

A G E N D A

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**METRO**

**Agenda**

MEETING: METRO COUNCIL BUDGET WORKSESSION  
DATE: April 14, 2004  
DAY: Wednesday  
TIME: 1:30 PM  
PLACE: Metro Council Chamber

**CALL TO ORDER AND ROLL CALL**

1. **Ordinance No. 04-1044**, For the Purpose of Adopting the Annual Budget for Fiscal Year 2004-05, Making Appropriations, and Levying Ad Valorem Taxes, and Declaring an Emergency.

**ADJOURN**

Department	#
SW&R	1

## AMENDMENT TO FY 2004-05 BUDGET

**PRESENTER** Councilor Susan McLain

**DRAFTER:** Linnea Nelson

**DATE** April 14, 2004

**PROPOSED AMENDMENT: COMPOST BIN SALE**

DEPARTMENT(S)	FUND(S)	LINE ITEMS		
		Acct #	Account Title	Amount
<b>Resources</b>				
SW&R	Solid Waste Revenue Fund	4230	Product Sale	\$60,000
<b>Requirements</b>				
SW&R	Solid Waste Revenue Fund – Operating Account	5240	Contracted Professional Services	\$34,000
SW&R	Solid Waste Revenue Fund – Operating Account	5280	Other Purchased Services	\$65,000
SW&R	Solid Waste Revenue Fund	5990	Fund Balance	(\$39,000)

**PROGRAM/STAFFING IMPACTS**

Some staff time will be required to procure the contracts (described below); but the bulk of the work (planning, coordinating, advertising, and staffing the sales) will be done by contractors.

**ARGUMENTS IN FAVOR OF PROPOSED AMENDMENT (not necessary for technical adjustments)**

**Description of expenditures and revenues:**

**Compost Bin Provider (\$30,000 Contracted Professional Services):** Contract with manufacturer or distributor to provide bins at sales sites. Bins are sold at multiple sites on the weekend(s) in Spring.

**Media Consultant (\$4,000 Contracted Professional Services):** Contract for media consultant to design and place advertising in multiple print venues throughout the region.

**Advertising (\$45,000 Other Purchased Services):** Cost of the various ads.

**Staffing (\$20,000 Other Purchased Services):** Contract for staff to plan and coordinate the sales.

**Revenue (\$60,000):** Price increase of \$10/ bin on 6,000 sales provides \$60,000 to defray costs.

**Points in favor:**

Popular regional program; meets Regional Solid Waste Management Plan goals; upstream approach

**OPTIONS FOR FUNDING THIS AMENDMENT – What reductions, credits, changes, or adjustments in other budget/program areas will be necessary to accommodate this amendment?**

No significant impacts on other areas of the budget.

**EFFECT ON KEY BUDGET ISSUES – Provide a brief response to each of the following questions**

- **Will this amendment increase/decrease fund balance draw? If so, which fund(s) and by how much?**

Yes. Revenue to cover this amendment will decrease the Solid Waste Revenue Fund balance by \$39,000. This draw on the fund balance would result in a minor decline in the Debt Service Coverage covenant of the bonds to 141.5%, still well above the 110% requirement.

Alternatively, if revenue is recovered from rates, the Regional System Fee would increase by \$0.03/ton and there would be no impact on the bond covenant. If revenue is to be recovered from rates, the FY 04-05 Rate Ordinance, No. 04-1042, would have to be amended at a regular meeting of the Council by April 22, 2004.

Another approach: Cut per capita by \$39,000 / 15-Year Program.

- **Will this amendment increase/decrease central overhead spending? If so, by how much?**

No significant effects.

Department	#
SW&R	2

## AMENDMENT TO FY 2004-05 BUDGET

**PRESENTER** Councilor Susan McLain

**DRAFTER:** Linnea Nelson

**DATE** April 14, 2004

**PROPOSED AMENDMENT:** BILLBOARD SPACE FOR EARTH DAY ARTWORK

<u>DEPARTMENT(S)</u>	<u>FUND(S)</u>	<u>LINE ITEMS</u>		
		<i>Acct #</i>	<i>Account Title</i>	<i>Amount</i>
<b><i>Requirements</i></b>				
SW&R	SW Revenue Fund – Operating Account	5240	Contracted Professional Services	\$28,000
SW&R	Solid Waste Revenue Fund	5990	Fund Balance	(\$28,000)

**PROGRAM/STAFFING IMPACTS**

None

**ARGUMENTS IN FAVOR OF PROPOSED AMENDMENT** (not necessary for technical adjustments)

Billboard Space for Earth Day Artwork \$28,000  
 Popular program.  
 Outreach to youth.

**OPTIONS FOR FUNDING THIS AMENDMENT** – What reductions, credits, changes, or adjustments in other budget/program areas will be necessary to accommodate this amendment?

None

Reduction – Per capita \$28,000 – 15-Year Program

**EFFECT ON KEY BUDGET ISSUES** – Provide a brief response to each of the following questions

- **Will this amendment increase/decrease fund balance draw? If so, which fund(s) and by how much?**

Yes. Revenue to cover this amendment will decrease the Solid Waste Revenue Fund balance by \$28,000. This draw on the fund balance would result in a minor decline in the Debt Service Coverage covenant of the bonds to 141.9%, still well above the 110% requirement.

Alternatively, if revenue is recovered from rates, the Regional System Fee would increase by \$0.02/ton and there would be no impact on the bond covenant. If revenue is to be recovered from rates, the FY 2005 Rate Ordinance, No. 04-1042, would have to be amended at a regular meeting of the Council by April 22, 2004.

- **Will this amendment increase/decrease central overhead spending? If so, by how much?**

No effect.

Department	#
SW&R	2

## AMENDMENT TO FY 2004-05 BUDGET

**PRESENTER** Councilor Susan McLain

**DRAFTER:** Linnea Nelson

**DATE** April 14, 2004

**PROPOSED AMENDMENT:** BILLBOARD SPACE FOR EARTH DAY ARTWORK

<u>DEPARTMENT(S)</u>	<u>FUND(S)</u>	<u>LINE ITEMS</u>		
		<i>Acct #</i>	<i>Account Title</i>	<i>Amount</i>
<b><i>Requirements</i></b>				
SW&R	SW Revenue Fund – Operating Account	5240	Contracted Professional Services	\$28,000
SW&R	Solid Waste Revenue Fund	5990	Fund Balance	(\$28,000)

### **PROGRAM/STAFFING IMPACTS**

None

### **ARGUMENTS IN FAVOR OF PROPOSED AMENDMENT** (not necessary for technical adjustments)

Billboard Space for Earth Day Artwork \$28,000  
 Popular program.  
 Outreach to youth.

### **OPTIONS FOR FUNDING THIS AMENDMENT** – What reductions, credits, changes, or adjustments in other budget/program areas will be necessary to accommodate this amendment?

None

Reduction – Per capita \$28,000 – 15-Year Program

### **EFFECT ON KEY BUDGET ISSUES** – Provide a brief response to each of the following questions

- **Will this amendment increase/decrease fund balance draw? If so, which fund(s) and by how much?**

Yes. Revenue to cover this amendment will decrease the Solid Waste Revenue Fund balance by \$28,000. This draw on the fund balance would result in a minor decline in the Debt Service Coverage covenant of the bonds to 141.9%, still well above the 110% requirement.

Alternatively, if revenue is recovered from rates, the Regional System Fee would increase by \$0.02/ton and there would be no impact on the bond covenant. If revenue is to be recovered from rates, the FY 2005 Rate Ordinance, No. 04-1042, would have to be amended at a regular meeting of the Council by April 22, 2004.

- **Will this amendment increase/decrease central overhead spending? If so, by how much?**

No effect.

4.01.2004

**Environmental Action Team (ENACT) Proposed Budget for FY 04-05**

ENACT is charged by Council Resolution 03-3338 with coordinating the implementation of a sustainable business model for Metro facilities. ENACT's budget in FY 03-04 was \$80,500, a reduction of 11% from \$90,000 in the FY 02-03 budget. A budget request for FY 04-05 was developed based on no increase from the FY 03-04 budget.

<b>PROPOSED ENACT Budget FY 04-05</b>	<b>Amount</b>	<b>Funding</b>	
Environmental management system development	\$10,800	SWR	
Sustainable procurement position	32,000	CUT	* Replace
Recycling collection containers	17,500	SWR	
Memberships	3,500	SWR	
EPaper Initiative	3,000	CUT	*Replace
Sponsorship and workshop registrations	2,700	SWR	
Chemical product toxicity reduction project	5,000	SWR	
Technical assistance	6,000	CUT	*Keep cut
<b>Total ENACT programs</b>	<b>\$80,500</b>		

A brief discussion of the line items:

- **Environmental management system (EMS).** Metro is currently enrolled in an 18-month project to develop an EMS. This line item covers the outstanding payment for enrollment in this project (\$10,800).
- **Sustainable procurement position.** ENACT is committed to using its annual budget to fund a 0.5 FTE in Contracts and Purchasing on an ongoing basis. This person will ensure that our agency's purchases and contracts leverage greater demand for sustainable products in the regional market.
- **Recycling collection containers.** This project will target the purchase of containers that will be used for the collection of used food and soiled paper for composting and will ensure Metro's facilities are leaders in the new regional initiative to collect commercial organics.
- **Memberships.** The Oregon Natural Step Network and the Sustainable Products Purchasers Coalition provide Metro with low cost technical expertise to develop and implement our programs.
- **The ePaper initiative.** This effort to develop a sustainable information system provides funds for shifting information management from paper to electronic format, training staff and purchasing equipment, such as flat panel monitors that use less energy and toxic components.
- **Sponsorship and workshop registrations.** The Oregon Sustainability Forum is a bi-annual event coordinated by Sustainable Northwest and brings together leaders that are working on sustainability issues throughout the state and the region. Workshops allowed staff to receive training last year green building, purchasing renewable energy, social sustainability and computer recycling.
- **Chemical inventory project.** This project sets targets to reduce the use for the most toxic items in our landscaping, pest control and custodial products. Funding will allow completion of baseline data in agency database, assessment of product toxicity and development of targets.
- **Technical assistance.** Assists facilities in gathering baseline data on particular activities and identifying potential strategies or actions that they can take.

