

BEFORE THE METRO COUNCIL

AMENDING THE FY 2011-12 BUDGET AND) ORDINANCE NO. 12-1271
APPROPRIATIONS SCHEDULE INCREASING A)
NET 0.50 FTE IN THE RESEARCH CENTER) Introduced by Martha Bennett, Chief
) Operating Officer, with the concurrence of
) Council President Tom Hughes

WHEREAS, the Metro Council has reviewed and considered the need to increase appropriations within the FY 2011-12 Budget; and

WHEREAS, Metro Code chapter 2.02.040 requires Metro Council approval to add any new position to the budget; and

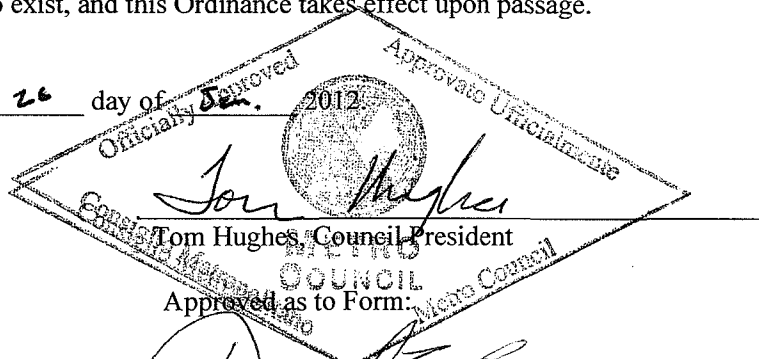
WHEREAS, the need for the increase of appropriation has been justified; and

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

THE METRO COUNCIL ORDAINS AS FOLLOWS:

1. That the FY 2011-12 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibits A and B to this Ordinance for the purpose of increasing a net 0.50 FTE in the Research Center.
2. This Ordinance being necessary for the immediate preservation of the public health, safety or welfare of the Metro area in order to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Metro Council this 26 day of Dec. 2012



Attest:

A. Newell
Kelsey Newell, Recording Secretary

D. B. Cooper
Daniel B. Cooper, Metro Attorney

Exhibit A
Ordinance No. 12-1271

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
General Fund							
Total Resources							
<u>Resources</u>							
<i>BEGBAL</i>	<i>Beginning Fund Balance</i>						
3500	Beginning Fund Balance						
	* Undesignated		7,392,000		0		7,392,000
	* Prior period adjustment: TOD		3,290,434		0		3,290,434
	* Project Carryover		842,458		0		842,458
	* Recovery Rate Stabilization Reserve		500,000		0		500,000
	* Reserved for Local Gov't Grants (CET)		3,173,715		0		3,173,715
	* Reserve for Future Debt Service		2,588,707		0		2,588,707
	* Reserved for Community Investment Initiativ		1,838,699		0		1,838,699
	* Reserved for Future Planning Needs		318,662		0		318,662
	* Reserved for Future Election Costs		133,411		0		133,411
	* Reserved for Nature in Neighborhood Grants		298,561		0		298,561
	* Reserved for Active Transportation Partnersh		84,843		0		84,843
	* Reserve for Future Natural Areas Operations		504,460		0		504,460
	* Prior year PERS Reserve		4,653,605		0		4,653,605
	<i>Subtotal Beginning Fund Balance</i>		25,619,555		0		25,619,555
<u>General Revenues</u>							
<i>EXCISE</i>	<i>Excise Tax</i>						
4050	Excise Taxes		15,100,765		0		15,100,765
4055	Construction Excise Tax		1,605,000		0		1,605,000
<i>RPTAX</i>	<i>Real Property Taxes</i>						
4010	Real Property Taxes-Current Yr		11,424,309		0		11,424,309
4015	Real Property Taxes-Prior Yrs		343,000		0		343,000
<i>INTRST</i>	<i>Interest Earnings</i>						
4700	Interest on Investments		107,000		0		107,000
	<i>Subtotal General Revenues</i>		28,580,074		0		28,580,074
<u>Department Revenues</u>							
<i>GRANTS</i>	<i>Grants</i>						
4100	Federal Grants - Direct		3,920,144		0		3,920,144
4105	Federal Grants - Indirect		7,256,984		0		7,256,984
4110	State Grants - Direct		736,970		0		736,970
4120	Local Grants - Direct		258,098		0		258,098
<i>LGSHRE</i>	<i>Local Gov't Share Revenues</i>						
4135	Marine Board Fuel Tax		90,246		0		90,246
4139	Other Local Govt Shared Rev.		463,398		0		463,398
<i>GVCNTB</i>	<i>Contributions from Governments</i>						
4145	Government Contributions		3,024,060		0		3,024,060
4150	Contractor's Business License		386,000		0		386,000
<i>CHGSVC</i>	<i>Charges for Service</i>						
4165	Boat Launch Fees		156,432		0		156,432
4180	Contract & Professional Service		803,047		0		803,047
4230	Product Sales		95,968		44,000		139,968
4280	Grave Openings		177,450		0		177,450
4285	Grave Sales		165,876		0		165,876
4500	Admission Fees		6,210,278		0		6,210,278
4501	Conservation Surcharge		144,000		0		144,000
4502	Admission Fees - Memberships		1,184,000		0		1,184,000

