

A G E N D A

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METRO

Agenda

MEETING: METRO COUNCIL BUDGET BRIEFINGS
DATE: March 17, 2004
DAY: Wednesday
TIME: 1:30 PM
PLACE: Metro Council Chamber

CALL TO ORDER AND ROLL CALL

- 1. OVERVIEW**
- 2. GENERAL FUND**
- 3. REGIONAL PARKS AND GREENSPACES**
- 4. CENTRAL SERVICES**
- 5. GENERAL COUNCIL DISCUSSION**

ADJOURN

M E M O R A N D U M

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METRO

FY 2004-05 Budget Briefing with Metro Council
March 17, 2004
1:30 – 4:30

<u>Topic</u>	<u>Presenter</u>
1. Review of Process	Bill Stringer
2. Global Issues	Bill Stringer
3. Summary of Total Budget	Kathy Rutkowski
4. General Fund	Casey Short
<ul style="list-style-type: none"> • Overview ✓ Excise Tax ✓ Fund Balance ✓ Special Appropriations • Council Office • Public Affairs & Government Relations 	Brad Stevens Brad Stevens
5. Regional Parks & Greenspaces Department	Kathy Rutkowski
6. Central Services	Brad Stevens
<ul style="list-style-type: none"> • Cost Allocation Plan summary • Finance & Administrative Services Department • Human Resource Department • Public Affairs: Creative Services • Office of Metro Attorney • Office of the Auditor 	Casey Short Brad Stevens Brad Stevens Brad Stevens Brad Stevens

031704cbudget-02

Budget Summary by Year

	Audited FY 2001-02	Audited FY 2002-03	Adopted FY 2003-04	Amended FY 2003-04	Proposed FY 2004-05	Change from FY 2003-04 Amended	
						Amount	Percent
Resources							
<i>Beginning Fund Balance</i>	\$239,402,404	\$170,103,732	\$100,975,848	\$100,975,848	\$91,947,423	(\$9,028,425)	(8.94%)
Current Revenues							
Real Property Taxes	27,329,989	24,870,024	26,186,360	26,186,360	26,414,557	228,197	0.87%
Excise Tax	7,922,160	9,821,988	10,019,954	10,019,954	12,406,504	2,386,550	23.82%
Other Derived Tax Revenue	0	0	18,090	18,090	18,090	0	0.00%
Grants	10,353,341	7,074,525	13,931,987	13,931,987	9,577,275	(4,354,712)	(31.26%)
Local Government Shared Revenues	7,256,132	8,711,018	8,403,041	8,403,041	7,404,638	(998,403)	(11.88%)
Contributions from other Governments	1,357,648	2,828,593	3,941,866	3,941,866	752,912	(3,188,954)	(80.90%)
Enterprise Revenue	83,600,707	89,552,091	97,483,821	97,483,821	101,114,796	3,630,975	3.72%
Interest Earnings	7,245,118	2,631,843	1,932,512	1,932,512	1,457,269	(475,243)	(24.59%)
Donations	1,906,479	2,641,203	4,430,360	4,430,360	3,020,775	(1,409,585)	(31.82%)
Other Misc. Revenue	550,633	412,042	520,792	520,792	537,407	16,615	3.19%
Bond and Loan Proceeds	48,268,180	105,693,587	0	0	0	0	0.00%
Interfund Transfers:							
Interfund Reimbursements	11,591,943	11,979,701	12,876,392	12,876,392	13,419,123	542,731	4.21%
Internal Service Transfers	924,815	848,342	1,347,099	1,347,099	829,325	(517,774)	(38.44%)
Interfund Loan	403,690	103,898	106,100	106,100	0	(106,100)	(100.00%)
Fund Equity Transfers	11,629,517	12,533,575	11,640,293	11,640,293	14,713,352	3,073,059	26.40%
Subtotal Current Revenues	220,340,352	279,702,430	192,838,667	192,838,667	191,666,023	(1,172,644)	(0.61%)
Total Resources	\$459,742,756	\$449,806,162	\$293,814,515	\$293,814,515	\$283,613,446	(\$10,201,069)	(3.47%)
Requirements							
Current Expenditures							
Personal Services	\$49,885,398	\$52,817,719	\$57,224,348	\$57,453,377	\$56,698,862	(\$754,515)	(1.31%)
Materials and Services	73,306,895	73,416,357	83,235,478	83,282,478	80,911,897	(2,370,581)	(2.85%)
Capital Outlay	67,987,375	56,880,585	21,750,204	22,095,204	12,692,128	(9,403,076)	(42.56%)
Debt Service	73,909,391	132,145,908	24,861,052	24,861,052	22,938,172	(1,922,880)	(7.73%)
Interfund Transfers:							
Interfund Reimbursements	11,591,944	11,979,701	12,876,393	12,876,393	13,419,123	542,730	4.21%
Internal Service Transfers	924,814	848,341	1,347,099	1,347,099	829,325	(517,774)	(38.44%)
Interfund Loan	403,690	103,898	106,100	106,100	0	(106,100)	(100.00%)
Fund Equity Transfers	11,629,517	12,533,574	11,640,293	11,640,293	14,713,352	3,073,059	26.40%
Contingency	0	0	17,826,881	17,205,852	19,604,224	2,398,372	13.94%
Subtotal Current Expenditures	289,639,024	340,726,083	230,867,848	230,867,848	221,807,083	(9,060,765)	(3.92%)
<i>Ending Fund Balance</i>	<i>170,103,732</i>	<i>109,080,079</i>	<i>62,946,667</i>	<i>62,946,667</i>	<i>61,806,363</i>	<i>(1,140,304)</i>	<i>(1.81%)</i>
Total Requirements	\$459,742,756	\$449,806,162	\$293,814,515	\$293,814,515	\$283,613,446	(\$10,201,069)	(3.47%)
Full-Time Equivalents (FTE)	690.43	731.63	689.73	691.23	650.85	(40.38)	(5.84%)

Summary by Fund

	Building Management Fund	Convention Center Project Capital Fund	General Fund	General Obligation Bond Debt Service Fund	General Revenue Bond Fund	MERC Operating Fund	MERC Pooled Capital Fund	Open Spaces Fund	Pioneer Cemetery Perpetual Care Fund	Planning Fund	Regional Parks Capital Fund
Resources											
<i>Beginning Fund Balance</i>	\$1,659,770	\$255,000	\$1,752,492	\$10,308,427	\$764,968	\$10,806,745	\$4,089,622	\$6,534,007	\$113,583	\$485,896	\$0
Current Revenues											
Real Property Taxes	0	0	0	17,480,653	0	0	0	0	0	0	0
Excise Tax	0	0	12,406,504	0	0	0	0	0	0	0	0
Other Derived Tax Revenue	0	0	0	0	0	0	0	0	18,090	0	0
Grants	0	0	0	0	0	0	0	200,000	0	8,315,301	300,000
Local Government Shared Revenues	0	0	0	0	0	7,000,663	0	0	0	0	0
Contributions from other Governments	0	0	0	0	0	331,128	321,484	0	0	0	0
Enterprise Revenue	526,834	0	0	0	0	23,593,490	0	55,000	0	5,184,088	0
Interest Earnings	25,000	0	25,000	200,000	9,614	69,503	67,779	91,600	1,500	135,000	0
Donations	0	0	0	0	0	168,500	627,775	0	0	0	0
Other Misc. Revenue	0	0	0	0	0	80,000	0	0	0	31,000	0
Interfund Transfers:											
Interfund Reimbursements	2,119,904	0	291,550	0	0	0	0	0	0	0	0
Internal Service Transfers	0	0	0	0	0	0	0	0	0	458,145	140,000
Fund Equity Transfers	0	0	0	0	3,236,064	536,129	372,356	0	0	4,054,761	1,698,034
Subtotal Current Revenues	2,671,738	0	12,723,054	17,680,653	3,245,678	31,779,413	1,389,394	346,600	19,590	18,178,295	2,138,034
Total Resources	\$4,331,508	\$255,000	\$14,475,546	\$27,989,080	\$4,010,646	\$42,586,158	\$5,479,016	\$6,880,607	\$133,173	\$18,664,191	\$2,138,034
Requirements											
Current Expenditures											
Personal Services	\$326,079	\$0	\$1,883,664	\$0	\$0	\$13,631,821	\$427,410	\$518,872	\$0	\$6,855,058	\$0
Materials and Services	672,345	0	519,286	0	0	15,117,974	10,000	1,270,395	0	8,857,565	500,000
Capital Outlay	15,000	0	0	0	178,988	0	2,250,600	3,096,940	0	47,000	665,000
Debt Service	0	0	0	18,174,887	3,139,064	22,809	0	0	0	0	0
Interfund Transfers:											
Interfund Reimbursements	0	0	1,031,945	0	0	2,161,931	0	256,204	0	2,189,991	0
Internal Service Transfers	0	0	0	0	0	0	0	208,196	0	0	0
Fund Equity Transfers	1,607,314	255,000	8,654,713	0	0	1,325,864	354,000	0	0	0	0
Contingency	40,000	0	1,095,954	0	300,000	1,155,854	500,000	125,000	0	474,577	0
Subtotal Current Expenditures	2,660,738	255,000	13,185,562	18,174,887	3,618,052	33,416,253	3,542,010	5,475,607	0	18,424,191	1,165,000
<i>Ending Fund Balance</i>	1,670,770	0	1,289,984	9,814,193	392,594	9,169,905	1,937,006	1,405,000	133,173	240,000	973,034
Total Requirements	\$4,331,508	\$255,000	\$14,475,546	\$27,989,080	\$4,010,646	\$42,586,158	\$5,479,016	\$6,880,607	\$133,173	\$18,664,191	\$2,138,034
Full-Time Equivalents (FTE)	5.40	0.00	23.00	0.00	0.00	151.05	4.95	5.25	0.00	74.00	0.00

Summary by Fund

	Regional Parks Operating Fund	Regional Parks Special Accounts Fund	Rehab. & Enhancement Fund	Risk Management Fund	Smith & Bybee Trust Fund	Solid Waste Revenue Fund	Support Services Fund	Zoo Capital Fund	Zoo Operating Fund	Total
Resources										
<i>Beginning Fund Balance</i>	\$3,551,811	\$434,570	\$1,905,992	\$5,596,030	\$3,607,895	\$29,421,392	\$955,873	\$3,698,288	\$6,005,062	\$91,947,423
Current Revenues										
Real Property Taxes	0	0	0	0	0	0	0	0	8,933,904	26,414,557
Excise Tax	0	0	0	0	0	0	0	0	0	12,406,504
Other Derived Tax Revenue	0	0	0	0	0	0	0	0	0	18,090
Grants	413,072	0	0	10,000	261,902	0	0	0	77,000	9,577,275
Local Government Shared Revenues	403,975	0	0	0	0	0	0	0	0	7,404,638
Contributions from other Governments	40,300	0	0	0	60,000	0	0	0	0	752,912
Enterprise Revenue	2,592,335	0	0	5,901,190	1,800	48,865,657	418,868	0	13,975,534	101,114,796
Interest Earnings	60,000	6,519	28,590	100,912	54,118	433,084	3,500	55,474	90,076	1,457,269
Donations	22,000	0	0	0	190,000	0	0	1,100,000	912,500	3,020,775
Other Misc. Revenue	11,500	0	0	0	0	365,000	0	0	49,907	537,407
Interfund Transfers:										
Interfund Reimbursements	0	0	0	1,327,998	0	0	9,679,671	0	0	13,419,123
Internal Service Transfers	3,150	0	0	25,000	176,400	26,630	0	0	0	829,325
Fund Equity Transfers	4,417,823	0	398,185	0	0	0	0	0	0	14,713,352
Subtotal Current Revenues	7,964,155	6,519	426,775	7,365,100	744,220	49,690,371	10,102,039	1,155,474	24,038,921	191,666,023
Total Resources	\$11,515,966	\$441,089	\$2,332,767	\$12,961,130	\$4,352,115	\$79,111,763	\$11,057,912	\$4,853,762	\$30,043,983	\$283,613,446
Requirements										
Current Expenditures										
Personal Services	\$3,463,324	\$0	\$0	\$133,692	\$0	\$8,985,296	\$7,639,943	\$74,481	\$12,759,222	\$56,698,862
Materials and Services	1,733,763	225	523,151	8,038,881	20,148	33,674,136	1,597,428	0	8,376,600	80,911,897
Capital Outlay	0	0	0	0	712,000	2,460,900	180,000	3,000,000	85,700	12,692,128
Debt Service	0	0	0	0	0	1,601,412	0	0	0	22,938,172
Interfund Transfers:										
Interfund Reimbursements	1,135,218	0	0	0	0	3,568,170	705,540	0	2,370,124	13,419,123
Internal Service Transfers	157,000	70,000	26,630	0	25,000	342,499	0	0	0	829,325
Fund Equity Transfers	1,698,034	0	0	0	0	398,185	0	0	420,242	14,713,352
Contingency	205,192	0	300,000	500,000	822	13,042,197	364,628	500,000	1,000,000	19,604,224
Subtotal Current Expenditures	8,392,531	70,225	849,781	8,672,573	757,970	64,072,795	10,487,539	3,574,481	25,011,888	221,807,083
<i>Ending Fund Balance</i>	3,123,435	370,864	1,482,986	4,288,557	3,594,145	15,038,968	570,373	1,279,281	5,032,095	61,806,363
Total Requirements	\$11,515,966	\$441,089	\$2,332,767	\$12,961,130	\$4,352,115	\$79,111,763	\$11,057,912	\$4,853,762	\$30,043,983	\$283,613,446
Full-Time Equivalents (FTE)	40.35	0.00	0.00	1.80	0.00	106.20	87.50	1.00	150.35	650.85

COMPARISON OF FY 2004-05 PROPOSED BUDGET TO FY 2003-04 AMENDED BUDGET

	TOTAL BUDGET			TOTAL FTE		
	FY 2003-04 Amended Budget	FY 2004-05 Proposed Budget	VARIANCE	FY 2003-04 Amended Budget	FY 2004-05 Proposed Budget	VARIANCE
Building Management Fund	4,343,494	4,331,508	(11,986)	5.32	5.40	0.08
Convention Center Project Capital Fund	1,825,000	255,000	(1,570,000)	3.25	-	(3.25)
General Fund	11,570,618	14,475,546	2,904,928	23.00	23.00	-
General Obligation Bond Debt Service Fund	29,353,870	27,989,080	(1,364,790)	-	-	-
General Revenue Bond Fund	5,775,038	4,010,646	(1,764,392)	-	-	-
MERC Operating Fund	44,240,905	42,586,158	(1,654,747)	171.05	151.05	(20.00)
MERC Pooled Capital Fund	6,105,548	5,479,016	(626,532)	5.95	4.95	(1.00)
Open Spaces Fund	11,136,057	6,880,607	(4,255,450)	5.25	5.25	-
Pioneer Cemetery Perpetual Care Fund	113,583	133,173	19,590	-	-	-
Planning Fund	18,750,967	18,664,191	(86,776)	80.10	74.00	(6.10)
Regional Parks Capital Fund	0	2,138,034	2,138,034	-	-	-
Regional Parks Operating Fund	10,246,290	11,515,966	1,269,676	36.85	40.35	3.50
Regional Parks Special Accounts Fund	448,543	441,089	(7,454)	-	-	-
Rehabilitation & Enhancement Fund	2,457,545	2,332,767	(124,778)	-	-	-
Risk Management Fund	12,904,302	12,961,130	56,828	3.50	1.80	(1.70)
Smith & Bybee Lakes Fund	4,985,041	4,352,115	(632,926)	1.50	-	(1.50)
Solid Waste Revenue Fund	82,009,210	79,111,763	(2,897,447)	108.70	106.20	(2.50)
Support Services Fund	10,811,081	11,057,912	246,831	86.53	87.50	0.97
Zoo Capital Fund	8,232,874	4,853,762	(3,379,112)	1.00	1.00	-
Zoo Operating Fund	28,504,549	30,043,983	1,539,434	159.23	150.35	(8.88)
TOTAL AGENCY BUDGET	\$293,814,515	\$283,613,446	(\$10,201,069)	691.23	650.85	(40.38)

FY 2004-05 General Fund Summary

	FY 2001-02 Actual	FY 2002-03 Actual	FY 2003-04 Adopted	FY 2004-05 Proposed
<u>Resources</u>				
Beginning Fund Balance				
Undesignated Carryover	745,817	915,203	956,000	1,147,714
Estimated Prior Year Underspending	95,500	70,000	0	0
Project Carryover	205,000	240,000	212,550	0
Rate Stabilization Reserve	0	63,279	109,000	546,228
Fund Balance Drawdown	50,716	0	0	0
Prior year PERS Reserve	0	0	0	58,550
Excise Taxes	7,922,160	9,821,988	10,019,954	12,406,504
Interest on Investments	31,057	21,920	25,000	25,000
Other Revenue	75,821	897	0	0
Indirect Transfer	1,444,778	815,130	248,114	291,550
Total Resources	\$10,570,849	\$11,948,417	\$11,570,618	\$14,475,546
<u>Requirements</u>				
Council Office	0	0	1,400,107	1,444,351
Public Affairs	0	0	596,375	693,599
Prior Year Structure	2,591,945	2,032,937	0	0
<i>Subtotal</i>	<i>2,591,945</i>	<i>2,032,937</i>	<i>1,996,482</i>	<i>2,137,950</i>
Special Appropriations				
Water Consortium Dues	15,000	13,575	15,000	15,000
Elections Expense	173,812	221,309	150,000	125,000
Legal Notifications	0	524	150,000	100,000
RACC Contribution	0	0	25,000	25,000
Regional System Fee	0	217,664	0	0
Transition	15,458	81,422	0	0
<i>Subtotal Special Appropriations</i>	<i>204,270</i>	<i>534,494</i>	<i>340,000</i>	<i>265,000</i>
Interfund Transfers				
Central Service Transfers	882,967	812,546	966,406	1,031,945
Excise Tax Transfers				
* to Planning (general allocation)	3,966,110	4,129,339	4,054,761	4,054,761
* to Planning (project allocation)	0	80,000	117,550	0
* to Regional Parks (general allocation)	478,872	515,290	476,847	476,847
* to Regional Parks (earned on SW)	691,852	710,532	719,769	730,198
* to Regional Parks (landbanking)	217,748	224,280	231,008	231,008
* to Regional Parks (\$1 per ton)	0	1,210,246	1,230,914	1,191,908
* to Regional Parks (\$1.50 per ton)	0	0	0	1,787,862
* to Regional Parks (earned on facilities)	166,603	0	0	0
* Other Transfers	82,000	50,000	243,939	182,129
<i>Subtotal Interfund Transfers</i>	<i>6,486,152</i>	<i>7,732,233</i>	<i>8,041,194</i>	<i>9,686,658</i>
Restricted Ending Balance				
Project Carryover (BM 56)				
PERS Reserve	0	0	0	58,550
Project Carryover	310,000	212,550	0	0
Solid Waste Rate Stabilization Reserve	63,279	210,901	109,000	546,228
<i>Subtotal Restricted Ending Balance</i>	<i>373,279</i>	<i>423,451</i>	<i>109,000</i>	<i>604,778</i>
Contingency	0	0	500,000	
General Contingency				500,000
Tourism Opportunity & Competitiveness Account				595,954
Undesignated Ending Balance	915,203	1,225,302	583,942	685,206
<i>Subtotal Unrestricted Ending Balance</i>	<i>915,203</i>	<i>1,225,302</i>	<i>1,083,942</i>	<i>1,781,160</i>
Total Requirements	\$10,570,849	\$11,948,417	\$11,570,618	\$14,475,546

FY 2004-05 Proposed Cost Allocation Summary Comparison by Function

DESCRIPTION	FY 2003-04 Adopted	FY 2004-05 Proposed	\$ Change from 2003-04 Adopted	% Change from 2003-04 Adopted
General Fund				
Council Office				
Chief Operating Officer	\$224,400	\$233,234	\$8,834	3.9%
Archives Program	50,961	109,220	58,259	114.3%
TOTAL GENERAL FUND TRANSFERS	275,361	342,454	\$67,093	24.4%
Support Services Fund				
Accounting	1,499,217	1,536,746	37,529	2.5%
Financial Planning	462,174	497,327	35,153	7.6%
Office of the CFO	221,432	262,583	41,151	18.6%
Office Services	351,140	291,070	(60,070)	-17.1%
Property Services	180,042	201,709	21,667	12.0%
Contract Services	366,061	425,211	59,150	16.2%
Office of the Director	134,425	0	(134,425)	-100.0%
Information Technology	2,407,949	2,372,142	(35,807)	-1.5%
Human Resources	918,682	1,122,322	203,640	22.2%
Office of Metro Attorney	1,083,083	1,132,292	49,209	4.5%
Office of the Auditor	607,940	625,223	17,283	2.8%
Public Affairs				
Creative Services	530,078	565,265	35,187	6.6%
TOTAL SUPPORT SERVICES FUND TRANSFER	8,762,223	9,031,890	269,667	3.1%
BUILDING MGMT. TRANSFER	2,159,498	2,119,904	(39,594)	-1.8%
RISK MGMT. TRANSFER	1,000,000	1,328,000	328,000	32.8%
TOTAL TRANSFERS	\$12,197,082	\$12,822,248	\$625,166	5.1%

FY 2004-05 Proposed Cost Allocation Summary

Comparison by Payee

DESCRIPTION	FY 2003-04 Adopted	FY 2004-05 Proposed	\$ Change from 2003-04 Adopted	% Change from 2003-04 Adopted
TOTAL ALLOCATED COSTS				
Planning Fund	\$2,331,186	\$2,247,750	(\$83,435)	-3.6%
Solid Waste Revenue Fund	3,291,778	3,568,170	276,391	8.4%
Zoo Operating Fund	2,164,976	2,370,125	205,149	9.5%
General Fund	993,653	1,082,850	89,196	9.0%
MERC Operating Fund	2,052,620	2,161,930	109,310	5.3%
Regional Parks Fund	1,075,397	1,135,219	59,823	5.6%
Open Spaces Fund	287,471	256,204	(31,267)	-10.9%
Total	\$12,197,082	\$12,822,248	\$625,166	5.1%
GENERAL FUND ALLOCATIONS				
Planning Fund	\$39,217	\$58,514	\$19,297	49.2%
Solid Waste Revenue Fund	102,278	116,171	13,893	13.6%
Zoo Operating Fund	36,674	36,237	(437)	-1.2%
General Fund	27,248	50,904	23,656	86.8%
MERC Operating Fund	46,116	49,104	2,988	6.5%
Regional Parks Fund	16,154	18,876	2,723	16.9%
Open Spaces Fund	7,675	12,648	4,973	64.8%
Total	\$275,361	\$342,454	\$67,093	24.4%
SUPPORT SERVICES FUND ALLOCATIONS				
Planning Fund	\$1,650,216	\$1,531,090	(\$119,126)	-7.2%
Solid Waste Revenue Fund	2,714,651	2,933,411	218,760	8.1%
Zoo Operating Fund	1,907,475	1,981,864	74,388	3.9%
General Fund	612,148	680,958	68,811	11.2%
MERC Operating Fund	1,503,042	1,578,110	75,068	5.0%
Regional Parks Fund	872,714	857,436	(15,278)	-1.8%
Open Spaces Fund	208,532	174,561	(33,972)	-16.3%
Total	\$9,468,779	\$9,737,430	\$268,651	2.8%
BUILDING MANAGEMENT FUND ALLOCATIONS				
Planning Fund	\$598,062	\$587,096	(\$10,965)	-1.8%
Solid Waste Revenue Fund	363,179	356,520	(6,659)	-1.8%
Zoo Operating Fund	0	0	0	n/a
General Fund	344,086	337,777	(6,309)	-1.8%
MERC Operating Fund	0	0	0	n/a
Regional Parks Fund	132,295	129,869	(2,426)	-1.8%
Open Spaces Fund	65,756	64,551	(1,206)	-1.8%
Total	\$1,503,377	\$1,475,813	(\$27,564)	-1.8%
RISK MANAGEMENT FUND ALLOCATIONS				
Planning Fund	\$43,691	\$71,050	\$27,359	62.6%
Solid Waste Revenue Fund	111,671	162,068	50,397	45.1%
Zoo Operating Fund	220,826	352,024	131,197	59.4%
General Fund	10,172	13,210	3,038	29.9%
MERC Operating Fund	503,463	534,717	31,254	6.2%
Regional Parks Fund	54,234	129,037	74,803	137.9%
Open Spaces Fund	5,507	4,445	(1,063)	-19.3%
Total	\$949,565	\$1,266,551	\$316,986	33.4%

Metro Budget

Proposed Budget

Fiscal Year 2004-05

Department Submission Reviews

Prepared by the
Financial Planning Division
of the Finance & Administrative Services Department



METRO

PEOPLE PLACES
OPEN SPACES

**Proposed Budget
FY 2004-05
Department
Submission Reviews**

The final, individual reviews of the Metro departments' FY 2004-05 Proposed Budget submissions, as prepared by the Financial Planning Division of Finance & Administrative Services Department, are found on the following pages as shown below.

