



600 NE Grand Ave.  
Portland, OR 97232-2736

## Council work session agenda

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Thursday, February 14, 2019

3:00 PM

Metro Regional Center, Council chamber

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REVISED 2/13

**3:00 Call to Order and Roll Call**

**3:05 Safety Briefing**

**Work Session Topics:**

3:10 FY 2019-20 Budget Preparation

[18-5163](#)

Presenter(s): Tim Collier, Metro

Attachments: [Staff Report](#)  
[Attachment 1 to Staff Report](#)

**4:10 Chief Operating Officer Communication**

**4:15 Councilor Communication**

**5:25 Adjourn**

# Metro respects civil rights

Metro fully complies with Title VI of the Civil Rights Act of 1964 and related statutes that ban discrimination. If any person believes they have been discriminated against regarding the receipt of benefits or services because of race, color, national origin, sex, age or disability, they have the right to file a complaint with Metro. For information on Metro’s civil rights program, or to obtain a discrimination complaint form, visit [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights) or call 503-797-1536. Metro provides services or accommodations upon request to persons with disabilities and people who need an interpreter at public meetings. If you need a sign language interpreter, communication aid or language assistance, call 503-797-1700 or TDD/TTY 503-797-1804 (8 a.m. to 5 p.m. weekdays) 5 business days before the meeting. All Metro meetings are wheelchair accessible. For up-to-date public transportation information, visit TriMet’s website at [www.trimet.org](http://www.trimet.org).

### Thông báo về sự Metro không kỳ thị của

Metro tôn trọng dân quyền. Muốn biết thêm thông tin về chương trình dân quyền của Metro, hoặc muốn lấy đơn khiếu nại về sự kỳ thị, xin xem trong [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). Nếu quý vị cần thông dịch viên ra dấu bằng tay, trợ giúp về tiếp xúc hay ngôn ngữ, xin gọi số 503-797-1700 (từ 8 giờ sáng đến 5 giờ chiều vào những ngày thường) trước buổi họp 5 ngày làm việc.

### Повідомлення Metro про заборону дискримінації

Metro з повагою ставиться до громадянських прав. Для отримання інформації про програму Metro із захисту громадянських прав або форми скарги про дискримінацію відвідайте сайт [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). або Якщо вам потрібен перекладач на зборах, для задоволення вашого запиту зателефонуйте за номером 503-797-1700 з 8.00 до 17.00 у робочі дні за п'ять робочих днів до зборів.

### Metro 的不歧视公告

尊重民權。欲瞭解Metro民權計畫的詳情，或獲取歧視投訴表，請瀏覽網站 [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights)。如果您需要口譯方可參加公共會議，請在會議召開前5個營業日撥打503-797-1700（工作日上午8點至下午5點），以便我們滿足您的要求。

### Ogeysiiska takooris la'aanta ee Metro

Metro waxay ixtiraamtaa xuquuqda madaniga. Si aad u heshid macluumaad ku saabsan barnaamijka xuquuqda madaniga ee Metro, ama aad u heshid warqadda ka cabashada takoorista, booqo [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). Haddii aad u baahan tahay turjubaan si aad uga qaybqaadatid kullanka dadweynaha, wac 503-797-1700 (8 galka hore illaa 5 galka dambe maalmaha shaqada) shan maalmo shaqo ka hor kullanka si loo tixgaliyo codsashadaada.

### Metro의 차별 금지 관련 통지서

Metro의 시민권 프로그램에 대한 정보 또는 차별 항의서 양식을 얻으려면, 또는 차별에 대한 불만을 신고 할 수 [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). 당신의 언어 지원이 필요한 경우, 회의에 앞서 5 영업일 (오후 5시 주중에 오전 8시) 503-797-1700를 호출합니다.

### Metroの差別禁止通知

Metroでは公民権を尊重しています。Metroの公民権プログラムに関する情報について、または差別苦情フォームを入手するには、[www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights)。までお電話ください。公開会議で言語通訳を必要とされる方は、Metroがご要請に対応できるよう、公開会議の5営業日前までに503-797-1700（平日午前8時～午後5時）までお電話ください。

### សេចក្តីជូនដំណឹងអំពីការមិនរើសអើងរបស់ Metro

ការគោរពសិទ្ធិពលរដ្ឋរបស់ ។ សំរាប់ព័ត៌មានអំពីកម្មវិធីសិទ្ធិពលរដ្ឋរបស់ Metro ឬដើម្បីទទួលបានកម្មប្រតិបត្តិការរើសអើងសម្រាប់សេចក្តីណែនាំ [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights)។ បើលោកអ្នកត្រូវការអ្នកបកប្រែភាសានៅពេលអង្គប្រជុំសាធារណៈ សូមទូរស័ព្ទមកលេខ 503-797-1700 (ម៉ោង 8 ព្រឹកដល់ម៉ោង 5 ល្ងាច ថ្ងៃធ្វើការ) ប្រាំពីរថ្ងៃ មុនថ្ងៃប្រជុំដើម្បីអាចឲ្យគេសម្រួលតាមសំណើរបស់លោកអ្នក ។

### إشعار بعدم التمييز من Metro

تحتزم Metro الحقوق المدنية. للمزيد من المعلومات حول برنامج Metro للحقوق المدنية أو لإيداع شكوى ضد التمييز، يُرجى زيارة الموقع الإلكتروني [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). إن كنت بحاجة إلى مساعدة في اللغة، يجب عليك الاتصال مقدماً برقم الهاتف 503-797-1700 (من الساعة 8 صباحاً حتى الساعة 5 مساءً، أيام الاثنين إلى الجمعة) قبل خمسة (5) أيام عمل من موعد الاجتماع.

