

BEFORE THE METRO COUNCIL

AMENDING THE FY 2013-14 BUDGET AND) ORDINANCE NO. 13-1318
APPROPRIATIONS SCHEDULE TO ADD 0.75)
FTE TO EACH OF THE PARKS LEVY FUND) Introduced by Martha Bennett, Chief
AND THE ZOO BOND FUND) Operating Officer, with the concurrence of
) Council President Tom Hughes

WHEREAS, voters approved a five-year local option levy in May 2013 to care for Metro's growing portfolio of natural areas and regional parks and many of these projects will require a significant, strategic effort to engage neighbors, local governments, nonprofits and other stakeholders; and

WHEREAS, these engagement efforts are critical to the successful implementation of the levy and are not feasible at existing staffing levels; and

WHEREAS, voters approved a \$125 million general obligation bond in 2008 to fund Oregon Zoo capital projects to protect animal health and safety, conserve and recycle water and improve access to conservation education; and

WHEREAS, additional construction support is needed to ensure the projects are completed on time and bond investments meet the expectations of the voters; and

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

WHEREAS, the Metro Council has reviewed and considered the need to increase appropriations and add FTE within the FY 2013-14 Budget; and


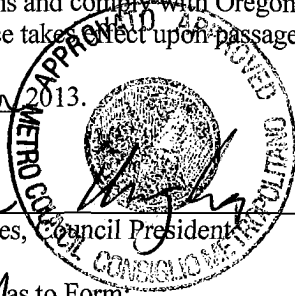
WHEREAS, the need for the increase of appropriation and FTE has been justified; and

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

THE METRO COUNCIL ORDAINS AS FOLLOWS:

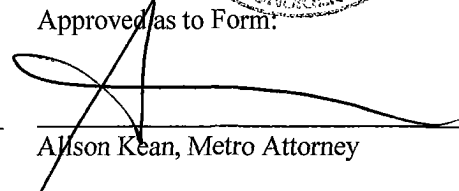
1. That the FY 2013-14 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibits A and B to this Ordinance.
2. This Ordinance being necessary for the immediate preservation of the public health, safety or welfare of the Metro area in order to meet 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 10th day of October 2013.


Tom Hughes, Council President

Approved as to Form.

Attest:


Kelsey Newell, Recording Secretary


Alison Kean, Metro Attorney

**Exhibit A
Ordinance No. 13-1318**

ACCT	DESCRIPTION	Current		Revision		Amended	
		FTE	Amount	FTE	Amount	FTE	Amount
Natural Areas Local Option Levy Fund							
Parks & Environmental Services							
<u>Personnel Services</u>							
<i>SALWGE</i>	<i>Salaries & Wages</i>						
501000	Reg Employees-Full Time-Exempt						
	Assistant Management Analyst	1.00	48,957	-	0	1.00	48,957
	Construction Coordinator	1.00	65,530	-	0	1.00	65,530
	Senior Management Analyst	1.00	59,500	-	0	1.00	59,500
	Senior Public Affairs Specialist	-	0	0.75	47,955	0.75	47,955
	Service Supervisor II	1.00	68,377	-	0	1.00	68,377
501500	Reg Empl-Full Time-Non-Exempt						
	Administrative Specialist II	1.00	47,566	-	0	1.00	47,566
	Park Ranger	2.00	87,308	-	0	2.00	87,308
<i>FRINGE</i>	<i>Fringe Benefits</i>						
511000	Fringe Benefits - Payroll Taxes		31,783		4,054		35,837
512000	Fringe Benefits - Retirement PERS		54,489		8,776		63,265
513000	Fringe Benefits - Health & Welfare		95,040		10,215		105,255
515000	Fringe Benefits - Other Benefits		1,648		0		1,648
Total Personnel Services		7.00	\$560,198	0.75	\$71,000	7.75	\$631,198
<u>Materials & Services</u>							
<i>SVCS</i>	<i>Services</i>						
524000	Contracted Professional Svcs		536,346		(71,000)		465,346
525000	Contracted Property Services		200,000		0		200,000
Total Materials & Services			\$736,346		(\$71,000)		\$665,346
<u>Capital Outlay</u>							
572000	Buildings & Related		1,000,000		0		1,000,000
Total Capital Outlay			\$1,000,000		\$0		\$1,000,000
<u>Interfund Transfers</u>							
<i>INTCHG</i>	<i>Internal Service Transfers</i>						
582000	Transfer for Direct Costs						
	* to General Fund		929,953		0		929,953
Total Interfund Transfers			\$929,953		\$0		\$929,953
<u>Contingency & Unappropriated Balance</u>							
<i>CONT</i>	<i>Contingency</i>						
701002	* Contingency		715,760		0		715,760
Total Contingency & Unappropriated Balance			\$715,760		\$0		\$715,760
TOTAL REQUIREMENTS		7.00	\$3,942,257	0.75	\$0	7.75	\$3,942,257