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METRO

PEOPLE PLACES
OPEN SPACES

**FY 2004-05 Budget
Office of the Council
Prepared By: Brad Stevens
Date: March 3, 2004**

Financial Summary:

FY 2003-04 Adopted Budget	FY 2004-05 Proposed Budget	Change from FY 2003-04 Adopted	
		Amount	Percent

Office of the Council

General Fund

Requirements

Current Expenditures

Personal Services

\$1,251,821	\$1,296,065	\$44,244	3.53%
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Materials and Services

148,286	148,286	0	0.00%
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Total Requirements

\$1,400,107	\$1,444,351	\$44,244	3.16%
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Full-Time Equivalents (FTE)

17.00	17.00	0.00	0.00%
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Current Service Level Budget

Increases in Personal Services in the Council 2004-05 Proposed Budget are for COLA and Merit, with no increases in FTE. Overall, Personal Services increase by 3.5% from the 2003-04 Adopted Budget. There is no overall increase in Materials & Services.



METRO

PEOPLE PLACES
OPEN SPACES

**FY 2004-05 Budget
Office of the Auditor
Prepared By: Brad Stevens
Date: March 3, 2004**

Financial Summary:

Office of the Auditor Support Services Fund	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	Change from	
	Audited Actuals	Audited Actuals	Adopted Budget	Proposed Budget	FY 2003-04 Adopted	
					Amount	Percent
Requirements						
Current Expenditures						
Personal Services	\$466,847	\$456,195	\$495,979	\$511,023	\$15,044	3.03%
Materials and Services	106,569	174,537	111,961	114,200	2,239	2.00%
Total Requirements	\$573,416	\$630,732	\$607,940	\$625,223	\$17,283	2.84%
Full-Time Equivalents (FTE)	5.00	5.00	5.00	5.00	0.00	0.00%

Current Service Level Budget

For the 2004-05 fiscal year, all Central Services Departments were instructed to prepare a "Current Service Level Budget." The following definition and instructions were included in the budget preparation instructions provided to departments:

"Current Service Level Budget is defined as one that accomplishes all tasks currently being performed by an individual department at the same discretionary levels the tasks are currently being performed."

"To develop a current service level budget for FY 2004-05 you will first need to calculate a base level budget for FY 2003-04. Your FY 2003-04 base budget should take out any carryover from FY 2002-03, all one-time project funding, and all CIP projects."

In the beginning of the current fiscal year, the budget for the Office of the Auditor was amended increasing the appropriation for materials & services by \$47,000. The staff report for this amendment indicated the increased appropriation was needed to complete work carried over from the prior fiscal year. This additional M&S appropriation is for the carryover of work from FY 2002-03.

The Requested Budget submitted by the Office of the Auditor included \$196,380 in materials & services, a 75 percent increase from the FY 03-04 Adopted Budget. In the Requested Budget, the Office of the Auditor calculated the materials & services base to be \$183,621, which is \$71,660 higher than the FY 2003-04 Adopted Budget. The expenditure analysis from the department indicated the M&S spending was "restored to reflect actual experience." The majority of the increase, \$73,355 was in the area of contracted professional services and was not broken out by project.

After reviewing the Auditor's requested budget, Financial Planning was directed by the Council President to develop a Current Service Level Budget for the department. This budget includes merit and COLA increases for all eligible employees, and adjustments for inflation to all material & service spending. The Proposed Budget was calculated using the FY 2003-04 Adopted Budget as a base, and did not include the \$47,000 prior year project carryover in conformance with the budget instructions. The table above summarizes the Proposed Budget prepared by Financial Planning.



METRO

**PEOPLE PLACES
OPEN SPACES**

FY 2004-05 Budget
Office of the Metro Attorney
Prepared By: Brad Stevens
Date: March 3, 2004

Financial Summary:

FY 2001-02 Audited Actuals	FY 2002-03 Audited Actuals	FY 2003-04 Adopted Budget ¹	FY 2004-05 Proposed Budget	Change from FY 2003-04 Adopted	
				Amount	Percent

Office of the Metro Attorney - Support Services Fund

Requirements

Current Expenditures						
Personal Services	\$917,414	\$951,986	\$988,767	\$1,036,090	\$47,323	4.79%
Materials and Services	146,428	186,376	164,316	96,202	(68,114)	(41.45%)
Total Requirements	\$1,063,842	\$1,138,362	\$1,153,083	\$1,132,292	(\$20,791)	(1.80%)
Full-Time Equivalents (FTE)	10.00	10.00	9.00	9.00	0.00	0.00%

Office of the Metro Attorney - Open Spaces Fund

Requirements

Current Expenditures						
Personal Services	\$323,697	\$307,215	\$146,698	\$146,584	(\$114)	(0.08%)
Materials and Services	303,297	126,098	154,950	109,770	(45,180)	(29.16%)
Total Requirements	\$626,994	\$433,313	\$301,648	\$256,354	(\$45,294)	(15.02%)
Full-Time Equivalents (FTE)	3.75	3.50	1.50	1.50	0.00	0.00%

Office of the Metro Attorney - Total

Requirements

Current Expenditures						
Personal Services	\$1,241,111	\$1,259,201	\$1,135,465	\$1,182,674	\$47,209	4.16%
Materials and Services	449,725	312,474	319,266	205,972	(113,294)	(35.49%)
Total Requirements	\$1,690,836	\$1,571,675	\$1,454,731	\$1,388,646	(\$66,085)	(4.54%)
Full-Time Equivalents (FTE)	13.75	13.50	10.50	10.50	0.00	0.00%

¹ The FY 2003-04 budget for the Office of the Metro Attorney includes \$70,000 for the lobbyist contract. The lobbying function was moved to Public Affairs & Government Relations in the FY 2004-05 budget.

Current Service Level Budget

The 2004-05 Proposed Budget for the Office of the Metro Attorney includes very few changes from the 2003-04 Adopted Budget. In Personal Services, the only change other than adjustments for COLA and merit, is an increase in Temporary Employees from \$7,500 to \$15,000. There are no changes in FTE from the current fiscal year with Personal Services increasing by 4.8 percent in the Support Services Fund, and staying the same in Open Spaces.

The FY 2003-04 Adopted Budget for the Office of the Metro Attorney included \$70,000 for the lobbyist contract, this function is now budgeted in the Public Affairs & Government Relations department. After adjusting for this change, Materials & Services in the Support Services Fund increased by 2 percent. Overall, the budget for the Office of the Metro Attorney is down 4.5 percent from the FY 2003-04 Adopted budget.



METRO
PEOPLE PLACES
OPEN SPACES

FY 2004-05 Budget
Finance and Administrative Services
Prepared By: Karen Feher/Kathy Rutkowski
Date: March 6, 2004

Note: *Risk Management* and *Property Services*, now a part of Finance and Administrative Services, have separate reviews. The Financial Summary, in this review, is the entire department including the aforementioned divisions. The divisions covered in more detail in this review are: Office of the Chief Financial Officer, Accounting, Financial Planning, Information Technology, and Contract Services.

Financial Summary:

Finance and Administrative Services - All Divisions All Funds	FY 2001-02 Audited Actual	FY 2002-03 Audited Actual	FY 2003-04 Adopted Budget	FY 2004-05 Proposed Budget	Change from FY 2003-04 Adopted	
					Amount	Percent
Current Expenditures						
Personal Services	4,359,109	4,851,340	5,193,169	5,057,663	(135,506)	(2.61%)
Materials and Services	7,177,810	7,432,959	8,920,322	9,553,102	632,780	7.09%
Capital Outlay	394,989	238,966	324,000	195,000	(129,000)	(39.81%)
Debt Service	49,844	38,060	34,620	0	(34,620)	(100.00%)
Interfund Transfers	1,743,435	1,765,505	1,805,696	1,607,314	(198,382)	(10.99%)
Total Requirements	\$13,725,187	\$14,326,830	\$16,277,807	\$16,413,079	\$135,272	0.83%
Full-Time Equivalents (FTE)	67.05	69.05	66.35	63.70	(2.65)	(3.99%)

Proposed Budget

The proposed budget was prepared as instructed and accurately removes one-time expenditures as well as reducing some other expenditure line items to be more representative of actual expenditure levels in the past. The overall department expenditures increase .83%.

A reorganization crossing fiscal years is now complete. This Department is made up of the following Divisions and/or functions:

- Office of the Chief Financial Officer
- Accounting
- Purchasing and Contracts Services/Property Services
- Financial Planning
- Information Technology
- Risk Management

In addition, the Employee Benefits function, once a part of Risk Management, was transferred to Human Resources as a part of this reorganization of central service functions.

There is a net 2.65 FTE decline. With the elimination of the Business Support Department, the Director II position was used to provide additional support in Financial Planning and Risk Management. The Program Director I position was reclassified to a Manager II in FY 2003-04 and will manage Contract Services and Property Services. The Construction Manager is being budgeted directly in the Regional Parks and Greenspaces Department. The Benefits staff of 2.00 FTE is transferred to Human Resources. The Benefits transfer took all of the administrative support from Risk Management, so the Management Tech position is increased by .35 FTE to provide that support.

Materials and Services increase is from increased Risk Management costs. All insurance premiums are still budgeted in Risk Management, including Employee Benefit premiums. Materials and Services in most of the other divisions declined, partially from a closer look at actual spending patterns and the completion of PeopleSoft training in FY 2003-04.

Capital Outlay reductions are the result of the completion of several large Information Technology projects and no current-year large Building Management project.

ISSUES:

- Each year there have been surplus earnings from the Contractor's License program. \$40 to \$50 thousand has been utilized each year to support Property Services. Over the years, a fund balance has accumulated in the Support Services Fund from this program, and the current balance is \$105,000. This fund balance is the seed money used to set in place the renewal and replacement funding for the Information Technology equipment to comply with the Capital Asset Management Policies. Surplus proceeds from the Contractor's License Program will be dedicated to this reserve in the future, beginning in FY 2004-05/ Funding from department transfers is being utilized to set up renewal and replacement reserves for the Metro Headquarters building in the General Revenue Bond Fund.
- Over the last several years risk management reserves have been drawn down below actuarially recommended levels. Following a presentation to the Council on the Risk Management Fund and the programs, the Council directed staff to research options for management of the fund and return later in the fiscal year for further discussion. The Chief Financial Officer is currently conducting a study of reserve levels and the management of reserve pools. Recommendations on how to manage this fund are expected to come to Council later this fiscal year.

Office of Chief Financial Officer:

Office of the CFO	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	Change from		
	Audited Actual	Audited Actual	Adopted Budget	Proposed Budget	FY 2003-04 Adopted	Amount	Percent
Current Expenditures							
Personal Services	271,553	378,751	217,337	257,888	40,551	18.66%	
Materials and Services	18,277	3,448	4,095	4,695	600	14.65%	
Total Requirements	\$289,830	\$382,199	\$221,432	\$262,583	\$41,151	18.58%	
Full-Time Equivalents (FTE)	3.10	3.10	2.00	2.50	0.50	25.00%	

This budget is current service level with Personal Services going by normal expected increases on actual salaries and the transfer from Accounting .50 FTE that provides administrative support to the CFO. The increase in Materials and Services is normal computer replacement.

Accounting

Accounting - All	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	Change from		
	Audited Actual	Audited Actual	Adopted Budget	Proposed Budget	FY 2003-04 Adopted	Amount	Percent
Current Expenditures							
Personal Services	1,175,577	1,277,273	1,428,310	1,464,311	36,001	2.52%	
Materials and Services	444,191	397,673	440,591	432,916	(7,675)	(1.74%)	
Interfund Transfers	40,000	50,000	50,000	0	(50,000)	(100.00%)	
Total Requirements	\$1,659,768	\$1,724,946	\$1,918,901	\$1,897,227	(\$21,674)	(1.13%)	
Full-Time Equivalents (FTE)	20.00	21.00	21.00	20.50	(0.50)	(2.38%)	

- Revenue for the contractor license program is reduced to align the budget with actual historic receipts.
- The .50 FTE decrease reflects the transfer of .50 FTE and related personal services costs to the Office of the Chief Financial Officer.
- Materials and Services expenditures are budgeted to decline 1.74% from the removal of PeopleSoft training
- Historically, the contractor license program has generated adequate revenues to support the Parking structure. In this budget the transfer is eliminated and excess revenues are supporting Information Technology renewal and replacement funding.

Purchasing and Contracts Services:

Purchasing and Contract Services	FY 2001-02 Audited Actual	FY 2002-03 Audited Actual	FY 2003-04 Adopted Budget	FY 2004-05 Proposed Budget	Change from FY 2003-04 Adopted	
					Amount	Percent
Current Expenditures						
Personal Services	220,204	242,818	315,161	355,905	40,744	12.93%
Materials and Services	26,215	35,823	50,900	44,820	(6,080)	(11.94%)
Total Requirements	\$246,419	\$278,641	\$366,061	\$400,725	\$34,664	9.47%
Full-Time Equivalents (FTE)	3.75	3.90	4.15	4.65	0.50	12.05%

- Personal Services are expected to increase 12.93%. This area has a net .50 FTE increase. This is the .75 FTE Contracts and Property Services Manager (the other .25 is funded in Property Services Division) and elimination of the .25 FTE Assistant Director position. This FTE increase does not increase overall FTE for the agency.
- Materials and Services are budgeted to decline.

Financial Planning:

Financial Planning	FY 2001-02 Audited Actual	FY 2002-03 Audited Actual	FY 2003-04 Adopted Budget	FY 2004-05 Proposed Budget	Change from FY 2003-04 Adopted	
					Amount	Percent
Current Expenditures						
Personal Services	409,875	472,256	425,229	466,157	40,928	9.62%
Materials and Services	23,065	21,135	36,945	31,170	(5,775)	(15.63%)
Total Requirements	\$432,940	\$493,391	\$462,174	\$497,327	\$35,153	7.61%
Full-Time Equivalents (FTE)	5.50	5.50	4.70	5.00	0.30	6.38%

- Personal Services increase of 9.62% is the result of increasing the Program Analyst II from .70 FTE to a full time employee. This is not an overall FTE increase but rather a partial use of the eliminated Business Support Director II position.
- Materials and Services decline from the removal of training and travel necessary for Peoplesoft training.

Information Technology:

Information Technology	FY 2001-02 Audited Actual	FY 2002-03 Audited Actual	FY 2003-04 Adopted Budget	FY 2004-05 Proposed Budget	Change from FY 2003-04 Adopted	
					Amount	Percent
Current Expenditures						
Personal Services	1,486,790	1,638,321	1,714,769	1,805,846	91,077	5.31%
Materials and Services	447,929	589,202	466,560	411,295	(55,265)	(11.85%)
Capital Outlay	253,370	139,871	235,000	144,000	(91,000)	(38.72%)
Debt Service	49,844	38,060	34,620	0	(34,620)	(100.00%)
Total Requirements	\$2,237,933	\$2,405,454	\$2,450,949	\$2,361,141	(\$89,808)	(3.66%)
Full-Time Equivalents (FTE)	22.10	22.10	20.00	20.00	0.00	0.00%

- The requested budget is prepared in accordance with the instructions.
- Personal services reflect classification changes due to the non-rep study and various reclassification reviews of specific represented positions.
- Materials & services reflects reduction of professional services associated with the PeopleSoft Financial v 8.4 upgrade which will be substantially complete this fiscal year.
- The current fiscal year is the last year of a three-year lease for various network and server equipment. No new capital leases are proposed.
- Reductions in capital outlay indicate the varying nature of IT projects. All projects are for ongoing upgrade and maintenance of Information Technology infrastructure.
- This budget includes renewal and replacement fund balance contributions to even out support transfers for capital expenditures over the years.



METRO
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FY 2004-05 Budget
Finance & Administrative Services Department – Property Services Division
Prepared By: Brad Stevens
Date: March 3, 2004

Financial Summary:

FY 2001-02 Audited Actuals	FY 2002-03 Audited Actuals	FY 2003-04 Adopted Budget	FY 2004-05 Proposed Budget	Change from FY 2003-04 Adopted	
				Amount	Percent

Property Services - Building Management Fund
Resources

<i>Beginning Fund Balance</i>	\$1,462,113	\$1,504,367	\$1,541,439	\$1,659,770	\$118,331	7.68%
Current Revenues						
Grants					0	n/a
Enterprise Revenue	535,805	560,875	562,556	526,834	(35,722)	(6.35%)
Interest Earnings	44,407	26,188	30,000	25,000	(5,000)	(16.67%)
Other Misc. Revenue	29,272	15,035	0	0	0	n/a
Interfund Transfers	1,970,408	2,031,276	2,209,499	2,119,904	(89,595)	(4.05%)
Subtotal Current Revenues	2,579,892	2,633,374	2,802,055	2,671,738	(130,317)	(4.65%)
Total Resources	\$4,042,005	\$4,137,741	\$4,343,494	\$4,331,508	(\$11,986)	(0.28%)

Requirements

Current Expenditures						
Personal Services	\$221,638	\$254,659	\$306,549	\$326,079	\$19,530	6.37%
Materials and Services	547,610	537,955	596,510	672,345	75,835	12.71%
Capital Outlay	64,955	59,266	15,000	15,000	0	0.00%
Interfund Transfer	1,703,435	1,715,505	1,755,696	1,607,314	(148,382)	(8.45%)
Subtotal Current Expenditures	2,537,638	2,567,385	2,673,755	2,620,738	(53,017)	(1.98%)
<i>Ending Fund Balance</i>	<i>1,504,367</i>	<i>1,570,356</i>	<i>1,669,739</i>	<i>1,710,770</i>	<i>41,031</i>	<i>2.46%</i>
Total Requirements	\$4,042,005	\$4,137,741	\$4,343,494	\$4,331,508	(\$11,986)	(0.28%)
Full-Time Equivalents (FTE)	4.32	5.32	5.32	5.40	0.08	1.50%

Property Services - Support Services Fund
Resources

Interfund Transfers	\$549,504	\$542,792	\$680,252	\$553,265	(\$126,987)	(18.67%)
Subtotal Current Revenues	549,504	542,792	680,252	553,265	(126,987)	(18.67%)
Total Resources	\$549,504	\$542,792	\$680,252	\$553,265	(126,987)	(18.67%)

Requirements

Current Expenditures						
Personal Services	\$271,700	\$294,919	\$347,867	\$247,785	(\$100,082)	(28.77%)
Materials and Services	201,140	208,044	258,385	269,480	11,095	4.29%
Capital Outlay	76,664	39,829	74,000	36,000	(38,000)	(51.35%)
Subtotal Current Expenditures	549,504	542,792	680,252	553,265	(126,987)	(18.67%)
Total Requirements	\$549,504	\$542,792	\$680,252	\$553,265	(126,987)	(18.67%)
Full-Time Equivalents (FTE)	4.43	4.43	4.68	3.85	(0.83)	(17.74%)

	FY 2001-02 Audited Actuals	FY 2002-03 Audited Actuals	FY 2003-04 Adopted Budget	FY 2004-05 Requested Budget	Change from FY 2003-04 Adopted	
					Amount	Percent
Property Services - Total Resources						
<i>Beginning Fund Balance</i>	\$1,462,113	\$1,504,367	\$1,541,439	\$1,659,770	\$118,331	7.68%
Current Revenues						
Enterprise Revenue	535,805	560,875	562,556	526,834	(35,722)	(6.35%)
Interest Earnings	44,407	26,188	30,000	25,000	(5,000)	(16.67%)
Other Misc. Revenue	29,272	15,035	0	0	0	n/a
Interfund Transfers	2,519,912	2,574,068	2,889,751	2,673,169	(216,582)	(7.49%)
Subtotal Current Revenues	3,129,396	3,176,166	3,482,307	3,225,003	(257,304)	(7.39%)
Total Resources	\$4,591,509	\$4,680,533	\$5,023,746	\$4,884,773	(\$138,973)	(2.77%)
Requirements						
Current Expenditures						
Personal Services	\$493,338	\$549,578	\$654,416	\$573,864	(\$80,552)	(12.31%)
Materials and Services	748,750	745,999	854,895	941,825	86,930	10.17%
Capital Outlay	141,619	99,095	89,000	51,000	(38,000)	(42.70%)
Interfund Transfer	1,703,435	1,715,505	1,755,696	1,607,314	(148,382)	(8.45%)
Subtotal Current Expenditures	3,087,142	3,110,177	3,354,007	3,174,003	(180,004)	(5.37%)
<i>Ending Fund Balance</i>	<i>1,504,367</i>	<i>1,570,356</i>	<i>1,669,739</i>	<i>1,710,770</i>	<i>41,031</i>	<i>2.46%</i>
Total Requirements	\$4,591,509	\$4,680,533	\$5,023,746	\$4,884,773	(\$138,973)	(2.77%)
Full-Time Equivalents (FTE)	8.75	9.75	10.00	9.25	(0.75)	(7.50%)

Current Service Level Budget

The Property Services Division Current Service Level Budget includes the following changes from the FY 2003-04 Adopted Budget:

- A \$97,000 contribution for Renewal & Replacement was added.
- The Management Technician was increased to full time.
- Under the new agreement with MERC and City Center Parking for management of the parking garage, parking revenue will now be recognized in the Building Management fund. In addition, the expenses associated with this contract will be recorded in the Building Management fund. Materials and Services were increased by \$53,000 to allow sufficient appropriation for this change. There is a corresponding increase in Enterprise Revenue.
- During the current fiscal year, the Building Services Supervisor was reclassified from a Service Supervisor III to a Manager I.
- The Construction Manager position, budgeted at the level of Manager I is no longer included in the Property Services budget.

Issues:

The Proposed budget has been updated for changes to the agreement with MERC for management of the parking garage. Under the new agreement, the parking revenue, and the corresponding expenses are recognized in the Building Management fund and a monthly fee is paid to MERC for the management of the contract. The current agreement MERC has with City Center runs through March 31, 2005. At this time it is not known if the management of the parking garage will be included under the MERC parking contract, or under a separate contract after March 31st. This budget assumes the agreement continues through the end of the fiscal year.

