

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AMENDING THE FY 2017-18 BUDGET AND APPROPRIATIONS SCHEDULE AND FY 2017-18 THROUGH FY 2021-22 CAPITAL IMPROVEMENT PLAN TO PROVIDE FOR A CHANGE IN OPERATIONS )

RESOLUTION NO 18-4871 Introduced by Martha Bennett, Chief Operating Officer, with the concurrence of Council President Tom Hughes

WHEREAS, the Metro Council has reviewed and considered the need to increase appropriations within the FY 2017-18 Budget; and

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

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

WHEREAS, adequate funds exist for other identified needs; and

WHEREAS, ORS 294.463(1) provides for transfers of appropriations within a fund, including transfers from contingency that do not exceed 15 percent of a fund's appropriations, if such transfers are authorized by official resolution or ordinance of the governing body, and

WHEREAS, ORS 294.463(3) provides for transfers of appropriations or of appropriations and a like amount of budget resources between funds of the municipal corporation when authorized by an official resolution or ordinance of the governing body stating the need for the transfer, and

WHEREAS, ORS 294.338(2) allows an increase in appropriations due to specific purpose grants or gifts when authorized by an official resolution or ordinance of the governing body stating the need for the recognition., now, therefore

BE IT RESOLVED,

- 1. That the FY 2017-18 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibits A and B to this Resolution for the purpose of recognizing new grants, approving new FTE, transferring funds from contingency and providing for increased appropriations.
2. That the FY 2017-18 through FY 2021-22 Capital Improvement Plan is hereby amended accordingly.

ADOPTED by the Metro Council this 29th day of March, 2018.

APPROVED AS TO FORM:

[Signature]
Alison Kean, Metro Attorney

[Signature]
Tom Hughes, Council President
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**Exhibit A**  
**Resolution 18-4871**  
**Schedule of Appropriations**

	<u>Current Appropriation</u>	<u>Revision</u>	<u>Revised Appropriation</u>
<b>GENERAL FUND</b>			
Council	4,870,875	-	4,870,875
Office of the Auditor	751,334	-	751,334
Office of Metro Attorney	2,602,771	-	2,602,771
Information Services	5,488,674	38,737	5,527,411
Communications	1,933,422	-	1,933,422
Finance and Regulatory Services	5,499,377	-	5,499,377
Human Resources	3,061,714	-	3,061,714
Property and Environmental Services	2,798,484	-	2,798,484
Parks and Nature	11,724,456	-	11,724,456
Planning and Development Department	16,599,483	-	16,599,483
Research Center	4,523,501	-	4,523,501
Special Appropriations	4,329,429	-	4,329,429
Non-Departmental			
Debt Service	2,011,850	-	2,011,850
Interfund Transfers	17,459,587	261,549	17,721,136
Contingency	1,669,314	(300,286)	1,369,028
<i>Total Appropriations</i>	85,324,271	-	85,324,271
Unappropriated Balance	28,642,989	-	28,642,989
<b>Total Fund Requirements</b>	<b>\$113,967,260</b>	<b>\$0</b>	<b>\$113,967,260</b>
<b>MERC FUND</b>			
MERC	75,104,642	(1,360,000)	73,744,642
Non-Departmental			
Interfund Transfers	5,830,412	-	5,830,412
Contingency	53,413,386	1,387,852	54,801,238
<i>Total Appropriations</i>	134,348,440	27,852	134,376,292
<b>Total Fund Requirements</b>	<b>\$134,348,440</b>	<b>\$27,852</b>	<b>\$134,376,292</b>
<b>OREGON ZOO ASSET MANAGEMENT FUND</b>			
Visitor Venues - Oregon Zoo	5,279,782	215,000	5,494,782
Non-Departmental			
Interfund Transfers	135,318	-	135,318
Contingency	137,400	-	137,400
<i>Total Appropriations</i>	5,552,500	215,000	5,767,500
<b>Total Fund Requirements</b>	<b>\$5,552,500</b>	<b>\$215,000</b>	<b>\$5,767,500</b>
<b>OREGON ZOO OPERATING FUND</b>			
Visitor Venues - Oregon Zoo	36,597,364	-	36,597,364
Non-Departmental			
Interfund Transfers	4,431,724	215,000	4,646,724
Contingency	1,243,054	(168,865)	1,074,189
<i>Total Appropriations</i>	42,272,142	46,135	42,318,277
<b>Total Fund Requirements</b>	<b>\$42,272,142</b>	<b>\$46,135</b>	<b>\$42,318,277</b>
<b>PARKS AND NATURAL AREAS LOCAL OPTION LEVY FUND</b>			
Parks and Nature	12,485,136	731,979	13,217,115
Special Appropriations	2,240,711	-	2,240,711
Non-Departmental			
Interfund Transfers	4,308,772	-	4,308,772
Contingency	2,300,823	(613,475)	1,687,348
<i>Total Appropriations</i>	21,335,442	118,504	21,453,946
<b>Total Fund Requirements</b>	<b>\$21,335,442</b>	<b>\$118,504</b>	<b>\$21,453,946</b>