Council President Bragdon's proposed budget lists \$47,000 in cuts to ENACT. This line item includes cuts of \$6,000 for Earth Day program support and \$41,000 to ENACT programs. This would leave \$39,500 in funding for ENACT programs in the Solid Waste and Recycling (SWR) budget. Those programs that would still be funded by SWR are listed in the above table.

ENACT proposes \$35,000 in the following add backs:

- Sustainable Procurement position (0.5 FTE) in Contracts, \$32,000
- EPaper initiative, \$3,000

With the add backs, this would still leave cuts of \$6,000 to the proposed ENACT FY 04-05 budget of \$80,500, for a reduction of 8% from FY 03-04.

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## FY 2004-05 ADD PACKAGE

Department: Finance and Administrative Services Department  
 Division: Contracts and Purchasing

Date: February 4, 2004  
 Contact Person: Steve Apotheker

Add Package Title: Sustainable Procurement Analyst

**Check One in Each Column:**

Program (ongoing)  New   
 Project (limited duration)  Enhancement

If Project: # of years: \_\_\_\_\_ Estimated Starting Date: \_\_\_\_\_

Priority: High  Medium  Low

Has this add package been discussed and/or approved by:

- Chief Operating Officer
- Council President
- Council
- Other: Specify Chief Financial Officer

Please explain when and how. This add package has been discussed with the COO and CFO in the last two months as a critical resource for integrating Metro's sustainable business model into our purchasing and contracts activities and for developing an environmental management system.

DESCRIPTION: (Provide a brief description of the add package)

*If more than one project, function or task is included in the add package, please provide a brief description of each along with the total dollar amount and FTE. Identify the classifications of the FTE requested.*

POLICY IMPACT: (Provide a brief discussion that addresses the following)

- ✓ Why is this effort needed?  
 One of the largest impacts that Metro has on the environment and the economy is through its expenditure of \$90 million in annual purchases and \$30 million in annual contracts. Sustainable procurement can reduce impacts on the environment and stimulate growth of a green economy. One of the major barriers to using sustainable products and services is being able to get timely, complete and accurate information about their availability, performance and price. This staff position will provide that information and will coordinate with regional efforts to stimulate demand for sustainable products while minimizing the price premium associated with these new products.
- ✓ What legal mandates and/or council policies support the effort?  
 Council Resolution 03-338 adopts a sustainable business model for Metro facilities and identifies sustainable purchasing as a priority. Metro Code 2.04.580 requires technical assistance and reporting on purchases of products made from recycled content.
- ✓ What products or service will be provided?  
 Technical assistance and training on the availability, performance and price of sustainable products; evaluation of current purchases and contracts for opportunities to increase sustainable products and services; and reporting on the results of Metro's sustainable procurement effort.
- ✓ Who are the primary recipients or beneficiaries?  
 The primary recipients of this service are Metro staff involved in purchasing and project management. The primary beneficiaries are businesses that provide sustainable products and services to meet Metro's needs.
- ✓ How does this initiative complement other existing programs or projects of Metro?  
 Metro has had an ongoing procurement that favors recycled-content products. The Council desires to integrate sustainability into its daily operations. A staff person will allow sustainability to be integrated into procurement and project development.



✓ What benefits will result?

A staff person will be able to coordinate with existing local government efforts, such as City of Portland, Multnomah County and Tri-met, to develop procurement standards and demand for sustainable products. This will allow Metro to make cost-effective progress toward its sustainability goals, while supporting businesses that are providing environmentally preferable products.

*If more than one project, function or task is included in the add package, the description and the policy impact discussion may be combined for each project, function or task.*

**BUDGET SUMMARY: (Provide a fiscal summary of the entire add package)**

<i>Resources:</i>		<i>Expenses:</i>	
Excise Tax		Personal Services	\$30,500
Enterprise Revenues	\$32,000	Materials & Services	\$ 1,500
Grants		Capital Outlay	
Property Taxes		Debt Service	
Donations		Transfers	
Other Tax Revenues		Contingency	
Interfund Transfers			
Other:			
Total Resources	\$32,000	Total Expenses	\$32,000
		FTE	0.5

If new FTE, list by position title: Assistant Management Analyst, Step Level 2, 14E

**Councilor Budget Amendments  
\$.50/Ton Add-Package**

**PLANNING DEPARTMENT**

Councilor	#		Excise Tax	Grants
McLain	1	PERS Reserve	\$58,000	
Burkholder	2	Affordable Housing – 1.0 FTE Add-Back	\$75,234	
McLain	3	TOD/Centers		
		1.0 Grant Added FTE	\$7,523	\$67,711
		1.0 Excise Tax Added FTE	\$87,050	
		M&S	\$150,000	
		.5 Excise Tax Reduced FTE	-\$30,910	
		Shift back to 2040 Re-evaluation		
		Amend Title 6 to remove the deadline that all 36 Centers must have implementation strategies within 5 years		
McLain	4	2040 Re-Evaluation		
		.25 Excise Tax Add-Back - GIS Support	\$19,749	
		.5 Excise Tax Added FTE shifted from Centers/TOD	\$30,910	
		Excise Tax for M&S for Metroscope Expansion to neighbor cities, satellite imagery, Metroscope upgrade to better handle employment, Metroscope upgrade to speed up operation and enhance input/output analysis, Ag. Research, GMELS, mining for capacity within the existing UGB, Concept Planning (could be supplemented with DLCD grant)	\$200,000	
Burkholder	5	Increase RTP Support to 2040 Re-Evaluation		\$300,000
<del>McLain</del> <del>Burkholder</del>	6	Fish & Wildlife		
		.15 FTE Add-Back to maintain the inventory map	\$11,849	
McLain	7	Regional Planning Director, re-instatement. Funds are available in the Planning Department's contingency.	N/A	N/A
TOTAL			\$609,405	\$367,711

Department	#
Planning	1

## AMENDMENT TO FY 2004-05 BUDGET

**SPONSOR:** Susan McLain, Metro Council District 4

**DRAFTER:** Andy Cotugno, Planning Director  
Jenny Kirk, Administration/Budget/Finance Manager

**DATE** April 16, 2004

**PROPOSED AMENDMENT** (provide a brief summary of the requested action along with the specific line item affected)

**PERS Reserve**

This amendment proposes an increase to the Planning Fund's excise tax to fully fund Planning's Support Services fund transfer related to Planning's share of the PERS Reserve. The initial estimate for Central Service transfers provided to departments did not take into consideration that the PERS reserve would be a disallowed cost. The additional disallowed cost placed a burden on excise tax funding for the Planning department. That portion of the disallowed cost over the initial estimates was forgiven for the Planning Department. The result is the PERS Reserve for the Central Services is not fully funded.

<u>DEPARTMENT(S)</u>	<u>FUND(S)</u>	<u>LINE ITEMS</u>		
<i>Resources</i>		<i>Acct. No.</i>	<i>Account Title</i>	
			Excise Tax, Disallowed	\$58,000
<i>Requirements</i>				
Planning		5800	Transfer to Support Services	\$58,000

**PROGRAM/STAFFING IMPACTS**

**ARGUMENTS IN FAVOR OF PROPOSED AMENDMENT** (not necessary for technical adjustments)

This allows Planning to pay their share of PERS Reserve for Central Services.

**OPTIONS FOR FUNDING THIS AMENDMENT** – What reductions, credits, changes, or adjustments in other budget/program areas will be necessary to accommodate this amendment?

If this amendment does not go forward, we would propose leaving the budget as it is. The alternative to fund this amendment with existing excise tax Planning Funds, would require further reductions to Planning's programs.

**EFFECT ON KEY BUDGET ISSUES** – Provide a brief response to each of the following questions

- Will this amendment increase/decrease fund balance draw? If so, which fund(s) and by how much? No.
- Will this amendment increase/decrease central overhead spending? If so, by how much? No.

<b>Department</b>	<b>#</b>
<b>Planning</b>	<b>2</b>

## AMENDMENT TO FY 2004-05 BUDGET

**SPONSOR:** Rex Burkholder, Metro Council District 5

**DRAFTER:** Andy Cotugno, Planning Director  
Chris Deffebach, Long-Range Planning Manager

**DATE:** April 16, 2004

**PROPOSED AMENDMENT** (provide a brief summary of the requested action along with the specific line item affected)

### **Affordable Housing**

This proposed amendment will add 1.0 FTE to the FY 2004-05 budget presented by Council President Bragdon. The additional FTE will allow Metro to fully support the commitments in the Urban Growth Management Functional Plan for Affordable Housing in Title 7.

Metro Council adopted title 7 in 2000 after extensive consideration and recommendations by the ad hoc Housing Technical Advisory Committee (HTAC) members who represented diverse perspectives on housing issues. It requires local jurisdictions to adopt voluntary housing affordability goals and to consider tools and strategies to encourage production of affordable housing. The affordable housing program was designed as a three-year effort. Jurisdictions are required to submit progress reports for three consecutive years, with the final, most comprehensive report due June 2004. The program also requires Metro to evaluate the success of the program at the end of the third year, by December 2004, using local jurisdiction reports and other data on housing production and rents. Along with these responsibilities, Metro is required to develop a new 20-year forecast of affordable housing need. Title 7 requires Metro to reconvene HTAC to review the results of the three-year effort, reevaluate need and recommend possible changes to the program to Metro Council. Title 7 calls for HTAC to complete its work by December 2005.

After adoption of Title 7, Metro's staffing requirements for housing affordability decreased to a fraction of an FTE as the burden of responsibility shifted to the local jurisdictions. As Metro approaches the third year, beginning in July 2004 with the receipt of the third year progress reports and the responsibility to assess the program, reevaluate housing need, and reconvene HTAC, staffing requirements will increase to 2.0 FTE.

Metro's responsibilities in Title 7 for July 2004 – June 2005 are as follows:

1. Review the third and final progress reports submitted by the jurisdictions to determine compliance with Title 7. In addition to the requirements of the first two reports, the third report includes the assessment of production of housing by public and private efforts.
2. Evaluate the region's overall effort in affordable housing production, including the assessment of affordable housing tools and strategies used by public and private, potential funding sources and legislative changes. This requires use of a privately owned database for the latest information on rents.
3. Estimate the region's 20-year affordable housing need. This will be the first reevaluation of housing need since 1998, when the first forecast was adopted, and will rely on the use of the 2000 census data.
4. Form the new Affordable Housing Technical Advisory Committee (HTAC) considering the mix of perspectives that are needed and define the committee roles and responsibilities. The committee would be formed in the fall and begin to meet in January 2005.