FY 2004-05 Budget
Finance & Administrative Services – Risk Management Fund
Prepared By: Kathy Rutkowski
Date: March 8, 2004

Financial Summary:

	Audited Actual FY 2001-02	Audited Actual FY 2002-03	Adopted Budget FY 2003-04	Proposed Budget FY 2004-05	Change from FY 2003-04 Adopted	
					Amount	Percent
Resources						
<i>Beginning Fund Balance</i>	\$7,190,938	\$6,835,805	\$6,442,134	\$5,596,030	(\$846,104)	(13.13%)
Current Revenues						
Grants	0	0	10,000	10,000	0	0.00%
Enterprise Revenue	4,629,398	4,594,946	5,312,168	5,901,190	589,022	11.09%
Interest Earnings	254,094	136,428	140,000	100,912	(39,088)	(27.92%)
Other Misc. Revenue	72,709	31,752	0	0	0	n/a
Interfund Transfers:						
Interfund Reimbursements	648,290	694,017	1,000,000	1,327,998	327,998	32.80%
Internal Service Transfers	0	0	0	25,000	25,000	n/a
Subtotal Current Revenues	5,604,491	5,457,143	6,462,168	7,365,100	902,932	13.97%
Total Resources	\$12,795,429	\$12,292,948	\$12,904,302	\$12,961,130	\$56,828	0.44%
Requirements						
Current Expenditures						
Personal Services	\$301,772	\$292,343	\$303,522	\$133,692	(\$169,830)	(55.95%)
Materials and Services	5,657,852	5,982,041	7,318,836	8,038,881	720,045	9.84%
Contingency	0	0	500,000	500,000	0	0.00%
Subtotal Current Expenditures	5,959,624	6,274,384	8,122,358	8,672,573	550,215	6.77%
<i>Ending Fund Balance</i>	6,835,805	6,018,564	4,781,944	4,288,557	(493,387)	(10.32%)
Total Requirements	\$12,795,429	\$12,292,948	\$12,904,302	\$12,961,130	\$56,828	0.44%
Full-Time Equivalents (FTE)	3.85	3.70	3.50	1.80	(1.70)	(48.57%)

NOTES:

- (1) *The Financial Summary includes the Health & Welfare Program and Unemployment Programs that are now under the management responsibility of Human Resources.*
- (2) *In FY 2004-05 2.0 FTE were transferred to Human Resources in the Support Services Fund*

Highlights

- Transfers of 2.0 FTE to Human Resources to manage the Health & Welfare and Unemployment programs
- Adds 0.70 FTE Management Technician to the Worker Compensation program to restore administrative support lost with transfer of staff to the Human Resources Department. FTE was transferred from the former Business Support department.
- Premium, claims and contractual costs associated with the Health & Welfare and Unemployment programs remain in the Risk Management Fund
- The budget includes \$1.5 million in allocations for risk management costs as authorized by the Council last fall. \$1.328 million is reflected in the Risk Management Fund for costs associated with the liability and workers compensation programs, and \$172,000 in the Support Services Fund for administrative costs of the health & welfare program now under the management of the Human Resources department.
- The budget includes actuarial estimates for claims and outstanding liabilities. This is expected to result in about \$810,000 in planned claims expense underspending. When this underspending is combined with the contingency that is assumed not to be spent, the ending fund balance will be approximately \$5.598 million.

Outstanding Issue

Over the last several years risk management reserves have been drawn down below actuarially recommended levels. Following a presentation to the Council on the Risk Management Fund and its programs, the Council directed staff to research options for management of the fund and return later in the fiscal year for further discussion. The Chief Financial Officer is currently conducting a study of reserve levels and the management of reserve pools. Recommendations on how to manage this fund are expected to come to Council later this fiscal year.

FY 2004-05 Budget
Human Resources Department
Prepared By: Brad Stevens
Date: March 3, 2004

Financial Summary:

	FY 2001-02 Audited Actuals	FY 2002-03 Audited Actuals	FY 2003-04 Adopted Budget	FY 2004-05 Proposed Budget	Change from FY 2003-04 Adopted	
					Amount	Percent

Risk Management Fund - Health & Welfare and Unemployment Programs

Current Expenditures						
Personal Services	\$133,460	\$137,739	\$153,744	\$0	(\$153,744)	(100.00%)
Materials and Services	4,904,878	4,870,000	5,419,778	6,014,861	595,083	10.98%
Total Requirements	\$5,038,338	\$5,007,739	\$5,573,522	\$6,014,861	\$441,339	7.92%
Full-Time Equivalents (FTE)	1.80	1.80	1.80	0.00	(1.80)	(100.00%)

Support Services Fund - Human Resources

Current Expenditures						
Personal Services	\$629,318	\$656,545	\$779,982	\$973,953	\$193,971	24.87%
Materials and Services	123,882	150,621	173,700	148,370	(25,330)	(14.58%)
Total Requirements	\$753,200	\$807,166	\$953,682	\$1,122,323	\$168,641	17.68%
Full-Time Equivalents (FTE)	9.10	9.10	9.00	11.00	2.00	22.22%

Department Total - Human Resources

Current Expenditures						
Personal Services	\$762,778	\$794,284	\$933,726	\$973,953	\$40,227	4.31%
Materials and Services	5,028,760	5,020,621	5,593,478	6,163,231	569,753	10.19%
Total Requirements	\$5,791,538	\$5,814,905	\$6,527,204	\$7,137,184	\$609,980	9.35%
Full-Time Equivalents (FTE)	10.90	10.90	10.80	11.00	0.20	1.85%

NOTES:

- (1) The Financial Summary includes the Health & Welfare Program and the Unemployment Program which are now under the management responsibility of Human Resources.
- (2) 2.0 FTE and M&S for the Health & Welfare Program were transferred from the Risk Management Fund to the Support Services Fund.

Current Service Level Budget

The Human Resources Department Current Service Level Budget includes the following changes the 2003-04 fiscal year:

As a result of the non-represented Classification and Compensation study, the following positions in the Human Resources Department were reclassified:

- Two FTE – from Administrative Assistant III to Administrative Assistant II
- Two FTE – from Administrative Assistant IV to Program Analyst I
- Two FTE – from Program Analyst III to Program Analyst IV

The Health & Welfare and Unemployment programs were transferred from the former Business Support Department to the Human Resources Department.

- One FTE – Program Analyst IV (Program Analyst III prior to non-rep study), and one FTE – Management Technician were transferred from the Risk Management Fund to the Human Resources Department – Support Services Fund to manage the Health & Welfare and Unemployment programs

- **Materials & Services for the Health & Welfare and Unemployment programs were transferred from the Risk Management Fund to the Human Resources Department – Support Services Fund**
- **Premiums, claims and contractual costs associated with the Health & Welfare and Unemployment programs remain in the Risk Management Fund**
- **Administration of the Health & Welfare and Unemployment programs will be funded through the cost allocation plan rather than with Risk Management Fund balance**

FY 2004-05 Budget
Metropolitan Exposition Recreation Commission
MERC Operating Fund
Prepared By: Karen Feher
Date: March 3, 2004

Financial Summary:

Total MERC Operating	FY 2001-02 Audited Actual	FY 2002-03 Audited Actual	FY 2003-04 Adopted Budget	FY 2004-05 Proposed Budget	Change from FY 2003-04 Adopted	
					Amount	Percent
Resources						
<i>Beginning Fund Balance</i>	\$15,012,405	\$12,769,627	\$9,986,094	\$10,806,745	\$820,651	8.22%
Current Revenues						
Grants	12,725	0	0	0	0	0.00%
Local Government Shared Revenues	6,820,346	8,157,148	7,988,680	7,000,663	(988,017)	(12.37%)
Contributions from other Governments	650,000	310,861	324,635	331,128	6,493	2.00%
Enterprise Revenue	17,627,257	20,519,717	25,461,276	23,593,490	(1,867,786)	(7.34%)
Interest Earnings	340,947	168,752	206,281	69,503	(136,778)	(66.31%)
Donations	0	1,590	0	168,500	168,500	0.00%
Other Misc. Revenue	10,926	170,733	100,000	80,000	(20,000)	(20.00%)
Interfund Transfers:						
Internal Service Transfers	87,966	66,011	0	0	0	0.00%
Fund Equity Transfers	75,000	50,000	173,939	536,129	362,190	208.23%
Subtotal Current Revenues	25,625,166	29,444,812	34,254,811	31,779,413	(2,475,398)	(7.23%)
Total Resources	\$40,637,571	\$42,214,439	\$44,240,905	\$42,586,158	(\$1,654,747)	(3.74%)
Requirements						
Current Expenditures						
Personal Services	\$11,181,423	\$11,997,165	\$14,381,661	\$13,631,821	(\$749,840)	(5.21%)
Materials and Services	13,130,353	15,817,777	16,138,437	15,117,974	(1,020,463)	(6.32%)
Capital Outlay	0	0	0	0	0	0.00%
Debt Service	0	25,042	22,809	22,809	0	0.00%
Interfund Transfers:						
Internal Service Charges	1,561,315	1,698,426	2,052,621	2,161,931	109,310	5.33%
Fund Equity Transfers	1,994,853	2,904,491	1,642,322	1,325,864	(316,458)	(19.27%)
Contingency	0	0	1,222,561	1,155,854	(66,707)	(5.46%)
Subtotal Current Expenditures	27,867,944	32,442,900	35,460,411	33,416,253	(2,044,158)	(5.76%)
<i>Ending Fund Balance</i>	<i>12,769,627</i>	<i>9,771,539</i>	<i>8,780,494</i>	<i>9,169,905</i>	<i>389,411</i>	<i>4.43%</i>
Total Requirements	\$40,637,571	\$42,214,439	\$44,240,905	\$42,586,158	(\$1,654,747)	(3.74%)
Full-Time Equivalents (FTE)	153.70	181.91	171.05	151.05	(20.00)	(11.69%)

This budget is broken out to match the organizational operation of MERC as follows:

- MERC Administration
- Expo Center
- Oregon Convention Center
- Portland Center for the Performing Arts

These units are discussed separately after a general overview of the Metropolitan Exposition Recreation Commission (MERC) as a whole. MERC is appropriated at the Operating Fund level, not the individual division or facility level.

Resources:

Overall current resources are declining 7.23%. Even with measures implemented to preserve fund balance, MERC is relying on the usage of \$389,411 in fund balance to balance the requested FY 2004-05 budget. The loss of \$1.2 million in VDI funding is offset by cuts in other areas as well as some new revenue sources.

Local Government Shared Revenues reduction of \$988,017 is the result of the contractual \$750,000 reduction in Visitor Development Initiative (VDI) support for the Oregon Convention Center and the expectation that no funds will be available for Portland Center for the Performing Arts that has been receiving about \$530,000 from this source. For the budgeted year only, the City of Portland is promising to backfill this loss but can make no guarantee for the future. These reductions are offset by an expected 4.6% increase in Hotel Motel Tax receipts.

Contributions from other Governments, the funding from the City of Portland for PCPA is expected to grow 2%.

Enterprise Revenue is projected to fall 7.34% from the current budget. This reduction began in the current fiscal year from the continued downturn in the economy and is centered in the Oregon Convention Center and the Expo Center. To offset the downturn in the economy MERC has implemented several new revenue initiatives to increase resources while being ever conscious of those increases impact on competition. The current economic climate has Tier One convention centers completing with Tier Two centers such as OCC. PCPA has implemented the last phase of their user fee increase and began new ticketing services agreement.

Interest Earnings is projected to fall from continued low interest rates and the runoff of fund balance.

Donations are the expected new revenue generation from Front Row, the contracted firm to develop naming and sponsorship revenues for MERC.

Interfund Transfers: The two transfers in this category are the General Fund support to the Oregon Convention Center to meet the requirements of the VDI Intergovernmental Agreement (IGA) that limit growth in support services transfers to 5% per year, or 30% overall over the term of the agreement, and the transfer back of \$354,000 from MERC Pooled Capital Fund to help offset the Convention Center's fund balance runoff.

Expenditures:

Personal Services: Personal Services are budgeted to decline 5.21% from the current year's budget, and FTE will decrease by 20. This reflects action that was taken in FY 2003-04 to cut expenditures due to the continued slow economic recovery. The FTE cuts are 19 at the Convention Center and 2 at PCPA. The cutbacks were somewhat offset by the needed increases for merit and cola and the addition of one new staff member to the Administration Division.

Materials and Services: Declines in this category are also a reflection of the continued downturn in the economy requiring the implementation of many expenditure reductions to preserve fund balance. The scheduled declines are the result of the following management decisions:

- Reduce overall expenditures to match the current economy
- Hold marketing expenditures to contract mandated 1% level. Marketing partners Portland Oregon Visitors Association (POVA) and the Oregon Convention and Visitor Services Network (OCVSN) will not receive funding beyond 1% including the main marketing contract and the minority-marketing contract.
- Manage food and beverage contracts to improve profit margins
- Reduce parking expenditures by closely monitoring OCC parking and accounting for the potential impact of MAX at the Expo Center.

All capital expenditures are budgeted in MERC Pooled Capital Fund. With the completion of the Convention Center Expansion, most capital efforts are aimed at renewal and replacements, funded by naming rights and transfers from the various facilities.

Administration Division

	FY 2001-02 Audited Actual	FY 2002-03 Audited Actual	FY 2003-04 Adopted Budget	FY 2004-05 Proposed Budget	Change from FY 2003-04 Adopted	
					Amount	Percent
Resources						
<i>Beginning Fund Balance</i>	\$56,077	\$136,859	\$153,446	\$54,130	(\$99,316)	(64.72%)
Current Revenues						
Enterprise Revenue	4,608	9,061	4,000	4,080	80	2.00%
Interest Earnings	1,867	3,346	3,072	0	(3,072)	(100.00%)
Donations	0	0	0	168,500	168,500	0.00%
Other Misc. Revenue	233	278	0	0	0	0.00%
Interfund Transfers:						
Internal Service Transfers	1,040,100	1,113,851	1,097,480	1,192,196	94,716	8.63%
Fund Equity Transfers	0	0	0	0	0	0.00%
Subtotal Current Revenues	1,046,808	1,126,536	1,104,552	1,364,776	260,224	23.56%
Total Resources	\$1,102,885	\$1,263,395	\$1,257,998	\$1,418,906	\$160,908	12.79%
Requirements						
Current Expenditures						
Personal Services	\$805,190	\$819,622	\$946,164	\$975,010	\$28,846	3.05%
Materials and Services	206,559	284,530	188,500	287,571	99,071	52.56%
Internal Service Charges	(45,727)	0	0	0	0	0.00%
Contingency	0	0	45,384	46,880	1,496	3.30%
Subtotal Current Expenditures	966,022	1,104,152	1,180,048	1,309,461	129,413	10.97%
<i>Ending Fund Balance</i>	<i>136,863</i>	<i>159,243</i>	<i>77,950</i>	<i>109,445</i>	<i>31,495</i>	<i>40.40%</i>
Total Requirements	\$1,102,885	\$1,263,395	\$1,257,998	\$1,418,906	\$160,908	12.79%
Full-Time Equivalents (FTE)	10.00	10.50	10.00	11.00	1.00	10.00%

Resources

Resources for the Administration Division are scheduled to increase from \$94,716 additional transfers from the facilities and the expectation of expected Sponsorship Revenue generated by Front Row. The Sponsorship Revenue is in this division for several reasons. First, the allocation to the facilities will not be determined until the revenue is earned. Second, the commission has asked for close monitoring of this revenue source and the split between the facilities, which will be difficult to do.

Expenditures

Personal Services: Adding one FTE in the accounting area.

Materials and Services: The majority of the materials and services increase is the expected costs of the sponsorship program of \$90,571. The growth in this category is 4.7% net of Front Row costs.

Expo Center

	FY 2001-02 Audited Actual	FY 2002-03 Audited Actual	FY 2003-04 Adopted Budget	FY 2004-05 Proposed Budget	Change from FY 2003-04 Adopted	
					Amount	Percent
Resources						
<i>Beginning Fund Balance</i>	\$2,806,585	\$2,823,974	\$2,774,973	\$3,204,397	\$429,424	15.47%
Current Revenues						
Enterprise Revenue	4,904,020	5,141,428	6,394,466	5,738,321	(656,145)	(10.26%)
Interest Earnings	71,393	45,312	52,269	35,000	(17,269)	(33.04%)
Other Misc. Revenue	4,484	(1,519)	0	0	0	0.00%
Interfund Transfers:						
Intra Fund Transfers	(130,752)	(142,072)	(153,647)	(182,064)	(28,417)	18.49%
Fund Equity Transfers	10,500	7,000	0	0	0	0.00%
Subtotal Current Revenues	4,859,645	5,050,148	6,293,088	5,591,257	(701,831)	(11.15%)
Total Resources	\$7,666,230	\$7,874,123	\$9,068,061	\$8,795,654	(\$272,407)	(3.00%)
Requirements						
Current Expenditures						
Personal Services	\$1,062,774	\$1,189,725	\$1,301,286	\$1,345,539	\$44,253	3.40%
Materials and Services	2,564,952	2,737,161	2,937,390	2,676,691	(260,699)	(8.88%)
Interfund Transfers:						
Internal Service Charges	213,840	223,594	222,889	235,043	12,154	5.45%
Fund Equity Transfers	1,000,688	1,121,153	1,228,742	1,325,864	97,122	7.90%
Contingency	0	0	169,632	165,089	(4,543)	(2.68%)
Subtotal Current Expenditures	4,842,254	5,271,632	5,859,939	5,748,226	(111,713)	(1.91%)
<i>Ending Fund Balance</i>	<i>2,823,976</i>	<i>2,602,491</i>	<i>3,208,122</i>	<i>3,047,428</i>	<i>(160,694)</i>	<i>(5.01%)</i>
Total Requirements	\$7,666,230	\$7,874,123	\$9,068,061	\$8,795,654	(\$272,407)	(3.00%)
Full-Time Equivalents (FTE)	14.85	15.65	14.84	14.84	0.00	0.00%

Resources:

Enterprise Revenue: Enterprise Revenue is expected to decline from a re-evaluation of potential Food and Beverage revenue and a reduction in parking revenue based on the expected impact from the Max line. Expected revenues are budgeted more in line with FY 2002-03 actuals. Expo plans on launching an aggressive marketing campaign.

Expenditures:

Materials & Services: Materials and Services declines are from overall cost cutting measures to reduce expenditures and the reduction in Food and Beverage expenditures to match reduced expected revenue from that source.

Fund Equity Transfers: The \$97,122 increase in this area is scheduled debt service increase, and a small transfer to MERC Pooled Capital Fund for road maintenance. These funds are transferred to the General Revenue Bond Fund for payment.

Ending Fund Balance: The reduction to ending fund balance is less than budgeted contingency.

Oregon Convention Center

	FY 2001-02 Audited Actual	FY 2002-03 Audited Actual	FY 2003-04 Adopted Budget	FY 2004-05 Proposed Budget	Change from FY 2003-04 Adopted	
					Amount	Percent
Resources						
<i>Beginning Fund Balance</i>	\$9,413,820	\$7,534,093	\$4,485,334	\$4,328,256	(\$157,078)	(3.50%)
Current Revenues						
Local Government Shared Revenues	5,061,870	6,318,841	6,250,134	5,740,961	(509,173)	(8.15%)
Contributions from other Governments	350,000	0	0	0	0	0.00%
Enterprise Revenue	7,279,208	9,949,798	13,243,027	11,904,695	(1,338,332)	(10.11%)
Interest Earnings	224,492	106,751	102,000	15,000	(87,000)	(85.29%)
Other Misc. Revenue	20,720	34,736	100,000	80,000	(20,000)	(20.00%)
Interfund Transfers:						
Intra Fund Transfers	(534,348)	(576,281)	(570,690)	(605,308)	(34,618)	6.07%
Internal Service Transfers	87,966	66,011	0	0	0	0.00%
Fund Equity Transfers	39,000	26,000	173,939	536,129	362,190	208.23%
Subtotal Current Revenues	12,528,908	15,925,856	19,298,410	17,671,477	(1,626,933)	(8.43%)
Total Resources	\$21,942,728	\$23,459,948	\$23,783,744	\$21,999,733	(\$1,784,011)	(7.50%)
Requirements						
Current Expenditures						
Personal Services	\$5,304,390	\$6,089,679	\$7,808,193	\$7,148,550	(\$659,643)	(8.45%)
Materials and Services	8,090,960	10,537,368	10,509,926	9,655,587	(854,339)	(8.13%)
Debt Service	0	25,042	22,809	22,809	0	0.00%
Interfund Transfers:						
Internal Service Charges	842,401	881,328	1,157,221	1,214,129	56,908	4.92%
Fund Equity Transfers	170,891	1,783,338	413,580	0	(413,580)	(100.00%)
Contingency	0	0	734,127	676,971	(57,156)	(7.79%)
Subtotal Current Expenditures	14,408,642	19,316,754	20,645,856	18,718,046	(1,927,810)	(9.34%)
<i>Ending Fund Balance</i>	<i>7,534,086</i>	<i>4,143,193</i>	<i>3,137,888</i>	<i>3,281,687</i>	<i>143,799</i>	<i>4.58%</i>
Total Requirements	\$21,942,728	\$23,459,948	\$23,783,744	\$21,999,733	(\$1,784,011)	(7.50%)
Full-Time Equivalents (FTE)	96.05	131.80	120.62	101.62	(19.00)	(15.75%)

Resources:

Local Government Shared Revenues are declining from the reduction in the VDI funding to OCC from \$1,000,000 to \$250,000. OCC will receive one more year of operational support of \$300,000 in FY 2005-06. This reduction is only partially offset by an expected increase in Hotel Motel Tax of 4.6%.

Enterprise Revenue is budgeted to decline 10% over the current year budget, a decline of about 1.3 million. This forecast is based upon booked business impacted by the continued downturn of the economy and stiffer competition. Significant declines from the current year budget are as follows:

Revenue Account	FY 2003-04 Budget	FY 2004-05 Budget	Change	% Decline
Food Service	6,084,125	5,700,000	-384,125	-6.31%
Utility Services	2,240,887	1,984,191	-256,696	-11.46%
Parking	1,380,000	1,031,000	-349,000	-25.29%
Reimbursed Service	623,100	358,993	-264,107	-42.39%
Total	10,328,112	9,074,184	-1,253,928	-12.14%

Fund Equity Transfers include the transfer back of \$354,000 from MERC Pooled Capital fund moneys transferred from OCC Operating to complete projects to the existing Convention Center to make

it match the new addition. Many of those needed projects were incorporated into the expansion allowing these funds to be transferred back to help reduce the operating deficient. The other transfer is from the General Fund to adhere to the Schedule G of the Visitor Development Initiative IGA.

Expenditures:

Personal Services declines are from cutting 19 positions in the current fiscal year. This reduction brings the increase in staff from the expanded Convention Center down to 5.57 FTE (from FTE in FY 2001-02 to the requested budget). These reductions are somewhat offset by normal merit and cola increases.

Materials and Services are budgeted to decline 8.13% as the result of across-the-board belt tightening and reductions that are directly related to reduced expected revenues. Active negotiations are going on with food and beverage concessionaire to improve profit margins by increasing revenues and decreasing related expenditures.

Ending Fund Balance is expected to decline \$369,598 from beginning fund balance.

Portland Center for the Performing Arts

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	Change from	
	Audited Actual	Audited Actual	Adopted Budget	Proposed Budget	FY 2003-04 Adopted Amount	Percent
Resources						
<i>Beginning Fund Balance</i>	\$2,112,645	\$2,274,701	\$2,572,341	\$3,219,962	\$647,621	25.18%
Current Revenues						
Grants	12,725	0	0	0	0	0.00%
Local Government Shared Revenues	1,758,476	1,838,308	1,738,546	1,259,702	(478,844)	(27.54%)
Contributions from other Governments	300,000	310,861	324,635	331,128	6,493	2.00%
Enterprise Revenue	5,439,420	5,419,430	5,819,783	5,946,394	126,611	2.18%
Interest Earnings	43,195	13,343	48,940	19,503	(29,437)	(60.15%)
Other Misc. Revenue	(14,511)	137,238	0	0	0	0.00%
Interfund Transfers:						
Intra Fund Transfers	(375,000)	(395,498)	(373,143)	(404,824)	(31,681)	8.49%
Fund Equity Transfers	25,500	17,000	0	0	0	0.00%
Subtotal Current Revenues	7,189,805	7,342,272	7,558,761	7,151,903	(406,858)	(5.38%)
Total Resources	\$9,302,450	\$9,616,973	\$10,131,102	\$10,371,865	\$240,763	2.38%
Requirements						
Current Expenditures						
Personal Services	\$4,009,069	\$3,898,139	\$4,326,018	\$4,162,722	(\$163,296)	(3.77%)
Materials and Services	2,267,882	2,258,718	2,502,621	2,498,125	(4,496)	(0.18%)
Interfund Transfers:						
Internal Service Charges	550,801	593,504	672,511	712,759	40,248	5.98%
Fund Equity Transfers	200,000	0	0	0	0	0.00%
Contingency	0	0	273,418	266,914	(6,504)	(2.38%)
Subtotal Current Expenditures	7,027,752	6,750,361	7,774,568	7,640,520	(134,048)	(1.72%)
<i>Ending Fund Balance</i>	<i>2,274,698</i>	<i>2,866,612</i>	<i>2,356,534</i>	<i>2,731,345</i>	<i>374,811</i>	<i>15.91%</i>
Total Requirements	\$9,302,450	\$9,616,973	\$10,131,102	\$10,371,865	\$240,763	2.38%
Full-Time Equivalent (FTE)	26.55	23.96	25.59	23.59	(2.00)	(7.82%)

Resources:

Local Government Shared Revenues are expected to decline \$478,844, which is the reduction in VDI support offset by a 4.6% expected increase in Hotel Motel Tax.