**Exhibit A**  
**Resolution 18-4871**  
**Schedule of Appropriations**

	<u>Current Appropriation</u>	<u>Revision</u>	<u>Revised Appropriation</u>
<b>SMITH AND BYBEE WETLANDS FUND</b>			
Parks and Nature	430,000	69,058	499,058
Non-Departmental			
Interfund Transfers	72,510	-	72,510
Contingency	1,000,000	-	1,000,000
<i>Total Appropriations</i>	1,502,510	69,058	1,571,568
Unappropriated Balance	1,177,440	-	1,177,440
<b>Total Fund Requirements</b>	<b>\$2,679,950</b>	<b>\$69,058</b>	<b>\$2,749,008</b>
<b>SOLID WASTE FUND</b>			
Property and Environmental Services	68,788,488	27,208	68,815,696
Finance and Regulatory Services	103,083	-	103,083
Non-Departmental			
Interfund Transfers	6,110,323	-	6,110,323
Contingency	15,895,967	(27,208)	15,868,759
<i>Total Appropriations</i>	90,897,861	-	90,897,861
Unappropriated Balance	29,866,723	-	29,866,723
<b>Total Fund Requirements</b>	<b>\$120,764,584</b>	<b>\$0</b>	<b>\$120,764,584</b>
<b>Total Appropriations</b>	<b>563,589,586</b>	<b>476,549</b>	<b>564,066,135</b>
<b>Total Unappropriated Balance</b>	<b>83,051,096</b>	<b>-</b>	<b>83,051,096</b>
<b>TOTAL BUDGET</b>	<b>\$646,640,682</b>	<b>\$476,549</b>	<b>\$647,117,231</b>

All Other Appropriations Remain as Previously Adopted

**Exhibit B**  
**Resolution 18-4871**  
**Schedule of FTE**

	<b><u>Current</u></b> <b><u>FTE</u></b>	<b><u>Revision</u></b>	<b><u>Revised</u></b> <b><u>FTE</u></b>
<b>GENERAL FUND</b>			
<b>TOTAL FUND FTE</b>	<b>306.00</b>	<b>1.00</b>	<b>307.00</b>
<b>OREGON ZOO OPERATING FUND</b>			
<b>TOTAL FUND FTE</b>	<b>198.60</b>	<b>3.00</b>	<b>201.60</b>
<b>SOLID WASTE FUND</b>			
<b>TOTAL FUND FTE</b>	<b>119.79</b>	<b>2.00</b>	<b>121.79</b>
<b>TOTAL FTE</b>	<b>883.56</b>	<b>6.00</b>	<b>889.56</b>

All Other FTE Remain as Previously Adopted

## STAFF REPORT

FOR THE PURPOSE OF AMENDING THE FY 2017-18 BUDGET AND APPROPRIATIONS SCHEDULE AND FY 2017-18 THROUGH FY 2021-22 CAPITAL IMPROVEMENT PLAN TO PROVIDE FOR A CHANGE IN OPERATIONS

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Date: March 29, 2018

Presented by: Lisa Houghton 503-797-1829

### BACKGROUND

The following amendments have been proposed for Council review and action:

#### Principal Regional Planner

Property and Environmental Services is requesting an additional 1.00 FTE Principal Regional Planner to work with the cPMO Manager and Asset Management and Capital Planning Implementation Program Director on various upcoming Solid Waste projects. The position's initial responsibilities will be project management of the Metro South (MS) Assessment project, a significant Solid Waste Roadmap project that requires a full time and highly skilled project manager.