### Paunawa ng Metro sa kawalan ng diskriminasyon

Iginagalang ng Metro ang mga karapatang sibil. Para sa impormasyon tungkol sa programa ng Metro sa mga karapatang sibil, o upang makakuha ng porma ng reklamo sa diskriminasyon, bisitahin ang [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). Kung kailangan ninyo ng interpreter ng wika sa isang pampublikong pulong, tumawag sa 503-797-1700 (8 a.m. hanggang 5 p.m. Lunes hanggang Biyernes) lima araw ng trabaho bago ang pulong upang mapagbigyan ang inyong kahilingan.

### Notificación de no discriminación de Metro

Metro respeta los derechos civiles. Para obtener información sobre el programa de derechos civiles de Metro o para obtener un formulario de reclamo por discriminación, ingrese a [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). Si necesita asistencia con el idioma, llame al 503-797-1700 (de 8:00 a. m. a 5:00 p. m. los días de semana) 5 días laborales antes de la asamblea.

### Уведомление о недопущении дискриминации от Metro

Metro уважает гражданские права. Узнать о программе Metro по соблюдению гражданских прав и получить форму жалобы о дискриминации можно на веб-сайте [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). Если вам нужен переводчик на общественном собрании, оставьте свой запрос, позвонив по номеру 503-797-1700 в рабочие дни с 8:00 до 17:00 и за пять рабочих дней до даты собрания.

### Avizul Metro privind nediscriminarea

Metro respectă drepturile civile. Pentru informații cu privire la programul Metro pentru drepturi civile sau pentru a obține un formular de reclamație împotriva discriminării, vizitați [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). Dacă aveți nevoie de un interpret de limbă la o ședință publică, sunați la 503-797-1700 (între orele 8 și 5, în timpul zilelor lucrătoare) cu cinci zile lucrătoare înainte de ședință, pentru a putea să vă răspunde în mod favorabil la cerere.

### Metro txoj kev ntxub ntxaug daim ntawv ceeb toom

Metro tributes cai. Rau cov lus qhia txog Metro txoj cai kev pab, los yog kom sau ib daim ntawv tsis txaus siab, mus saib [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). Yog hais tias koj xav tau lus kev pab, hu rau 503-797-1700 (8 teev sawv ntxov txog 5 teev tsaus ntuj weekdays) 5 hnub ua hauj lwm ua ntej ntawm lub rooj sib tham.

**FY 2019-20 Budget Preparation**

*Work Session Topics*

Metro Council Work Session  
Thursday, February 14, 2018  
Metro Regional Center, Council Chamber

**FY 2019-20 BUDGET AND FIVE YEAR FORECAST PRESENTATION:  
OPPORTUNITIES AND HEADWINDS FOR FISCAL 2019-20 AND BEYOND**

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Date: 1.30.2019

Prepared by: Lisa Houghton, 503.797.1829,  
[Lisa.Houghton@oregonmetro.gov](mailto:Lisa.Houghton@oregonmetro.gov)

Department:  
Council

Presenters:  
Martha Bennett, Chief Operating Officer,  
503.797.1541,  
[Martha.Bennett@oregonmetro.gov](mailto:Martha.Bennett@oregonmetro.gov)

Finance and Regulatory Services

Tim Collier, Director of FRS, 503.797.1913,  
[Tim.Collier@oregonmetro.gov](mailto:Tim.Collier@oregonmetro.gov)

Meeting date: 2.14.19

Length: 60 minutes

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**ISSUE STATEMENT**

Metro's Chief Operating Officer (COO), acting as Metro's Budget Officer, will present the FY 2019-20 Proposed Budget and Budget Message to Council on April 11, 2019.

This work session will provide the COO the opportunity to hear about Council priorities and respond to Council questions and concerns. Information shared at the work session will help guide development of the FY 2019-20 Proposed Budget.

The COO will also provide Council information from the most recent five year forecast (FY2019-20 through FY 2023-24), discuss the opportunities and headwinds facing the agency in the next five years and offer a high level overview of the ongoing FY 2019-20 budget cycle.