5. Beginning in January 2005 and lasting into the next fiscal year until December 2005, staff will support the new HTAC, including preparing the agenda and other materials and researching additional issues. As it did previously, HTAC may form subcommittees that will be reviewing in more detail those issues identified by HTAC. Some of the issues could include analysis of broader range of approaches to assist local jurisdictions in the implementation of various affordable housing strategies and preparation of a Best Practices Handbook that identifies existing availability of guidance for local jurisdictions and opportunities for implementing strategies recommended by HTAC. This process will conclude with recommendations by HTAC to the Metro Council.

DEPARTMENT(S)	FUND(S)	LINE ITEMS		
		Acct #	Account Title	Amount
<b>Resources</b>				
Planning	140		Excise Tax	\$75,234
<b>Requirements</b>				
Planning	140	5010	Reg. Employees-Full-Time-Exempt	\$53,547
		5100	Fringe Benefits	18,126
		5100	Fringe Benefits – PERS	3,561

**PROGRAM/STAFFING IMPACTS**

The additional 1.0 FTE will allow a mix of skills from different employees at Metro to support the housing affordability program. While the majority of the FTE (.84) resides in the Long-Range Planning section for evaluation of the housing affordability program, the FTE also includes administrative support for staffing HTAC and FTE in the Data Resource Center to prepare the forecasts of housing affordability need.

**ARGUMENTS IN FAVOR OF PROPOSED AMENDMENT (not necessary for technical adjustments)**

Title 7 defines specific responsibilities for Metro to complete and specifies a schedule. While the results of the first two progress reports begin to point towards lessons learned in the affordable housing program and the need for possible revisions, the activities in the third year of the program are intended to provide the most useful information for use by the Metro Council and the housing community to evaluate Title 7. Successful completion of these tasks will require an additional 1.0 FTE for 2.0 FTE. In addition, these tasks will require the use of designated funds to gather data and analyze the private sector efforts in affordable housing production.

Based on the previous experience, 2.0 FTE of staff resources will be needed during the fiscal year (July 2004 to June 2005) to complete the evaluation of the first three years of the affordable housing program and to form and staff the new HTAC.

**OPTIONS FOR FUNDING THIS AMENDMENT – What reductions, credits, changes, or adjustments in other budget/program areas will be necessary to accommodate this amendment?**

- General Fund Recovery Rate Stabilization Account

**EFFECT ON KEY BUDGET ISSUES – Provide a brief response to each of the following questions**

- Will this amendment increase/decrease fund balance draw? If so, which fund(s) and by how much? No.
- Will this amendment increase/decrease central overhead spending? If so, by how much? No.

Department	#
Planning	2

Planning Department

April 13, 2004

Affordable Housing

Page 1 of 3

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## ***Program Overview***

## ***Fiscal Year 2005***

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### **PROGRAM**

This program implements Title 7 on Affordable Housing in Metro's Urban Growth Management Functional Plan (Functional Plan) that was adopted in year 2000. Title 7 was adopted by Metro Council in 2000 after extensive consideration and recommendations by the ad hoc Housing Technical Advisory Committee members who represented diverse perspectives on housing issues. It requires local jurisdictions to adopt voluntary housing affordability goals and to consider tools and strategies to encourage production of affordable housing. The affordable housing program was designed as a three-year effort. Jurisdictions are required to submit progress reports for three consecutive years, with the final, most comprehensive report due June 2004. The program also requires Metro to evaluate the success of the program at the end of the third year, by December 2004, using local jurisdiction reports and other data on housing production and rents. Along with these responsibilities, Metro is required to develop a new 20-year forecast of affordable housing need. Title 7 requires Metro to reconvene HTAC to review the results of the three-year effort, reevaluate need, and recommend possible changes to the program to Council. Title 7 calls for HTAC to complete its work by December 2005.

### **RELATION TO PREVIOUS WORK**

Local government compliance progress reports are compiled on a yearly basis for Metro Council consideration. Most local jurisdictions submitted first (January 2002) and second (December 2003) year progress reports. Third year reports are due in June 2004. The progress reports are required to describe progress toward meeting housing affordability goals and implementing affordable housing strategies. In addition, the third year report is required to assess the jurisdictions' progress toward increasing the community's stock of affordable housing. The work program for 2005 uses the results of the review of the first two reports and completes the review of the third year report. Combined with other analysis, Metro will use these previous reports to assess the progress toward meeting the affordability goals for the region.

### **RESPONSIBILITIES**

Metro Code, Section 3.07.740 calls for local governments to submit progress reports to Metro that document their progress in amending local comprehensive plans and implementing ordinances and consideration of affordable housing tools and strategies to meet voluntary affordable housing production goals. Metro is responsible for reviewing these reports to determine compliance and to use the information and other information about private sector and non-profit housing providers activities to assess the progress the region has made in achieving housing affordability goals. Metro is responsible for estimating 20-year affordable housing needs and assessing the region's progress in meeting voluntary goals. Metro is also required by Title 7 to create an advisory committee to review the estimates of affordable housing need, Metro's assessment of the progress made by local governments and other public and private entities and to recommend changes to the existing process and strategies for increasing the production of affordable housing.

Department	#
Planning	2

Planning Department

April 13, 2004

Affordable Housing

Page 2 of 3

## ***Program Overview***

***Fiscal Year 2005***

### **OBJECTIVES**

- Review the third and final progress reports submitted by the jurisdictions to determine compliance with Title 7. In addition to the requirements of the first two reports, the third report includes the assessment of production of housing by public and private efforts.
- ☐ Develop a new estimate of regional affordable housing need for the next 20 years based on the latest public and private housing supply and cost data; This will be the first reevaluation of housing need since 1998, when the first forecast was adopted, and will rely on the use of the 2000 census data. ~~This will occur late in the fiscal year.~~
- 
- Assess the region's progress toward achieving adopted affordable housing goals based on a review of the third year progress reports and other public and private sectors' housing data; This will include the assessment of affordable housing tools and strategies used by public and private, potential funding sources and legislative changes. This requires use of a privately-owned data base for the latest information on rents.
- Create an affordable housing technical advisory committee who will be responsible for reviewing the affordable housing needs estimate and the assessment of the region's progress; the committee would be formed late in the fiscal year. The committee would be formed in the fall and begin to meet in January 2005.
- Beginning in January 2005 and lasting into the next fiscal year until December 2005, staff will support the new HTAC, including preparing the agenda and other materials and researching additional issues. As it did previously, HTAC may form subcommittees that will be reviewing in more detail those issues identified by HTAC. This will provide staff or consultant support to research these issues. Some of the issues could include analysis of broader range of approaches to assist local jurisdictions in the implementation of various affordable housing strategies and preparation of a Best Practices Handbook that identifies existing availability of guidance for local jurisdictions and opportunities for implementing strategies recommended by HTAC. This process will conclude with recommendations by HTAC to the Metro Council. This will provide for a thorough HTAC involvement in advising on Metro's housing policies.
- ☐
- ☐ ~~With the guidance of the advisory committee, identify options for Metro to consider for revising the existing process, strategies and goals to increase the affordable housing supply in the region that could be implemented by revisions to Title 7; This would be a cursory HTAC process.~~
- Provide for an appropriate level of public outreach.

Department	#
Planning	2

Planning Department

April 13, 2004

Affordable Housing

Page 3 of 3

**Program Overview**

**Fiscal Year 2005**

**BUDGET SUMMARY**

	Proposed Budget	Proposed Amendment		Proposed Budget	Proposed Amendment
<b>Requirements:</b>			<b>Resources:</b>		
Personal Services	\$98,299	\$169,972	Metro	\$202,000	\$277,234
Materials & Services	55,000	55,000			
Interfund Transfers	31,072	31,072			
PERS Reserve	4,884	8,445			
Contingency	12,745	12,745			
<b>Total</b>	<b>\$202,000</b>	<b>\$277,234</b>	<b>Total</b>	<b>\$202,000</b>	<b>\$277,234</b>
<b>Full-Time Equivalent Staffing:</b>					
Regular Full-Time FTE	4.0	2.032			
<b>Total</b>	<b>4.0</b>	<b>2.032</b>			

Proposed Budget	FTE	Proposed Amendment	FTE
		<u>Director II</u>	<u>0.028</u>
Manager II	0.187	Manager II	<u>0.217</u>
Program Analyst V	0.562	Program Analyst V	0.562
Senior Regional Planner	0.050	Senior Regional Planner	0.050
Associate Regional Planner	0.204	Associate Regional Planner	<u>1.025</u>
		<u>Senior PA Specialist</u>	<u>0.050</u>
		<u>Program Assistant 2</u>	<u>0.100</u>
	0.204		
<b>Total</b>	<b>4.00</b>	<b>Total</b>	<b><u>2.032</u></b>



Department	#
Planning	3

## AMENDMENT TO FY 2004-05 BUDGET

**PRESENTER:** Susan McLain, Metro Council District 4

**DRAFTER:** Andy Cotugno, Planning Director  
Phil Whitmore, Transit-Oriented Development Manager

**DATE:** April 16, 2004

**PROPOSED AMENDMENT** (provide a brief summary of the requested action along with the specific line item affected)

**TOD/Centers - Regional Centers Implementation Program**

This amendment accelerates timelines and expands the scope of activities pursued under the Regional Centers Implementation Program (Centers Program).

DEPARTMENT(S)	FUND(S)	LINE ITEMS		
		Acct #	Account Title	Amount
<b>Resources</b>				
Planning	140		Excise Tax	\$252,102
		4100	Federal Grants Direct	67,711
<b>Requirements</b>				
Planning	140	5010	Reg. Employees-Full-Time-Exempt	\$126,595
		5100	Fringe Benefits	39,098
		5100	Fringe Benefits – PERS	4,120
			M&S	150,000

**PROGRAM/STAFFING IMPACTS**

This amendment increases staff dedicated to Centers Program by 1.5 FTE, and Materials & Services expenditures by \$150,000.