Exhibit A
Ordinance No. 12-1271

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
General Fund							
4503	Admission Fees - Special Concerts		1,254,000		0		1,254,000
4510	Rentals		716,126		0		716,126
4550	Food Service Revenue		5,381,070		0		5,381,070
4560	Retail Sales		2,258,304		0		2,258,304
4580	Utility Services		2,028		0		2,028
4610	Contract Revenue		914,793		0		914,793
4620	Parking Fees		924,000		0		924,000
4630	Tuition and Lectures		1,208,887		0		1,208,887
4635	Exhibit Shows		702,500		0		702,500
4640	Railroad Rides		960,000		0		960,000
4645	Reimbursed Services		224,000		0		224,000
4650	Miscellaneous Charges for Service		14,867		0		14,867
4760	Sponsorships		60,140		0		60,140
<i>DONAT</i>	<i>Contributions from Private Sources</i>						
4750	Donations and Bequests		1,065,100		0		1,065,100
<i>MISCRV</i>	<i>Miscellaneous Revenue</i>						
4170	Fines and Forfeits		25,000		0		25,000
4890	Miscellaneous Revenue		113,689		0		113,689
<i>EQTREV</i>	<i>Fund Equity Transfers</i>						
4970	Transfer of Resources						
	* from MERC Operating Fund		1,958,805		0		1,958,805
	* from MERC Pooled Capital Fund		25,000		0		25,000
	* from Natural Areas Fund		47,000		0		47,000
	* from Risk Management Fund		657,347		0		657,347
	* from Solid Waste Revenue Fund		1,112,000		0		1,112,000
<i>INDTRV</i>	<i>Interfund Reimbursements</i>						
4975	Transfer for Indirect Costs						
	* from MERC Operating Fund		2,164,856		0		2,164,856
	* from Zoo Bond Fund		148,940		0		148,940
	* from Natural Areas Fund		1,241,830		0		1,241,830
	* from Solid Waste Revenue Fund		4,085,082		0		4,085,082
<i>INTSRV</i>	<i>Internal Service Transfers</i>						
4980	Transfer for Direct Costs						
	* from Zoo Bond Fund		188,236		0		188,236
	* from MERC Operating Fund		77,884		0		77,884
	* from Natural Areas Fund		477,107		0		477,107
	* from Smith & Bybee Lakes Fund		112,251		0		112,251
	* from Solid Waste Revenue Fund		2,048,786		0		2,048,786
	<i>Subtotal Department Revenues</i>		<i>55,242,579</i>		<i>44,000</i>		<i>55,286,579</i>
TOTAL RESOURCES			\$109,442,208		\$44,000		\$109,486,208