Enterprise Revenues are expected to grow \$160,000 from the implementation of a user fee and an increase in rental rates. These increases are offset by an expected reduction in Broadway shows from eight weeks, down two weeks from the current budget.

Of note, Center Stage is planning a facility in Northwest Portland. This is to have no impact on FY 2004-05, but in future years PCPA could lose \$60,000 in base rental for office space that they expect to make up in the higher rental they can charge for show days freed up by the lower rental Center Stage.

Expenditures:

Personal Services are budgeted to decline 3.77% from the reduction of 2 FTE.

Materials and Services are expected to remain about the same as the current fiscal year. General cost savings related to reductions in costs of facility rental are offset by expected increases in Food and Beverage costs that are more in line with actual expenditures in FY 2002-03.

Fund Balance is budgeted to decline \$221,703.

Issues:

- The Convention Center resources are insufficient to meet ongoing costs in spite of diligent management of expenditures and aggressive marketing of the facility. The Johnson Study indicates that compared to other facilities of its size, the Convention Center receives less subsidy support and is the only facility that charges taxes on its enterprise revenues. The cuts made in the current fiscal year are deeper than what should have been made for ongoing operations (no renewal and replacement contributions, staffing at close to the same level as before the expansion). Negotiations with the City of Portland and Multnomah County should be immediately implemented to see if any continued support could come from the Visitor Development funding or find other funding sources available to support this facility.
- In addition to the above, it is important that the Headquarters Hotel go forward. In order to compete with other facilities, adequate room availability in close proximity of the Convention Center is essential.
- No funding is available for any facility to provide for renewal and replacement reserves, they continue to operate on a pay-as-you-go basis. PCPA has the biggest cushion for this need, a \$3.3 million fund balance in the Oregon Community Trust Fund and some capital support from the City of Portland.

MERC Pooled Capital Fund

	FY 2001-02 Audited Actual	FY 2002-03 Audited Actual	FY 2003-04 Adopted Budget	FY 2004-05 Proposed Budget	Change from FY 2003-04 Adopted	
					Amount	Percent
Resources						
<i>Beginning Fund Balance</i>	\$3,550,683	\$4,663,986	\$2,017,297	\$4,089,622	\$2,072,325	102.73%
Current Revenues						
Grants	0	18,500	0	0	0	0.00%
Local Government Shared Revenues	0	169,704	0	0	0	0.00%
Contributions from other Governments	634,563	2,400,803	3,208,931	321,484	(2,887,447)	(89.98%)
Interest Earnings	114,182	78,651	98,220	67,779	(30,441)	(30.99%)
Donations	0	0	527,520	627,775	100,255	19.00%
Other Misc. Revenue	100	12,607	0	0	0	0.00%
Interfund Transfers:						
Fund Equity Transfers	1,006,210	1,804,489	253,580	372,356	118,776	46.84%
Subtotal Current Revenues	1,755,055	4,484,754	4,088,251	1,389,394	(2,698,857)	(66.01%)
Total Resources	\$5,305,738	\$9,148,740	\$6,105,548	\$5,479,016	(\$626,532)	(10.26%)
Requirements						
Current Expenditures						
Personal Services	\$39,033	\$504,516	\$493,048	\$427,410	(\$65,638)	(13.31%)
Materials and Services	6,472	31,158	35,000	10,000	(25,000)	(71.43%)
Capital Outlay	596,247	4,133,619	2,389,580	2,250,600	(138,980)	(5.82%)
Interfund Transfers:						
Fund Equity Transfers	0	0	0	354,000	354,000	0.00%
Contingency	0	0	750,000	500,000	(250,000)	(33.33%)
Subtotal Current Expenditures	641,752	4,669,293	3,667,628	3,542,010	(125,618)	(3.43%)
<i>Ending Fund Balance</i>	<i>4,663,986</i>	<i>4,479,447</i>	<i>2,437,920</i>	<i>1,937,006</i>	<i>(500,914)</i>	<i>(20.55%)</i>
Total Requirements	\$5,305,738	\$9,148,740	\$6,105,548	\$5,479,016	(\$626,532)	(10.26%)
Full-Time Equivalents (FTE)	0.55	6.29	5.95	4.95	(1.00)	(16.81%)

All capital expenditures for MERC are included in this fund. Expenditures for FY 2004-05 include the continued spending of funding provided by naming rights.

Oregon Convention Center

Resources

	FY 2001-02 Audited Actual	FY 2002-03 Audited Actual	FY 2003-04 Amended Budget	FY 2004-05 Proposed Budget	Change from FY 2002-03 Adopted	
					Amount	Percent
<i>Beginning Fund Balance</i>	\$97,433,173	\$45,769,532	\$1,564,870	\$255,000	(\$1,309,870)	(83.70%)
Current Revenues						
Enterprise Revenue		750,000	0	0	0	0.00%
Interest Earnings	3,105,408	478,199	130	0	(130)	(100.00%)
Donations		750,000	0	0	0	0.00%
Other Misc. Revenue	119		0	0	0	0.00%
Bond and Loan Proceeds			0	0	0	0.00%
Fund Equity Transfers	24,786	21,138	260,000	0	(260,000)	(100.00%)
Subtotal Current Revenues	3,130,313	1,999,337	260,130	0	(260,130)	(100.00%)
Total Resources	\$100,563,486	\$47,768,869	\$1,825,000	\$255,000	(\$1,570,000)	(86.03%)
Requirements						
Current Expenditures						
Personal Services	\$408,246	\$447,227	\$116,300	\$0	(\$116,300)	(100.00%)
Materials and Services	12,062	5,740	2,300	0	(2,300)	(100.00%)
Capital Outlay	54,150,653	45,185,010	1,706,400	0	(1,706,400)	(100.00%)
Interfund Transfers:						
Internal Service Charges	222,993	191,773	0	0	0	0.00%
Fund Equity Transfers			0	255,000	255,000	0.00%
Subtotal Current Expenditures	54,793,954	45,829,750	1,825,000	255,000	(1,570,000)	(86.03%)
<i>Ending Fund Balance</i>	<i>45,769,532</i>	<i>1,939,119</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0.00%</i>
Total Requirements	\$100,563,486	\$47,768,869	\$1,825,000	\$255,000	(\$1,570,000)	(86.03%)
Full-Time Equivalents (FTE)	4.75	4.80	3.25	0.00	(3.25)	(100.00%)

A small amount is budgeted for FY 2004-05 to allow the transfer of any remaining funds in this fund at the end of FY 2003-04.



METRO

PEOPLE PLACES
OPEN SPACES

**FY 2004-05 Budget Review
Oregon Zoo**

Prepared By: Casey Short

Date: March 3, 2004

Financial Summary:

Zoo Operating Fund

	FY 2000-01 Audited Actual	FY 2001-02 Audited Actual	FY 2002-03 Audited Actual	FY 2003-04 Amended Budget	FY 2004-05 Proposed Budget	Change from FY 2003-04 Adopted	
						Amount	Percent
RESOURCES							
Fund Balance	9,873,773	7,909,030	6,543,031	5,202,233	6,005,062	802,829	15.43%
Real Property Taxes	7,589,036	8,094,915	8,375,766	8,822,490	8,933,904	111,414	1.26%
Grants	20,890	63,438	102,092	0	77,000	77,000	n/a
Enterprise Revenues	11,780,501	11,531,117	11,454,576	13,114,025	13,975,534	861,509	6.57%
Interest Earnings	686,947	266,930	139,127	104,045	90,076	(13,969)	(13.43%)
Donations	648,746	766,883	1,193,224	1,232,000	912,500	(319,500)	(25.93%)
Other Misc. Revenues	(48,348)	55,456	61,752	29,756	49,907	20,151	67.72%
TOTAL RESOURCES	\$30,551,545	\$28,687,769	\$27,869,568	\$28,504,549	\$30,043,983	\$1,539,434	5.40%
REQUIREMENTS							
Personal Services	11,249,299	12,066,748	12,229,008	13,032,647	12,759,222	(273,425)	(2.10%)
Materials & Services	6,791,617	7,468,211	6,824,656	7,351,770	8,376,600	1,024,830	13.94%
Capital Outlay	369,092	147,675	333,316	268,600	85,700	(182,900)	(68.09%)
Capital Projects	0	0	140,090	0	0	0	n/a
Interfund Transfers	4,232,507	2,462,104	2,440,436	2,600,295	2,790,366	190,071	7.31%
Contingency	0	0	0	1,000,000	1,000,000	0	0.00%
Unappropriated Balance	7,909,030	6,543,031	5,902,062	4,251,237	5,032,095	780,858	18.37%
TOTAL REQUIREMENTS	\$30,551,545	\$28,687,769	\$27,869,568	\$28,504,549	\$30,043,983	\$1,539,434	5.40%
FTE	162.60	167.03	169.73	159.23	150.35	(8.88)	(5.58%)

Zoo Capital Fund

	FY 2000-01 Audited Actual	FY 2001-02 Audited Actual	FY 2002-03 Audited Actual	FY 2003-04 Amended Budget	FY 2004-05 Requested Budget	Change from FY 2003-04 Adopted	
						Amount	Percent
RESOURCES							
Fund Balance	4,790,516	6,207,658	6,880,060	6,110,661	3,698,288	(2,412,373)	(39.48%)
Interest Earnings	309,341	164,199	90,781	122,213	55,474	(66,739)	(54.61%)
Donations	457,658	816,979	355,589	2,000,000	1,100,000	(900,000)	(45.00%)
Other Misc. Revenues	0	230,364	0	0	0	0	n/a
Interfund Transfers	2,000,000	0	0	0	0	0	n/a
TOTAL RESOURCES	\$7,557,515	\$7,419,200	\$7,326,430	\$8,232,874	\$4,853,762	(\$3,379,112)	(41.04%)
REQUIREMENTS							
Personal Services	32,128	0	0	96,819	74,481	(22,338)	(23.07%)
Materials & Services	159,513	0	0	0	0	0	n/a
Capital Projects	1,158,216	539,140	938,862	4,742,862	3,000,000	(1,742,862)	(36.75%)
Contingency	0	0	0	500,000	500,000	0	0.00%
Unappropriated Balance	6,207,658	6,880,060	6,407,568	2,893,193	1,279,281	(1,613,912)	(55.78%)
TOTAL REQUIREMENTS	\$7,557,515	\$7,419,200	\$7,346,430	\$8,232,874	\$4,853,762	(\$3,379,112)	(41.04%)
FTE	1.00	0.00	0.00	1.00	1.00	0.00	0.00%

Financial Highlights:

ZOO OPERATING FUND

The budget is balanced, with no draw on fund balance, as directed by the Council President.

- Fund balance includes \$550,000 for PERS reserve
- Revenue assumptions include:
 - Admissions
 - \$0.50 increase in admission price (January, 2005)
 - Increase in membership revenue (tied to admission price)
 - Replacement of Free Tuesday with "\$2 Tuesday"
 - Increase in school group rate
 - Lower than normal growth in property tax revenue (1.3% increase over 03-04 budget)
 - Improvements budgeted in education, retail, and catering revenue
 - Attendance assumed at 1,295,000, up 20,000 from 03-04 assumption
 - Increase of \$184K from budgeting Simulator proceeds under enterprise revenue
 - The Winged Wonders butterfly exhibit will resume in May 2005, with projected revenue increase of \$75,000
 - A Summer Cultural Festival is added, with revenues of \$57,000 slightly exceeding expenditures
 - Contributions/Donations down \$320K
 - Net revenue from Simulator and Butterflies was budgeted under "Donations" in 2003-04; their gross revenue is included as enterprise revenue in 04-05
 - Budget includes \$100,000 in operating support from the Oregon Zoo Foundation, in addition to the Foundation's capital and membership-based support.
 - Fundraising is focused on capital projects, especially Condors, which is in the Capital Fund.
- Paid Parking
 - Zoo staff has prepared an analysis of projected revenues and expenses for implementing paid parking. This was requested by the Council President, who asked for the analysis as a possible alternative to the proposed admission fee increase. The analysis indicated that revenue would slightly exceed implementation costs in FY 2004-05, but that revenue reductions and validation expenses would result in a net revenue loss. It is also unlikely that agreement among the parking lot partners would be concluded in time to implement paid parking in 04-05.
- Personal Services decreases \$273,000 (2.1%), in order to balance the budget
 - Elimination of 8.88 FTE
 - 7 positions (6.0 FTE) vacant or expected to be vacant
 - No merit increases for non-represented staff
 - Analyst V position added to manage projects (implementing in 03-04)
 - Service Supervisor position added for Condors
 - Part-time Keeper included for Winged Wonders (0.17 FTE – half a keeper position for 2 months)

- Materials & Services increases 13.9% (\$1,025,000)
 - Retail contract with Aramark and Simulator budgeted directly
 - Net increase of \$619,000 (\$552,000 for retail; \$67,000 for simulator)
 - Utilities increase \$220,000
 - Water/sewer increase of \$258,000, of which \$86,000 due to anticipated rate increase, and \$172,000 due to increased consumption.
 - Natural gas decrease of \$41,000.
 - Animal food increase of \$88,550
 - \$50,000 for condors
 - Increase of \$51,000 for Summer Cultural Festival
 - Cuts to capital maintenance (\$33,000)
 - Numerous smaller cuts made to balance budget
- Capital Outlay reduced \$183,000 (68%) to meet balanced budget requirement
 - No contribution to Renewal & Replacement
 - No replacement of aging equipment
- Interfund Transfers increase 7.3%
 - Risk Management transfer up 59% (\$132,000)
 - Support Services increase 4% (\$74,000)
 - Decrease of \$15,000 to General Revenue Bond Fund for debt service
- Other items of note
 - Condor facility operating costs of \$215,000
 - Closure of Center for Species Survival
 - Elimination of night keeper shift
 - Winged Wonders projects \$16,000 operating deficit for 04-05. Deficit reflects start-up costs; the exhibit is expected to more than make up this deficit in the following year, with net revenues of \$67,000.
 - Includes Capital Asset Management Policies inventory

ZOO CAPITAL FUND

Resources include \$1.1 million in donations

- \$800,000 for Condors
- \$300,000 for Great Northwest

Two projects

- Next phase of Condors - \$800,000
- Intro to Forest (Great NW) - \$2.2 million



METRO

**PEOPLE PLACES
OPEN SPACES**

**FY 2004-05 Budget
Planning Department
Prepared By: Kathy Rutkowski
Date: March 4, 2004**

Financial Summary:

	Audited Actuals FY 2001-02	Audited Actual FY 2002-03	Adopted Budget FY 2003-04	Amended Budget FY 2003-04	Proposed Budget 2004-05	Change from FY 2003-04 Amended	
						Amount	Percent
Resources							
<i>Beginning Fund Balance</i>	\$2,321,341	\$1,999,360	\$654,431	\$654,431	\$485,896	(\$168,535)	(25.75%)
Current Revenues							
Grants	9,735,097	6,127,328	12,895,064	12,895,064	8,315,301	(4,579,763)	(35.52%)
Local Government Shared Revenues	21,320	13,635	0	0	0	0	n/a
Enterprise Revenue	499,359	364,840	543,480	543,480	5,184,088	4,640,608	853.87%
Interest Earnings	105,627	53,098	0	0	135,000	135,000	n/a
Other Misc. Revenue	11,288	0	14,536	14,536	31,000	16,464	113.26%
Interfund Transfers:							
Internal Service Transfers	430,302	462,804	471,145	471,145	458,145	(13,000)	(2.76%)
Interfund Loan	300,000	0	0	0	0	0	n/a
Fund Equity Transfers	3,966,110	4,209,339	4,172,311	4,172,311	4,054,761	(117,550)	(2.82%)
Subtotal Current Revenues	15,069,103	11,231,044	18,096,536	18,096,536	18,178,295	81,759	0.45%
Total Resources	\$17,390,444	\$13,230,404	\$18,750,967	\$18,750,967	\$18,664,191	(\$86,776)	(0.46%)
Requirements							
Current Expenditures							
Personal Services	\$6,165,458	\$6,382,522	\$7,194,265	\$7,262,224	\$6,855,058	(\$407,166)	(5.61%)
Materials and Services	6,705,608	2,394,103	8,561,505	8,561,505	8,857,565	296,060	3.46%
Capital Outlay	223,161	0	54,200	54,200	47,000	(7,200)	(13.28%)
Debt Service	47,452	40,773	44,212	44,212	0	(44,212)	(100.00%)
Interfund Transfers:							
Interfund Reimbursements	2,145,715	2,358,215	2,331,186	2,331,186	2,189,991	(141,195)	(6.06%)
Interfund Loan	103,690	103,898	106,100	106,100	0	(106,100)	(100.00%)
Contingency	0	0	369,499	301,540	474,577	173,037	57.38%
Subtotal Current Expenditures	15,391,084	11,279,511	18,660,967	18,660,967	18,424,191	(236,776)	(1.27%)
<i>Ending Fund Balance</i>	<i>1,999,360</i>	<i>1,950,893</i>	<i>90,000</i>	<i>90,000</i>	<i>240,000</i>	<i>150,000</i>	<i>166.67%</i>
Total Requirements	\$17,390,444	\$13,230,404	\$18,750,967	\$18,750,967	\$18,664,191	(\$86,776)	(0.46%)
Full-Time Equivalents (FTE)	80.25	79.00	79.60	80.10	74.00	(6.10)	(7.62%)

Highlights:

- Significant reduction in grant revenues and increase in enterprise revenues is primarily a technical issue of the reclassification of TOD program revenues from grants to contract revenue.
- Interest income is on TOD funds received from TriMet
- Internal service transfers recognize revenue received from departments for DRC services. Transfers from the Solid Waste & Recycling Department have been reduced by \$100,000 while transfers from the Regional Parks & Greenspaces department have increased by \$87,000. Of the increase received from the Regional Parks Department, \$75,000 is funded with the proposed new excise tax levy dedicated to the Regional Parks Department.
- Base excise tax allocations from the General Fund have remained flat. The reduction of \$117,550 in Fund Equity Transfers reflects two one-time only project allocations - \$100,000 for Centers study and \$17,550 for ESEE peer review.

**FY 2004-05 Budget
Planning Department
Prepared By: Kathy Rutkowski
Date: March 4, 2004**

- FTE reduction of 6.10 is the net of a variety of position changes. Major position changes include:

<u>Position</u>	<u>Pos. #</u>	<u>FTE</u>	<u>Comment</u>
<u>FTE Reductions:</u>			
✓ Program Director II	493	(1.00)	Regional Planning – funding placed in contingency pending further review
✓ Program Director I	492	(1.00)	Technical Services, Travel Forecasting – Incumbent retired, portion of salary placed in materials & services for consulting as needed (approx. \$85,000)
✓ Sr. Regional Planner	320	(1.00)	Community Development – reduced funding, anticipated that the position will be vacated by the end of the current fiscal year.
✓ Assoc. Transportation Planner	none	(1.00)	Corridor Planning – Grant funded. Anticipated project and funding did not materialize. Other work less than anticipated and absorbed by existing staff. Position never filled. (vacant)
✓ Assoc. Public Involve. Spec.	521	(1.00)	Public Involvement – Grant funded. Anticipated project and funding did not materialize. Other work less than anticipated and absorbed by existing staff. Position never filled. (vacant)
✓ Asst. Regional Planner	346	(1.00)	Regional Planning (Affordable Housing) – reduction in program from initial request.
✓ Assoc. Regional Planner	341	(0.40)	Long-Range Planning – reduced funding, position to be eliminated at completion of Goal 5 work.
✓ Office Assistant	952	(0.50)	Administration – position never filled. In current year this FTE is being used to fill Senior Management Analyst in Regional Transportation Planning on a part-time basis (see position #504 below).
✓ Assoc. Public Involve. Spec.	n/a	(0.50)	Public Involvement – temporary reassignment of staff in FY 2003-04. Incumbent returned to position in Public Affairs.
<i>FTE Reductions</i>		<u>(7.40)</u>	
<u>FTE Increases:</u>			
✓ Manager I	502	0.10	Corridor Planning – additional workload, grant funded, increases position back to full time.
✓ Senior Trans. Planner	510	0.20	Regional Trans. Planning – additional workload, grant funded, increases position back to full time.
✓ Senior Management Analyst	504	1.00	Regional Trans. Planning – additional workload for maintenance of TIP database, grant funded. In current year filled on part-time basis using vacant Office Assistant FTE (see Office Assistant position #952 above).
<i>FTE Increases</i>		<u>1.30</u>	

- Management of public affairs staff budgeted in the Planning Fund is being transferred to the Public Affairs department effective this fiscal year. Budget will remain in the Planning Fund due to grant funding constraints (over two-thirds of the resources funding these staff are restricted in nature).

**FY 2004-05 Budget
 Planning Department
 Prepared By: Kathy Rutkowski
 Date: March 4, 2004**

- Budget includes PERS reserve for non-grant funded salaries only. Full funding of PERS reserve on grant funded projects would have the following impact on excise tax:
 - ✓ Direct cost of Planning Department salaries - \$183,724 additional impact on excise tax
 - ✓ Indirect cost of increased disallowed costs - \$57,795 additional impact on excise tax
- The current fiscal year - FY 2003-04 - is the last year of debt service on the outstanding capital lease and the last year of interfund loan repayments to the Solid Waste Department. In FY 2001-02, the Planning Department borrowed \$300,000 from the Solid Waste Revenue Fund to finance the purchase of equipment for the TranSims computer system.
- There are project changes throughout the budget. A comparison of the FY 2003-04 Adopted Budget by project to the FY 2004-05 Proposed budget by project is attached. Examples of changes:
 - ✓ Periodic Review transitions to base level "Big Look" – a five-year planning process to evaluate the region's growth management policies, test new policies, designate new areas for urban uses and adopt policies to encourage redevelopment. In addition, centers planning has been incorporated primarily into the "Big Look" with a small portion into the TOD program. The following table is a comparison of the three projects:

	FY 2003-04 Adopted Budget			FY 2004-05 Proposed Budget			Change from FY 2003-04		
	FTE	TOTAL EXPENSES	EXCISE TAX	FTE	TOTAL EXPENSES	EXCISE TAX	FTE	TOTAL EXPENSES	EXCISE TAX
Center Planning	2.26	452,000	427,000	-	-	-	(2.26)	(452,000)	(427,000)
Periodic Review	4.26	630,000	600,000	-	-	-	(4.26)	(630,000)	(600,000)
The Big Look	-	-	-	4.79	937,000	764,000	4.79	937,000	764,000
TOD Centers	-	-	-	0.50	42,000	42,000	0.50	42,000	42,000
TOTAL	6.51	\$ 1,082,000	\$ 1,027,000	5.29	\$ 979,000	\$ 806,000	(1.22)	\$ (103,000)	\$ (221,000)

- ✓ Affordable Housing project increases from \$71,000/0.58 FTE to \$202,000/1.00 FTE. The total budget is excise tax funded.
- ✓ Goal 5 Planning is reduced from a total budget of \$1,104,000/6.9 FTE (\$864,000 in excise tax) to \$814,000/5.6 FTE (\$814,000 in excise tax)
- The Regional Travel Options program is included in the budget at 1.18 FTE and \$702,000. The program is grant funded. The majority of the funding is budgeted in materials & services with approximately \$496,000 in contract services including implementation of the marketing and evaluation functions.
- The Council President has included two Budget Notes on the Planning Department in the Proposed Budget:

Budget Note #1: The Chief Operating Officer is requested to implement the marketing and evaluation functions of the new Regional Travel Options program by retaining the services of a professional advertising, marketing, or public relations firm or non-profit organization. The contract(s) for these services shall be subject to Council approval regardless of amount.

Budget Note #2: Up to \$55,000 of materials & services in the Planning Department budget is expressly designated for consulting, presentations, research, or other materials or services related to housing prices and housing affordability in the region. Contract(s) for these services shall be subject to Council approval regardless of amount.

- A list of highlights by section within the Planning Department is attached to this overview.