**ARGUMENTS IN FAVOR OF PROPOSED AMENDMENT** (not necessary for technical adjustments)

This amendment improves the existing Centers Program in four ways:

1. It accelerates timelines to have up to three projects under implementation within the fiscal year.
2. It increases resources directed to education, advocacy and technical assistance to local jurisdictions and to members development community.
3. It provides for an intradepartmental liaison to focus and leverage existing Metro resources for increased Centers implementation.
4. It funds a consultant study to identify new sources of revenue for large-scale implementation of the Centers strategy.

**OPTIONS FOR FUNDING THIS AMENDMENT – What reductions, credits, changes, or adjustments in other budget/program areas will be necessary to accommodate this amendment?**

A junior level FTE will be provided from MTIP funding allocated under Metro Council Resolution No. 03-3381A currently and programmed for predevelopment and capital development activities. Funding for senior level liaison position will be funded through an increase of excise funds.

**EFFECT ON KEY BUDGET ISSUES – Provide a brief response to each of the following questions**

- **Will this amendment increase/decrease fund balance draw? If so, which fund(s) and by how much? No.**
  
- **Will this amendment increase/decrease central overhead spending? If so, by how much? No.**

Department	#
Planning	3

Planning Department

April 13, 2004

Transit-Oriented Development –  
Urban Centers Implementation Program

Page 1 of 3

---

## ***Program Overview***

***Fiscal Year 2005***

---

### **PROGRAM**

The 2040 Growth Concept looks to the Central City, Regional and Town Centers, Station Communities and Main Streets as the centers of urban life in the region and depends for its success upon the maintenance and enhancements of the Urban Centers.

The Urban Centers Implementation Program employs a wide range collection of ~~of public and private sector partnership~~ techniques, strategies and development “tools” that can help create mixed-use walkable environments and act as a catalyst for infill and redevelopment projects.

Specific implementation tools that may be used by the program include:

- Site Control (land acquisition and sale) to ensure design and density of an Urban Centers project can be determined before the land is developed;
- Pre-development activities to assist in making environmental and programmatic determinations including financial analysis, conceptual design and permit acquisition;
- Request for Proposals and Request for Qualifications (RFP/RFQ) to ensure the competitive offering of development opportunities;
- Development Agreements to establish a set of performances by both parties and to protect public interests in the development of the Urban Centers sites;
- Air or Subterranean Rights to increase the density, urban character and/or feasibility of an Urban Centers project;
- Site preparation and site improvement activities funded directly or by the acquisition of Urban Centers Easements; and/or
- Education, advocacy and technical assistance to local jurisdictions and to members of the private real-estate development community.

### **RELATION TO PREVIOUS WORK**

Metro Council Resolution No. 03-3381A allocated \$1 million to create an site specific implementation program based on Metro’s Transit-Oriented Development (TOD) Program to operate in designated Urban Centers. The TOD Program was authorized by Resolution No. 98-2619 to ensure that some regionally significant TOD demonstration projects are undertaken and that joint-development tools are put in place to help the region implement growth-management plans for light rail station areas.

Department	#
Planning	3

Planning Department

April 13, 2004

Transit-Oriented Development –  
Urban Centers Implementation Program

Page 2 of 3

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## ***Program Overview***

## ***Fiscal Year 2005***

---

### **RESPONSIBILITIES**

The responsibilities of the Urban Centers Implementation Program (Centers Program) is a project-oriented implementation program with the following goals are as follows: help cause the construction by the private sector of high-density housing and mixed-use projects with a FAR (floor area ratio) close to or exceeding 1:1; create a sense of place in Centers; reduce regional VMT (vehicle miles traveled), reduce home to work trip length; and increase walk, bike and transit trips in Centers.

### **OBJECTIVES**

The major objectives for the coming year are to:

- Initiate-Execute pre-development agreements on one or two to three urban-Urban centers Centers projects;
- Establish an online resource database covering public and private financing resources (including grant and loan programs), project case studies highlighting successes, and a down-loadable newsletter about activities in Centers; and
- Seek additional-new sources of revenue for larger scale implementation; grant funds.
- Implement an early detection system to identify projects in Centers at early stages of the development process that need advocacy, or that have public private partnership potential;
- Identify and advocate the removal of local development regulations inhibiting the development of projects exceeding 1:1 floor area ratios (FAR) under Type 1 permitting processes;
- Educate local planners, policy makers and building inspectors about the architectural, financial, and project management challenges facing mixed-use and higher density projects in Centers; and
- Increase the level of Metro resources (capital, planning and policy) directed towards project implementation within Centers through greater coordination between departments and work sections.

Department	#
Planning	3

Planning Department

April 13, 2004

Transit-Oriented Development –  
Urban Centers Implementation Program

Page 3 of 3

## ***Program Overview***

## ***Fiscal Year 2005***

### **BUDGET SUMMARY**

	Proposed Budget	Proposed Amendment		Proposed Budget	Proposed Amendment
<b>Requirements:</b>			<b>Resources:</b>		
Personal Services	\$29,447	\$154,603	Metro	\$42,000	\$252,102
Materials & Services		150,000	Grant		67,711
PERS Reserve	1,463	4,120			
Interfund Transfers	9,308	9,308			
Contingency	1,782	1,782			
<b>Total</b>	<b>\$42,000</b>	<b>\$319,813</b>	<b>Total</b>	<b>\$42,000</b>	<b>\$319,813</b>
<b>Full-Time Equivalent Staffing:</b>					
Regular Full-Time FTE	0.5	2.0			
<b>Total</b>	<b>0.5</b>	<b>2.0</b>			

Proposed Budget	FTE	Proposed Amendment	FTE
Assistant Regional Planner	0.5	Senior Regional Planner	1.0
		Associate Regional Planner	1.0
<b>Total</b>	<b>0.5</b>	<b>Total</b>	<b>2.0</b>

Department	#
Planning	4

## AMENDMENT TO FY 2004-05 BUDGET

**PRESENTER:** Susan McLain, Metro Council District 4

**DRAFTER:** Andy Cotugno, Planning Director  
Mary Weber, Community Development Manager

**DATE:** April 16, 2004

**PROPOSED AMENDMENT** (provide a brief summary of the requested action along with the specific line item affected)

### 2040 Re-evaluation

Add resources to the 2040 Re-evaluation program. This includes \$200,000 in Materials & Services for professional services to improve the MetroScope model, provide rural lands data, and assessment of opportunities for improved land efficiencies inside the Urban Growth Boundary (UGB) and printing of education materials for Phase 1 of the project. To support the research activities in Phase 1, the proposal adds back 0.25 FTE for GIS support and adds back of 0.5 FTE to help facilitate outreach to neighboring communities and support the research activities in Phase 1.

DEPARTMENT(S)	FUND(S)	LINE ITEMS		
		Acct #	Account Title	Amount
<b>Resources</b>				
Planning	140		Excise Tax	\$250,659
<b>Requirements</b>				
Planning	140	5010	Reg. Employees-Full-Time-Exempt	\$ 36,056
		5100	Fringe Benefits	12,205
		5100	Fringe Benefits – PERS	2,398
			TBD	200,000

### PROGRAM/STAFFING IMPACTS

With the proposed additions, planning staff now has sufficient tools and FTE to undertake the 2040 Re-evaluation planning program to assist the Metro Council in research leading to an urban reserve decision in mid- 2007 or 2008 and an UGB decision on a seven-year cycle in 2009. This proposal increases the planning staff by 0.25 and transfers 0.5 FTE within the Department (from the Centers/TOD Budget Amendment) and increases the Materials & Services budget from \$178,000 to \$378,000 for the program.

### ARGUMENTS IN FAVOR OF PROPOSED AMENDMENT (not necessary for technical adjustments)

Without the added funds and FTE, the model analyses of alternative urban forms and policy trades-off will lack an assessment of Metro's decisions on neighboring communities and will have no market test of density assumptions and upzoning potential. Also without additional funds Metro's outreach to neighboring communities and general education about the 2040 fundamentals would be non-existent. Finally, the planning process will take longer and potentially running up against a 2009 requirement to amend the UGB.

**OPTIONS FOR FUNDING THIS AMENDMENT – What reductions, credits, changes, or adjustments in other budget/program areas will be necessary to accommodate this amendment?**

None, these are new funds.

**EFFECT ON KEY BUDGET ISSUES – Provide a brief response to each of the following questions**

- **Will this amendment increase/decrease fund balance draw? If so, which fund(s) and by how much? No**
  
- **Will this amendment increase/decrease central overhead spending? If so, by how much? No.**

Department	#
Planning	4

Planning Department

April 13, 2004

2040 Re-evaluation

Page 1 of 4

---

## ***Program Overview***

## ***Fiscal Year 2005***

---

### **PROGRAM**

In the late 1980s, Metro embarked on a planning process to establish land use and transportation policies for the regional government. The policy document was referred to as the Regional Urban Growth Goals and Objectives (RUGGOs); the Regional Framework Plan replaces this policy document. The 2040 Growth Concept adopted in 1996 included urban reserves, the future growth areas. In 1999, Metro's decision on urban reserves was appealed to the Land Use Board of Appeal (LUBA). In 2000, the decision was heard by the Court of Appeals and remanded to Metro. The previous program, Periodic Review, was state and Metro required five-year periodic review of the urban growth boundary (UGB). Without urban reserves, Metro's 2002-03 UGB decisions did not benefit from a "big picture look" at where the region should grow.

The 2040 Re-evaluation program is a broader examination than the five-year periodic review process will allow. A legislative amendment to state statute is required to change the period review of the UGB from five to seven years. This work program is based on a seven-year review cycle. Nearly 15 years after the initiation of Metro's growth management efforts, it is time for a major review and update of the region's growth management strategies. Several significant issues have emerged in the intervening years:

- Role of Metro and its relationship to neighboring cities, Clark County and the Willamette Valley communities;
- Regional role in economic development and evaluation of employment land need;
- State requirements for boundary expansions and incremental increases to the boundary every five years;
- Where and how additional efficiencies in land development can be derived; and
- Juxtaposition between habitat protection and urbanization.

In addition to these issues, is the need to examine the relevance and effectiveness of Metro's existing policies.

The program is conceived as a multi-year planning effort to prepare for the next required UGB Periodic Review to be completed by 2007. The first phase examines how well the region is performing in its growth management efforts. This includes an evaluation of the Regional Framework Plan Policies, the Regional Transportation Plan (RTP) and the Urban Growth Management Functional Plan (Functional Plan). A critique of the existing 2040 Growth Concept and a look at a 50-year base case is also included in this phase. A public education effort will proceed parallel to the critique of the regional policies. As part of engaging stakeholders, Metro will prepare fact sheets and materials (\$25,000) to convey some of the policies issues that arise during the regional discussion. With an additional 0.5 FTE will be able to begin to work with neighboring communities.