Annualized cost of the position is estimated at \$113,600.

This action requests the addition of 1.00 FTE and does not request additional appropriations. The department will absorb the additional personnel service costs of the increased FTE within existing appropriations.

#### Senior Solid Waste Planner

Property and Environmental Services is requesting an additional 1.00 FTE Senior Solid Waste Planner to coordinate the new Council directed Investment and Innovation Grant Program. Council enacted this program through approval of Ordinance 17-1415 in December 2017. The Budget Impacts section of the staff report that accompanied the ordinance identified that, if the ordinance was approved, the Chief Operating Officer would request funding for a 1.0 full-time equivalent employee through the budget amendment process.

Annualized cost of the position is estimated at \$108,800; this budget amendment reflects a partial year.

This action requests the addition of 1.00 FTE and a \$27,208 transfer from the Solid Waste Fund contingency.

#### Systems Analyst III

Information Services is requesting an additional 1.00 FTE Systems Analyst III to backfill and train under the direction of a long-term staff member who is due to retire this summer. The long-term staff member has specific expertise in PeopleSoft HRMS and Financial systems and is the primary resource in charge of system integrations between Payroll and the General Ledger modules and payroll, benefit organizations and PERS. This information cannot be transferred easily to staff who have existing and ongoing commitments. This position will provide backfill for the retiring staff member and provide capacity to fully train on existing processes to provide ongoing and uninterrupted service.

Annualized cost of the position is estimated at \$108,900; this budget amendment reflects a partial year of personnel service costs and one-time funds to set-up a workstation and computer equipment.

This action requests the addition of 1.00 FTE and a \$38,737 transfer from the General Fund contingency.

Education Specialists I and Associate Visual Communications Designer

The Oregon Zoo is requesting an additional 3.00 FTE for four positions as outlined below:

- .50 FTE Education Specialist I to support the expansion of the Animal Encounter Program. This role will enhance the reach of conservation education messaging and provide more consistent animal encounter opportunities for guests. The annual cost for the proposed FTE increase is estimated at \$35,300. The position is anticipated to generate earned revenues to cover its cost.
- 1.00 FTE Education Specialist I to support the ZAP Program. These responsibilities were previously handled by a .60 FTE Limited Duration position expiring on 6/30/2018 but the position has been vacant for several months. The additional FTE is due to additional responsibilities including support of a youth advisory council. The annual cost for the proposed FTE increase is estimated at \$73,400.
- 1.00 FTE Education Specialist I to support the new Education Center. These responsibilities were previously handled by a .75 FTE Limited Duration position expiring on 6/30/2018 but the position has been vacant for several months. The additional FTE is due to additional responsibilities including providing public conservation-themed programming in the Nature Exploration Station, hosting conservation themed event days and integrating conservation partners and messaging into other events. The annual cost for the proposed FTE increase is estimated at \$73,400.
- .50 FTE Associate Visual Communications Designer to assist in the production and maintenance of signage, interpretive, interactive three-dimensional exhibit and educational materials, on-grounds signage and audio-visual. The Zoo has been using temporary labor to fulfill these responsibilities each year, but the work is permanent and on-going. The annual cost for the proposed conversion is estimated at \$7,500.

This action requests the addition of 3.0 FTE and does not request additional appropriations. The department will absorb the additional costs of the increased FTE within existing appropriations.