**Attachment #1
FY 2004-05 Planning Department Budget
Highlights by Section**

The Planning Department's FY 2004-0505 budget proposal, if approved, includes the following highlights:

Long Range Planning Section

- Completing Metro Council adoption and LCDC acknowledgment of Goal 5 Fish and Wildlife Habitat Protection Program.
- Initiating implementation of non-regulatory elements and local government compliance with regulatory elements of the Fish and Wildlife Habitat Protection Program.
- Reconvening HTAC, review region's progress in providing affordable housing and identify future directions for accomplishing housing affordability goals.
- Preparing for the third edition of the Performance Measures Report by completing complex data analysis that has not previously been completed.
- Participating with the Regional Emergency Management Group to continue to seek coordination and funding to support emergency management planning.
- Defining an approach to initiate Regional Storm water Management Planning.
- Participating in the Regional Water Supply Consortium.

Community Development Section

- Initiating the "2040 Revisit" planning process.
- Maintaining an up-to-date Regional Framework Plan, Functional Plan and Metro Code texts, and responding to stated requirements.
- Providing technical assistance and land-use planning leadership in regional, town center and main-street planning projects.
- Providing technical assistance and land-use planning leadership in comprehensive plan projects within areas being added to the UGB.
- Ensuring compliance with Urban Growth Management Functional Plan (Functional Plan) requirements and conditions.
- Administering Metro annexations and quasi-jurisdictional UGB amendments.

Regional Transportation Planning Section

- Providing technical support for ongoing Joint Policy Advisory Committee on Transportation and Metro Council discussion of a regional transportation funding measure.
- Completing the 2006-09 Metropolitan Transportation Improvement Plan (MTIP).
- Initiating a major update to the Regional Transportation Plan (RTP), to be completed in 2007.
- Completing the first phase of transition activities called for in the Regional Travel Options Strategic Plan.
- Continuing involvement in local transportation project conception, funding, and design to implement livable streets policies, with an emphasis on "boulevard" projects funded through the MTIP program.

Attachment #1
FY 2004-05 Planning Department Budget
Highlights by Section

- Working in partnership with the Oregon Department of Transportation (ODOT) and Clackamas County to develop a concept plan for the Damascus area that establishes a land use and transportation framework for urbanization.

Corridor Planning Division

- Completing the South Corridor's Final Environmental Impact Statement and advancing the project into final design.
- Completing Highway 217 Corridor plan and advancing a project into the environmental process.
- Formalizing Regional Freight Committee as subcommittee to the Transportation Policy Advisory Committee (TPAC); commencing a major review of freight policies, projects and criteria as part of the next RTP and MTIP.
- Continue supporting Willamette Shoreline Consortium with technical analysis, management of the right-of-way, and coordination of intergovernmental agreements.
- Initiating the Willamette Shore Rail/Trail Study.
- Participate in the I-5/99W and Sunrise Corridor Studies.

Data Resource Center

- Updating the base data on land use, population, employment, vacant land, natural resources land, aerial photography, etc.
- Providing quality Geographic Information System products and services to Metro-wide programs, subscribing jurisdictions, TriMet, the Oregon Department of Transportation and Storefront customers (private-sector businesses and the general public).
- Providing quality Geographic Information System products and services to Metro-wide programs, subscribing jurisdictions, TriMet, the Oregon Department of Transportation and Storefront customers (private-sector businesses and the general public).
- Maintaining timely and high-quality economic and demographic analysis and reports to support Metro program needs.
- Seeking grant funding for research using the MetroScope model.
- Using the Internet and the Storefront to market services and distribute data.

Travel Forecasting Section

- Continuing to update and refine existing travel forecasting models; continuing to serve on TRANSIMS coordination teams.
- Providing travel-forecasting assistance to ODOT, TriMet, the Port of Portland, and cities and counties within this region in terms of staff support, access to the EMME/2 Transportation Planning Software via external connections, as well as training on topics of software use and demand-modeling theory.

Attachment #1
FY 2004-05 Planning Department Budget
Highlights by Section

- Participating on the Oregon Modeling Steering Committee with particular emphasis on: (1) the potential fielding of a longitudinal panel survey and (2) the integration of statewide modeling tools with those at the regional level.

Centers/Transit Oriented Development Division

- Implement designated transit oriented development projects adjacent to Light Rail, funded through the Transit Oriented Development (TOD) Program.
- Initiating an expansion of the TOD Program to all Regional and Town Centers.
- Serving as a resource for development proposals in Centers region-wide.

Administration

- Preparing and managing the department budget, personnel actions, programs and products.
- Preparing documentation to Federal Highway Administration, Federal Transit Administration and other funding agencies such as quarterly narrative and financial reports.
- Preparing monthly progress reports to the TPAC.
- Staffing committees including minutes, agendas and documentation.
- Executing, administering, ensuring compliance, tracking and monitoring contracts, grants and agreements.
- Preparing the 'Single Audit' responsibility for Planning grants.

FY 2004-05 PLANNING FUND BUDGET
COMPARISON OF FY 2004-05 PROPOSED TO FY 2003-04 ADOPTED (by project)

SECTION/PROJECT	FY 2003-04 ADOPTED BUDGET				FY 2004-05 PROPOSED BUDGET				CHANGE FROM FY 2003-04 ADOPTED			
	FTE (1)	TOTAL EXPENSES	EXCISE TAX (2)	GRANTS	FTE	TOTAL EXPENSES	EXCISE TAX	GRANTS	FTE	TOTAL EXPENSES	EXCISE TAX	GRANTS
Summary by Section												
Administration	7.44	1,170,506	898,541	271,468	8.20	1,433,857	943,481	340,376	0.76	263,352	44,940	68,909
Travel Forecasting	7.51	1,257,813	112,698	1,021,089	4.10	1,032,639	24,489	876,850	(3.41)	(225,174)	(88,209)	(144,239)
Data Resource Center	12.14	1,734,594	363,754	351,261	11.81	1,594,094	405,254	202,209	(0.33)	(140,499)	41,500	(149,052)
Regional Planning	12.51	2,514,701	85,241	2,388,902	14.12	2,942,100	139,784	2,677,201	1.61	427,398	54,543	288,299
Community Development	8.72	1,376,501	1,316,500	-	7.28	1,345,000	1,122,000	123,000	(1.44)	(31,501)	(194,500)	123,000
Long Range Planning	10.39	1,434,850	1,284,850	-	8.15	1,246,000	1,246,000	-	(2.25)	(188,850)	(38,850)	-
Corridor Planning	18.31	4,313,002	80,727	4,213,345	17.35	4,223,503	96,753	4,090,664	(0.96)	(89,499)	16,026	(122,681)
TOD	2.72	4,949,000	30,000	4,649,000	3.00	4,847,000	77,000	5,000	0.28	(102,000)	47,000	(4,644,000)
TOTAL PLANNING	79.74	18,750,968	4,172,311	12,895,065	74.00	18,664,193	4,054,761	8,315,300	(5.74)	(86,775)	(117,550)	(4,579,764)
Summary by Project												
ADMINISTRATION												
Mgmt & Coord M&S/Excise Tax	3.73	544,000	544,000	-	3.90	595,004	595,004	-	0.18	51,004	51,004	-
Lobbyist		15,000	15,000	-		15,000	15,000	-	-	-	-	-
Disallowed @ 2.63		189,165	189,165	-		187,609	187,609	-	-	(1,556)	(1,556)	-
Union	0.05	6,000	6,000	-	0.05	6,445	6,445	-	-	445	445	-
Grants Management	3.52	391,343	122,548	268,296	4.10	458,000	120,795	337,205	0.59	66,657	(1,753)	68,909
Public Involvement	0.02	3,500	3,500	-	0.03	4,000	4,000	-	0.01	500	500	-
Environmental Justice	0.05	7,999	4,828	3,172	0.03	6,000	2,828	3,172	(0.02)	(1,999)	(2,000)	-
PI Growth Mgmt	0.03	8,500	8,500	-	0.04	6,800	6,800	-	0.01	(1,700)	(1,700)	-
Info Requests Growth Mgmt	0.05	5,000	5,000	-	0.05	5,000	5,000	-	-	(0)	-	-
PERS Reserve Non-Grant Projects	-	-	-	-		150,000	-	-	-	150,000	-	-
	7.44	1,170,506	898,541	271,468	8.20	1,433,857	943,481	340,376	0.76	263,352	44,940	68,909
TRAVEL FORECASTING												
TMIP (Transims PH II)	2.80	491,200	87,400	349,600	1.60	317,000		253,600	(1.20)	(174,200)	(87,400)	(96,000)
TMIP (Transims PH II) (by DRC)	-	8,200	1,640	6,560	-	6,500		5,200	-	(1,700)	(1,640)	(1,360)
Model Development	2.58	374,000	12,485	353,268	1.05	170,000	14,151	150,349	(1.53)	(204,000)	1,666	(202,920)
Model Dev. (DRC)	-	9,000	800	8,200	-	6,700	700	6,000	-	(2,300)	(100)	(2,200)
Trans Sys Monitoring	1.00	110,000	7,861	102,139	0.82	94,000	7,495	86,505	(0.18)	(16,000)	(366)	(15,634)
Technical Assistance												
Portland	0.07	9,667	496	9,171	0.07	9,487	487	8,999	-	(180)	(9)	(171)
Multnomah Co	0.02	5,667	291	5,376	0.02	4,076	209	3,867	-	(1,591)	(82)	(1,509)
Washington Co	0.06	10,533	541	9,992	0.06	8,864	455	8,409	-	(1,668)	(86)	(1,583)
Clackamas Co	0.05	11,200	575	10,625	0.05	8,593	441	8,152	-	(2,606)	(134)	(2,473)
Port of Portland	0.05	6,800	349	6,451	0.05	6,191	318	5,874	-	(609)	(31)	(577)
Tri-Met	0.06	8,500		8,500	0.06	8,100		8,100	-	(400)	-	(400)
ODOT	0.19	29,900		29,900	0.19	27,500		27,500	-	(2,400)	-	(2,400)
Gresham	0.03	5,067	260	4,807	0.03	4,527	232	4,294	0.00	(540)	(28)	(513)
Solid Waste	0.04	5,000		-	0.04	5,000		-	-	(0)	-	-
Fee for Service	0.05	6,580		-	0.05	6,100		-	-	(479)	-	-
Subtotal Technical Assist	0.63	98,914	2,512	84,821	0.63	88,439	2,143	75,196	0.00	(10,474)	(369)	(9,626)

FY 2004-05 PLANING FUND BUDGET
COMPARISON OF FY 2004-05 PROPOSED TO FY 2003-04 ADOPTED (by project)

SECTION/PROJECT	FY 2003-04 ADOPTED BUDGET				FY 2004-05 PROPOSED BUDGET				CHANGE FROM FY 2003-04 ADOPTED			
	FTE (1)	TOTAL EXPENSES	EXCISE TAX (2)	GRANTS	FTE	TOTAL EXPENSES	EXCISE TAX	GRANTS	FTE	TOTAL EXPENSES	EXCISE TAX	GRANTS
IGAs for Modeling Services	0.50	116,500		116,500	-	50,000		50,000	(0.50)	(66,500)	-	(66,500)
Computer Reserve		50,000		-		50,000		-	-	-	-	-
Household Survey		-	-	-		250,000		250,000	-	250,000	-	250,000
	7.51	1,257,813	112,698	1,021,089	4.10	1,032,639	24,489	876,850	(3.41)	(225,174)	(88,209)	(144,239)
Data Resource Center												
Management & Coordination	1.36	180,000	51,921	-	1.40	177,000	48,921	-	0.05	(3,000)	(3,000)	-
DRC Computer/Data Whse	0.48	(0)		-	0.48	(0)		-	-	(0)	-	-
Computer Reserve		40,000		-		40,000		-	-	-	-	-
	1.84	180,000	51,921	-	1.88	177,000	48,921	-	0.05	(3,000)	(3,000)	-
RLIS Program												
RLIS Maintenance	3.24	376,000	89,400	136,217	2.99	390,000	116,407	60,170	(0.25)	14,000	27,007	(76,047)
RLIS Maintenance - Aerial Photo	-	70,000		-	-	70,000	12,000	-	-	-	12,000	-
RLIS Development	0.41	126,000	24,821	56,374	0.41	66,000	5,138	32,250	-	(60,000)	(19,683)	(24,124)
	3.65	572,000	114,221	192,591	3.40	526,000	133,545	92,420	(0.25)	(46,000)	19,324	(100,171)
Clients Services												
Clients - Internal												
Metro Mailing List	0.03	9,000	-	-	0.03	8,000	-	-	-	(1,000)	-	-
Openspaces	0.09	16,796		-	0.09	16,796		-	-	0		-
Parks & Greenspaces	0.22	29,000	29,000	-	0.56	59,000	29,000	-	0.34	30,000		-
REM	0.38	48,000		-	0.37	48,000		-	(0.02)	0		-
Recycling Information Ctr	0.05	6,900		-	0.05	6,900		-	(0.00)	(1)		-
Metro General	0.12	20,000	20,000	-	0.12	20,500	20,500	-	0.00	500	500	-
	0.89	129,695	49,000	-	1.21	159,195	49,500	-	0.32	29,499	500	-
Clients - External - Contractural												
Miscellaneous	0.40	61,000	-	-	0.39	61,000		-	(0.01)	1		-
City of Portland	-	5,100		-				-	-	(5,100)		-
Public Safety Foundation Grant	-	-	-	-	0.12	15,000		-	0.12	15,000		-
ODOT	0.09	15,000	-	15,000	0.09	15,000		15,000	-	(0)		-
Tri-Met	0.28	37,500	-	37,500	0.27	37,500		37,500	(0.02)	0		-
WCCCA/Wash Co. EMS	0.24	30,000	-	-	0.23	28,400		-	(0.02)	(1,600)		-
TVF&R	0.11	20,000	-	-	0.01	8,000		-	(0.10)	(11,999)		-
Portland Fire Bureau	0.09	10,000	-	-	0.09	10,000		-	-	0		-
	1.21	178,599	-	52,500	1.18	174,901	-	52,500	(0.03)	(3,698)		-
Storefront - Sales / Prod. Devel.												
Sales - Standard Prod	0.28	39,300		-	0.27	37,000		-	(0.01)	(2,300)		-
Sales - Custom Orders	0.08	16,000		-	0.24	28,000		-	0.16	12,000		-
Product Development - Genl	0.35	32,000		-	0.33	32,000		-	(0.02)	0		-
Product Developmt - RLIS Lite	0.26	35,000		-	0.26	35,000		-	-	(0)		-
Web-based Development	0.25	31,000	20,000	-	0.24	30,000	20,000	-	(0.01)	(1,000)		-
	1.22	153,300	20,000	-	1.34	161,999	20,000	-	0.12	8,699		-

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FY 2004-05 PLANING FUND BUDGET
COMPARISON OF FY 2004-05 PROPOSED TO FY 2003-04 ADOPTED (by project)

SECTION/PROJECT	FY 2003-04 ADOPTED BUDGET				FY 2004-05 PROPOSED BUDGET				CHANGE FROM FY 2003-04 ADOPTED			
	FTE (1)	TOTAL EXPENSES	EXCISE TAX (2)	GRANTS	FTE	TOTAL EXPENSES	EXCISE TAX	GRANTS	FTE	TOTAL EXPENSES	EXCISE TAX	GRANTS
Other												
Public Inquiry	0.69	64,000	64,000	-	0.69	68,000	68,000	-	-	4,000	4,000	-
Contractors Bus License	0.07	6,000	2,000	-	-	-	-	-	(0.07)	(6,000)	(2,000)	-
	0.76	70,000	66,000	-	0.69	68,000	68,000	-	(0.07)	(2,000)	2,000	-
Annex Svs/Appl Processing												
Contracted Staff Services	0.12	29,000	-	-	0.18	31,000	-	-	0.06	2,000	-	-
	0.17	18,000	-	-	0.11	12,000	-	-	(0.06)	(6,000)	-	-
	0.28	47,000	-	-	0.28	43,000	-	-	-	(4,000)	-	-
Forecasts & Modeling												
Pop & Employmt Data Maint	0.89	131,000	15,998	31,500	0.76	94,000	7,998	33,450	(0.14)	(36,999)	(8,000)	1,950
Fore. Rev. / Land Use & Eco	1.40	233,000	46,614	74,670	1.06	150,000	77,290	23,839	(0.34)	(83,000)	30,676	(50,831)
	2.29	364,000	62,612	106,170	1.82	244,000	85,288	57,289	(0.48)	(119,999)	22,676	(48,881)
	12.14	1,734,594	363,754	351,261	11.81	1,594,094	405,254	202,209	(0.33)	(140,499)	41,500	(149,052)
REGIONAL PLANNING												
RTP Administration				-	0.26	70,000	15,112	54,888	0.26	70,000	15,112	54,888
RTP Update	3.31	416,000	11,525	399,478	4.11	507,000	3,612	502,818	0.80	91,000	(7,913)	103,341
RTP Update (by DRC)	-	1,100	-	1,100	0.25	35,000	17,428	17,572	0.25	33,900	17,428	16,472
RTP Update (by PI)	0.26	46,000	1,541	44,459	0.42	82,000	1,145	80,855	0.16	36,001	(396)	36,396
2040 Performance Indicators	1.10	140,000	8,879	130,865	0.39	42,000	250	41,750	(0.71)	(98,000)	(8,629)	(89,115)
UGB Planning (Transportation)	0.05	8,000	286	7,714	0.15	27,000	2,671	24,329	0.10	19,001	2,385	16,614
Local Implementation	-	-	-	-	0.40	47,000	2,108	44,892	0.40	47,000	2,108	44,892
RX for Big Streets	0.01	700	116	584					(0.01)	(700)	(116)	(584)
The Big Look - Transportation Support					0.65	66,000	-	66,000	0.65	66,000	-	66,000
MPO Coordination					0.10	14,000	172	13,828	0.10	14,000	172	13,828
Air Quality Conformity					0.10	15,000	183	14,817	0.10	15,000	183	14,817
Regional Mobility Program					0.25	32,000	750	30,992	0.25	32,000	750	30,992
Regional Mobility Program (by PI)					-	2,000	-	1,898	-	2,000	-	1,898
Trans Imp Program	1.70	231,500	10,214	219,056	1.22	180,000	7,969	172,031	(0.48)	(51,501)	(2,245)	(47,025)
TIP Update					0.46	63,000	-	61,055	0.46	63,000	-	61,055
TIP (by DRC)	0.20	45,000	5,017	39,880	0.22	48,000	5,013	42,987	0.02	3,000	(4)	3,106
TIP (by PI)	0.27	42,000	-	41,898	0.30	46,000	2,967	43,033	0.03	3,999	2,967	1,135
RTP Financing	0.35	69,000	1,822	67,178	0.43	70,000	2,279	66,476	0.09	1,000	457	(702)
RTP Financing (by PI)	0.02	2,400	-	2,400	0.08	12,000	77	11,923	0.07	9,600	77	9,523
Green Streets	0.41	60,000	1,359	58,539	0.31	43,000	1,267	36,733	(0.10)	(17,000)	(92)	(21,806)
Green Streets (by PI)	-	-	-	-	0.03	9,500	532	3,968	0.03	9,500	532	3,968
Livable Streets	0.41	61,000	2,764	58,236	0.40	58,000	784	47,216	(0.01)	(3,001)	(1,980)	(11,020)
Livable Streets (by PI)	-	-	-	-					-	-	-	-
Regional Travel Options	1.82	187,000	5,286	181,201	1.17	603,000	611	602,389	(0.65)	416,000	(4,675)	421,188
Reg Travel Opts (by PI)	0.15	18,000	1,172	16,828	0.01	99,000	86	98,914	(0.14)	81,001	(1,086)	82,086
Bike There! Walk There					0.20	43,000	965	7,035	0.20	43,000	965	7,035
Bike There! Walk There (by PI)					0.02	2,600	135	2,465	0.02	2,600	135	2,465
General Support					0.30	36,000	-	36,000	0.30	36,000	-	36,000
OPB	-	65,000	-	63,300	-	-	-	-	-	(65,000)	-	(63,300)

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FY 2004-05 PLANING FUND BUDGET
COMPARISON OF FY 2004-05 PROPOSED TO FY 2003-04 ADOPTED (by project)

SECTION/PROJECT	FY 2003-04 ADOPTED BUDGET				FY 2004-05 PROPOSED BUDGET				CHANGE FROM FY 2003-04 ADOPTED			
	FTE (1)	TOTAL EXPENSES	EXCISE TAX (2)	GRANTS	FTE	TOTAL EXPENSES	EXCISE TAX	GRANTS	FTE	TOTAL EXPENSES	EXCISE TAX	GRANTS
Springwater Concept Plan					0.15	20,000	3,668	11,959	0.15	20,000	3,668	11,959
Damascus Concept	1.53	820,000		806,187	1.23	600,000		538,380	(0.30)	(220,000)	-	(267,807)
Damascus Concept/ET	0.32	52,000	35,260	-	0.52	70,000	70,000	-	0.20	17,999	34,740	-
Sunrise (Clackamas)	0.61	250,000		250,000					(0.61)	(250,000)	-	(250,000)
	12.51	2,514,701	85,241	2,388,902	14.12	2,942,100	139,784	2,677,201	1.61	427,398	54,543	288,299
COMMUNITY DEVELOPMENT												
Functional Plan Consistency	0.51	52,000	52,000	-	1.01	156,000	156,000	-	0.50	104,000	104,000	-
2040 Implementation	0.40	69,000	69,000	-					(0.40)	(69,000)	(69,000)	-
UGB Amendmt Area Plng	1.25	168,000	168,000	-	1.24	167,000	167,000	-	(0.01)	(1,000)	(1,000)	-
UGB Amendment Area Planning (by PI)					0.19	28,000	28,000	-	0.19	28,000	28,000	-
UGB Administration	0.05	5,500	500	-	0.05	57,000	7,000	-	-	51,500	6,500	-
Center Planning	2.26	452,000	427,000	-	-	-	-	-	(2.26)	(452,000)	(427,000)	-
Periodic Review	4.26	630,000	600,000	-					(4.26)	(630,000)	(600,000)	-
The Big Look					4.79	937,000	764,000	123,000	4.79	937,000	764,000	123,000
	8.72	1,376,501	1,316,500	-	7.28	1,345,000	1,122,000	123,000	(1.44)	(31,501)	(194,500)	123,000
LONG-RANGE PLANNING												
Land Use Planning				-				-				-
Performance Measures	2.33	282,000	282,000	-	1.19	178,000	178,000	-	(1.14)	(104,000)	(104,000)	-
Affordable Housing	0.53	65,000	65,000	-	1.00	202,000	202,000	-	0.47	137,000	137,000	-
Affordable Housing by PI	0.05	5,800	5,800	-	-	-	-	-	(0.05)	(5,800)	(5,800)	-
Subtotal	2.91	352,800	352,800	-	2.19	380,000	380,000	-	(0.72)	27,200	27,200	-
Natural Resource Planning												
Goal 5 Planning (F & W)	6.51	841,050	738,550	-	5.22	747,000	747,000	-	(1.28)	(94,050)	8,450	-
Goal 5 Planning (by PI)	0.43	173,000	125,500	-	0.38	67,000	67,000	-	(0.05)	(106,000)	(58,500)	-
Stormwater/Watershed Plng	0.45	52,000	52,000	-	0.20	28,000	28,000	-	(0.25)	(24,000)	(24,000)	-
Stormwater/Watershed Planning (by PI)					0.10	16,000	16,000	-	0.10	16,000	16,000	-
Emergency Management	0.10	16,000	16,000	-	0.05	8,000	8,000	-	(0.05)	(8,000)	(8,000)	-
Subtotal	7.49	1,082,050	932,050	-	5.96	866,000	866,000	-	(1.53)	(216,050)	(66,050)	-
	10.39	1,434,850	1,284,850	-	8.15	1,246,000	1,246,000	-	(2.25)	(188,850)	(38,850)	-
CORRIDOR PLANNING												
South Corridor SDEIS	1.00	125,000		125,000					(1.00)	(125,000)	-	(125,000)
South Corridor SDEIS (by PI)	0.07	10,000		10,000					(0.07)	(10,000)	-	(10,000)
South Corridor PE/FEIS	5.15	1,540,000		1,540,000	9.50	2,135,000		2,135,000	4.35	595,000	-	595,000
South Corridor PE/FEIS (by PI)	0.20	45,000		45,000	0.55	76,000		76,000	0.35	31,000	-	31,000
Wilsonville-Bvtn New Starts	0.14	20,000		20,000	-	-		-	(0.14)	(20,000)	-	(20,000)
Interstate MAX	0.07	11,000		11,000	0.23	30,000		-	0.16	19,000	-	(11,000)
Willamette Shoreline	1.20	302,000	22,148	279,852	0.47	307,500	8,833	298,667	(0.73)	5,500	(13,315)	18,814
Willamette Shoreline (PI)	0.75	227,000	1,387	224,980	0.05	27,000	1,387	25,613	(0.70)	(200,000)	-	(199,366)
Will. Shoreline/Mgmt Consort.	0.21	27,000	1,822	25,178	0.14	23,000	23,000	-	(0.08)	(4,000)	21,178	(25,178)
Transit Planning	0.50	70,000	783	69,217	0.23	36,000	858	35,142	(0.27)	(34,000)	75	(34,074)