This examination of our existing policies is the first part of a four-phase effort. During the first phase, Metro will also begin key research and data collection activities to prepare for the



## **Program Overview**

***Fiscal Year 2005***

following year analyses of growth alternatives. This research will include a more detailed look into the land needs for jobs through participation in the Greater Metropolitan Employment Land Study (GMELS), and update of the travel behavior survey, additional land efficiency opportunities and agricultural activity in the Metro region. ~~and examination of additional land efficiency opportunities along 2040 corridors.~~ The specific research projects are:

**A rural lands coverage for MetroScope Analyses \$65,000.** This additional GIS data is obtained from satellite imagery and then the images are classified to provide land use data that can be associated with GIS data. Data such as resource lands, exception lands, built up areas and neighboring city UGBs and the road network will assist in better understanding the effects of the region's growth.

**Streamline the employment data mechanics of the MetroScope model - \$50,000.** This employment side of the MetroScope model does not function with the same reliability as the housing component and requires additional work to ensure reliable outputs.

**Automate the MetroScope model for ease of use and user interface - \$25,000.** To date, there is only one person at Metro who can run the model, its designer. It is prosed that many of the modeling functions be automated so that other users could run the model and reduce the reliance on one individual.

**Update the Travel Behavior Survey.** Federal funds are being sought to undertake a survey concurrent to this program.

**Examine opportunities for increased capacity inside the UGB - \$35,000.** Staff is proposing to undertake research during the fiscal year to better estimate where and how much additional capacity is available for housing and jobs in key areas inside the pre-2002 UGB. This field tested "upzoning" information will be used to refine the inputs into the Phase II MetroScope analysis of the growth alternatives. *Some state grant funds maybe available to fund this research, but they are insufficient to address the research need.*

**Examination of Job Land Needs/GMELS - \$50,000** is allocated in the base budget. Staff proposes to leverage the GMELS joint planning effort to better understand and estimate long term employment land needs.

An additional 0.25 FTE of GIS planning staff will be added to help support the research activities of the program.

The second phase is development and analyses of the market response to alternative urban forms. The primary tool for this program element is the MetroScope model.

The third phase of the process is adoption of changes to the regional policies and regulations. This decision point would also include adoption of urban reserves. The final program phase is adoption of an UGB decision as part of the periodic review of the UGB. This phase also includes an update to the RTP.

### **RELATION TO PREVIOUS WORK**

Metro completed its latest periodic review in June 2004. The work program was a three-phased process. The first phase, completed in FY 2001, addressed legislative amendments to the boundary in accordance with the 2017 regional land need. In FY 2002, the Metro Council concluded the second phase, Task 2, which addressed the major portion of the 2002-2022 land

Department	#
Planning	4

Planning Department

April 13, 2004

2040 Re-evaluation

Page 3 of 4

## ***Program Overview***

## ***Fiscal Year 2005***

supply need. At Metro Council's request, Task 2 was extended until June 2004, in order to address the remaining job land need that was not included in the 2002 decision.

### **RESPONSIBILITIES**

The primary planning activities to be undertaken in 2005 are ~~only a portion of~~ part of the Phase 1 effort:

- Scope/prepare work program;
- Review and initiate a regional discussion of policy and regulatory documents to identify components that need updating and/or more specificity. This review will also provide the basis for creating alternative urban forms for analyses in phase 2;
- ~~Initiate~~Prepare -a critique of 2040;
- Draft a 2040 base case analyses and prepare a critique, ~~this analyses will be very limited based on the lack of rural land data and neighbor city data;~~
- Participate in GMELS, this budget cycle includes \$50,000 for Metro's participation in the study;
- Complete the Center/Corridors TGM grant to assess the role of centers and search for additional land efficiencies along corridors; and
- Develop and ~~begin implementing~~ implement a research agenda to support the analyses of the range of alternative urban forms. This includes examining opportunities for additional land efficiencies outside of 2040 corridors. The research and analysis required to develop alternative forms of regional growth will take place in 2005-06.
- Initiate involvement with neighboring communities in the regional discussion;
- Prepare and test streamlining adjustments to the Metroscope model; and
- Collect rural land data and street network data for modeling purposes in testing the growth alternatives.

### **OBJECTIVES**

- Initiate a regional discussion about where and how the region should grow; and
- Engage the general public, stakeholders, local governments and neighboring communities in the regional discussion.

Department	#
Planning	4

Planning Department

April 13, 2004

2040 Re-evaluation

Page 4 of 4

## ***Program Overview***

## ***Fiscal Year 2005***

- Complete the TGM grant on corridors and centers examining opportunities for increased efficiencies
- Prepare and implement a -research strategy for obtaining data needed for Metroscope analysis in Phase II.

### **BUDGET SUMMARY**

	Proposed Budget	Proposed Amendment		Proposed Budget	Proposed Amendment
<b>Requirements:</b>			<b>Resources:</b>		
Personal Services	\$498,750	\$547,011	Metro	\$844,000	\$1,064,659
Materials & Services	178,000	378,000	Other	123,000	123,000
Interfund Transfers	157,650	157,650			
PERS Reserve	24,780	27,178			
Contingency	75,120	75,120			
Computer	2,700	2,700			
<b>Total</b>	<b>\$937,000</b>	<b>\$1,187,659</b>	<b>Total</b>	<b>\$937,000</b>	<b>\$1,187,659</b>
<b>Full-Time Equivalent Staffing:</b>					
Regular Full-Time FTE	4.79	5.54			
<b>Total</b>	<b>4.79</b>	<b>5.54</b>			

Proposed Budget	FTE	Proposed Amendment	FTE
Director II	0.20	Director II	0.20
Manager II	0.97	Manager II	0.97
Manager I	0.25	Manager I	0.25
Program Supervisor II	1.00	Program Supervisor II	1.00
Principal Regional Planner	1.33	Principal Regional Planner	1.33
Senior Regional Planner	0.48	Senior Regional Planner	0.48
Senior Transportation Planner	0.04	Senior Transportation Planner	0.04
Associate Transportation Planner	0.02	Associate Transportation Planner	0.02
Assistant Regional Planner	0.50	Assistant Regional Planner	1.0
		Associate Regional Planner	0.25
<b>Total</b>	<b>4.79</b>	<b>Total</b>	<b>5.54</b>

Department	#
Planning	5

## AMENDMENT TO FY 2004-05 BUDGET

**PRESENTER:** Rex Burkholder, Metro Council District 5

**DRAFTER:** Andy Cotugno, Planning Director  
Tom Kloster, Transportation Planning Manager

**DATE:** April 16, 2004

**PROPOSED AMENDMENT:**

**Increase RTP Support to 2040 Re-Evaluation**

This amendment expands the transportation resources of the 2040 Re-evaluation project and expands resources to help advance a regional transportation funding initiative.

DEPARTMENT(S)	FUND(S)	LINE ITEMS		
		Acct #	Account Title	Amount
<b>Resources</b>				
Planning	140	4105	Federal Grants - Indirect	\$678,828
		4110	State Grants - Direct	74,815
		4120	Local Grants - Direct	55,300
			Excise Tax	41,468
<b>Requirements</b>				
Planning	140		Reg. Employees-Full-Time	\$429,079
		5100	Fringe Benefits	145,243
		various	Materials & Services	59,161
		5800	Transfer to Support Services	167,601
		CONT	Contingency	49,327

**PROGRAM/STAFFING IMPACTS**

The amendment reflects a shift in resources, with no net change in total FTE for the transportation planning program. The change also leaves FTE in the Regional Transportation Plan (RTP) program area for routine amendments and administration of the RTP that are ongoing, as well as technical startup activities in preparation for a 2006-07 RTP update. This shift in resources does not affect compliance with state and federal requirements for updating the RTP, provided that a new plan is in place by January 2007. This change also requires an amendment to the Unified Planning Work Program (UPWP), which must be approved by Joint Policy Advisory Committee on Transportation (JPACT).

**ARGUMENTS IN FAVOR OF PROPOSED AMENDMENT**

The first part of this amendment expands the transportation staff resources dedicated to the 2040 Re-evaluation. The adopted 2040 Growth Concept involved an extensive amount of transportation analysis that was central to creating the adopted plan. Since the 2040 Growth Concept was adopted in 1995, the new Metroscope tool has been developed, and will further enhance our ability to provide a dynamic transportation and land use analysis of varying growth scenarios. This budget amendment ensures that adequate staff resources will be available to use this technology to its fullest potential in creating an

updated regional growth vision. This work will also provide a foundation for a subsequent update to the RTP, clarifying the scope and purpose of the RTP as a tool for implementing the new regional vision.

Much of the technical analysis and policy development work planned for the RTP update is intertwined with the 2040 Re-evaluation, and this amendment allows these activities to occur as part of the 2040 Re-evaluation as well as additional transportation planning work specific to the 2040 Re-evaluation effort. Though the groundwork for the RTP update would be developed as part of the 2040 Re-evaluation, full development and public review of an updated RTP would be deferred to 2006-07. This proposal not only avoids potential confusion between the two projects that may result from concurrent adoption activities, but also allows the updated RTP to fully implement new policy directives coming from the 2040 Re-evaluation.

The second part of this amendment increases resources for a possible regional transportation funding initiative. The Transportation Investment Task Force developed a comprehensive proposal for improvements in major corridors and local communities in 2002. That effort laid the foundation for a potential funding measure that would finance a diverse program of major highway and transit corridor projects as well as community boulevard, bicycle and pedestrian projects aimed at leveraging development in 2040 centers, main streets, station communities and corridors. This budget amendment increases the technical resources available to support that effort, but would not provide resources for an actual ballot measure campaign.

#### **OPTIONS FOR FUNDING THIS AMENDMENT**

Most of the affected FTE is funded through federal planning grants that must be used for regional transportation planning.

