force; why are we starting a new committee?**

Response:

The answer is provided by Ted Leybold, program manager.

The MTIP project steering committee is used synonymously with the MTIP task force. A better statement for the bullet would be:

~~Complete~~ **Initiate** the 2013-15 Regional Flexible Funds allocation and update to the Metropolitan Transportation Improvement Plan (MTIP), including ~~formation of consultation with a project steering committee~~ **Regional Flexible Fund task force** and environmental justice working group.

4. Page C-51 last two bullets and C-52 first bullet

- a. These bullets seem to say the same thing; how are they articulating different things?**

Response:

The response is provided by Bridget Weighart and Tony Mendoza, Corridors and transit managers.

The East Metro Connection Plan will complete the community investment strategy in FY2011-12. The Southwest Corridor Plan will not be complete in FY 2011-12, but significant progress toward completing the community investment strategy will be made in FY 2011-12.

5. Page C-52 2nd and 3rd bullet from the bottom on the TOD strategic plan

- a. **The statement about “Implementing the (TOD) strategic plan” seems too broad; what does this tell us?**
- b. **2nd to last bullet seems clearer; is the 3rd to last actually telling us something different?**

Response:

The response is provided by Megan Gibb, Development Center manager.

Implementing the TOD Strategic Plan includes revising the TOD Work Plan so it is consistent with the new Strategic Plan, and then using the Strategic Plan to guide investment decisions. The next bullet regarding the number of TOD projects is an estimate of the amount of actual projects we anticipate supporting.

Program Budget Volume Questions

1. B-19 in Program Budget under Land Use Planning and Development issues and challenges

- a. **These statements seem to articulate both policy and resource challenges; can these be made clearer as to which is which?**

Response:

The answer is provided by John Williams, Deputy Director, Planning and Development.

These are mostly written as policy challenges. The third one (“adjusting existing Metro policies....”) is a resource challenge, too – we’ve tried to clarify what we can do with existing resources through the work program proposals reviewed with Council at last Tuesday’s work session.

2. B-20 in Program Budget concerning the measure of collaborative forums sponsored by Metro

- a. **It went from 3 in FY10-11 to 5 in FY11-12; Please describe what the additional forums will be and what they might cost in terms of financial and staff resources**

Response:

The answer is provided by John Williams, Deputy Director, Planning and Development.

Councilor Harrington is correct that staff estimate the number of communities that have partnered with Metro to support development in centers in corridors to decrease from 20 in FY 2010 2011 to four in 2011 2012 and beyond due to the lack of the continuation of the development opportunity fund.

The measure that Councilor Harrington cites, however, is for more general collaborative forums and events that implement the Community Investment Strategy. Staff estimate the number of these opportunities to increase gradually over time to six from one in FY 2008-09. This increase is based on an assumption of continued staffing levels and resources as in the past year and fewer competing demands for these resources. For example, with the urban growth report, urban and rural reserves and UGB decisions behind us, long range planning staff can devote more resources to these collaborative opportunities.

These additional forums can be collaboration in multiple different forums, for example:

- Another grant project, such as the one we are currently partnering with several jurisdictions and OTREC on in support of mixed use development. Future topics could include parking or cost-burdened households.
- A speaker. For example, a speaker relating to corridor development.
- A workshop, for example, bringing in technical expertise to assist a community in implementing an innovative project or policy such as those highlighted in the community investment toolkits
- Direct assistance, such as the financial support we have given Hillsboro to implement an innovative approach to their downtown code which we intend to promote regionally when it is completed.

2. B-20 in Program Budget concerning the measure of collaborative forums sponsored by Metro (continued)
a. It went from 3 in FY10-11 to 5 in FY11-12; Please describe what the additional forums will be and what they might cost in terms of financial and staff resources

The costs of these collaborative activities vary from \$ 15,000 in in-kind staff time for a grant match to convene and review progress and promote grant research, to \$5,000 - \$10,000 for a speaker or short workshop or technical assistance grant. Due to budget constraints, we have not initiated sponsorship of more intense multi-day events, although we have applied for grants to support such activities in the past and we expect to continue to do so.

To support these activities, we have contracted with public affairs for .25 FTE. Land use planning staff time includes the time to organize an event as well as identifying relevant technical assistance topics and useful approaches.

Line Item Detail Volume Questions

1. Pg 11- Why do we have \$1,778,699 dedicated for the Regional Investment Strategy (and what is this)?

Response:

The answer is provided by Kathy Rutkowski, Budget Coordinator.

The Regional Investment Strategy was the original name of the Community Investment Strategy. It appears not all references to the original name have been changed. During the FY 2010-11 budget the Council set aside approximately \$2.82 million in reserves for this three-year project. The estimated balance remaining at the end of the first year is anticipated to be \$1,778,699.

2. Pg11- What is the Active Transportation Partnership and why do we have \$84,843 reserved for it?

Response:

The answer is provided by Kathy Rutkowski, Budget Coordinator.