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FY 2004-05 PLANNING FUND BUDGET
COMPARISON OF FY 2004-05 PROPOSED TO FY 2003-04 ADOPTED (by project)

SECTION/PROJECT	FY 2003-04 ADOPTED BUDGET				FY 2004-05 PROPOSED BUDGET				CHANGE FROM FY 2003-04 ADOPTED			
	FTE (1)	TOTAL EXPENSES	EXCISE TAX (2)	GRANTS	FTE	TOTAL EXPENSES	EXCISE TAX	GRANTS	FTE	TOTAL EXPENSES	EXCISE TAX	GRANTS
Bi-State	0.47	76,000	15,270	60,467	0.28	85,000	2,003	82,997	(0.19)	9,000	(13,267)	22,529
Regional Freight Plan	0.72	97,000	20,000	77,000	0.61	132,000	9,633	122,367	(0.11)	35,000	(10,367)	45,367
Regl Freight Plan (by DRC)	-	-	-	-	-	-	-	-	-	-	-	-
Powell/Foster Phase II	1.32	433,000	5,378	426,764	0.64	348,000	16,002	331,998	(0.68)	(85,001)	10,624	(94,767)
Foster/Powell Ph II (DRC)	0.12	17,000	687	16,313	0.12	18,000	667	17,333	-	1,000	(20)	1,020
Foster/Powell Ph II (by PI)	0.22	44,000	719	43,281	0.07	53,000	1,438	51,562	(0.15)	9,000	719	8,281
Hwy 217	3.81	892,000	7,332	869,095	2.69	584,000	3,183	580,817	(1.13)	(307,999)	(4,149)	(288,278)
Hwy 217 (by PI)	1.07	132,000	3,431	126,967	0.55	95,000	897	94,103	(0.52)	(37,000)	(2,534)	(32,864)
Sunrise Corridor					0.33	46,000		46,000	0.33	46,000	-	46,000
Project Development	0.32	45,000	1,770	43,230	0.53	91,000	21,850	69,150	0.22	46,000	20,080	25,920
I-5 Trans & Trade Partnership	1.00	200,000		200,000					(1.00)	(200,000)	-	(200,000)
I-5 / 99W Corridor					0.39	137,000	7,002	123,915	0.39	137,000	7,002	123,915
	18.31	4,313,002	80,727	4,213,345	17.35	4,223,503	96,753	4,090,664	(0.96)	(89,499)	16,026	(122,681)
TOD												
TOD Revolving Fund	2.72	399,000	30,000	164,400	2.50	355,000	35,000	5,000	(0.22)	(44,000)	5,000	(159,400)
Land Acquisition		4,550,000		4,484,600		4,450,000		-	-	(100,000)	-	(4,484,600)
Centers		-		-	0.50	42,000	42,000	-	0.50	42,000	42,000	-
	2.72	4,949,000	30,000	4,649,000	3.00	4,847,000	77,000	5,000	0.28	(102,000)	47,000	(4,644,000)
Total Planning	79.74	18,750,968	4,172,311	12,895,065	74.00	18,664,191	4,054,761	8,315,300	(5.74)	(86,777)	(117,550)	(4,579,764)

NOTES:

- (1) The FY 2003-04 FTE includes 0.14 FTE temporary assistance. FTE for temporary employees is not shown in the budget document.
(2) The excise tax for FY 2003-04 includes two one-time only project allocations - \$100,000 for Centers program and \$17,550 for Goal 5 ESEE work.

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METRO

PEOPLE PLACES
OPEN SPACES

FY 2004-05 Budget
Public Affairs & Government Relations Department
Prepared By: Brad Stevens
Date: March 3, 2004

Financial Summary:

FY 2001-02 Audited Actuals	FY 2002-03 Audited Actuals	FY 2003-04 Adopted Budget	FY 2004-05 Proposed Budget	Change from FY 2003-04 Adopted	
				Amount	Percent

Public Affairs Department - General Fund

Current Expenditures						
Personal Services			\$428,400	\$587,599	\$159,199	37.16%
Materials and Services			167,975	106,000	(61,975)	(36.90%)
Total Requirements	\$0	\$0	\$596,375	\$693,599	\$97,224	16.30%
Full-Time Equivalents (FTE)						
			5.00	6.00	1.00	20.00%

Public Affairs Department - Support Services Fund (Creative Services)

Current Expenditures						
Personal Services	\$467,798	\$532,893	\$494,045	\$520,985	\$26,940	5.45%
Materials and Services	42,062	31,733	44,330	44,280	(50)	(0.11%)
Total Requirements	\$509,860	\$564,626	\$538,375	\$565,265	\$26,890	4.99%
Full-Time Equivalents (FTE)						
	7.00	7.00	6.00	6.00	0.00	0.00%

Public Affairs Department - Total

Current Expenditures						
Personal Services	\$467,798	\$532,893	\$922,445	\$1,108,584	\$186,139	20.18%
Materials and Services	42,062	31,733	212,305	150,280	(62,025)	(29.22%)
Total Requirements	\$509,860	\$564,626	\$1,134,750	\$1,258,864	\$124,114	10.94%
Full-Time Equivalents (FTE)						
	7.00	7.00	11.00	12.00	1.00	9.09%

Current Service Level Budget

Changes resulting from Planning Public Outreach staff moving to the Public Affairs department are not reflected in this summary.

The General Fund portion of the Public Affairs Department FY 2004-05 Proposed Budget summarized in the table above includes the following changes from 2003-04:

- Personal Services were adjusted in accordance with FY 2004-05 budget assumptions
- The new position of Legislative Affairs Manager was added to the General Fund portion of the department
- \$11,000 was added to Materials & Services for operation and maintenance of the council chambers camera
- Contracted Professional Services were reduced for a \$20,000 project carryover
- All other Materials & Services were adjusted to reflect anticipated department spending

Expenditures for the Creative Services portion of the Public Affairs budget includes the following changes:

- One FTE – Associate Public Affairs Specialist was changed to Graphics/Exhibit Designer
- All other Personal Services were adjusted in accordance with FY 2004-05 budget assumptions



METRO

PEOPLE PLACES
OPEN SPACES

FY 2004-05 Budget
Regional Parks Department
Prepared By: Kathy Rutkowski
Date: March 1, 2004

Regional Parks Operating & Capital Funds

Regional Parks Operating Fund	Audited Actuals FY 2001-02	Audited Actuals FY 2002-03	Adopted Budget FY 2003-04	Proposed Budget 2004-05	Change from FY 2003-04 Adopted	
					Amount	Percent
Resources						
<i>Beginning Fund Balance</i>	\$3,611,951	\$3,422,429	\$3,158,426	\$3,551,811	\$393,385	12.46%
Current Revenues						
Grants	389,024	546,144	698,353	413,072	(285,281)	(40.85%)
Local Gov't Shared Revenues	414,466	370,531	414,361	403,975	(10,386)	(2.51%)
Contributions from other Gov'ts	63,100	106,829	45,300	40,300	(5,000)	(11.04%)
Enterprise Revenue	2,229,155	2,387,587	2,458,663	2,592,335	133,672	5.44%
Interest Earnings	114,413	61,404	58,998	60,000	1,002	1.70%
Donations	95,792	340,638	232,340	22,000	(210,340)	(90.53%)
Other Misc. Revenue	8,944	15,127	11,500	11,500	0	0.00%
Interfund Transfers:						
Internal Service Transfers	197,877	59,576	509,811	0	(509,811)	(100.00%)
Fund Equity Transfers	1,555,075	2,660,348	2,658,538	4,417,823	1,759,285	66.17%
Subtotal Current Revenues	5,067,846	6,548,184	7,087,864	7,961,005	873,141	12.32%
Total Resources	\$8,679,797	\$9,970,613	\$10,246,290	\$11,512,816	\$1,266,526	12.36%
Requirements						
Current Expenditures						
Personal Services	2,511,529	2,954,041	3,063,164	3,463,324	400,160	13.06%
Materials and Services	1,408,997	1,840,045	2,003,468	1,733,763	(269,705)	(13.46%)
Capital Outlay	406,200	447,862	924,711	0	(924,711)	(100.00%)
Interfund Transfers:						
Interfund Reimbursements	914,009	1,008,824	1,032,985	1,135,218	102,233	9.90%
Internal Service Transfers	16,633	15,525	74,535	157,000	82,465	110.64%
Fund Equity Transfers	0	107,505	187,187	1,698,034	1,510,847	807.13%
Contingency	0	0	261,390	205,192	(56,198)	(21.50%)
Subtotal Current Expenditures	5,257,368	6,373,802	7,547,440	8,392,531	845,091	11.20%
<i>Ending Fund Balance</i>	<i>3,422,429</i>	<i>3,596,811</i>	<i>2,698,850</i>	<i>3,120,285</i>	<i>421,435</i>	<i>15.62%</i>
Total Requirements	\$8,679,797	\$9,970,613	\$10,246,290	\$11,512,816	\$1,266,526	12.36%
Full-Time Equivalents (FTE)	35.70	38.75	36.85	40.35	3.50	9.50%

Regional Parks Capital Fund	Audited Actuals FY 2001-02	Audited Actuals FY 2002-03	Adopted Budget FY 2003-04	Proposed Budget 2004-05	Change from FY 2003-04 Adopted	
					Amount	Percent
Resources						
Current Revenues						
Grants	0	0	0	300,000	300,000	n/a
Interfund Transfers:						
Internal Service Transfers	0	0	0	140,000	140,000	n/a
Fund Equity Transfers	0	0	0	1,698,034	1,698,034	n/a
Subtotal Current Revenues	0	0	0	2,138,034	2,138,034	n/a
Total Resources	\$0	\$0	\$0	\$2,138,034	\$2,138,034	n/a
Requirements						
Current Expenditures						
Materials and Services	0	0	0	500,000	500,000	n/a
Capital Outlay	0	0	0	665,000	665,000	n/a
Subtotal Current Expenditures	0	0	0	1,165,000	1,165,000	n/a
<i>Ending Fund Balance</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>973,034</i>	<i>973,034</i>	<i>n/a</i>
Total Requirements	\$0	\$0	\$0	\$2,138,034	\$2,138,034	n/a
Full-Time Equivalents (FTE)	0.00	0.00	0.00	0.00	0.00	n/a

FY 2004-05 Budget
Regional Parks Department
Prepared By: Kathy Rutkowski
Date: March 1, 2004

- The Regional Parks & Greenspaces department is budgeted in six different funds:
 - ✓ Regional Parks Operating Fund
 - ✓ Regional Parks Capital Fund (new in FY 2004-05)
 - ✓ Open Spaces Fund
 - ✓ Smith & Bybee Lakes Fund
 - ✓ Regional Parks Special Accounts Fund
 - ✓ Pioneer Cemetery Perpetual Care Fund
- Elevates the Natural Resource Team from a program contained within the Administration Division of the Regional Parks Operating Fund to a separate stand-alone division within the fund.
- Assumes the continuation of the original \$1.00 per ton excise tax levied on solid waste.
- Also assumes an additional \$1.50 per ton excise tax funding projects and programs as previously discussed in the Council retreat of January 28, 2004.
- Enterprise revenues reflect a full year of increases implemented October 2003. No additional fee increases are proposed for FY 2004-05.
- Creates new Regional Parks Capital Fund. All existing CIP projects will be transferred from the Operating Fund to the Capital Fund. All renewal & replacement funding and projects will be placed in the new Capital Fund. All capital projects associated with the new \$1.50 per ton funding will reside in the new Capital Fund.
- Reductions in grants, donations and internal service transfers in the Regional Parks Operating Fund reflect transfer of projects to the new Capital Fund as well as changes in approved CIP project funding.
- Adds 1.0 FTE Secretary for Administration. Funding for the position is derived from the new excise tax levy.
- Transfers 1.0 FTE Construction Manager from the Property Services division of Finance & Administrative Services to the Regional Parks Department to manage existing CIP projects as well as the enhanced renewal & replacement program. The Regional Parks department through a direct transfer to the Finance & Administrative Services department currently funds half of this position. Funding for the position is derived 50 percent from existing excise tax and 50 percent from the new excise tax levy.
- Retains 1.0 FTE Associate Regional Planner. Position will complete Cooper Mountain master planning and transition to project manager for Open Space site capital improvements. Funding for the position is derived from the new excise tax levy.
- Transfers 1.50 FTE from the Smith & Bybee Lakes Fund to the Regional Parks Operating Fund. Overhead associated with the positions, including central service transfers formerly paid by the Smith & Bybee Lakes Fund, is also transferred and will now be paid by the Regional Parks Operating Fund. Transfer of FTE provides better management of staff within and between work units, allows for assignment of staff where expertise is needed rather than where budgeted, and preserves the Smith & Bybee Lakes fund balance for restoration, enhancement, and improvement of the Smith & Bybee lakes and facility.

FY 2004-05 Budget
Regional Parks Department
Prepared By: Kathy Rutkowski
Date: March 1, 2004

- Provides an additional \$330,000 per year in renewal & replacement funding bringing total to \$500,000 annually (combined total in projects and reserve contributions). Funding derived from the new excise tax levy.
- Provides additional \$75,000 funding for additional DRC services. Funding derived from the new excise tax levy.
- The operating fund presents a balanced budget as proposed. Fund balance reserves are maintained and are not used to fund ongoing programs.

Open Spaces Fund

Open Spaces Fund	Audited Actuals FY 2001-02	Audited Actuals FY 2002-03	Adopted Budget FY 2003-04	Proposed Budget FY 2004-05	Change from FY 2003-04 Adopted	
					Amount	Percent
Resources						
<i>Beginning Fund Balance</i>	\$27,338,023	\$15,737,419	\$10,851,057	\$6,534,007	(\$4,317,050)	(39.78%)
Current Revenues						
Grants	14,900	141,000	200,000	200,000	0	0.00%
Contributions from other Gov'ts	7,485	100	0	0	0	n/a
Enterprise Revenue	17,637	54,140	0	55,000	55,000	n/a
Interest Earnings	799,963	232,374	85,000	91,600	6,600	7.76%
Donations	168,757	142	0	0	0	n/a
Other Misc. Revenue	97	13,959	0	0	0	n/a
Subtotal Current Revenues	1,008,839	441,715	285,000	346,600	61,600	21.61%
Total Resources	\$28,346,862	\$16,179,134	\$11,136,057	\$6,880,607	(\$4,255,450)	(38.21%)
Requirements						
Current Expenditures						
Personal Services	1,234,214	862,889	520,617	518,871	(1,746)	(0.34%)
Materials and Services	1,449,722	1,940,483	2,112,643	1,270,395	(842,248)	(39.87%)
Capital Outlay	9,284,781	3,452,746	5,137,300	3,096,940	(2,040,360)	(39.72%)
Interfund Transfers:						
Interfund Reimbursements	466,992	398,351	287,471	256,205	(31,266)	(10.88%)
Internal Service Transfers	173,734	109,238	721,607	208,196	(513,411)	(71.15%)
Contingency	0	0	250,000	125,000	(125,000)	(50.00%)
Subtotal Current Expenditures	12,609,443	6,763,707	9,029,638	5,475,607	(3,554,031)	(39.36%)
<i>Ending Fund Balance</i>	<i>15,737,419</i>	<i>9,415,427</i>	<i>2,106,419</i>	<i>1,405,000</i>	<i>(701,419)</i>	<i>(33.30%)</i>
Total Requirements	\$28,346,862	\$16,179,134	\$11,136,057	\$6,880,607	(\$4,255,450)	(38.21%)
Full-Time Equivalents (FTE)	16.05	11.25	5.25	5.25	0.00	0.00%

- No significant changes in the Open Spaces Fund. Reductions throughout the budget reflect planned spend down of bond proceeds.
- Staff is maintained at current levels.
- Budget preserves Council authorized reserve for future unanticipated stabilization and due diligence costs associated with purchased lands.

FY 2004-05 Budget
Regional Parks Department
Prepared By: Kathy Rutkowski
Date: March 1, 2004

Smith & Bybee Lakes Fund

Smith & Bybee Lakes Fund	Audited	Audited	Adopted	Proposed	Change from	
	Actuals	Actuals	Budget	Budget	FY 2003-04 Adopted	
	FY 2001-02	FY 2002-03	FY 2003-04	2004-05	Amount	Percent
Resources						
<i>Beginning Fund Balance</i>	\$3,652,366	\$3,614,913	\$3,601,998	\$3,607,895	\$5,897	0.16%
Current Revenues						
Grants	12,500	0	128,570	261,902	133,332	103.70%
Contributions from other Gov'ts	2,500	10,000	363,000	60,000	(303,000)	(83.47%)
Enterprise Revenue	1,603	1,880	1,500	1,800	300	20.00%
Interest Earnings	115,064	64,486	71,136	54,118	(17,018)	(23.92%)
Donations	200	0	438,500	190,000	(248,500)	(56.67%)
Interfund Transfers:						
Internal Service Transfers	4,572	56,703	193,150	176,400	(16,750)	(8.67%)
Fund Equity Transfers	0	107,505	187,187	0	(187,187)	(100.00%)
Subtotal Current Revenues	136,439	240,574	1,383,043	744,220	(638,823)	(46.19%)
Total Resources	\$3,788,805	\$3,855,487	\$4,985,041	\$4,352,115	(\$632,926)	(12.70%)
Requirements						
Current Expenditures						
Personal Services	105,637	104,221	118,231	0	(118,231)	(100.00%)
Materials and Services	20,408	22,772	113,239	20,148	(93,091)	(82.21%)
Capital Outlay	0	71,064	1,100,070	712,000	(388,070)	(35.28%)
Interfund Transfers:						
Interfund Reimbursements	37,347	39,534	42,412	0	(42,412)	(100.00%)
Internal Service Transfers	10,500	10,000	10,000	25,000	15,000	150.00%
Contingency	0	0	9,817	822	(8,995)	(91.63%)
Subtotal Current Expenditures	173,892	247,591	1,393,769	757,970	(635,799)	(45.62%)
<i>Ending Fund Balance</i>	<i>3,614,913</i>	<i>3,607,896</i>	<i>3,591,272</i>	<i>3,594,145</i>	<i>2,873</i>	<i>0.08%</i>
Total Requirements	\$3,788,805	\$3,855,487	\$4,985,041	\$4,352,115	(\$632,926)	(12.70%)
Full-Time Equivalents (FTE)	1.50	0.00	1.50	0.00	(1.50)	(100.00%)

- Transfers 1.50 FTE from the Smith & Bybee Lakes Fund to the Regional Parks Operating Fund. Overhead associated with the positions, including central service transfers formerly paid by the Smith & Bybee Lakes Fund, is also transferred and will now be paid by the Regional Parks Operating Fund.
- Internal service transfers reimburse the Risk Management Fund for environmental remediation work on land purchased for facilities development.
- Preserves fund balance for restoration, enhancement and improvement of lakes and facilities.

FY 2004-05 Budget
Regional Parks Department
Prepared By: Kathy Rutkowski
Date: March 1, 2004

Regional Parks Special Accounts Fund

Regional Parks Special Accounts Fund	Audited Actuals FY 2001-02	Audited Actuals FY 2002-03	Adopted Budget FY 2003-04	Proposed Budget 2004-05	Change from FY 2003-04 Adopted	
					Amount	Percent
Resources						
<i>Beginning Fund Balance</i>	\$469,453	\$496,038	\$437,134	\$434,570	(\$2,564)	(0.59%)
Current Revenues						
Enterprise Revenue	8,618	10,792	2,000	0	(2,000)	(100.00%)
Interest Earnings	15,154	8,967	9,409	6,519	(2,890)	(30.72%)
Donations	2,485	20	0	0	0	n/a
Other Misc. Revenue	528	0	0	0	0	n/a
Subtotal Current Revenues	26,785	19,779	11,409	6,519	(4,890)	(42.86%)
Total Resources	\$496,238	\$515,817	\$448,543	\$441,089	(\$7,454)	(1.66%)
Requirements						
Current Expenditures						
Materials and Services	200	311	100	225	125	125.00%
Interfund Transfers:						
Internal Service Transfers	0	22,461	0	70,000	70,000	n/a
Fund Equity Transfers	0	0	93,993	0	(93,993)	(100.00%)
Subtotal Current Expenditures	200	22,772	94,093	70,225	(23,868)	(25.37%)
<i>Ending Fund Balance</i>	<i>496,038</i>	<i>493,045</i>	<i>354,450</i>	<i>370,864</i>	<i>16,414</i>	<i>4.63%</i>
Total Requirements	\$496,238	\$515,817	\$448,543	\$441,089	(\$7,454)	(1.66%)
Full-Time Equivalents (FTE)	0.00	0.00	0.00	0.00	0.00	n/a

- This fund accounts for designated funds transferred to Metro as part of the consolidation agreement with Multnomah County.
- Provides for transfer of \$70,000 from the Blue Lake Concert Stage account to the Regional Parks Capital Fund to assist in the development of a water play area at Blue Lake (the most recent master plan has determined the development of a concert stage to be infeasible).

Pioneer Cemetery Perpetual Care Fund

Pioneer Cemetery Perpetual Care Fund	Audited Actuals FY 2001-02	Audited Actuals FY 2002-03	Adopted Budget FY 2003-04	Proposed Budget FY 2004-05	Change from FY 2003-04 Adopted	
					Amount	Percent
Resources						
<i>Beginning Fund Balance</i>	\$0	\$0	\$0	\$113,583	\$113,583	n/a
Current Revenues						
Other Derived Tax Revenue	0	0	18,090	18,090	0	0.00%
Interest Earnings	0	0	1,500	1,500	0	0.00%
Interfund Transfers:						
Fund Equity Transfers	0	0	93,993	0	(93,993)	(100.00%)
Subtotal Current Revenues	0	0	113,583	19,590	(93,993)	(82.75%)
Total Resources	\$0	\$0	\$113,583	\$133,173	\$19,590	17.25%
Requirements						
<i>Ending Fund Balance</i>	<i>0</i>	<i>0</i>	<i>113,583</i>	<i>133,173</i>	<i>19,590</i>	<i>17.25%</i>
Total Requirements	\$0	\$0	\$113,583	\$133,173	\$19,590	17.25%
Full-Time Equivalents (FTE)	0.00	0.00	0.00	0.00	0.00	n/a

- Created to provide for the long-term maintenance of Metro Pioneer Cemeteries after the cemeteries are no longer receiving revenue from grave sales or burial services.
- Revenue is derived from a surcharge on all grave sales.