#### **EFFECT ON KEY BUDGET ISSUES – Provide a brief response to each of the following questions**

- **Will this amendment increase/decrease fund balance draw? If so, which fund(s) and by how much? No.**
- **Will this amendment increase/decrease central overhead spending? If so, by how much? No.**

Department	#
Planning	5

Planning Department

April 13, 2004

Regional Transportation Plan Implementation

Page 1 of 4

---

## ***Program Overview***

## ***Fiscal Year 2005***

---

### **PROGRAM**

The adopted 2000 Regional Transportation Plan (RTP) serves as a policy and investment blueprint for long-range improvements to the region's transportation system. The interim 2004 Federal Update to the RTP establishes necessary updates to the RTP projects and policies to ensure continued compliance with federal regulations. Ongoing maintenance and periodic updates of the RTP ensure an adequate reflection of changing population as well as travel and economic trends including federal, state and regional planning requirements.

Transportation plans in the region must conform to the RTP. Metro provides ongoing technical and policy support for local transportation planning activities. The RTP Program also includes corridor studies conducted in cooperation with state and local jurisdictions.

### **RELATION TO PREVIOUS WORK**

A major update to the RTP began in FY 1996 and concluded in early FY 2001, with the adoption of the 2000 RTP in August 2000. The purpose of the update was twofold: first, the plan had to meet the State Transportation Planning Rule (TPR) requirements. Among other provisions, the rule seeks to reduce reliance upon the automobile and promote the use of alternative modes of transportation. Second, the update reflected the ongoing Region 2040 planning effort. The RTP now serves as the transportation element of the Regional Framework Plan. During the four-year process, the update advanced through three distinct phases: (1) policy revisions in 1996 (approved by Metro Council resolution), (2) system alternatives analysis in 1997 and (3) project development and analysis in 1998-99. Finally, an adoption phase occurred from December 1999 to August 2000.

The 2000 RTP established consistency with federal regulations for development of a financially constrained transportation system. That system was created in partnership with Oregon Department of Transportation (ODOT), TriMet and local governments using state forecasts generated by ODOT. The 2000 RTP also addresses all other planning factors called for in federal regulations. As such, the RTP functions as an element of the Oregon Highway Plan for the metropolitan region, and establishes eligibility for use of federal funds in transportation projects.

The State TPR required the 24 cities and 3 counties in the Metro region to update local plans to be consistent with the RTP within one year of the August 10, 2000 adoption date. To assist local jurisdictions, a number of supporting fact sheets were produced along with other materials to help local officials interpret the new plan. In 2002, many jurisdictions were still involved in those updates. Specific Metro staff were assigned to each implementing jurisdiction and worked closely with their staff to ensure those local-plan updates proceeded successfully.

The 2000 RTP also included a number of "refinement plans" for corridors where more detailed work is needed to identify specific transportation needs. In 2001, Metro completed the Corridor Initiatives project, thereby establishing an implementation program for these corridor studies. It was adopted as an amendment to the RTP Appendix. In 2002, Joint Policy Advisory Committee

Department	#
Planning	5

April 13, 2004

Planning Department

Regional Transportation Plan Implementation

Page 2 of 4

---

## ***Program Overview***

## ***Fiscal Year 2005***

---

on Transportation (JPACT) and the Metro Council adopted a package of "post-acknowledgement" amendments that were largely required as part of state approval of the RTP in 2001.

In late 2003, the interim 2004 Federal Update to the RTP was adopted as a "housekeeping" exercise to address federal planning requirements that must be considered in a three-year ongoing basis. In FY 2005, a major update to the RTP will begin that addresses both state and federal requirements, and replaces the 2000 plan.

### **RESPONSIBILITIES**

RTP Update: A major update to the RTP is scheduled to begin in fall 2004, with completion in early 2007 occur in 2006-07. This update will incorporate new policy directives from the 2040 Revisit effort, as well as a number of routine amendments identified in local and regional corridor planning efforts as well as a new horizon year of 2030 for project planning and systems analysis. This update will also re-establish conformity with federal air quality regulations, and all other federal planning factors called out in federal regulations. This update will include development of a new financially constrained transportation system that will become the basis for upcoming funding allocations.

Local TSP Support: Metro will continue to work closely with local jurisdictions during the next fiscal year to ensure regional policies and projects are enacted through local plans. This work element will include the following activities:

- Publish the interim federal update to the 2000 RTP which incorporates amendments identified during the acknowledgement process, and adopted in July 2002;
- Professional support for technical analysis and modeling required as part of local plan updates;
- Professional support at the local level to assist in development of local policies, programs and regulations that implement the RTP;
- Written and spoken testimony in support of proposed amendments to local plans; and
- Provide public information and formal presentations to local government committees, commissions and elected bodies as well as interested citizen, civic and business groups on the RTP.

Management Systems: Congestion Management Systems (CMS) and Intermodal Management Systems (IMS) plans were completed in FY 1997-98. Key activities for FY 2005 will be to incorporate information into planning activities, system monitoring based upon management-system performance measures, local project review for consistency with the systems and ongoing data collection and input to keep the systems current.

Department	#
Planning	5

Planning Department

April 13, 2004

Regional Transportation Plan Implementation

Page 3 of 4

---

## ***Program Overview***

## ***Fiscal Year 2005***

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Regional Transportation and Information: A transportation "annual report" will be prepared detailing key RTP policies and strategies. The report will list information and data commonly requested by the public and media, including supporting text and graphics. The report will include a user-friendly, public-release version as well as a Technical Appendix. This objective will be completed in coordination with the 2040 Performance Indicators project.

Public Involvement: Metro will continue to provide an ongoing presence with local citizen, civic and business groups interested in the RTP as well as public agencies involved in local plan updates. The work site will be continually upgraded and expanded to include emphasis on 2000 RTP implementation as well as an on-line public forum for transportation and other planning issues.

### **OBJECTIVES/PRODUCTS**

- Publish the interim 2004 federal update to the 2000 RTP for regional distribution;
- Complete and publish the updated RTP Technical Appendix for regional distribution;
- Complete follow-up studies on street design and connectivity;
- Expand the web presence of the RTP to include a public forum and implementation tools;
- Coordinate and provide technical assistance in local transportation system plan development and adoption;
- Continue to coordinate regional corridor refinement plans identified within the RTP with ODOTs Corridor Studies;
- Maintain and update the RTP database consistent with changes in population and employment forecasts, travel-demand projections for people and goods, cost and revenue estimates and amendments to local comprehensive plans. Produce a corresponding "annual report" highlighting key information and trends; and
- Participate with local jurisdictions involved in implementation of the updated RTP and development of local transportation system plans.



Department	#
Planning	5

Planning Department

April 13, 2004

Regional Transportation Plan Implementation

Page 4 of 4

## ***Program Overview***

## ***Fiscal Year 2005***

### **BUDGET SUMMARY**

	Proposed Budget	Proposed Amendment		Proposed Budget	Proposed Amendment
<b>Requirements:</b>			<b>Resources:</b>		
Personal Services	\$459,954	\$206,512	PL	\$414,398	\$ 84,468
Materials & Services	37,750	37,750	STP/ODOT	130,586	130,586
			Match		
Interfund Transfers	438,744	62,223	ODOT Supt	65,000	65,000
Contingency	45,171	45,171	Sect 5303	10,000	10,000
Computer	12,414	12,414	TriMet	36,149	36,149
			Metro	37,867	37,867
<b>Total</b>	<b>\$694,000</b>	<b>\$364,070</b>	<b>Total</b>	<b>\$694,000</b>	<b>\$364,070</b>
<b>Full-Time Equivalent Staffing:</b>					
Regular Full-Time FTE	5.035	2.219			
<b>Total</b>	<b>5.035</b>	<b>2.219</b>			

Proposed Budget	FTE	Proposed Amendment	FTE
Administrative Assistant	.040	Administrative Assistant	.040
Assistant Transportation Planner	.200	Assistant Transportation Planner	.082
Associate Transportation Planner	1.31	Associate Transportation Planner	.567
Director II	.098	Director II	.081
Manager II	.387	Manager II	.189
Principal Regional Planner	.250	Principal Regional Planner	.102
Principal Transportation Planner	.400	Principal Transportation Planner	.041
Program Assistant 2	.400	Program Assistant 2	.041
Program Director II	.050	Program Director II	.050
Program Supervisor II	.280	Program Supervisor II	.115
Senior Management Analyst	.450	Senior Management Analyst	.062
Senior PA Specialist	.300	Senior PA Specialist	.123
Senior Transportation Planner	4.77	Senior Transportation Planner	.726
<b>Total</b>	<b>5.035</b>	<b>Total</b>	<b>2.219</b>

Department	#
Planning	5

Planning Department

April 13, 2004

2040 Re-evaluation – Transportation Support

Page 1 of 2

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## ***Program Overview***

## ***Fiscal Year 2005***

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### **PROGRAM**

Metro developed the Region 2040 plan nearly a decade ago in an effort to frame a long-term vision for urban growth in the region. The 2040 plan subsequently shaped every aspect of planning in the metropolitan region, from Metro's regional policies to local zoning codes.

During the next several years, Metro will be updating the long-term vision with the 2040 Refinement. Like the 2040 plan, 2040 Refinement will establish a long-term blueprint for urban growth in the region that shapes Urban Growth Boundary (UGB) decisions and all other planning activities that follow.

To support this activity, Metro will conduct an extensive transportation analysis that evaluates the relative merits of different 2060-long-term growth scenarios, and helps identify key transportation improvements needed to serve as the backbone of the future transportation system. Metro will also use the Metroscope tool to its full advantage in this effort through iterative analyses of the relationship between transportation system improvements and subsequent land use patterns. This work will shape a major update to the Regional Transportation Plan (RTP) in five to six years 2006-07.

### **RELATION TO PREVIOUS WORK**

Metro will be conducting a major update to the RTP in 2004-06 that will provide a base system for completing the 2060-2040 Re-evaluation transportation analysis. The approach to the 2060-2040 Re-evaluation work will be patterned after the 2040 transportation analysis completed in 1994-95, and will involve a full demand model analysis.

### **RESPONSIBILITIES**

Transportation support for the 2040 Refinement planning activities includes:

- Developing and refining conceptual 2060-2040 Re-evaluation transportation networks for varying growth scenarios for the purpose of transportation demand modeling and analysis;
- Conducting transportation demand modeling and analysis of varying growth scenarios, and preparing summaries of potential impacts of each scenario on regional transportation;
- Identifying major "backbone" improvements to the regional transportation system needed to serve varying growth scenarios and a preferred 2060-2040 Re-evaluation scenario; and
- Conduct a subsequent update to the RTP that draws from the 2060-2040 Re-evaluation work, and identifies improvements needed to implement the first 20 years of the 50-year vision.