Exhibit A
Ordinance No. 13-1318

ACCT	DESCRIPTION	Current		Revision		Amended	
		FTE	Amount	FTE	Amount	FTE	Amount
Oregon Zoo Infrastructure and Animal Welfare Fund							
<u>Personnel Services</u>							
<i>SALWGE Salaries & Wages</i>							
501000	Reg Employees-Full Time-Exempt						
	Assistant Management Analyst	1.00	63,895	0.75	37,600	1.75	101,495
	Manager II	1.00	100,385	-	0	1.00	100,385
	Program Director	1.00	128,128	-	0	1.00	128,128
	Construction Coordinator	2.00	153,846	-	0	2.00	153,846
<i>FRINGE Fringe Benefits</i>							
511000	Fringe Benefits - Payroll Taxes		37,503		3,147		40,650
512000	Fringe Benefits - Retirement PERS		75,316		4,938		80,254
513000	Fringe Benefits - Health & Welfare		67,500		10,215		77,715
514000	Fringe Benefits - Unemployment		13,182		0		13,182
515000	Fringe Benefits - Other Benefits		1,743		0		1,743
Total Personnel Services		5.00	\$641,498	0.75	\$55,900	5.75	\$697,398
Total Materials & Services			\$14,753		\$0		\$14,753
Total Capital Outlay			\$25,108,917		\$0		\$25,108,917
Total Interfund Transfers			\$242,153		\$0		\$242,153
<u>Contingency and Ending Balance</u>							
<i>CONT Contingency</i>							
	Contingency						
700000	* General contingency		5,200,000		(55,900)		5,144,100
<i>UNAPP Unappropriated Fund Balance</i>							
801000	* Unappropriated Balance		35,371,118		0		35,371,118
Total Contingency and Ending Balance			\$40,571,118		(\$55,900)		\$40,515,218
TOTAL REQUIREMENTS		5.00	\$66,578,439	0.75	\$0	5.75	\$66,578,439

Exhibit B
Ordinance 13-1318
Schedule of Appropriations

	<u>Current</u> <u>Appropriation</u>	<u>Revision</u>	<u>Revised</u> <u>Appropriation</u>
NATURAL AREAS LOCAL OPTION LEVY FUND			
Oregon Zoo	297,413	0	297,413
Parks & Environmental Services	2,296,544	0	2,296,544
Sustainability Center	5,227,100	0	5,227,100
Special Appropriations	750,000	0	750,000
Non-Departmental			
Interfund Transfers	929,953	0	929,953
Contingency	715,760	0	715,760
<i>Total Appropriations</i>	10,216,770	0	10,216,770
Unappropriated Balance	0	0	0
Total Fund Requirements	\$10,216,770	\$0	\$10,216,770
 OREGON ZOO INFRASTRUCTURE AND ANIMAL WELFARE FUND			
Oregon Zoo	25,765,168	55,900	25,821,068
Non-Departmental			
Interfund Transfers	242,153	0	242,153
Contingency	5,200,000	(55,900)	5,144,100
<i>Total Appropriations</i>	31,207,321	0	31,207,321
Unappropriated Balance	35,371,118	0	35,371,118
Total Fund Requirements	\$66,578,439	\$0	\$66,578,439

All other appropriations remain as previously adopted

STAFF REPORT

FOR THE PURPOSE OF AMENDING THE FY 2013-14 BUDGET AND APPROPRIATIONS SCHEDULE TO ADD 0.75 FTE TO EACH OF THE PARKS LEVY FUND AND THE ZOO BOND FUND.