**ACTION REQUESTED**

- Identification of Council priorities for the FY2019-20 budget
- Review the five -year forecast and upcoming potential fiscal headwinds
- Overview of annual budget process
- Review of FY 2019-20 Council Budget Review Key Dates and Deadlines Calendar

**IDENTIFIED POLICY OUTCOME**

Alignment of FY 2019-20 Proposed Budget with Council priorities and current agency programs.

**POLICY QUESTION**

How to allocate sufficient resources to Council priorities and existing agency programs given projected deficits identified in five year forecast.

**POLICY OPTIONS FOR COUNCIL TO CONSIDER**

The COO will present several options for Council to consider for the upcoming budget cycle during the presentation.

## **STAFF RECOMMENDATIONS**

The COO will address options and provide recommendations during the presentation.

## **STRATEGIC CONTEXT & FRAMING COUNCIL DISCUSSION:**

Adoption of the FY 2019-20 budget will provide appropriations necessary to continue operations as of July 1, 2019:

- The budget should align with Metro's Strategic Plan
- The budget should reflect Metro's commitment to promote the agency's racial equity goals
- Ongoing budgeted costs will impact future fiscal years beyond fiscal year 2019-20

## **BACKGROUND**

As required by Oregon Budget Law:

- The COO will present the Proposed Budget to the Council on April 11<sup>th</sup>, 2019
- Council is scheduled to approve the budget on May 2<sup>nd</sup>, 2019
- Council is scheduled to adopt the budget on June 20<sup>th</sup>, 2019

## **ATTACHMENTS**

FY 2019-20 Council Budget Review Key Dates and Deadlines Calendar

- Is legislation required for Council action?  Yes  No  
Not at this time
- If yes, is draft legislation attached?  Yes  No
- What other materials are you presenting today?  
Five Year Forecast Overview