Department	#
Planning	5

Planning Department

April 13, 2004

2040 Re-evaluation – Transportation Support

Page 2 of 2

## **Program Overview**

***Fiscal Year 2005***

### **OBJECTIVES**

The following objectives will be completed in FY 2005:

- Develop and implement a conceptual-detailed work plan for 2060-2040 Re-evaluation transportation planning; and
- Coordination between the upcoming 2004-06/2006-07 update to the RTP and proposed 2060-2040 Re-evaluation planning.

### **BUDGET SUMMARY**

	Proposed Budget	Proposed Amendment		Proposed Budget	Proposed Amendment
<b>Requirements:</b>			<b>Resources:</b>		
Personal Services	\$48,826	\$213,238	PL	\$66,000	\$279,935
Interfund Transfers	14,726	64,249			
Contingency	2,448	2,448			
<b>Total</b>	<b>\$66,000</b>	<b>\$279,935</b>	<b>Total</b>	<b>\$66,000</b>	<b>\$279,935</b>
<b>Full-Time Equivalent Staffing:</b>					
Regular Full-Time FTE	0.65	2.5			
<b>Total</b>	<b>0.65</b>	<b>2.5</b>			

	Proposed Budget	FTE	Proposed Amendment	FTE
Assistant Transportation Planner		.350	Assistant Transportation Planner	.428
Associate Transportation Planner		.400	Associate Transportation Planner	.591
Manager II		.050	Manager II	.134
Principal Transportation Planner		.050	Principal Transportation Planner	.088
Senior Management Analyst		.050	Senior Management Analyst	.108
Senior Transportation Planner		.050	Senior Transportation Planner	.737
			Principal Regional Planner	.098
			Program Assistant 2	.038
			Program Supervisor II	.101
			Senior PA Specialist	.177
<b>Total</b>		<b>0.650</b>	<b>Total</b>	<b>2.500</b>

Department	#
Planning	5

Planning Department

April 13, 2004

Regional Transportation Plan Financing

Page 1 of 2

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## ***Program Overview***

## ***Fiscal Year 2005***

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### **PROGRAM**

Metro, through the Joint Policy Advisory Committee on Transportation (JPACT) and Metro Policy Advisory Committee (MPAC), provides a forum for cooperative development of funding programs to implement the Regional Transportation Plan (RTP) and Regional Framework Plan. In order to fund the RTP Priority System, new (or expanded) revenue sources need to be pursued.

### **RELATION TO PREVIOUS WORK**

In July 2002, the business community took the lead in regional discussions on transportation finance through the Transportation Investment Task Force. This program provides Metro staff support for these efforts in FY 2005, oriented toward implementing key elements of the RTP Priority System. A lead role for any particular funding proposal could be a local government, TriMet, Metro, Oregon Legislature, Congress, the business community or other public interest. In late 2003, the Metro Council and JPACT considered the next steps, which could include a regional transportation funding ballot measure in November 2004-2006. [check with Andy or Richard]

### **RESPONSIBILITIES**

Working with the project lead agency or interest group, Metro staff will support RTP-related finance efforts to:

- Establish an array of transportation finance options;
- Create linkage between the long-term vision for Metropolitan Transportation Improvement Program (MTIP) funding allocations and the implementation of Priority RTP improvements;
- Evaluate options for feasibility and ability to address the finance shortfalls;
- Establish a plan to pursue promising transportation finance options; and
- Establish an outreach program to gain public input on key issues and strategies.

### **OBJECTIVES/PRODUCTS**

- Develop regional priorities for funding through federal sources, including recommendations from the Transportation Investment Task Force;
- Coordinate with funding strategies for TriMet's Transit Investment Plan;
- Adopt a funding strategy for the "preferred" element of the 2004 Federal RTP; and

Department	#
Planning	5

Planning Department

April 13, 2004

Regional Transportation Plan Financing

Page 2 of 2

## Program Overview

## Fiscal Year 2005

- Work with local partners, the public and business community to set project priorities and seek funding alternatives/solutions at the federal, state, regional and local level.

### BUDGET SUMMARY

	Proposed Budget	Proposed Amendment		Proposed Budget	Proposed Amendment
<b>Requirements:</b>			<b>Resources:</b>		
Personal Services	\$58,958	\$154,572	PL	\$40,500	\$134,906
Material & Services	1,500	1,500	STP/ODOT	43,348	43,348
			Match		
Interfund Transfers	47,780	46,572	ODOT Supt	400	400
Contingency	1,708	1,708	Sec 5303	5,000	5,000
Computer	2,054	2,054	TriMet	19,151	19,151
			Metro	3,601	3,601
<b>Total</b>	<b>\$82,000</b>	<b>\$206,406</b>	<b>Total</b>	<b>\$82,000</b>	<b>\$206,406</b>
<b>Full-Time Equivalent Staffing:</b>					
Regular Full-Time FTE	0.51	1.534			
<b>Total</b>	<b>0.51</b>	<b>1.534</b>			

Proposed Budget	FTE	Proposed Amendment	FTE
Director II	-.03	Director II	.047
Manager II	-.08	Manager II	.252
Principal Transportation Planner	-.20	Principal Transportation Planner	.221
Program Director II	.10	Program Director II	.100
Senior Management Analyst	-.05	Senior Management Analyst	.080
Senior PA Specialist	.05	Senior PA Specialist	.050
		Assistant Transportation Planner	.040
		Associate Transportation Planner	.252
		Principal Regional Planner	.050
		Program Assistant 2	.021
		Program Supervisor II	.064
		Senior Transportation Planner	.357
<b>Total</b>	<b>0.51</b>	<b>Total</b>	<b>1.534</b>

Department	#
Planning	6

## AMENDMENT TO FY 2004-05 BUDGET

**PRESENTER:** Rex Burkholder, Metro Council District 5

**DRAFTER:** Andy Cotugno, Planning Director  
Chris Deffebach, Long-Range Planning Manager

**DATE:** April 16, 2004

**PROPOSED AMENDMENT** (provide a brief summary of the requested action along with the specific line item affected)

### **Fish & Wildlife – Geographic Information Systems (GIS) Planner**

The proposed baseline FY 2005 budget includes 0.6 of an FTE for Geographic Information Systems (GIS) planner. This position supports the GIS needs for Regional Fish and Wildlife Habitat Program, including maintaining and revising the database of the Inventory of Regionally Significant Fish and Wildlife Habitat areas. To complete the fish and wildlife program, as scheduled for FY 2005, this inventory needs updating to reflect new and improved data on stream, wetland and other features. The inventory forms the basis of the fish and wildlife program, including the mapping for the economic, social, environmental and energy consequences analysis and for considering alternative regulatory and non-regulatory approaches. The revised inventory, along with the ESEE analysis and the implementation ordinance will be part of the final program for consideration by Metro Council and then submitted to the State for acknowledgement.

Ultimately, maintenance of the database will shift to the Data Resource Center as part of their on-going data maintenance efforts. The GIS person in the long range planning section focuses on analysis of the data and presentation of it for use in public presentations.

This proposed amendment requests an additional 0.15 FTE to retain this GIS position. This extension of the GIS position will allow for:

- A transition of the database management responsibilities from the Long-Range Planning staff to the Data Resource Center. The database is complex, relying on several underlying features maps that, when run through a model, assign value to the fish and wildlife habitat areas. These habitat values are a fundamental part of the fish and wildlife program.
- Assistance in scoping the GIS needs for future natural resource planning activities. The FY 2005 will be a time of transition for the natural resources planning efforts and these skills will be important in evaluating alternative natural resource related work areas.

This 0.15 FTE would be combined with another amendment request for 0.25 FTE of this same GIS planner for on-going support for analyzing GIS databases of all kinds for use in the 2040 Re-evaluation Project.

DEPARTMENT(S)	FUND(S)	LINE ITEMS		
		Acct #	Account Title	Amount
<b>Resources</b>				
Planning	140		Excise Tax	\$11,850
<b>Requirements</b>				
Planning	140	5010	Reg. Employees-Full-Time-Exempt	\$8,434
		5100	Fringe Benefits	2,855
		5100	Fringe Benefits – PERS	561

**PROGRAM/STAFFING IMPACTS**

This proposed amendment will extend the funding of an existing FTE from 0.6 to 1.0 for the FY 2005.

**ARGUMENTS IN FAVOR OF PROPOSED AMENDMENT (not necessary for technical adjustments)**

Extending the FTE by 0.15 will help ensure that the investments that Metro has made over the last few years in developing the fish and wildlife habitat inventory are maintained over time by allowing for a transition time from the Long-Range Planning section to the Data Resource Center. An additional benefit is being able to use the knowledge that the GIS planner has developed over the years in creating the inventory model in considering a future role for Metro in natural resource planning.

**OPTIONS FOR FUNDING THIS AMENDMENT – What reductions, credits, changes, or adjustments in other budget/program areas will be necessary to accommodate this amendment?**

This will increase the Excise Tax needs that could have been used by other programs at Metro.

**EFFECT ON KEY BUDGET ISSUES – Provide a brief response to each of the following questions**

- Will this amendment increase/decrease fund balance draw? If so, which fund(s) and by how much? No.
- Will this amendment increase/decrease central overhead spending? If so, by how much? No.