Transfers of Resources between the General Fund and Four Other Funds

Finance and Regulatory Services is requesting transfers from the General Fund to four funds as outlined below:

- |   |           |
|---|-----------|
| • OCC Administration                        | \$ 27,852 |
| • Parks and Natural Areas Local Option Levy | \$118,504 |
| • Smith and Bybee Wetlands                  | \$ 69,058 |
| • Oregon Zoo Operating                      | \$ 46,135 |

The amounts listed will adjust interfund transfers initially recorded based on budgeted amounts and result in the correct amounts, based on lower actual costs, being transferred to the General Fund.

This action requests a \$261,549 transfer from the General Fund Contingency and related increases in appropriations authority in the four receiving funds.

Transfers of Resources between the Oregon Zoo Operating and Asset Management Funds and Capital Improvement Plan Changes

The following Capital Improvement Projects require revision as follows:

- The giraffe feeding station had an original project budget of \$500,000 (\$400,000 in FY18 and \$100,000 in FY17). Actual project costs are anticipated at \$800,000 due to construction costs being higher than expected due to market conditions.
- The amphitheater tier remodel project was budgeted at \$110,000 and actual costs are anticipated at \$175,000. Construction costs are higher than expected due to market conditions plus the addition of an add alternate to construct a stage pit for \$28,000.
- The WACO forklift, budgeted at \$87,405, was purchased for \$102,386.
- Endoscopy equipment, budgeted at \$65,000, was purchased for \$120,000.
- The project to replace the siding of the Living Collections administrative building was budgeted at \$50,000 in FY18 and cost \$85,046. There was a change order of \$35,000 to correct existing condition discovered during demolition of structural framing dry rot.
- Upgrade of elevator in Cascade Crest building in the amount of \$115,000 was added as a project. This was originally scheduled in FY20 but due to the condition worsening quicker than anticipated this project will be moved forward to spring of 2018.
- The maintenance work budgeted for Cascade Crest is being done in house thereby saving \$120,000.

This action requests a \$215,000 transfer from the Oregon Zoo Operating Fund contingency and a related increase in appropriations authority in the Oregon Zoo Asset Management Fund. This action also amends the FY 2017-18 through FY 2021-22 Capital Improvement Plan. Attachment 1 outlines the Capital Project Details changes requested.

Parks and Nature - Parks and Natural Areas Local Option Levy – New Project and Capital Improvement Plan Changes

The following Capital Improvement Projects require revision as follows:

- The Oxbow Welcome Center provides support for guest and ranger services at Oxbow Park. The original project budget was approximately \$1,522,460. In order for the project to proceed the total project budget has been increased from \$1,522,460 to \$2,079,000. The expected increase for project expenses in FY18 are approximately \$310,333.
- The historical Howell Territorial Park Historic House is in need of siding replacement. This project was originally budgeted at \$80,000. Upon further investigation it has been determined that the current budget is sufficient to only replace the siding for the west and south sides of the house. It is proposed that additional funds of \$70,000 be utilized to replace siding for the entire house.
- The Oxbow Nature Play Area budget requires an additional \$175,000 to address the cost of installing accessible surfacing to the play area from existing park infrastructure. This surfacing is needed for the play area to be universally accessible, and provide a surfacing that reduces ongoing maintenance with the other safe fall surfacing in the play area. Amending the project budget will add the necessary funds to deliver on Levy commitments to the voters to support lower maintenance and operations of the play area.

In addition to the Capital Improvement Plan changes outlined above, one additional project with costs below the threshold for inclusion in the plan requires funds of \$58,142. The Columbia Cemetery fence and gate installation was not previously part of the Levy work plan. Metro staff and the Crime Prevention

Coordinator from the City of Portland worked collaboratively and determined that fencing this historic cemetery at NE 99<sup>th</sup> and Sandy Blvd. was the best solution to the crime and camping concerns of the neighbors. The fence clearly marks the boundary of the cemetery and allows for better rule enforcement.

This action requests a \$613,475 transfer from the Parks and Natural Area Local Option Levy Fund contingency and also amends the FY 2017-18 through FY 2021-22 Capital Improvement Plan. Attachment 2 outlines the Capital Project Details changes requested.