Date: September 6, 2013

Prepared by: Laura Oppenheimer Odom 503-797-1879
Heidi Rahn 503-220-5709

BACKGROUND

Communications FTE for Parks and Natural Areas Levy:

Voters across the Portland metropolitan area approved a five-year local option levy in May 2013 to care for Metro's growing portfolio of natural areas and regional parks. Their investment will raise about \$10 million per year to restore, maintain and improve the 16,000 acres that Metro oversees. Projects funded by the levy fall in several major categories:

- Natural area restoration and maintenance
- Natural area improvements for visitors
- Park maintenance and improvements
- Volunteer program expansion
- Conservation education program expansion
- Nature in Neighborhoods community grants program expansion

Many of these projects will require a significant, strategic effort to engage neighbors, local governments, nonprofit organizations and other stakeholders. In addition, an overarching stakeholder engagement strategy will help develop long-term relationships that advance the region's parks, trails and natural areas goals. These engagement efforts are critical to the successful implementation of the levy.

Communications needs were scoped during the development of the levy. However, a detailed levy work plan was needed to fully analyze the skill sets and FTE required to support planned projects. Based on an analysis of the five-year project list and the year one work plan approved by the Chief Operating Officer in July 2013, an immediate need was identified for a senior public affairs specialist to lead public involvement and oversee stakeholder engagement for levy-funded projects. This 1.0 FTE would be fully funded by the levy and would be a limited duration position through June 30, 2018.

The proposed senior public affairs specialist will be responsible for involving residents and other stakeholders in visitor improvements and restoration projects on voter-protected land such as Newell Creek Canyon in Oregon City, Chehalem Ridge Natural Area in Washington County and Blue Lake Regional Park in Fairview. The new position would also oversee a strategy to coordinate Metro's relationships with key stakeholders in the parks and natural areas field, including local governments, nonprofit organizations and businesses.

This amendment requests funding and authorization for 0.75 FTE in FY 2013-14. The cost, estimated at \$71,000, will be funded by underspending in budgeted contracted professional services in the Levy fund. The position will be full time, starting in October 2013 and authorized at full time (1.0 FTE) through June 30, 2018. Funding for years beyond FY 2013-14 will be addressed during the regular FY 2014-15 budget process.

Additional FTE will be requested in next year's budget, based on the five-year analysis of levy public engagement work.

Oregon Zoo Bond Fund FTE:

Voters across the Portland metropolitan area approved a \$125 million general obligation bond in 2008 to fund Oregon Zoo capital projects to protect animal health and safety, conserve and recycle water and improve access to conservation education. Projects funded by the bond include:

- Veterinary Medical Center
- Water main building
- Penguin life support system
- Wildlife Live
- Elephant Lands
- Train
- Condors of the Columbia
- Education Center
- Polar Bears
- Primates
- Rhinos
- Remote Elephant Center

Construction efforts are ramping up at the zoo as there is a significant shift from a planning phase to a development phase. Additional construction support is needed to ensure the projects are completed on time and bond investments meet the expectations of the voters. The bond program is in immediate need of a Construction Assistant Project Manager. This 1.0 FTE would be fully funded by the bond funds and would be a limited duration position through completion of the final bond-funded project, currently scheduled for June 30, 2019.

The proposed Construction Assistant Project Manager will support the Zoo Bond project team with construction documentation, research, contracts and communication. This will allow the current construction team to spend more time managing projects, troubleshooting and providing quality control out in the field.

This amendment requests funding and authorization for 0.75 FTE in FY 2013-14. The position will be full time, starting in fall 2013 and authorized at full time (1.0 FTE) through June 30, 2019. Costs for FY 2013-14 are estimated at \$55,900, to be funded by budgeted contingency in the Zoo Bond Fund. Funding for years beyond FY 2013-14 will be addressed during the regular FY 2014-15 budget process.

ANALYSIS/INFORMATION

- 1. Known Opposition:** None Known
- 2. Legal Antecedents:** Metro code chapter 2.02.040 requires the Metro Council to approve the addition of any position to the budget. ORS 294.463 provides for transfers of appropriations within a fund, including transfers from contingency, if such transfers are authorized by official resolution or ordinance of the governing body for the local jurisdiction.
- 3. Anticipated Effects:** This action provides resources necessary to ensure that Metro can successfully implement the 2013 Parks and Natural Areas levy and 2008 Oregon Zoo bond measure.

- 4. Budget Impacts:** This action adds a limited duration Senior Public Affairs Specialist position, authorized through June 30, 2018, and a limited duration Assistant Management Analyst position, authorized through June 30, 2019, or completion of the final zoo bond construction project. The FY 2013-14 budget impacts are \$71,000 to the Parks and Natural Areas Levy and \$55,900 to the Zoo Bond Fund.

RECOMMENDED ACTION

The Chief Operating Officer recommends adoption of this Ordinance.