**FY 2019-20 Council Budget Review  
Key Dates and Deadlines**

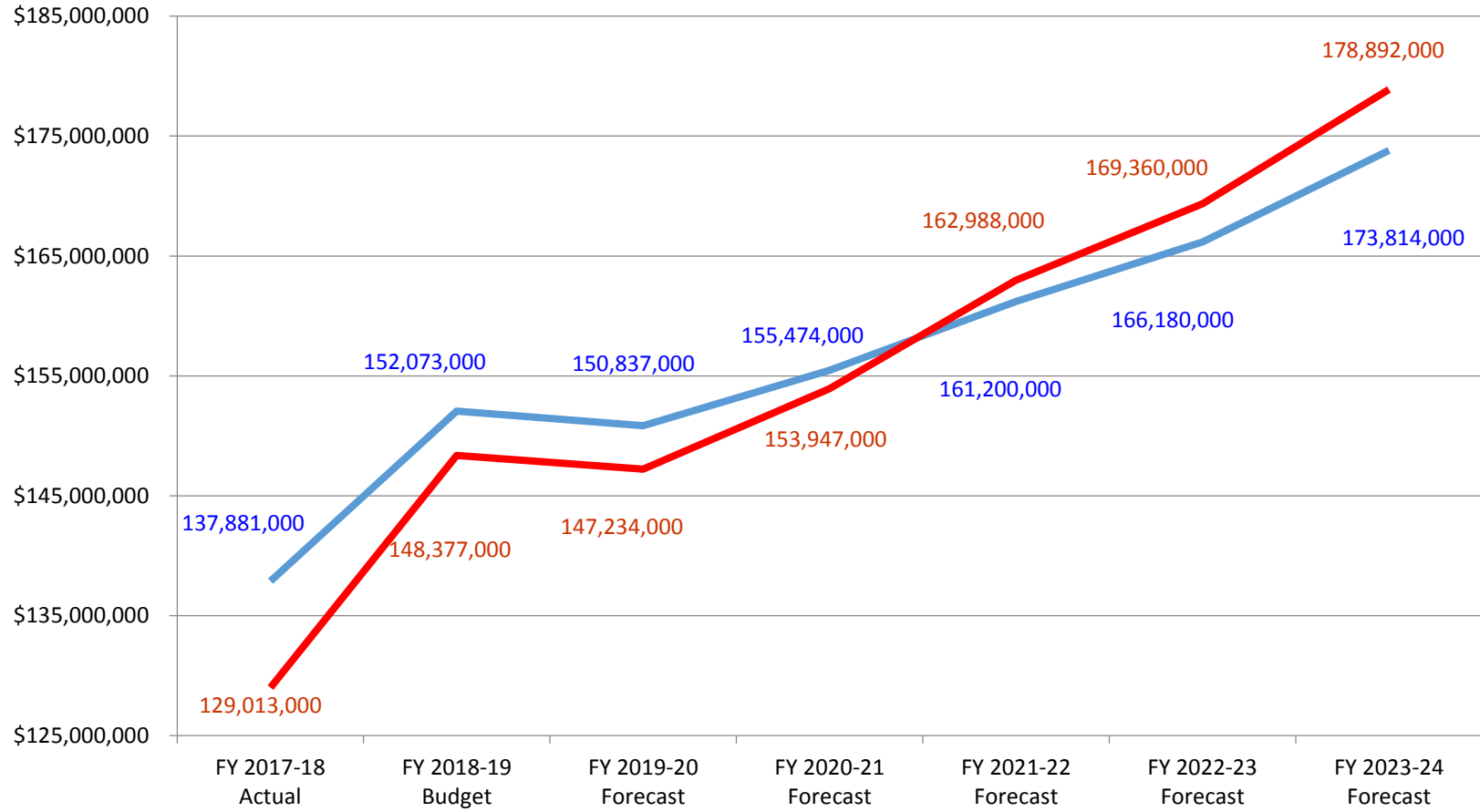
**Color Key:**

Financial Planning key actions or dates	Chief Operating Officer deadlines or key actions
Council budget retreats, work sessions, meetings or key action dates	Department deadlines

Tuesday, November 27, 2018	<b>COUNCIL RETREAT:</b> Planning and policy discussion, review of budget calendar and process
February 14, 2019	<b>COUNCIL WORK SESSION:</b> Planning and policy discussion
Thursday March 28, 2019	Release Proposed Budget to Council in electronic format for individual review (no deliberation of proposal allowed until April 11th )
COB Thursday April 4, 2019	Councilor questions (first round) due to Financial Planning
Thursday April 11, 2019 2:00 p.m.	<b>COUNCIL MEETING (Public Hearing): Resolution # XX-XXXX</b> Chief Operating Officer acting as Budget Officer presents Proposed Budget and Budget Message to the Metro Council acting as Budget Committee
COB Thursday April 11, 2019	Department responses to Councilor questions due to Financial Planning (first round)
Monday afternoon April 15, 2019	Distribute responses to Councilor questions on budget (first round)
COB Monday April 15, 2019	Councilor questions on budget due to Financial Planning (second round)
Tuesday April 16, 2019 2:00 p.m.	<b>BUDGET WORK SESSION:</b> Discussion of budget. Review process and calendar, Councilor questions, Councilor discussion, Council work session
COB Thursday April 18, 2019	Department responses to Councilor questions due to Financial Planning (second round)
Monday afternoon April 22, 2019	Distribute responses to Councilor questions on budget (second round)
Tuesday April 23, 2019 2:00 p.m.	<b>BUDGET WORK SESSION (if needed):</b> Discussion of budget. Review process and calendar, Councilor questions, Councilor discussion, Council work session
Thursday May 2, 2019 2:00 p.m.	<b>COUNCIL MEETING (Public Hearing): Resolution # XX-XXX</b> Council approves budget for transmittal to the TSCC
Wednesday, May 15, 2019	Deadline to file budget with the TSCC
May 16 – June 5, 2019	TSCC public comment period (minimum 20 days)
Monday May 20, 2019 COB	Deadline for submittal of final department substantive and technical amendments <i>Amendments after approval are subject to limitations of Oregon Budget Law</i>
10:00 AM Tuesday May 21, 2019.	Deadline for submittal of Councilor amendments to the budget <i>Amendments after approval are subject to limitations of Oregon Budget Law</i>
Thursday, June 6, 2019 12:30 p.m.	<b>TSCC public hearing</b> on Approved Budget Metro Regional Center Council Annex
Friday June 7, 2019	Release packet of final department technical amendments and Councilor amendments
Tuesday June 11, 2019 2:00 p.m.	<b>BUDGET WORK SESSION:</b> Discussion of Councilor amendments; Review of final technical amendments
Thursday, June 13, 2019 2:00 p.m.	<b>COUNCIL MEETING (Public Hearing): Resolution # XX-XXXX</b> Council considers and votes on amendments to budget
Tuesday June 18, 2019 2:00 p.m.	<b>BUDGET WORK SESSION (if needed):</b> Additional discussion of Councilor amendments
Thursday, June 20, 2019 2:00 p.m.	<b>COUNCIL MEETING (Public Hearing): Resolution # XX-XXXX- final action taken</b> Council adopts budget
July 1, 2019	Budget Effective
July 15, 2019	Deadline to file tax levy information with TSCC & Counties (July 14 <sup>th</sup> is Saturday)

Materials following this page were distributed at the meeting.