### MERC Venues Capital Improvement Plan Changes

The following Capital Improvement Projects require revision as follows:

- Oregon Convention Center:
  - The Master Plan Renovation has costs spread out over multiple fiscal years. The latest projection has costs shifting from FY2017-18 to FY2018-19 and FY2019-20. The project is still expected to be completed on time, prior to the Hyatt Convention Center Hotel opening in December 2019. The total project budget of \$35.5 million does not change. This amendment only impacts the fiscal years the expenses are expected to be incurred, and results in a reduction to the capital budget in the current year.

This action requests a \$1,360,000 transfer into the Oregon Convention Center Fund contingency and also amends the FY 2017-18 through FY 2021-22 Capital Improvement Plan. Attachment 3 outlines the Capital Project Details changes requested.

- Portland Expo Center:
  - The Connector Glass Door project will expand the plaza for additional food and beverage sales opportunities. The original budget, prior to design, was \$165,000 over two fiscal years. The design work has now been completed and the architect has submitted a cost estimate for construction, which is higher than the current budget. This is due to various factors, including additional scope to provide more flexibility for food and beverage setups, additional requirements by the Portland Bureau of Development Services on exterior concrete work, and a higher cost escalation factor than was assumed at the time of original budget.
  - The New Hall A Shore Power project extended high voltage power to Lower Parking Lot 1. It involved infrastructure construction, acquisition and installation of Electrical Switchgear (shore power) and temporary shelter. There were a number of unforeseen conditions and unaccounted for PGE design standards and stipulations which resulted in contract change orders, additional engineering and special inspections.
  - The Halls D&E Roof Replacement project is nearly complete, with the connector roof, modifications to existing rooftop penthouses and final roof coating to be done. The projects should result in \$175,000 of expected savings.

This action amends the FY 2017-18 through FY 2021-22 Capital Improvement Plan. Attachment 4 outlines the Capital Project Details changes requested.

## **ANALYSIS/INFORMATION**

1. **Known Opposition:** None known.



2. **Legal Antecedents:** ORS 294.463(1) provides for transfers of appropriations within a fund, including transfers from contingency that do not exceed 15 percent of a fund's appropriation, if such transfers are authorized by official resolution or ordinance of the governing body. ORS 294.463(3) provides for transfers of appropriations or of appropriations and a like amount of budget resources between funds of the municipal corporation when authorized by an official resolution or ordinance of the governing body stating the need for the transfer. ORS 294.338(2) allows an increase in appropriations due to specific purpose grants or gifts when authorized by an official resolution or ordinance of the governing body stating the need for the recognition. Metro code chapter 2.02.040 requires the Metro Council to approve the addition of any position to the budget. Metro's adopted financial policies require any project exceeding \$100,000 or an existing CIP project increasing greater than 20 percent to receive Council approval.
3. **Anticipated Effects:** This action provides for changes in operations as described above, provides additional appropriations authority and adds 6.00 FTE.
4. **Budget Impacts:** This action has the following impacts on the FY 2017-18 budget:
  - Adds 1.00 FTE Principal Regional Planner in the Solid Waste Fund.
  - Adds 1.00 FTE Senior Solid Waste Planner in the Solid Waste Fund and requests \$27,208 from the Solid Waste Fund contingency.
  - Adds 1.00 FTE Systems Analyst III in the General Fund and requests \$38,737 from the General Fund contingency.
  - Adds 2.50 FTE Education Specialist I and .50 FTE Associate Visual Communications Designer in the Oregon Zoo Operating Fund.
  - Provides \$261,549 to four funds; the OCC Administration Fund, the Parks and Natural Areas Local Option Levy Fund, the Smith and Bybee Wetland Fund, and the Oregon Zoo Operating Fund through transfers from the General Fund.
  - Provides \$215,000 to the Oregon Zoo Asset Management fund through a transfer from the Oregon Zoo Operating Fund and amends the FY 2017-18 through FY 2021-22 Capital Improvement Plan.
  - Provides \$613,475 to the Parks and Natural Areas Local Option Levy Fund through a transfer from the fund's contingency and amends the FY 2017-18 through FY 2021-22 Capital Improvement Plan.
  - Increases the Oregon Convention Center Fund's contingency by \$1,360,000 and amends the FY 2017-18 through FY 2021-22 Capital Improvement Plan.
  - Amends the FY 2017-18 through FY 2021-22 Capital Improvement Plan for projects at the Portland EXPO Center.