Department	#
Planning	6

Planning Department

April 13, 2004

Regional Fish & Wildlife Habitat Protection Plan Completion (Goal 5)

Page 1 of 3

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## ***Program Overview***

## ***Fiscal Year 2005***

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### **PROGRAM**

This program will develop policies for consideration by Metro Council that identify where, at what level and how the region should move forward in protection of regionally significant fish and wildlife habitat areas. Following State Land Use Goal 5 guidelines, the program includes three steps: 1) defining an inventory of regionally significant lands that for fish and wildlife habitat; 2) completing an analysis of the economic, social, environmental and energy (ESEE) trade-offs of protecting these habitat areas from development and recommending where development should be allowed, limited or prohibited in these areas; and 3) developing a program, for adoption by ordinance into Metro's Urban Growth Management Functional Plan (Functional Plan), that identifies how this level of protection is to be implemented. The program will develop implementation options to include a model code, a performance based option and a case-by-case discretionary review option. In addition to regulations that affect development on these lands, this program also includes analysis of non-regulatory approaches to protection and restoration, including education, acquisition or incentives. In addition to the regulatory program, this program will lead to recommendations for the level of commitment and investment in a non-regulatory approach to fish and wildlife habitat protection. Following Metro adoption, the program will be prepared for submission on all final plan elements - inventory, ESEE analysis and program - to the Land Conservation and Development Commission (LCDC) for their acknowledgement. Following adoption and acknowledgement, the program will require Metro to ensure compliance by local jurisdictions and implement incentives, education or other non-regulatory elements that may become Metro responsibility. Maintenance of the fish and wildlife habitat inventory, including the stream, wetland and other features maps and the inventory model, continues to be a responsibility of Metro as clarified in the final program ordinance. The program involves broad involvement by property owners, numerous stakeholders and local jurisdictions as the program is defined and implemented.

### **RELATION TO PREVIOUS WORK**

This program has been ongoing for several years. The program previously included development of a vision statement and Metro Council adoption of an inventory of regionally significant riparian corridors and wildlife habitat. An analysis of the ESEE consequences of protecting or not protecting regionally significant resources has been in progress for over one year. It is also a continuation of even earlier Functional Plan work (Title 3) providing water quality and floodwater protection. Title 3 called for regional fish and wildlife habitat protection.

### **RESPONSIBILITIES**

With adoption of Ordinance No. 98-730C, the Metro Council determined that Metro should address fish and wildlife habitat protection by adoption of functional plan provisions, including criteria to define and identify regionally significant fish and wildlife habitat areas and establishment of performance standards for protection. The Metro Council reaffirmed this with their acceptance of the Regional Fish and Wildlife Vision Statement, recommended by the Metro Policy Advisory Committee (MPAC). State law, particularly State Land Use Planning Goal 5 requires a specific, detailed process when Metro addresses fish and wildlife habitat.



Department	#
Planning	6

Planning Department

April 13, 2004

Regional Fish & Wildlife Habitat Protection Plan Completion (Goal 5)

Page 2 of 3

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## ***Program Overview***

## ***Fiscal Year 2005***

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### **OBJECTIVES**

- Determine the best regulatory and non-regulatory methods for protection and restoration through time of regionally significant fish and wildlife habitat;
- Adopt an effective protection program to implement the best protection and restoration approach;
- Provide meaningful public outreach to the broad range of property owners and stakeholders affected by the program;
- Coordinate with local government partners in program development and compliance;
- Finalize all Goal 5 documents, including the inventory and all map corrections to the inventory, the ESEE analysis and the program description;
- Transition the inventory model, natural resource features map and other database management responsibilities to a system for ongoing maintenance that reflects Metro's responsibilities for the habitat program.
- Identify GIS needs for future natural resource planning activities as specified in the final fish and wildlife habitat program and through other strategic planning activities.
- Update policies in the Regional Framework Plan to reflect the fish and wildlife program and the on-going monitoring needs for measuring performance;
- Secure state acknowledgement of the plan; and
- Participate with water providers and other local government programs that affect Metro's natural resource planning.

Department	#
Planning	6

Planning Department

April 13, 2004

Regional Fish & Wildlife Habitat Protection Plan Completion (Goal 5)

Page 3 of 3

## ***Program Overview***

## ***Fiscal Year 2005***

### **BUDGET SUMMARY**

	<b>Proposed Budget</b>	<b>Proposed Amendment</b>		<b>Proposed Budget</b>	<b>Proposed Amendment</b>
<b>Requirements:</b>			<b>Resources:</b>		
Personal Services	\$495,875	\$507,164	Metro	\$814,000	\$825,850
Materials & Services	95,000	95,000			
Interfund Transfers	156,742	156,742			
PERS Reserve	24,636	25,197			
Contingency	40,167	40,167			
Computer	1,580	1,580			
<b>Total</b>	<b>\$814,000</b>	<b>\$825,850</b>	<b>Total</b>	<b>\$814,000</b>	<b>\$825,850</b>
<b>Full-Time Equivalent Staffing:</b>					
Regular Full-Time FTE	5.604	5.754			
<b>Total</b>	<b>5.604</b>	<b>5.754</b>			

<b>Proposed Budget</b>	<b>FTE</b>	<b>Proposed Amendment</b>	<b>FTE</b>
Director II	0.105	Director II	0.105
Manager II	0.912	Manager II	0.912
Manager I	0.130	Manager I	0.130
Program Supervisor II	0.020	Program Supervisor II	0.020
Principal Regional Planner	1.030	Principal Regional Planner	1.030
Senior PA Specialist	0.230	Senior PA Specialist	0.230
Senior Regional Planner	0.110	Senior Regional Planner	0.110
Associate Regional Planner	2.787	Associate Regional Planner	2.937
Assistant Regional Planner	0.080	Assistant Regional Planner	0.080
Program Assistant 2	0.200	Program Assistant 2	0.200
<b>Total</b>	<b>5.604</b>	<b>Total</b>	<b>5.754</b>

Department	#
Planning	7

## AMENDMENT TO FY 2004-05 BUDGET

**SPONSOR:** Susan McLain, Metro Council District 4

**DRAFTER:** Andy Cotugno, Planning Director  
Jenny Kirk, Administration/Budget/Finance Manager

**DATE** April 16, 2004

**PROPOSED AMENDMENT** (provide a brief summary of the requested action along with the specific line item affected)

**Regional Planning Director**

The purpose of this amendment is to reinstate the Director II position vacated by Mike Höglund's transfer to Solid Waste and Recycling. As directed by Council President Bragdon, these funds are currently housed in the Planning Department's contingency.

<b>DEPARTMENT(S)</b>	<b>FUND(S)</b>	<b>LINE ITEMS</b>		
<b><i>Resources</i></b>				
Planning	140	Acct. No.	Account Title	
		CONT	Contingency	\$153,206
<b><i>Requirements</i></b>				
Planning	140	5010	Reg. Employees-Full-Time-Exempt	\$110,349
		5100	Fringe Benefits	37,353
		5100	Fringe Benefits – PERS	5,504

**PROGRAM/STAFFING IMPACTS**

This proposed position would reinstate 1.0 FTE to the Planning Department.

**ARGUMENTS IN FAVOR OF PROPOSED AMENDMENT** (not necessary for technical adjustments)

This position is vital to the Planning Director in providing assurance that Metro Council policies and directives are implemented. The role and responsibility of this position includes overall direction and supervision to the Regional Planning Division staff, one of three major divisions within the Planning Department. The division, itself, is composed of three sections that are assigned major agency tasks, which are: Regional Transportation Planning, including the federally designated Metropolitan Planning Organization which maintains the Regional Transportation Plan and Metropolitan Transportation Improvement Program; Community Development, including planning and administrative oversight of the region's Urban Growth Boundary and the 2040 Growth Concept; and Long-Range Planning, including fish and wildlife protection, performance measures, regional emergency management and affordable housing. This position is critical in assisting the Planning Director by ensuring progress on and completion of the Division's work programs are consistent with the objectives and measures included in the annually adopted budget. This position ensures a high level interface with the Metro, Council, Joint Policy Advisory Committee on Transportation and Metro Policy Advisory Committee, which are comprised of local elected officials. Inclusion of this position at this time will ensure the full participation of this key leadership position in the upcoming strategic planning for the department.

**OPTIONS FOR FUNDING THIS AMENDMENT – What reductions, credits, changes, or adjustments in other budget/program areas will be necessary to accommodate this amendment?**

The Planning Department has adequate funds within its contingency to fund this position.

**EFFECT ON KEY BUDGET ISSUES – Provide a brief response to each of the following questions**

- **Will this amendment increase/decrease fund balance draw? If so, which fund(s) and by how much? No.**
  
- **Will this amendment increase/decrease central overhead spending? If so, by how much? No.**

#5

Department	#
Zoo	2

### AMENDMENT TO FY 2004-05 BUDGET

**SPONSOR:** Councilor Rod Monroe

**DRAFTER:** Patty Unfred Montgomery

**DATE** April 14, 2004

**PROPOSED AMENDMENT** (provide a brief summary of the requested action along with the specific line item affected)

This amendment would restore a .5 FTE graphic/exhibit design services position. Funds would be transferred from Contracted Professional Services to pay for the cost of the design position.

DEPARTMENT(S)	FUND(S)	LINE ITEMS		
		Acct #	Account Title	Amount
<b>Requirements</b>				
Oregon Zoo	Zoo Operating – 120	5240	Contracted Professional Services	(\$35,125)
Oregon Zoo	Zoo Operating – 120	5020	.5 FTE Graphic/Exhibit Design Salary	\$23,110
Oregon Zoo	Zoo Operating – 120	5080	.5 FTE Graphic/Exhibit Design COLA, Step, Merit	\$1,156
Oregon Zoo	Zoo Operating – 120	5100	.5 FTE Graphic/Exhibit Design Fringe Benefits	\$10,859

**PROGRAM/STAFFING IMPACTS**

This amendment would restore a .5 FTE graphic/exhibit design services position slated to be eliminated in the proposed '04-'05 budget.

**ARGUMENTS IN FAVOR OF PROPOSED AMENDMENT** (not necessary for technical adjustments)

Rather than contracting with marketing firms for graphic design services, this amendment proposes retaining the current .5 FTE employee. Providing these design services internally allows increased flexibility and efficiency.

**OPTIONS FOR FUNDING THIS AMENDMENT** – What reductions, credits, changes, or adjustments in other budget/program areas will be necessary to accommodate this amendment?

The total cost for the .5 FTE graphic/exhibit design services position, including salary, COLA/merit/step increases, and fringe benefits is \$35,125. Funding for this position would be taken from the Contracted Professional Services budget, which is currently \$70,250. Many of the services scheduled to be contracted out could be done by an internal graphic design position. This would leave \$35,125 in the Contracted Professional Services budget for collateral materials.

**EFFECT ON KEY BUDGET ISSUES – Provide a brief response to each of the following questions**

- **Will this amendment increase/decrease fund balance draw? If so, which fund(s) and by how much?**

**NO**

- **Will this amendment increase/decrease central overhead spending? If so, by how much?**

**NO**