Exhibit A
Ordinance No. 12-1271

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
General Fund							
Research Center							
<i>Personal Services</i>							
SALWGE	<i>Salaries & Wages</i>						
5010	Reg Employees-Full Time-Exempt						
	Assistant GIS Specialist	2.00	106,266	-	0	2.00	106,266
	Administrative Specialist IV	1.00	50,069	-	0	1.00	50,069
	Assistant Regional Planner	1.00	57,953	-	0	1.00	57,953
	Associate GIS Specialist	2.00	133,062	-	0	2.00	133,062
	Associate Regional Planner	1.00	57,953	-	0	1.00	57,953
	Associate Transportation Modeler	4.00	259,464	-	0	4.00	259,464
	Manager I	1.00	93,311	-	0	1.00	93,311
	Manager II	2.00	183,384	-	0	2.00	183,384
	Principal GIS Specialist	2.00	179,491	-	0	2.00	179,491
	Principal Regional Planner	1.00	89,745	-	0	1.00	89,745
	Principal Transportation Modeler	3.00	269,236	-	0	3.00	269,236
	Program Director II	1.00	135,739	-	0	1.00	135,739
	Program Supervisor II	2.00	166,106	-	0	2.00	166,106
	Senior GIS Specialist	3.00	233,962	-	0	3.00	233,962
	Senior Transportation Modeler	2.00	170,977	-	0	2.00	170,977
5020	Reg Emp-Part Time-Exempt						
	Assistant GIS Specialist	0.60	30,886	-	0	0.60	30,886
	Associate GIS Specialist	1.10	73,448	-	0	1.10	73,448
	Principal Regional Planner	0.47	46,457	-	0	0.47	46,457
	Senior GIS Specialist	0.80	56,318	0.50	33,891	1.30	90,209
5030	Temporary Employees		30,224		0		30,224
5089	Salary Adjustments				0		
	Merit/COLA Adjustment (non-rep)		5,785		0		5,785
	Step Increases (AFSCME)		19,149		0		19,149
	COLA (represented employees)		17,408		0		17,408
	Other Adjustments (non-represented)				0		
	Other Adjustments (AFSCME)		9,916		0		9,916
FRINGE	<i>Fringe Benefits</i>						
5100	Fringe Benefits						
	Base Fringe (variable & fixed)		966,939		10,109		977,048
Total Personal Services		30.97	\$3,443,248	0.50	\$44,000	31.47	\$3,487,248
Total Materials & Services			\$1,002,334		\$0		\$1,002,334
TOTAL REQUIREMENTS		30.97	\$4,445,582	0.50	\$44,000	31.47	\$4,489,582

Exhibit A
Ordinance No. 12-1271

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
General Fund							
General Expenses							
Total Interfund Transfers			\$5,017,479		\$0		\$5,017,479
<i>Contingency & Unappropriated Balance</i>							
<i>CONT</i>	<i>Contingency</i>						
5999	Contingency						
	* Contingency		3,022,646		(44,000)		2,978,646
	* Opportunity Account		153,496		0		153,496
	* Reserved for Streetcar LID (RRSR)		500,000		0		500,000
<i>UNAPP</i>	<i>Unappropriated Fund Balance</i>						
5990	Unappropriated Fund Balance						
	* Stabilization Reserve		2,320,296		44,000		2,364,296
	* PERS Reserve		6,238,195		0		6,238,195
	* Recovery Rate Stabilization reserve		1,396,943		0		1,396,943
	* Reserved for Community Investment Initiativ		812,000		0		812,000
	* Reserved for Future Natural Areas Operation:		204,460		0		204,460
	* Reserved for Local Gov't Grants (CET)		1,165,574		0		1,165,574
	* Reserved for Future Planning Needs		14,993		0		14,993
	* Reserve for Future Debt Service		2,526,028		0		2,526,028
Total Contingency & Unappropriated Balance			\$18,354,631		\$0		\$18,354,631
TOTAL REQUIREMENTS		455.31	\$109,442,208	0.50	\$44,000	455.81	\$109,486,208

Exhibit B
Ordinance 12-1271
Schedule of Appropriations

	<u>Current</u> <u>Appropriation</u>	<u>Revision</u>	<u>Revised</u> <u>Appropriation</u>
GENERAL FUND			
Communications	2,499,577	0	2,499,577
Council Office	3,694,550	0	3,694,550
Finance & Regulatory Services	3,877,640	0	3,877,640
Human Resources	2,304,931	0	2,304,931
Information Services	3,626,474	0	3,626,474
Metro Auditor	686,452	0	686,452
Office of Metro Attorney	2,067,885	0	2,067,885
Oregon Zoo	28,541,635	0	28,541,635
Parks & Environmental Services	6,586,184	0	6,586,184
Planning and Development	16,561,877	0	16,561,877
Research Center	4,445,582	44,000	4,489,582
Sustainability Center	5,022,941	0	5,022,941
Former ORS 197.352 Claims & Judgments	100	0	100
Special Appropriations	4,566,055	0	4,566,055
Non-Departmental			
Debt Service	1,588,215	0	1,588,215
Interfund Transfers	5,017,479	0	5,017,479
Contingency	3,676,142	(44,000)	3,632,142
Unappropriated Balance	14,678,489	44,000	14,722,489
Total Fund Requirements	\$109,442,208	\$44,000	\$109,486,208