Ordinance 09-1209, adopted by the Council on January 22, 2009 approved a three-year limited duration position to advance the integrated mobility strategy. The same action also approved limited materials and services expenses and set aside the reserves necessary to fund all expenses for the three year period. This reserve is referred to as the “active transportation partnership.” The \$84,843 shown as beginning fund balance reserve for FY 2011-12 is the balance remaining to fund that last 8 months of the limited duration position and related materials and services.

3. Pg98- How is the \$812,000 reserved for the Community Investment Strategy different from the \$1,778,699 for the Regional Investment Strategy?

Response:

The answer is provided by Kathy Rutkowski, Budget Coordinator.

They are the same reserves, after updating the name to Community Investment Strategy (see question #1). The \$812,000 on page 98 is the amount set aside for Year 3 in the original authorizing plan. It is reserved to be carried forward to FY 2012-13 to fund the final year of expenses.

4. On page E-36 of the Program Budget in the Special Appropriations section it dedicates \$75K for election expenses. However, on page 11 in the Line Item Detail it dedicates \$133,411 for the same thing. How are these different?

Response:

The answer is provided by Kathy Rutkowski, Budget Coordinator.

Ordinance 07-1160B, adopted by the Council on September 27, 2007, set aside approximately \$5 million in reserves for a variety of projects for a three year period. The majority of the projects related to Making the Greatest Place or Conservation Education. The reserve allocations included \$290,000 set aside for a regional election on conservation education anticipated for November 2010. This election did not materialize. A portion of the reserve was approved to offset higher than anticipated election costs in FY 2008-09. The current year FY 2010-11 budget also authorized using \$50,000 of this reserve to fund election costs. The balance of the reserves remaining as of July 1, 2011 is estimated to be \$133,411, the amount shown on page 11 of the line item detail. Our estimate of actual election expenses for FY 2011-12 is expected to be \$75,000. The proposed budget once again assumes that election expenses will be funded from the “Reserve for Future Elections” leaving a balance at year-end of \$58,411.

5. Pg26 in Council Office M&S

- a. FY 2010-2011: What did we spend \$645,500 on for Contracted Professional Services ?**
- b. Proposed Budget: What are we targeting to spend \$415,000 on?**

Response:

The answer is provided by Ann Wawrukiewicz, budget analyst assigned to Council budget.

The answers to the next series of questions are provided by Ann Wawrukiewicz, budget analyst assigned to Council budget.

Professional and Consulting Services	FY 10-11 Original Budget (July 2010)	Estimated FY 2010-11 spending as of April 2011	FY 11-12 Proposed
Trimet-DC lobbying Contract	15,000	15,000	15,000
Coaching, Communications, Policy work	2,000	2,000	2,000
Federal Lobbying Support	100,000	0	0
State Lobbying Support	25,000	0	25,000
Public Opinion Research	100,000	70,000	75,000
Strategic Communications	53,500	116,000	50,000
Direct Marketing/PSAs*	75,000		125,000
Web/Email/Social Media	50,000		30,000
State Govt Relations Contract	75,000		20,000
Project List Development (consultant)**	50,000		52,000
Investment ROI Metrics	100,000	-	
Technical Assistance for Leadership Council***		100,000	73,000
Total	645,500	303,000	467,000
*combined spending includes interns, reporter			
**technical amendment pending; \$415K total without			
***\$50-60K to carry over to 11-12			

As has been noted, the federal lobbying support will not be spent in FY 2010-11 and has been removed from the FY 2011-12 proposed budget until a clear plan is established. A significant portion of the CIS expenditures will also not be committed in the current year. Some expenditures will be carried forward to the new year; some have been eliminated as no longer necessary.

6. Page26 in Council Office M&S

- a. **Miscellaneous Expenditures were up 2.7 times in last budget year compared to prior budget years. The proposed budget is at a similar level (\$4,501). What are these funds used for?**

Response:

The answer is provided by Ann Wawrukiewicz, budget analyst assigned to Council budget.

The budget amount has not changed much over the last 4 years, although actual expenditures during the year may default to this coding. Some Regional Leadership Initiative expenditures have been budgeted here, but have been coded to a more specific category when they occur. This is similar to the individual Council district budgets which are budgeted in a single category (5470 Council Costs) but coded to a more specific category when actual expenditures are made.

7. Page26 in Council Office

- a. **Other Purchased Service: the spending level on this has escalated in the last couple years. Why?**

Response:

The answer is provided by Ann Wawrukiewicz, budget analyst assigned to Council budget.

This was increased by an additional \$10,000 in FY2010-11 because for printing case studies for CII. An additional \$18,000 was added by amendment during FY 2010-11 when printing charges moved from the in-house print shop (an allocated cost) to departmental payments for printing services provided by the City of Portland.