## **RECOMMENDED ACTION**

The Chief Operating Office recommends adoption of this Resolution.

**Mid-Year Amendment to FY 2017-18  
Capital Project Detail**

**Oregon Zoo Asset Management Fund**

Attachment 1

Resolution 18-4871

New? Y/N	Project ID	Project Title	GL Acct	Fund ID	Dept ID	Est. End Date	Revised Project Budget					Source/s of Funding (Carry Fwd, Grant, etc.)	Other Project Comments
							2018	2019	2020	2021	2022		
N	ZOO66	Giraffe Feeding Station	571000	325	27000	6/30/2018	700,000						
N	ZOO77	Amphitheater tier remodel	571000	325	27000	3/30/2018	175,000						
N		ZOO R&R < \$100K		326	27000	6/30/2018	165,046						incl Africafe 80,000 & LC Admin siding \$85,046
N	70001Z	Fleet Replacement Program	574000	326	27000	12/31/2017	63,000						Boom Lift
N	ZRW195	Maintenance - Cascade Crest	526100	326	27000		0						
N	Misc.	TBD ZOO R&R Projects	varies	326	27000	6/30/2018	186,973						
Y	TBD	Cascade Crest Elevator	572000	326	27000	6/30/2018	115,000						
N	ZRW180	Endoscopy Cart	574000	326	27000	6/30/2018	120,000						
N	7001Z	WACO Forklift	574000	326	27000	6/30/2018	102,386						Was in Fleet, on own line bc > \$100K

**Mid-Year Amendment to FY 2017-18**

**Capital Project Detail**

**Parks and Natural Areas Local Option Levy Fund**

Attachment 2

**Parks and Nature**

Resolution 18-4871

New? Y/N	Project ID	Project Title	GL Acct	Fund ID	Dept ID	Est. End Date						Source/s of Funding (Carry Fwd, Grant, etc.)	Other Project Comments
							2018	2019	2020	2021	2022		
N	LI005	Oxbow Welcome Center	572000	165	03430	7/1/2018	1,110,333	652,460				Levy Contingency; Open Spaces Fund; R&R Fund; Parks Capital Fund; Parks Special Account	Other funding sources that are not Levy Contingency will be applied in FY19
N	LI603	Historic Howell Siding Replacement	572000	165	03430	8/1/2018	150,000					Levy Contingency	
N	LI003	Oxbow Nature Play Area	571000	165	03430	6/30/2018	496,804					Levy Contingency	

**Mid-Year Amendment to FY 2017-18  
Capital Project Detail**

Attachment 3

**OCC Capital Projects**

Resolution 18-4871

New? Y/N	Project ID	Project Title	GL Acct	Fund ID	Dept ID	Est. End Date						Source/s of Funding (Carry Fwd, Grant, etc.)	Other Project Comments
							2018	2019	2020	2021	2022		
N	8R082	Master Plan Renovation	572000	550	55999	12/31/2019	4,640,000	27,630,000	2,650,000			No change in overall project budget - timing adjustment only	

**Mid-Year Amendment to FY 2017-18  
Capital Project Detail**

**Expo Capital Projects**

Attachment 4

Resolution 18-4871

New? Y/N	Project ID	Project Title	GL Acct	Fund ID	Dept ID	Est. End Date						Source/s of Funding (Carry Fwd, Grant, etc.)	Other Project Comments
							2018	2019	2020	2021	2022		
N	85106	Connector Glass Door	572000	556	55999	12/31/2018	225,000					Project increase covered by savings in other project.	
N	8R170	New Hall A Shore Power	572000	556	55999	12/31/2017	220,000					Project increase covered by savings in other project.	
N	8R136	Halls D&E Roof Replacement	572000	556	55999	12/31/2018	1,744,689	975,000				Savings used to cover increases in other projects.	