## General Fund - Revenues and Expenditures



FTE 307.00

FTE 316.26

Five-year forecast assumes no increases to FTE in outlying years

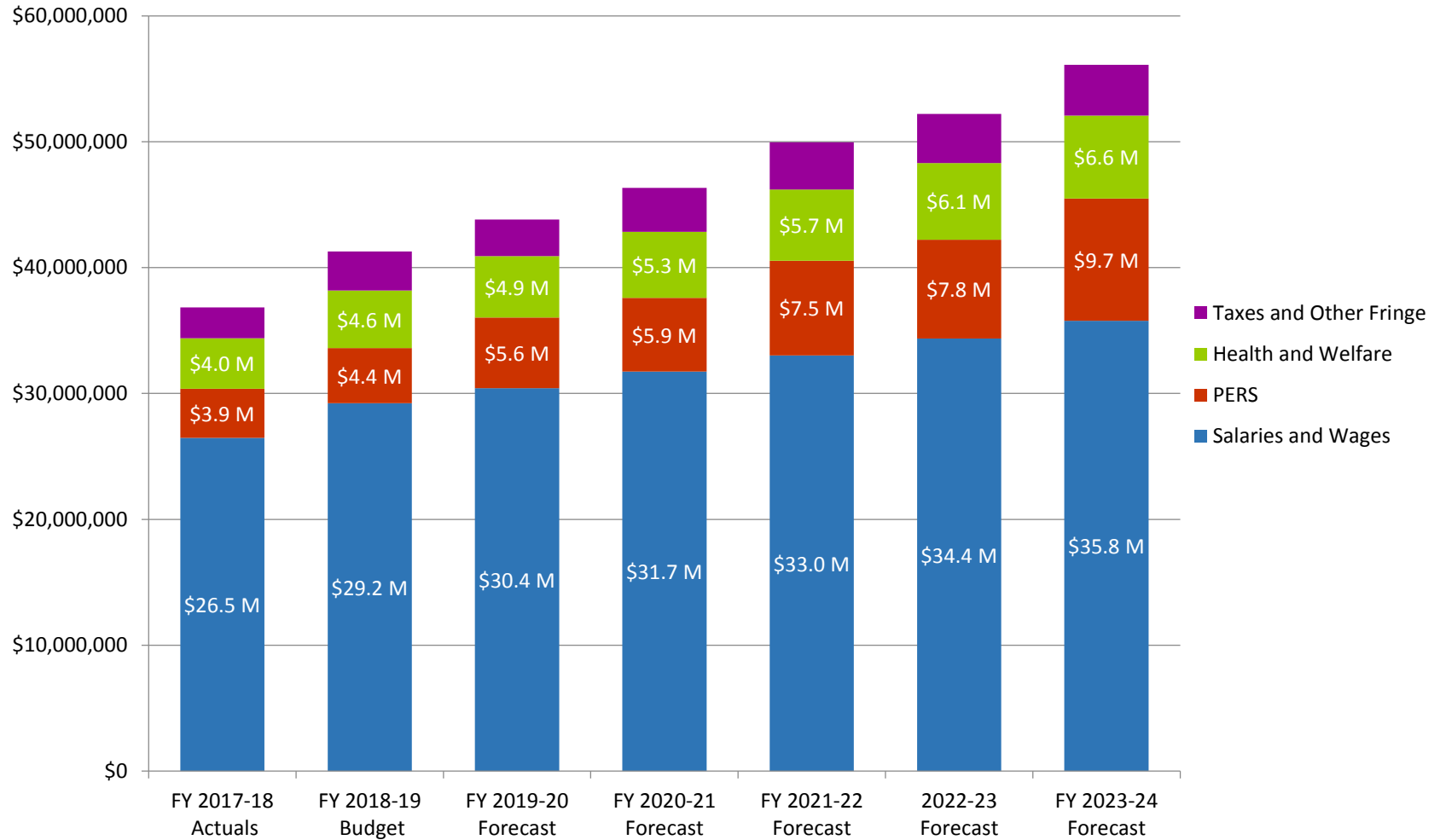