FY 2004-05 Budget
Regional Parks Department
Prepared By: Kathy Rutkowski
Date: March 1, 2004

For Information Only – Total All Regional Parks Funds

TOTAL OF ALL REGIONAL PARKS FUNDS	Audited Actuals FY 2001-02	Audited Actuals FY 2002-03	Adopted Budget FY 2003-04	Proposed Budget FY 2004-05	Change from FY 2003-04 Adopted	
					Amount	Percent
Resources						
<i>Beginning Fund Balance</i>	\$35,071,793	\$23,270,799	\$18,048,615	\$14,241,866	(\$3,806,749)	(21.09%)
Current Revenues						
Other Derived Tax Revenue	0	0	18,090	18,090	0	0.00%
Grants	416,424	687,144	1,026,923	1,174,974	148,051	14.42%
Local Gov't Shared Revenues	414,466	370,531	414,361	403,975	(10,386)	(2.51%)
Contributions from other Gov'ts	73,085	116,929	408,300	100,300	(308,000)	(75.43%)
Enterprise Revenue	2,257,013	2,454,399	2,462,163	2,649,135	186,972	7.59%
Interest Earnings	1,044,594	367,231	226,043	213,737	(12,306)	(5.44%)
Donations	267,234	340,800	670,840	212,000	(458,840)	(68.40%)
Other Misc. Revenue	9,569	29,086	11,500	11,500	0	0.00%
Interfund Transfers:						
Internal Service Transfers	202,449	116,279	702,961	316,400	(386,561)	(54.99%)
Fund Equity Transfers	1,555,075	2,767,853	2,939,718	6,115,857	3,176,139	108.04%
Subtotal Current Revenues	6,239,909	7,250,252	8,880,899	11,215,968	2,335,069	26.29%
Total Resources	\$41,311,702	\$30,521,051	\$26,929,514	\$25,457,834	(\$1,471,680)	(5.46%)
Requirements						
Current Expenditures						
Personal Services	3,851,380	3,921,151	3,702,012	3,982,195	280,183	7.57%
Materials and Services	2,879,327	3,803,611	4,229,450	3,524,531	(704,919)	(16.67%)
Capital Outlay	9,690,981	3,971,672	7,162,081	4,473,940	(2,688,141)	(37.53%)
Interfund Transfers:						
Interfund Reimbursements	1,418,348	1,446,709	1,362,868	1,391,423	28,555	2.10%
Internal Service Transfers	200,867	157,224	806,142	460,196	(345,946)	(42.91%)
Fund Equity Transfers	0	107,505	281,180	1,698,034	1,416,854	503.90%
Contingency	0	0	521,207	331,014	(190,193)	(36.49%)
Subtotal Current Expenditures	18,040,903	13,407,872	18,064,940	15,861,333	(2,203,607)	(12.20%)
<i>Ending Fund Balance</i>	<i>23,270,799</i>	<i>17,113,179</i>	<i>8,864,574</i>	<i>9,596,501</i>	<i>731,927</i>	<i>8.26%</i>
Total Requirements	\$41,311,702	\$30,521,051	\$26,929,514	\$25,457,834	(\$1,471,680)	(5.46%)
Full-Time Equivalents (FTE)	53.25	50.00	43.60	45.60	2.00	4.59%

Items for Consideration:

1. The budget has been prepared assuming a July 1st effective date for the removal of the sunset clause on the existing \$1.00 per ton, and a July 1st effective date for the additional \$1.50 per ton excise tax levy. A change in either the levy amount or the effective date of implementation of the levy will alter the estimated revenue to be collected and will likely necessitate modifications to the budget.
2. Two existing positions are tied to the implementation of the additional excise tax levy. Should the implementation date of the levy be delayed from the proposed July 1st date, consideration will need to be given to the administration of these positions.

FY 2004-05 Budget
Solid Waste and Recycling Department
Prepared By: Karen Feher
Date: March 3, 2004

Financial Summary:

	FY 2001-02 Audited Actual	FY 2002-03 Audited Actual	FY 2003-04 Adopted Budget	FY 2003-04 Amended Budget	FY 2004-05 Proposed Budget	Change from FY 2003-04 Adopted	
						Amount	Percent
Resources							
<i>Beginning Fund Balance</i>	43,610,662	39,823,811	31,239,138	31,239,138	29,421,392	(\$1,817,746)	(6.18%)
St Johns Landfill Closure Account	8,268,681	7,771,641	6,035,516	6,035,516	6,770,459	\$734,943	10.86%
Renewal and Replacement	6,935,711	7,196,799	6,344,746	6,344,746	5,220,866	(\$1,123,880)	(21.53%)
Reserve Account - Metro Central	2,844,502	2,945,270	2,945,270	2,945,270	2,945,270	(\$2,945,270)	0.00%
Rate Stabilization Reserve Account	4,591,658	4,591,658	792,207	792,207	2,437,070	\$1,644,863	67.49%
Metro Central Debt Service	2,466,791	1,382,178	1,373,613	1,373,613	123,531	(\$1,250,082)	(1011.96%)
Recycling Business Assistance Account	1,162,133	1,192,541	1,210,054	1,210,054	700,000	(\$510,054)	(72.86%)
General Account - Working Capital	8,435,991	5,759,667				\$0	0.00%
General Account - Capital Reserve	5,310,128	5,034,868	4,046,768	4,046,768	3,636,280	(\$410,488)	(11.29%)
General Account - Debt Serv. Accumulation	0	0	0	0	2,363,415	\$2,363,415	100.00%
General Account - (unrestricted)	3,595,067	3,949,189	8,490,964	8,490,964	7,759,668	(\$731,296)	(9.42%)
Prior Years PERS Reserve	0	0	0	0	410,103	\$410,103	100.00%
Current Revenues							
Grants	11,157	78,922	0	0	0	\$0	0.00%
Enterprise Revenue	46,064,653	48,353,526	49,596,153	49,596,153	48,865,657	(\$730,496)	(1.49%)
Interest Earnings	1,240,423	674,554	678,896	678,896	433,084	(\$245,812)	(56.76%)
Other Misc. Revenue	117,339	87,781	365,000	365,000	365,000	\$0	0.00%
Interfund Transfers:							
Internal Service Transfers	43,050	14,458	23,923	23,923	26,630	\$2,707	10.17%
Interfund Loan	103,690	103,898	106,100	106,100	0	(\$106,100)	0.00%
Subtotal Current Revenues	47,580,312	54,325,124	50,770,072	50,770,072	49,690,371	(1,079,701)	(2.17%)
Total Resources	\$91,190,974	\$94,148,935	\$82,009,210	\$82,009,210	\$79,111,763	(\$2,897,447)	(3.66%)
Requirements							
Current Expenditures							
Personal Services	\$7,479,870	\$8,049,414	\$8,680,433	\$8,680,433	\$8,985,296	\$304,863	3.39%
Materials and Services	34,236,517	34,418,285	36,059,674	36,059,674	33,674,136	(\$2,385,538)	(7.08%)
Capital Outlay	1,760,949	1,910,208	4,822,200	5,272,200	2,460,900	(\$2,361,300)	(95.95%)
Debt Service	3,790,840	11,051,986	1,861,427	1,861,427	1,601,412	(\$260,015)	(16.24%)
Interfund Transfers:							
Internal Service Charges	3,439,477	3,564,922	3,808,813	3,808,813	3,910,669	\$101,856	2.60%
Fund Equity Transfers	659,510	353,165	400,988	400,988	398,185	(\$2,803)	(0.70%)
Contingency	0	0	11,358,338	10,908,338	13,042,197	1,683,859	12.91%
Operating Account (Operating Contingency)	0	0	2,000,000	2,000,000	2,000,000	\$0	
St Johns Landfill Closure Account	0	0	5,162,527	5,162,527	6,525,316	\$1,362,789	20.88%
Renewal and Replacement	0	0	4,195,811	4,195,811	4,516,881	\$321,070	7.11%
Subtotal Current Expenditures	51,367,163	59,347,980	66,991,873	66,991,873	64,072,795	(2,919,078)	(4.56%)
<i>Ending Fund Balance</i>	<i>39,823,811</i>	<i>34,800,954</i>	<i>15,017,337</i>	<i>15,017,337</i>	<i>15,038,968</i>	<i>21,631</i>	<i>0.14%</i>
St Johns Landfill Closure Account	7,771,641	7,537,904	0	0	0	\$0	
Renewal and Replacement	7,196,799	7,199,767	0	0	0	\$0	
Reserve Account - Metro Central	2,945,270	2,945,270	2,945,270	2,945,270	0	(\$2,945,270)	0.00%
Rate Stabilization Reserve Account	4,591,658	3,269,136	1,738,898	1,738,898	2,440,971	\$702,073	28.76%
Metro Central Debt Service	1,382,178	4,146,768	1,376,733	1,376,733	1,217,881	(\$158,852)	(13.04%)
Recycling Business Assistance Account	1,192,541	1,214,279	0	0	0	\$0	0.00%
General Account - Working Capital	5,759,667	5,759,668	5,759,668	5,759,668	5,759,668	\$0	0.00%
General Account - Capital Reserve	5,034,868	0	3,196,768	3,196,768	2,871,280	(\$325,488)	(11.34%)
General Account - Debt Serv. Accumulation	3,949,189	2,728,162	0	0	2,339,065	\$2,339,065	100.00%
General Account - (unrestricted)	0	0	0	0	0	\$0	0.00%
Prior Years PERS Reserve	0	0	0	0	410,103	\$410,103	100.00%
Total Requirements	\$91,190,974	\$94,148,934	\$82,009,210	\$82,009,210	\$79,111,763	(\$2,897,447)	(3.66%)
Full-Time Equivalents (FTE)	110.15	109.15	108.70	108.70	106.20	(2.50)	(2.35%)

The following schedules are the Solid Waste and Recycling Division budgets.

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2003-04	FY 2004-05	Change from		
	Audited Actual	Audited Actual	Adopted Budget	Amended Budget	Requested Budget	FY 2003-04 Adopted	Amount	Percent
Office of the Director								
Personal Services	\$349,832	\$456,365	\$794,607	\$794,607	\$937,912	\$143,305	15.28%	
Materials and Services	132,119	57,125	548,784	548,784	495,956	(\$2,828)	(10.65%)	
Capital Outlay	0	0	0	0	0	0	0.00%	
Total Requirements	\$481,951	\$513,490	\$1,343,391	\$1,343,391	\$1,433,868	\$90,477	6.31%	
Full-Time Equivalents (FTE)	4.00	4.00	10.50	10.50	12.00	1.50	12.50%	

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2003-04	FY 2004-05	Change from		
	Audited Actual	Audited Actual	Adopted Budget	Amended Budget	Requested Budget	FY 2003-04 Adopted	Amount	Percent
Financial Management and Analysis								
Personal Services	\$1,298,637	\$755,221	\$944,760	\$944,760	\$926,875	(\$17,885)	(1.93%)	
Materials and Services	2,777,421	1,956,072	1,897,799	1,897,799	763,439	(1,134,360)	(148.59%)	
Capital Outlay	34,713	0	0	0	0	0	0.00%	
Total Requirements	\$4,110,771	\$2,711,293	\$2,842,559	\$2,842,559	\$1,690,314	(\$1,152,245)	(68.17%)	
Full-Time Equivalents (FTE)	20.50	10.00	11.00	11.00	10.00	(1.00)	(10.00%)	

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2003-04	FY 2004-05	Change from		
	Audited Actual	Audited Actual	Adopted Budget	Amended Budget	Requested Budget	FY 2003-04 Adopted	Amount	Percent
Waste Reduction and Outreach								
Personal Services	\$1,700,565	\$1,673,004	\$1,718,428	\$1,718,428	\$1,698,230	(\$20,198)	(1.19%)	
Materials and Services	2,724,697	2,740,589	3,260,265	3,260,265	2,481,816	(778,449)	(31.37%)	
Capital Outlay	20,749	0	0	0	0	0	0.00%	
Total Requirements	\$4,446,011	\$4,413,593	\$4,978,693	\$4,978,693	\$4,180,046	(\$798,647)	(19.11%)	
Full-Time Equivalents (FTE)	25.00	22.00	21.00	21.00	20.00	(1.00)	(5.00%)	

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2003-04	FY 2004-05	Change from		
	Audited Actual	Audited Actual	Adopted Budget	Amended Budget	Requested Budget	FY 2003-04 Adopted	Amount	Percent
Engineering & Environmental Serv								
Personal Services	\$4,130,835	\$4,182,334	\$4,700,866	\$4,700,866	\$4,910,745	\$209,879	4.27%	
Materials and Services	28,602,280	28,602,595	29,960,084	29,960,084	29,505,342	(454,742)	(1.54%)	
Capital Outlay	1,705,487	1,889,624	4,822,200	5,272,200	2,460,900	(2,361,300)	(95.95%)	
Total Requirements	\$34,438,602	\$34,674,553	\$39,483,150	\$39,933,150	\$36,876,987	(\$2,606,163)	(7.07%)	
Full-Time Equivalents (FTE)	60.65	58.65	60.20	60.20	59.20	(1.00)	(1.69%)	

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2003-04	FY 2004-05	Change from		
	Audited Actual	Audited Actual	Adopted Budget	Amended Budget	Requested Budget	FY 2003-04 Adopted	Amount	Percent
Regulatory Affairs								
Personal Services		\$425,705	\$521,772	\$521,772	\$511,534	(\$10,238)	(2.00%)	
Materials and Services		366,191	392,742	392,742	427,583	34,841	8.15%	
Capital Outlay		20,584	0	0	0	0	0.00%	
Total Requirements		\$812,480	\$914,514	\$914,514	\$939,117	\$24,603	2.62%	
Full-Time Equivalents (FTE)	0.00	5.00	6.00	6.00	5.00	(1.00)	(16.67%)	

Issues:

- A current service level budget was prepared as directed. The attached listings of prioritized four-tier potential cuts to the current service level budget were also prepared. The department implemented \$1,521,151 of the proposed cuts, as follows:
 - All of Tier One with the exception of \$15,300 for the Trim upgrade. (Total Tier One Cuts \$975,948)
 - Tier Two, only reduce RSF Credits (\$150,000) and Home Composting Program (\$316,702). (Total Tier Two Cuts \$466,702)
 - Tier Three, reduce school billboard by \$28,500 and Local Government grants by \$50,000. (Total Tier Three cuts (\$78,500)
 - Tier Four, none
- In addition, the following programs or projects, totaling \$424,300, were added at the specified funding levels as follows:
 - Salvage Infrastructure Grant Program \$100,000
 - Legal Services for Flow Control Issues \$10,000
 - Transfer Station Operation Contract \$210,000
 - Food Donations Infrastructure Grants \$100,000
 - Arbitrage Report \$4,300
- This budget proposes an amount equal to about 40% of the current year budget for Regional System Fee Credits.
- The rate review committee may propose a significant change to historical rate allocations of costs (including overhead and Transfer Station Bond debt service). If adopted will shift cost recovery from the Regional System Fee to the Metro Disposal Fee or the Metro Transaction Fee. In addition, their proposal may introduce a new fee aimed at capturing the costs to Metro of privately owned facilities.
- There is a current proposal to increase excise tax on solid waste over the current \$1.00 per ton to \$2.00 per ton. Like the \$1.00 this increase will be earmarked for other departments support.

Attachments

1. Memo From Michael Hoglund to Council President David Bragdon dated February 12, 2004
2. Summary – Cut Packages based on Council President’s Direction
3. Solid Waste & Recycling Department FY 2004-05 Budget Response to Budget Directive by Division, Activity and Function

M E M O R A N D U M

600 NORTHEAST GRAND AVENUE | PORTLAND, OREGON 97232 2736
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METRO

DATE: February 12, 2004
TO: Council President David Bragdon
FROM: Michael Hoglund, Solid Waste and Recycling Director
RE: Solid Waste and Recycling Budget Reductions

Per your direction, we have identified potential reductions amounting to 15.1% of the department's program budget. These reductions are accompanied by elimination of 8 FTE positions—7½ in Solid Waste & Recycling, and ½ in our direct service transfer budget—a 7% reduction in personnel.

This document describes the department's proposed reductions, the criteria we used to identify them, and the potential consequences of implementing them.

Continuation of a Theme

FY 2004-05 marks the fourth straight round of reductions in the department. Beginning in FY 2001-02, the former director had controlled the department budget proposals to be within 5 percent of the previous year's actual expenditure, exclusive of the major contracts. Last year, working with you and the interim COO, we identified another \$1.3 million of reductions on top of the former director's initial FY 2003-04 budget. The Council approved over \$950,000 of these cuts, which took effect last July.

With this year's directions, we continued to look hard at how the department accomplishes its work and identified further reductions in overhead. However, to reach the targeted level of cuts, we have to eliminate or curtail certain programs or levels of service. The balance of this memo describes our process, decision criteria, and proposals.

Process

We developed a set of criteria to identify potential reductions. Each manager was charged with screening his portfolio of programs, services and support activities through these criteria, and to justify his findings in a series of discussions with the department's management team.

Choices on specific cuts were made by the management team as a whole, considering the cross-departmental impacts of individual decisions. These cuts are summarized in Table A, and are described in more detail at the end of this memorandum.

Criteria

The following criteria (in the form of questions) were used to identify cuts. We provide *example(s) in italics* to illustrate the specific types of cuts that result from each criterion.

1. *Mission Critical*

- Is a service or program a key to achieving a critical goal or objective in the strategic plan or the Regional Solid Waste Management Plan? *Neighborhood cleanup grants*
- Is an administrative or support activity absolutely critical to doing the other work of the department? *TRIM upgrades, RLIS support*
- Does the department pay more than its fair share? *ENACT, RLIS support*

2. *Cost-Effectiveness*

- Is the program sufficiently mature that it could be dropped with reasonable assurance that basic results would be unchanged? *Home composting*
- Does the program cost significantly more than other programs or approaches, all else equal? *Regional System Fee credits*
- Is the program still under development? That is, not yet to a point where results can be assured; or where investment is still minimal? *Product Stewardship Initiative*

3. *Reducible*

Can elements of the program be reduced or eliminated with manageable impact on the core program objectives? *School billboards; HW interns*

4. *Priority within the Mission*

How does the program rank relative to others within the core mission, considering the contribution toward RSWMP/Strategic Plan objectives, historical commitments, and councilor values for the solid waste system? *HW Roundups; illegal dumping*

Cut Package

Based on these criteria, we identified activities, services and programs for consideration as potential cuts. Recognizing that the criteria are in increasing order of impact, "pain" and/or priority, we present the cut package in four "tiers" that represent the potential reductions related to each of the four sets of criteria.

The cuts by tier are summarized in the following table. Each tier is discussed in more detail in the balance of this memorandum.

**Summary - Cut Packages based on Council President's Direction
SOLID WASTE & RECYCLING DEPARTMENT
January 30, 2004**

Summary of Cut Packages

	Tier 1	Tier 2	Tier 3	Tier 4	Total
Solid Waste Cuts by Tier	\$991,748	\$481,902	\$481,519	\$747,167	\$2,702,336
<i>Potential Rate Effect (reduction per ton)</i>	<i>\$0.81</i>	<i>\$0.40</i>	<i>\$0.39</i>	<i>\$0.61</i>	<i>\$2.22</i>
Cumulative Cuts	\$991,748	\$1,473,650	\$1,955,169	\$2,702,336	\$2,702,336
Requested SW Budget after Cuts*	\$16,889,047	\$16,407,145	\$15,925,626	\$15,178,459	\$15,178,459
Percent reduction from requested*	5.5%	8.2%	10.9%	15.1%	15.1%

* Based on initial requested program budget of \$17,880,795

Division Name of cut	Initial Budget	Cut Package Detail					Total Cuts	Budget after Reductions
		1st Tier	2nd Tier	3rd Tier	4th Tier			
Office of the Director	\$1,569,453	\$153,385	\$40,000	\$45,000	\$0	\$238,385	\$1,331,068	
<i>Admin/Support Services reduction package</i>		<i>21,191</i>				<i>21,191</i>	<i>-15.2%</i>	
<i>TRIM upgrade</i>		<i>10,000</i>				<i>10,000</i>		
<i>Adjust FTE requirements</i>		<i>39,694 .5</i>				<i>39,694</i>		
<i>Reduce ENACT</i>		<i>47,500</i>				<i>47,500</i>		
<i>Reduce/eliminate nhood cleanup grants</i>		<i>35,000</i>	<i>40,000</i>			<i>75,000</i>		
<i>Reduce disposal vouchers</i>				<i>32,500</i>		<i>32,500</i>		
<i>Reduce SOLV</i>				<i>12,500</i>		<i>12,500</i>		
Financial Mgmt. & Analysis	\$2,199,514	\$363,500	\$150,000	\$0	\$0	\$513,500	\$1,686,014	
<i>Extend furniture, PC replacement schedules</i>		<i>55,000</i>				<i>55,000</i>	<i>-23.3%</i>	
<i>Reduce technical consulting (15%)</i>		<i>8,500</i>				<i>8,500</i>		
<i>Reduce RSF Credits</i>		<i>300,000</i>	<i>150,000</i>			<i>450,000</i>		
Regulatory Affairs	\$929,117	\$0	\$0	\$85,000	\$54,368	\$139,368	\$789,749	
<i>Illegal dumping reduction package**</i>				<i>85,000</i>	<i>54,368</i>	<i>139,368</i>	<i>-15.0%</i>	
Environ. & Engineering Services***	\$8,182,202	\$192,101	\$0	\$173,019	\$692,799	\$1,057,919	\$7,124,283***	
<i>Reduce technical consulting</i>		<i>60,000</i>				<i>60,000</i>	<i>-12.9%</i>	
<i>Compactor maintenance reduction package</i>		<i>60,500</i>				<i>60,500</i>		
<i>Reduce scalehouse hours</i>		<i>71,601 1</i>				<i>71,601</i>		
<i>Employee attrition (St. Johns supervisor)</i>				<i>109,019 1</i>		<i>109,019</i>		
<i>Reduce/eliminate HW intern program</i>				<i>64,000</i>	<i>64,000</i>	<i>128,000</i>		
<i>Eliminate HW Round-Ups</i>					<i>628,799 4</i>	<i>628,799</i>		
Waste Reduction & Outreach	\$4,479,748	\$104,500	\$291,902	\$178,500	\$0	\$574,902	\$3,904,846	
<i>Tuition</i>		<i>2,000</i>				<i>2,000</i>	<i>-12.8%</i>	
<i>HW signage, education, surveys</i>		<i>12,000</i>				<i>12,000</i>		
<i>RIC temporaries, ads, customer surveys</i>		<i>35,500</i>				<i>35,500</i>		
<i>Reduction in general outreach</i>		<i>5,000</i>				<i>5,000</i>		
<i>Reduction in commercial program</i>		<i>20,000</i>				<i>20,000</i>		
<i>Reduction in C&D program</i>		<i>30,000</i>				<i>30,000</i>		
<i>Eliminate special project grants</i>			<i>13,000</i>			<i>13,000</i>		
<i>Eliminate home composting program</i>			<i>196,702 1</i>			<i>196,702</i>		
<i>Eliminate product stewardship program</i>			<i>82,200</i>			<i>82,200</i>		
<i>Eliminate school billboard art project</i>				<i>78,500</i>		<i>78,500</i>		
<i>Reduce competitive grants to LGs</i>				<i>100,000</i>		<i>100,000</i>		
Direct Service Transfers	\$520,761	\$178,262	\$0	\$0	\$0	\$178,262	\$342,499	
<i>Eliminate construction services FTE</i>		<i>78,262 .5</i>				<i>78,262</i>	<i>-34.2%</i>	
<i>Reduce transfer to DRC</i>		<i>100,000</i>				<i>100,000</i>		
Department Total	\$17,880,795						\$15,178,459***	
Reductions by tier		\$991,748	\$481,902	\$481,519	\$747,167	\$2,702,336		
* These cuts include personal services reductions totaling:		2	1	1	4	8		
		FTE	FTE	FTE	FTE	FTE		

This reduction does not entail cuts in Metro FTE; however, it eliminates 1.6 of the 3.8 Mult. Co. Sheriff's Corrections Deputies assigned to Metro under an IGA with the sheriff's office. Excluded from this reduction exercise were the major contracts (operations, transport, fuel and disposal), DEQ pass-through fees, and the principal uncontrollable costs due to the bonds (debt service and contribution to Renewal & Replacement). Because the contribution to Renewal & Replacement is not classified as M&S, it does not show in the totals above. To reconcile with the analysis provided by Finance for this reduction exercise, add the amount of the R&R Contribution (\$622,702) to the final (post-reduction) totals.