All other appropriations remain as previously adopted

STAFF REPORT

FOR THE PURPOSE OF AMENDING THE FY 2011-12 BUDGET AND APPROPRIATIONS SCHEDULE INCREASING A NET 0.50 FTE IN THE RESEARCH CENTER

Date: January 6, 2012

Prepared by: Mike Hogle 503-797-1743

BACKGROUND

This request was originally introduced to Council in November 2011 as part of Ordinance No. 11-1265, but was postponed in order that the new COO and Council could review the position consistent with guidelines for the FY 2012-13 budget. Following that review, the position has been re-classified from full-time permanent to full-time, limited duration and will be further reviewed as part of the next two budget cycles consistent with both need and available resources.

GIS Support to Regional Partners

The DRC division of the Research Center has provided GIS support to paying external clients for the past twenty years. This enterprise was launched by the Metro Council in 1991 after the Oregon State Legislature authorized the venture that same year. Since that time, the services provided to paying clients have supported innovation and growth in areas that have often led to improvements in the policy decision support that the DRC provides to internal clients at Metro. Key partnerships have been forged in the GIS community, and products have been developed that have improved collaboration with stakeholders throughout the region.

Over the years, the DRC has consistently carried temporary and limited duration staff to support the delivery of products and services to these external clients. The process of recruiting and training new staff each year has proved to be an inefficient solution for meeting the constant demand for these services. Because of this inefficiency, it has been a long-term goal to match staff capacity with this steady demand.

This issue is being addressed now because a Senior GIS Specialist in the DRC has requested to reduce her commitment from 1.0 FTE to 0.5 FTE. This action will make 0.5 FTE available for a new hire. Rather than hire a part-time employee, the Research Center would like to hire 1.0 FTE limited duration position, adding 0.5 FTE to address the long-standing issue described above. This action is expected to increase sales revenue over the amount budgeted to offset the increased expense.

Specifically, the action will reduce a regular full-time position from 1.0 FTE to 0.50 FTE and add a limited duration full time 1.0 FTE at the same classification level. The limited duration position will be authorized through 6/30/13. The position will be reviewed during the FY 2013-14 budget development process. Continuation of the position will be contingent upon the department demonstrating and documenting additional revenue generation as a result of the addition of the position.

Oregon budget law does not allow the recognition and direct appropriation of this additional revenue without the benefit of a supplemental budget. This action transfers \$44,000 from the General Fund contingency to personal services to provide for the needed increase in appropriation for salaries and fringe benefit expense. It also acknowledges the receipt of \$44,000 in additional revenue but places the additional revenue in the Stabilization Reserve (unappropriated balance) in the General Fund, in effect replenishing the contingency next year.

ANALYSIS/INFORMATION

1. **Known Opposition:** None known.
2. **Legal Antecedents:** ORS 294.450(1) provides for transfers of appropriations within a fund, including transfers from contingency, if such transfers are authorized by official resolution or ordinance of the governing body for the local jurisdiction. ORS 294.450(3) provides for transfers of appropriations or of appropriations and a like amount of budget resources between funds of the municipal corporation when authorized by an official resolution or ordinance of the governing body. Metro code chapter 2.02.040 requires the Metro Council to approve the addition of any position to the budget.
3. **Anticipated Effects:** This action provides for changes in operations as described above and detailed below; adding a net 0.50 FTE to the FY 2011-12 budget; and transferring \$44,000 from the General Fund contingency to the Research Center to provide for additional salaries and benefits.
4. **Budget Impacts:** This action has the following impact on the FY 2011-12 budget:
 - Reduces 1.0 FTE regular full time position to 0.50 FTE regular part-time position
 - Adds 1.0 FTE limited duration full time position authorized through 6/30/13. Continuation of the position past this date will be contingent upon a review of anticipated revenues during the FY 2013-14 budget development.
 - Transfers \$44,000 from the General Fund contingency to personal services to provide for the needed increase in appropriation for salaries and fringe benefit expense.
 - Acknowledges the receipt of \$44,000 in additional revenue but places the additional revenue in the Stabilization Reserve (unappropriated balance) in the General Fund, in effect replenishing the contingency next year.

RECOMMENDED ACTION

The Chief Operating Office recommends adoption of this Ordinance.