— Total Revenues

— Total Expenditures



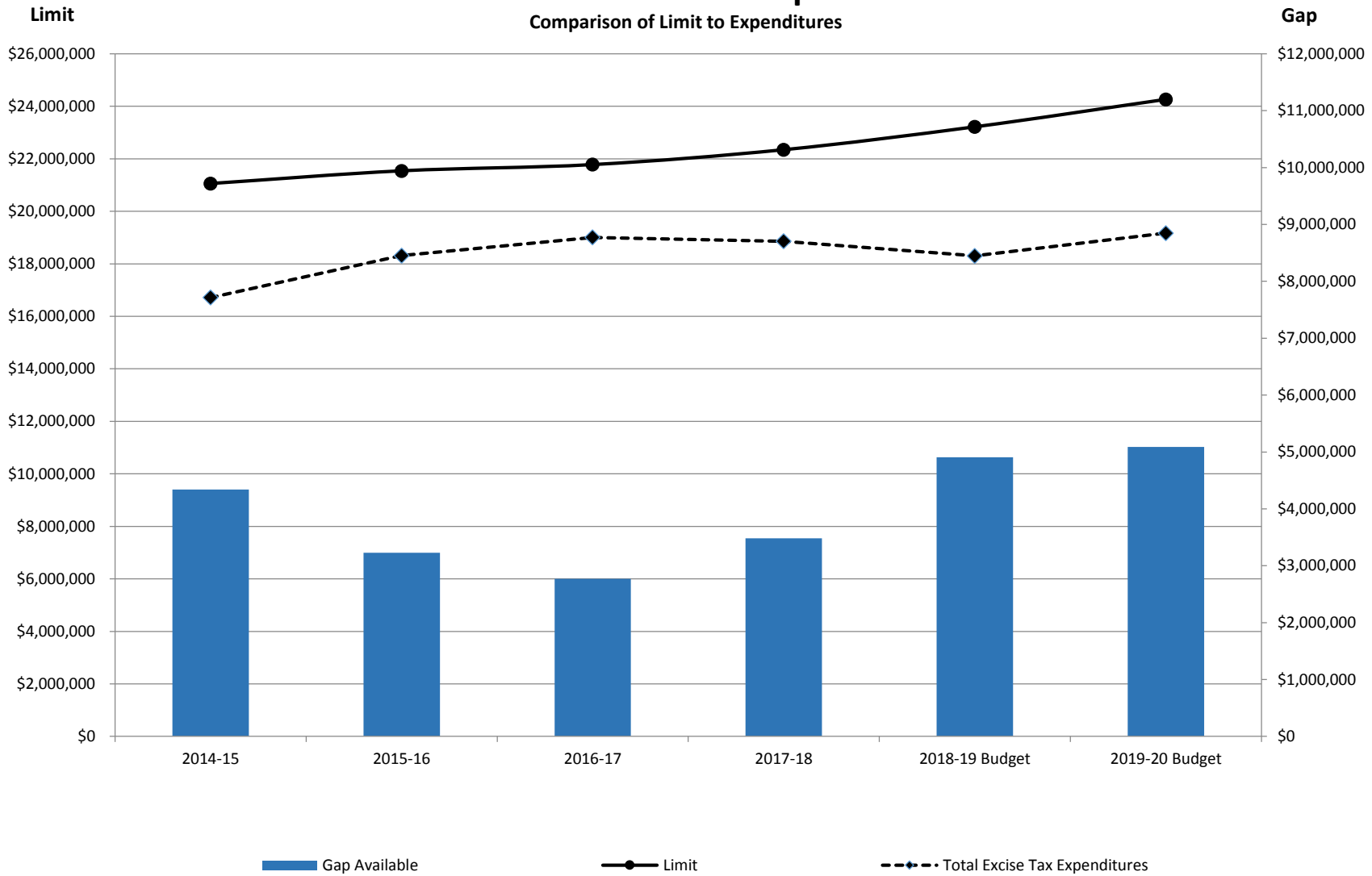
## General Fund - Personnel Services Expenditures by Type