8. Please explain why the management to employee ratio below is so high?

- a. **Communications(pg 23)**
 - i. 5 managers to 16 employees= 1 : 3.2
- b. **Finance and Regulatory Services (pg 27)**
 - i. 8 managers to ~23 employees = 1 : 2.9
- c. **Human Resources(pg36)**
 - i. 3 managers to 16 employees = 1 : 5.3
- d. **Information Service(pg 38)**
 - i. 5 managers to 23 employees = 1 : 4.6
- e. **Parks and Environmental Services(pg 62)**
 - i. ~8 managers to 30 employees = 1 : 3.8
- f. **Planning and Development(pg 76)**
 - i. 7 managers to ~48 employees = 1 : 6.9
- g. **Research Center(pg 78)**
 - i. 3 managers to 24 employees = 1 : 8
- h. **Sustainability Center(pg 80)**
 - i. 4 managers to 26 employees = 1 : 6.5

Response:

The answer is provided by Margo Norton, Finance and Regulatory Services Director and Scott Robinson, Deputy COO.

The line item detail identifies by fund where positions are budgeted, not where people report. This is a requirement under Oregon Budget law. For example, management positions in the General Fund in Parks and Environmental Services oversee positions in the Solid Waste fund; managers in the Sustainability Center oversee positions in the General Fund, the Solid Waste Fund and the Natural Areas bond fund. And all finance managers are budgeted in FRS and report to the Finance Director, while the people they supervise are found in Planning and Development, PES and the Zoo. These are outcomes of the Sustainable Metro Initiative which posited that what people do and how services align are more important than where they are budgeted.

8. Please explain why the management to employee ratio below is so high? (continued)

- a. **Communications(pg 23)**
 - i. 5 managers to 16 employees= 1 : 3.2
- b. **Finance and Regulatory Services (pg 27)**
 - i. 8 managers to ~23 employees = 1 : 2.9
- c. **Human Resources(pg36)**
 - i. 3 managers to 16 employees = 1 : 5.3
- d. **Information Service(pg 38)**
 - i. 5 managers to 23 employees = 1 : 4.6
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- g. **Research Center(pg 78)**
 - i. 3 managers to 24 employees = 1 : 8
- h. **Sustainability Center(pg 80)**
 - i. 4 managers to 26 employees = 1 : 6.5

In the Human Resources Information System (HRIS, a People Soft application) a “reports to” report is more accurate, although not entirely perfect for some of the same reasons. In the most recent report the Deputy COO identified the following:

Below are average ratios for business services as well as the other non-venue operations of the agency. The ratios represent the average for each department. The ratios vary depending on the operating requirements and type of work performed in each department. In the case of the Office of Metro Attorney, the ratio represents a temporary situation due to the reassignment of the Metro Attorney to the COO position, resulting in a change from 1 to 6.5 to a new ratio of 1 to 14. In the case of the Council Office, the average ratio is impacted by a one to one relationship between the Chief Operating Officer position and the position of Council President.

Supervisor/employee ratio:

Communications	1 to 5
Council Office	1 to 4.1
Finance and Regulatory Services	1 to 4.75
HR	1 to 4
IS	1 to 5.4
OMA	1 to 14 (1 to 6.5 in the budget)
Sustainability Center	1 to 5.46
Planning	1 to 5.3
Research Center	1 to 5.67
Parks and Environmental Services	1 to 6.8

1. Did we see a drop in the assessment for Fareless Square when buses were dropped?

Response:

The answer is provided by Karen Feher, Capital Budget Coordinator and Jeff Blosser, OCC Executive Director.

TriMet receives a direct allocation from transient lodging taxes and vehicle rental taxes through Visitor Development Initiative funding. The allocation began at \$300,000 and has increased over time to approximately \$360,000. When TriMet announced its plans to eliminate Fareless Square because of perceived fare abuses, the Lloyd Transportation Management Association and Travel Portland persuaded TriMet that there would be no reason to continue support from VDI if TriMet did not at least maintain service to the Convention Center and the Lloyd district. In August 2009 TriMet announced that it would eliminate buses from Fareless Square and rename the zone "Free Rail Zone," effective January 2010, thus maintaining light rail service.

METRO COUNCIL

Work Session Worksheet

Presentation Date: April 26, 2011 Time: 4:00 p.m. Length: 20 min

Presentation Title: Diversity Action Plan

Service, Office, or Center:

Office of the COO, Human Resources

Presenters (include phone number/extension and alternative contact information):

Dan Cooper, x1528, Nathan Sykes, x1544, Mary Rowe, x1572 _____

ISSUE & BACKGROUND

Under direction of the acting chief operating officer, the Diversity Action Team is currently working to update Metro's evolving Diversity Action Plan. The plan is designed to support and promote diversity in key areas of the organization and will be presented for Council adoption in fall of 2011.

OPTIONS AVAILABLE

N/A

IMPLICATIONS AND SUGGESTIONS

The proposed FY 2011-12 budget includes an FTE for a Diversity Coordinator, which would be responsible for the development, implementation and communication of diversity programs in support of Metro's values and goals and the Diversity Action Plan.

Presentation of the Diversity Action Plan in fall of 2011 may pose budget implications for FY 2012-13.

QUESTION(S) PRESENTED FOR CONSIDERATION

None.

LEGISLATION WOULD BE REQUIRED FOR COUNCIL ACTION __Yes X_No
DRAFT IS ATTACHED __Yes X_No