Solid Waste & Recycling
FY 2004-05 Budget Options

Tier 1 Reduction Package
\$991,700

Theme

- Eliminate non-core programs
- Reduce administration and overhead

Key elements

- Eliminate TRIM upgrades
- Reduce ENACT to solid waste fair share
- Administrative/support reductions (temporary help, mailing, software training and manuals, outside contact list services, etc.)
- Extend furniture/desktop PC replacement schedules
- Reduce financial & engineering consulting assistance
- Reduce neighborhood cleanup grants
- Reduce Regional System Fee credits (by one-third)
(The 2 cuts above were in the department's cut package last year, but were restored by Council in whole or in part. Notwithstanding this fact, they still do not meet the test of the criteria, in the department's opinion.)
- Reduce promotion, outreach, customer surveys.
- Reduce scalehouse hours

FTE

- In this Tier.....2
- Cumulative.....2

See Reverse for Details, Constituents and Consequences of this Tier's Cuts

Solid Waste & Recycling FY 2004-05 Budget Options

Tier One Reduction Package Details

Area of Reduction	Program Purpose/Mandate	Constituent	Consequences
Contracted Professional Services	Use of outside mail & contact lists services; software training manuals	SW&R Dept	Reduced resources for SW&R Dept.
	TRIM upgrade & conversion to Context	SW&R Dept	Proposing that costs be distributed among departments, i.e., IT pay 50% of costs. If TRIM upgrade & conversion is not completed, Council & SW&R databases cannot be linked.
	Financial technical assistance	SW&R Dept	Lower level of outside oversight available on technical/financial work.
	Consulting on compactor maintenance to determine if practices could be changed to minimize chronic problems.	SW&R Dept	Staff will shift workload priorities to accomplish some of the work in-house, thereby reducing the scope for contracted services.
	Financial consultant on Bond Counsel inquiries; ensures bond covenant requirements are met	Metro, Bond Counsel/Credit Agencies	This may be unnecessary if outstanding questions are answered in FY03-04. If additional monies are needed, they will be appropriated from line item savings or contingency.
	Independent engineering consulting services for unanticipated problems, contract disputes, cost estimating and technical issues.	SW&R Dept	This is a contingency fund; if additional monies are needed, they will be appropriated from line item savings or contingency.
Temporary Help Services	Technical expertise on specialized regulatory issues (e.g. dredging, compost removal)	Citizens, regulated facilities, local governments	Reduced ability to fund regulatory assistance for projects needing specialized expertise.
	Services by temporary help agencies for unanticipated support staff absences, vacations, turnover, etc.	SW&R Dept.	This is a contingency fund; support staff may shift workload priorities to accomplish work with reduced resources.
Subscriptions & Dues	Provide fill-in coverage for Recycling Information Center; puppet show support; hazardous waste support; natural gardening support	Residents and businesses in the region	Reduced customer service support and various resources provided to citizens.
	NAHMMA & National Neighborhood Coalition dues; publications and subscriptions	SW&R Dept.	Reduced resources available to staff and SW&R library.
Advertising, Printing, Delivery	Use of outside services	SW&R Dept.	Increased workload for support staff.
Metro Recycling Information advertising	RIC informs, educates and gives citizens and businesses detailed information about recycling and waste reduction opportunities in the region.	General public, businesses	This reduces by \$15,000 the funds to advertise and promote Metro Recycling Information services.
Desktop PCs	Ensure functional/compatible computing technology available throughout department	SW&R Department (directly)	Extend replacement schedule; elimination of functioning hand-me-downs for other agency departments.
Furniture	Ensure functional/ergonomic office furnishings throughout department	SW&R Department (directly)	Elimination of functional hand-me-downs for other agency departments.
Staff Development	Librarian/Records Management Seminars for SW&R Librarian Waste Reduction Measurement/Tuition	SW&R Dept.	Decreased staff development.

**Solid Waste & Recycling
FY 2004-05 Budget Options**

Area of Reduction	Program Purpose/Mandate	Constituent	Consequences
FTE Reductions	Management Technician supports Community Outreach program (incl. disposal vouchers, neighborhood clean-up grants, community enhancement)	SW&R Dept. and community partners	0.5 FTE reduction achieved by shifting duties.
	Reduce Scalehouse hours (equivalent to 1.0 FTE)	Metro transfer station customers	Reduction in service to transfer station customers, including hauling industry.
	Construction services/project management (0.5 FTE)	SW&R Dept. (directly)	Increased workload for other construction project managers; could also reduce availability of SW&R engineering project support to other departments.
Transfer to DRC (Planning Fund)	Internal transfer	Metro and DRC customers	Reduce resources for DRC; costs could be borne agency wide to maintain current level of programs.
ENACT	In-house sustainability	Metro facilities	Reduced funding for sustainability projects; could have costs borne agency wide to maintain current level of programs.
Neighborhood Cleanup Grants ¹	Grants to local governments for community cleanups	Local governments, citizens	Scaling back of neighborhood cleanups; residents would need to take trash to transfer stations themselves, or pay to have it hauled.
Regional System Fee Credits	Subsidizes post-collection material recovery	Material recovery facilities (MRFs)	Reduces program funding by one-third. Could reduce post-collection material recovery.
Hazardous waste program monitoring	Assessment of services/program effectiveness	Metro/customers	Assessment won't be conducted.
Hazardous waste round up signage	Repair and replace signs for round up events	Customers attending events	Fewer signs will be replaced.
Natural Gardening general outreach	Miscellaneous materials	Potentially interested attendees	Current year attendance: minimal (Tour fills up quickly). Long-term: not reaching outside already committed population.
Commercial waste reduction	Pursuant to state legislation, program increases recovery/ prevention; programs and outreach	DEQ, local governments, businesses	Elimination of buy recycled and business recognition programs. Reduction of commercial outreach fund available to the combined Metro/local government outreach campaign to businesses.
C&D recycling	Pursuant to state legislation and RSWMP, program increases recovery/prevention	Citizens, building materials recovery groups	Program would emphasize recovery, not prevention.

¹ Between SOLV, disposal vouchers and cleanup grants, Metro supports community cleanups with a combined \$235,000 budgeted annually.

Solid Waste & Recycling
FY 2004-05 Budget Options

Tier 1 Reduction Package
\$991,700

Theme

- Eliminate non-core programs*
- Reduce administration and overhead*

Key elements

- Eliminate TRIM upgrades
- Reduce ENACT to solid waste fair share
- Administrative/support reductions (temporary help, mailing, software training and manuals, outside contact list services, etc.)
- Extend furniture/desktop PC replacement schedules
- Reduce financial & engineering consulting assistance
- Reduce neighborhood cleanup grants
- Reduce Regional System Fee credits (by one-third)
(The 2 cuts above were in the department's cut package last year, but were restored by Council in whole or in part. Notwithstanding this fact, they still do not meet the test of the criteria, in the department's opinion.)
- Reduce promotion, outreach, customer surveys.
- Reduce scalehouse hours

FTE

- In this Tier.....2
- Cumulative.....2

See Reverse for Details, Constituents and Consequences of this Tier's Cuts

Solid Waste & Recycling FY 2004-05 Budget Options

Tier One Reduction Package Details

Area of Reduction	Program Purpose/Mandate	Constituent	Consequences
Contracted Professional Services	Use of outside mail & contact lists services; software training manuals	SW&R Dept.	Reduced resources for SW&R Dept.
	TRIM upgrade & conversion to Context	SW&R Dept.	Proposing that costs be distributed among departments, i.e., IT pay 50% of costs. If TRIM upgrade & conversion is not completed, Council & SW&R databases cannot be linked.
	Financial technical assistance	SW&R Dept.	Lower level of outside oversight available on technical/financial work.
	Consulting on compactor maintenance to determine if practices could be changed to minimize chronic problems.	SW&R Dept.	Staff will shift workload priorities to accomplish some of the work in-house, thereby reducing the scope for contracted services.
	Financial consultant on Bond Counsel inquiries; ensures bond covenant requirements are met	Metro, Bond Counsel/Credit Agencies	This may be unnecessary if outstanding questions are answered in FY03-04. If additional monies are needed, they will be appropriated from line item savings or contingency.
	Independent engineering consulting services for unanticipated problems, contract disputes, cost estimating and technical issues.	SW&R Dept.	This is a contingency fund; if additional monies are needed, they will be appropriated from line item savings or contingency.
Temporary Help Services	Technical expertise on specialized regulatory issues (e.g. dredging, compost removal)	Citizens, regulated facilities, local governments	Reduced ability to fund regulatory assistance for projects needing specialized expertise.
	Services by temporary help agencies for unanticipated support staff absences, vacations, turnover, etc.	SW&R Dept.	This is a contingency fund; support staff may shift workload priorities to accomplish work with reduced resources.
Subscriptions & Dues	Provide fill-in coverage for Recycling Information Center; puppet show support; hazardous waste support; natural gardening support	Residents and businesses in the region	Reduced customer service support and various resources provided to citizens.
	NAHMMA & National Neighborhood Coalition dues; publications and subscriptions	SW&R Dept.	Reduced resources available to staff and SW&R library.
Advertising, Printing, Delivery	Use of outside services	SW&R Dept.	Increased workload for support staff.
Metro Recycling Information advertising	RIC informs, educates and gives citizens and businesses detailed information about recycling and waste reduction opportunities in the region.	General public, businesses	This reduces by \$15,000 the funds to advertise and promote Metro Recycling Information services.
Desktop PCs	Ensure functional/compatible computing technology available throughout department	SW&R Department (directly)	Extend replacement schedule; elimination of functioning hand-me-downs for other agency departments.
Furniture	Ensure functional/ergonomic office furnishings throughout department	SW&R Department (directly)	Elimination of functional hand-me-downs for other agency departments.
Staff Development	Librarian/Records Management Seminars for SW&R Librarian Waste Reduction Measurement/Tuition	SW&R Dept.	Decreased staff development.

**Solid Waste & Recycling
FY 2004-05 Budget Options**

Area of Reduction	Program Purpose/Mandate	Constituent	Consequences
FTE Reductions	Management Technician supports Community Outreach program (incl. disposal vouchers, neighborhood clean-up grants, community enhancement)	SW&R Dept. and community partners	0.5 FTE reduction achieved by shifting duties.
	Reduce Scalehouse hours (equivalent to 1.0 FTE)	Metro transfer station customers	Reduction in service to transfer station customers, including hauling industry.
	Construction services/project management (0.5 FTE)	SW&R Dept. (directly)	Increased workload for other construction project managers; could also reduce availability of SW&R engineering project support to other departments.
Transfer to DRC (Planning Fund)	Internal transfer	Metro and DRC customers	Reduce resources for DRC; costs could be borne agency wide to maintain current level of programs.
ENACT	In-house sustainability	Metro facilities	Reduced funding for sustainability projects; could have costs borne agency wide to maintain current level of programs.
Neighborhood Cleanup Grants ¹	Grants to local governments for community cleanups	Local governments, citizens	Scaling back of neighborhood cleanups; residents would need to take trash to transfer stations themselves, or pay to have it hauled.
Regional System Fee Credits	Subsidizes post-collection material recovery	Material recovery facilities (MRFs)	Reduces program funding by one-third. Could reduce post-collection material recovery.
Hazardous waste program monitoring	Assessment of services/program effectiveness	Metro/customers	Assessment won't be conducted.
Hazardous waste round up signage	Repair and replace signs for round up events	Customers attending events	Fewer signs will be replaced.
Natural Gardening general outreach	Miscellaneous materials	Potentially interested attendees	Current year attendance: minimal (Tour fills up quickly). Long-term: not reaching outside already committed population.
Commercial waste reduction	Pursuant to state legislation, program increases recovery/ prevention; programs and outreach	DEQ, local governments, businesses	Elimination of buy recycled and business recognition programs. Reduction of commercial outreach fund available to the combined Metro/local government outreach campaign to businesses.
C&D recycling	Pursuant to state legislation and RSWMP, program increases recovery/prevention	Citizens, building materials recovery groups	Program would emphasize recovery, not prevention.

¹ Between SOLV, disposal vouchers and cleanup grants, Metro supports community cleanups with a combined \$235,000 budgeted annually.

Solid Waste & Recycling
FY 2004-05 Budget Options

Tier 2 Reduction Package
\$481,900

Theme

- Eliminate mature programs
- Eliminate programs in early development
- Eliminate programs that fail a cost-benefit test

Key elements

- Eliminate home composting program
(but retain compost bin sale element)
- Eliminate Special Projects grants
- Eliminate Product Stewardship Program
- Further reduce Regional System Fee credits (accelerate phase-out)
- Eliminate Neighborhood Cleanup Grants
(The 2 cuts above were in the department's cut package last year, but were restored by Council in whole or in part. Notwithstanding this fact, they still do not meet the test of the criteria, in the department's opinion.)

FTE

- In this Tier.....1
- Cumulative.....3

See Reverse for Details, Constituents and Consequences of this Tier's Cuts

**Solid Waste & Recycling
FY 2004-05 Budget Options**

Tier Two Reduction Package Details

Area of Reduction	Program Purpose/Mandate	Constituent	Consequences
Neighborhood Cleanup Grants	Grants to local governments for community cleanups	Local governments, citizens	Further reduction of grant fund; more residents would need to take trash to transfer stations themselves, or pay to have it hauled.
Regional System Fee Credits	Subsidizes post-collection material recovery	Material recovery facilities (MRFs)	Reduces program funding by half. Could reduce post-collection material recovery.
Special project grants	Fund for ad hoc requests	Miscellaneous nonprofits	Unable to respond to ad hoc funding requests.
Home composting program	State legislation/RSWMP waste reduction mandates	DEQ, local governments, composting facilities, citizens	Eliminates all composting programs except annual bin sale - includes quality testing, except membership in the Composting Council of Oregon, demonstration site maintenance and composting brochure printing; eliminates 1.0 FTE staff; eliminates survey work on composting program performance.
Product stewardship	SW&R's environmental leadership	DEQ, EPA, local governments, public	Eliminates work on electronics recycling & product stewardship.

Solid Waste & Recycling
FY 2004-05 Budget Options

Tier 3 Reduction Package
\$481,500

Theme

- Reduce selected elements of core programs

Key elements

- Reduce Disposal Vouchers
- Reduce SOLV contribution
- Reduce Illegal Dumpsite Cleanups
- Reduce Hazardous Waste Intern program
(the "farm" system for HW technicians)
- Eliminate school billboard program
- Capitalize on attrition
(Landfill closure/monitoring supervisor retiring)
- Reduce local government competitive grants

FTE

- In this Tier.....1
- Cumulative.....4

See Reverse for Details, Constituents and Consequences of this Tier's Cuts

**Solid Waste & Recycling
FY 2004-05 Budget Options**

Tier Three Reduction Package Details

Area of Reduction	Program Purpose/Mandate	Constituent	Consequences
Disposal vouchers	Neighborhood clean-ups	Neighborhood organizations, citizens, local governments	Reduces availability of vouchers for free disposal at Metro transfer stations for neighborhood clean-up events.
SOLV	Regional cleanups; enhancement	Citizens in region and state	\$12,500 of current contract with SOLV is for TeamUp watershed program; watershed health is the least connected to SW&R's mission and mandates.
Elimination of one illegal dumping cleanup crew (0.8 FTE with Multnomah County Sheriff's Office)	Cleanup of illegal dumps within the Metro region	Metro citizens, Sheriff's office, SOLV, local governments	Reduced ability to cleanup illegal dumps or offer expanded services to local governments. Fewer fines would be collected (\$9,000 to \$12,000).
FTE Reductions	Program Supervisor II - oversees the Landfill & Environmental Management Program (includes the St. Johns Landfill) Hazardous Waste Interns (1.9 FTE equivalent) - assist with waste handling at HHW facilities	SW&R Dept. SW&R Dept., customers, students	Engineering Manager I could assume supervision of this program, but would no longer be available for technical advice on departmental projects; department's analytical and investigative abilities will be reduced. Reduce interns by half. Increased burden on hazardous waste staff; possible decrease in promptness of customer service; decreased community service through providing students with job experience.
School billboard art project	Engages students in waste reduction and conservation through art; billboard exposure for winning student art entries	Students, schools, citizens	Lost opportunity for schools; less community education about waste reduction and recycling; lost good will and public relations for Metro.
Competitive Grants to Local Governments	Funding for local government pilot projects for waste reduction activities	Local governments, citizens	Reduces local government ability to pursue waste reduction initiatives; could impact recovery rate.

Solid Waste & Recycling
FY 2004-05 Budget Options

Tier 4 Reduction Package
\$747,200

Theme

- Eliminate selected core programs*

Key elements

- Eliminate Illegal Dumpsite Cleanups
- Eliminate Hazardous Waste Roundups
- Eliminate hazardous waste intern program

FTE

- In this Tier.....4
- Cumulative.....8

See Reverse for Details, Constituents and Consequences of this Tier's Cuts

**Solid Waste & Recycling
FY 2004-05 Budget Options**

Tier Four Reduction Package Details

Area of Reduction	Program Purpose/Mandate	Constituent	Consequences
Severe reduction of 2nd Illegal Dump Cleanup Crew (0.8 FTE with Multnomah County Sheriff Office)	Cleanup of illegal dumps within the Metro region	Metro citizens, Sheriff's office, SOLV, local governments	This would eliminate Metro's ability to cleanup illegal dumps except the worst-case situations. This would leave about \$40,000 to fund a cleanup crew 2 days per week. This would eliminate Metro's ability to assist local governments with cleanups. (Even fewer fines would be collected (\$7,000 to \$10,000).
FTE Reductions	Hazardous Waste Interns (1.9 FTE equivalent) - assist with waste handling at HHW facilities	SW&R Dept, customers, students	Eliminates hazardous waste internship program. Increased burden on hazardous waste staff; possible decrease in promptness of customer service; decreased community service through providing students with job experience.
Hazardous Waste Roundups (includes 6.0 FTE; hazardous waste disposal; materials and services)	Provides household hazardous waste collection	Residents, local governments	Eliminates hazardous waste roundups; could generate resident complaints; dissatisfied local governments; potential increase in stockpiled hazardous waste.

**SOLID WASTE & RECYCLING DEPARTMENT FY 2004-05 BUDGET
RESPONSE TO BUDGET DIRECTIVE BY DIVISION, ACTIVITY AND FUNCTION**

DIVISION/Activity/Specific functions	Full Cut Package (Total of all 4 Levels)			Budget after Cuts	
	Detail	Amount	FTE	Amount	FTE
OFFICE OF THE DIRECTOR		\$238,385	0.50	\$1,331,068	12.00
Office of the Director Department Director & staff		\$0	0.00	\$376,774	3.00
Support Services		\$31,191	0.00	\$584,702	6.50
Secretarial service					
Reception	Reduce Temporary Help Services	\$4,400			
TRIM database	Reduce Contribution for TRIM Upgrade	\$10,000			
Records/Library					
Mail processing/McList	Reduce outside mail & contact list services	\$5,500			
Data entry					
Supplies	Reduce miscellaneous supplies	\$11,291			
Community Relations		\$207,194	0.50	\$389,592	2.50
Community relations					
Media relations					
Advertising					
Marketing strategies					
Enhancement grants					
Neighborhood cleanup grants	Eliminate neighborhood cleanup grants	\$75,000			
Disposal vouchers	Reduce Disposal Vouchers	\$32,500			
SOLV	Reduce SOLV	\$12,500			
ENACT (in-house sustainability)	Reduce ENACT	\$47,500			
Web content					
	Adjust FTE requirements	\$39,694	0.50		
FINANCIAL MANAGEMENT & ANALYSIS		\$519,500	0.00	\$1,602,814	10.00
Contract administration					
Accounts payable					
Payroll					
Accounts receivable					
IT support for desktops/Web/Graphics					
Graphics/Web support					
Procedures					
Purchasing					
Desktop computers/Furniture	Extend furniture, PC replacement schedule	\$55,000			
Budgeting					
Rate-Setting					
System Management: Tonnage & Analysis	Reduce technical consulting	\$8,500			
Audit Functions: Private and Metro facilities					
Regional System Fee Credit Program	Cut by 1/3 (1st tier) to 1/2 (1st + 2nd tiers)	\$450,000			
REGULATORY AFFAIRS		\$139,368	0.00	\$723,749	6.00
Private Facility Regulation:					
Licensing, franchising					
Inspections					
Enforcement					
Illegal Dumpsites:					
Illegal Dumping: monitoring, cleanup, Investigation	Reduce 1.6 FTE of the four Multnomah Co. Sheriff's Deputies assigned to Metro under an IGA with the sheriff's department. Leaves 0.2 FTE (Sheriff's Deputies) on Cleanup Crews.	\$139,368			

**SOLID WASTE & RECYCLING DEPARTMENT FY 2004-05 BUDGET
RESPONSE TO BUDGET DIRECTIVE BY DIVISION, ACTIVITY AND FUNCTION**

DIVISION/Activity/Specific functions	Full Cut Package (Total of all 4 Levels)			Budget after Cuts	
	Detail	Amount	FTE	Amount	FTE
ENVIRONMENTAL & ENGINEERING SERVICES		\$1,057,921	6.00	\$7,748,385	54.20
Management Services		\$0		\$362,444	3.00
Program Director & staff					
Engineering & Technical Support		\$60,000	0.00	\$497,412	4.00
Renewal/Replacement					
Capital Improvement plans					
Engineering & design facilities, landfills	Reduce technical consulting	\$60,000			
Construction procurement & management					
Landfill & Environmental Management		\$109,019	1.00	\$925,448	6.50
Post-closure management of landfills					
Environmental monitoring					
Site operations					
Measurement & maintenance					
Methane gas recovery & sale	FTE attrition	\$109,019	1.00		
Disposal Operations		\$60,500	0.00	\$471,720	2.00
Transfer/Transport/Disposal Contracts					
Oversight of major contracts					
Maintenance & repairs	Reduce compactor maintenance	\$60,500			
Environmental Health & Safety		\$0	0.00	\$198,881	1.00
Staff safety & ergonomics					
Regional Disaster Debris Mgmt. plan					
FEMA reimbursement eligibility					
Scalehouse Operations		\$71,603	1.00	\$1,129,811	12.65
Scalehouse operations	Reduce scalehouse hours	\$71,603	1.00		
Customer service					
Hazardous waste		\$756,799	4.00	\$2,958,303	21.30
Hazardous waste & CEG					
Permanent facilities	Eliminate College Internship program	\$128,000			
Round-Ups	Eliminate Round-Ups	\$628,799	4.00		
Latex Paint		\$0	0.00	\$1,202,968	3.75
Receive, test,color sort					
Reblend, process					
Storefront: sale					

* Environmental & Engineering Services Budget for 2004-05 excludes \$24,714,484 for major contracts (transfer,transport & fuel/disposal)

**SOLID WASTE & RECYCLING DEPARTMENT FY 2004-05 BUDGET
RESPONSE TO BUDGET DIRECTIVE BY DIVISION, ACTIVITY AND FUNCTION**

DIVISION/Activity/Specific functions	Full Cut Package (Total of all 4 Levels)			Budget after Cuts	
	Detail	Amount	FTE	Amount	FTE
WASTE REDUCTION & OUTREACH		\$574,903	1.00	\$3,908,046	20.00
<i>Waste Reduction</i>		\$433,903	1.00	\$2,377,511	7.67
Annual Waste Reduction Plans					
Per capita grants					
Competitive grants	Reduce competitive grants to local governments	\$100,000			
Commercial	Reduce buy recycled & business recognition	\$10,000			
Organics					
Construction & Demolition (C&D)	Eliminate market develop. of used building mat'l	\$30,000			
Waste Reduction Measurement	Reduce tuition	\$2,000			
Composting	Eliminate Home Composting program	\$196,703	1.00		
Planning; Source Reduction, Reuse, E-Scrap, Product Stewardship	Eliminate product stewardship program	\$82,200			
	Eliminate special projects non-profit grants	\$13,000			
<i>Public Outreach & Education</i>		\$141,000	0.00	\$1,530,535	12.33
Recycling Inform. Center (RIC) & Outreach	RIC temporaries, ads, customer survey	\$35,500			
Commercial Outreach	General commercial outreach	\$10,000			
School Education: K-12 grade	Eliminate school billboard art project	\$78,500			
Hazardous Waste & Adult Education	Hazardous Waste signage, education, surveys	\$12,000			
Natural Gardening	Miscellaneous material	\$5,000			
DIRECT TRANSFERS		\$178,262	0.50	\$342,499	0.00
Direct Services to SW & R Department	Eliminate construction services FTE (Support Services Fund)	\$78,262	0.50		
	Reduce transfer to DRC (Planning Fund)	\$100,000			
TOTAL		\$2,702,339	8.00	\$15,801,161	101.20

* 7.5 FTE in Solid Waste & Recycling plus 0.5 through elimination of construction services support.