**Total Personnel Services Costs**

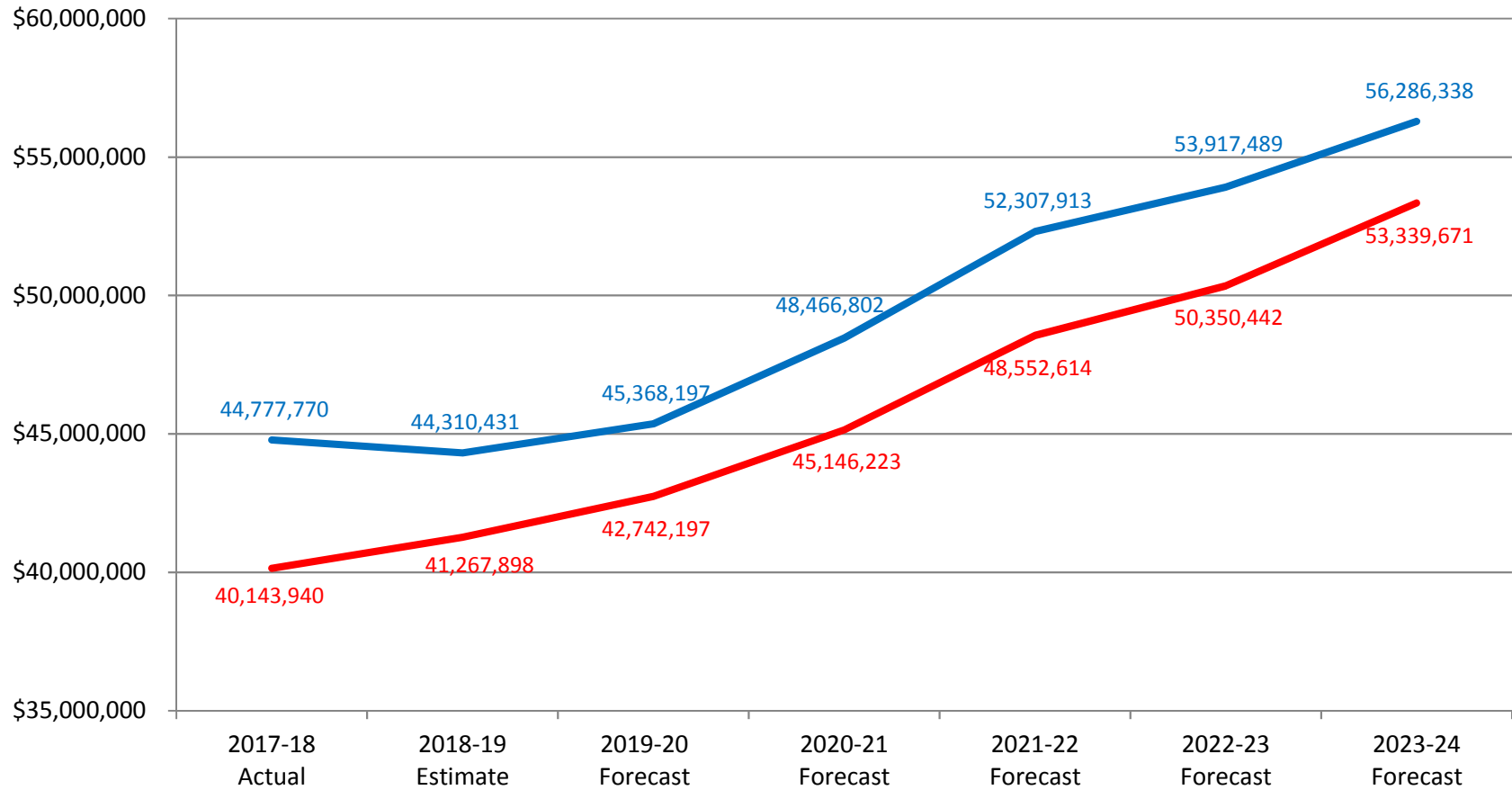


# Charter Limitation on Expenditures

Comparison of Limit to Expenditures



## Oregon Convention Center Forecast - Revenues and Expenses



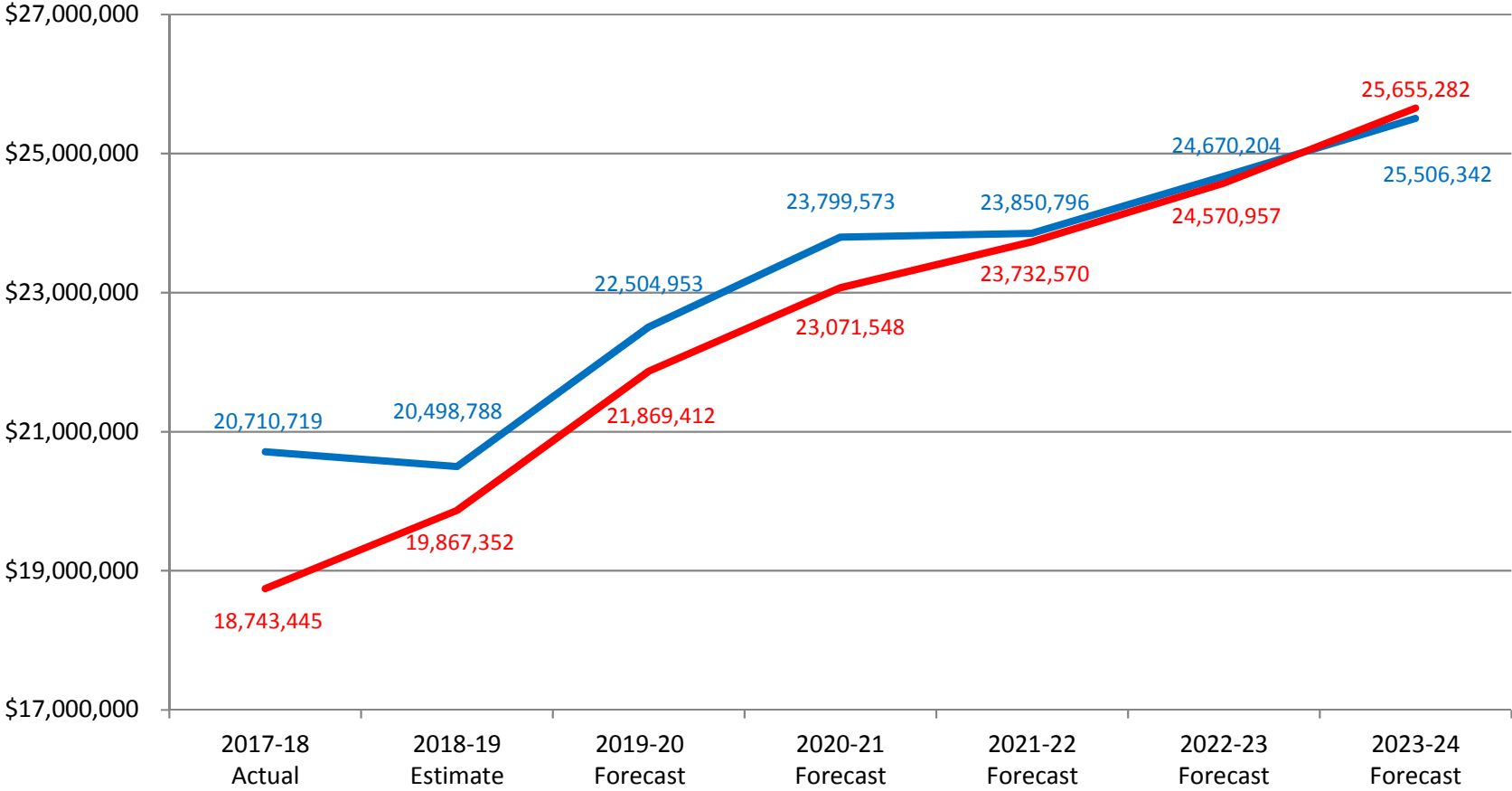
FTE 115.7

FTE 118.4

Five-year forecast assumes no increases to FTE in outlying years

— Revenues — Expenses

# Portland's 5 Centers for the Arts Forecast - Revenues and Expenses



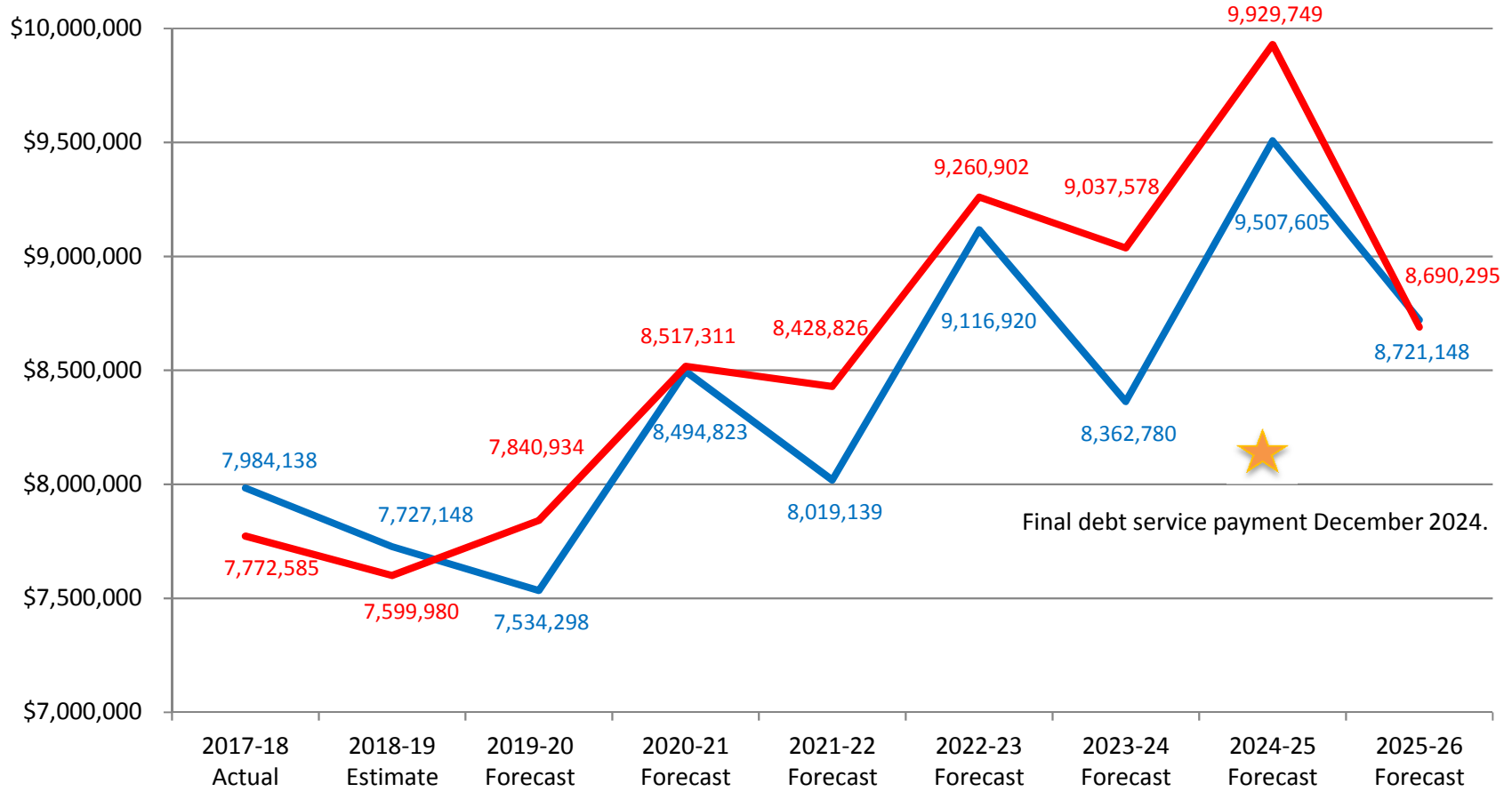
FTE 56.4

FTE 60.7

Five-year forecast assumes no increases to FTE in outlying years

Revenues Expenses

## Portland Expo Center Forecast - Revenues and Expenses



Final debt service payment December 2024.

FTE 15.8      FTE 17.4      Five-year forecast assumes no increases to FTE in outlying years

— Revenues      — Expenses (incl Debt)

# Zoo Forecast - Revenues and Expenses

