

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AMENDING THE FY 2019-)
20 BUDGET AND APPROPRIATIONS SCHEDULE)
AND FY 2019-20 THROUGH FY 2023-24 CAPITAL)
IMPROVEMENT PLAN TO PROVIDE FOR)
CHANGES IN OPERATIONS)

RESOLUTION NO 20-5064
Introduced by Marissa Madrigal, Chief
Operating Officer, with the concurrence of
Council President Lynn Peterson

WHEREAS, the Metro Council has reviewed and considered the need to increase appropriations within the FY 2019-20 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, and

WHEREAS, ORS 294.338(3)) allows an increase in appropriations when a request for services, the cost of which is supplied by another entity, necessitates a greater expenditure of public money for any specific purpose in order to provide the services 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 2019-20 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 revenues, approving new FTE, transferring funds from contingency and providing for increased appropriations.
2. That the FY 2019-20 through FY 2023-24 Capital Improvement Plan is hereby amended accordingly.

ADOPTED by the Metro Council this 19th day of March, 2020.



Lynn Peterson, Council President

APPROVED AS TO FORM:

DocuSigned by:

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Carrie MacLaren, Metro Attorney

Exhibit A
Resolution 20-5064
Schedule of Appropriations

	<u>Current Appropriation</u>	<u>Revision</u>	<u>Revised Appropriation</u>
GENERAL FUND			
Council	8,013,471		8,013,471
Office of the Auditor	821,704		821,704
Office of Metro Attorney	2,928,917		2,928,917
Information Services	6,656,621		6,656,621
Communications	2,631,021		2,631,021
Finance and Regulatory Services	6,018,713		6,018,713
Human Resources	3,703,675		3,703,675
Property and Environmental Services	2,399,023		2,399,023
Parks and Nature	12,330,623		12,330,623
Planning and Development Department	36,522,239		36,522,239
Research Center	6,118,459		6,118,459
Special Appropriations	4,259,148	679,300	4,938,448
Non-Departmental			
Debt Service	2,173,009	-	2,173,009
Interfund Transfers	19,576,655	-	19,576,655
Contingency	8,108,388	(679,300)	7,429,088
<i>Total Appropriations</i>	122,261,666	-	122,261,666
Unappropriated Balance	20,548,620	-	20,548,620
Total Fund Requirements	\$142,810,286	\$0	\$142,810,286
MERC FUND			
MERC	96,269,293	200,000	96,469,293
Non-Departmental			
Interfund Transfers	6,773,587		6,773,587
Contingency	22,340,903	(200,000)	22,140,903
<i>Total Appropriations</i>	125,383,783	-	125,383,783
Total Fund Requirements	\$125,383,783	\$0	\$125,383,783
PARKS AND NATURAL AREAS LOCAL OPTION LEVY FUND			
Parks and Nature	12,504,850	12,839	12,517,689
Special Appropriations	1,000,000	-	1,000,000
Non-Departmental			
Interfund Transfers	4,297,205	-	4,297,205
Contingency	4,229,580	(12,839)	4,216,741
<i>Total Appropriations</i>	22,031,635	-	22,031,635
Total Fund Requirements	\$22,031,635	\$0	\$22,031,635
SOLID WASTE FUND			
Property and Environmental Services	85,937,928	157,855	86,095,783
Non-Departmental			
Interfund Transfers	7,048,314	-	7,048,314
Contingency	14,336,561	(157,855)	14,178,706
<i>Total Appropriations</i>	107,322,803	-	107,322,803
Unappropriated Balance	31,189,775	-	31,189,775
Total Fund Requirements	\$138,512,578	\$0	\$138,512,578
Total Appropriations	851,460,783	-	851,460,783
Total Unappropriated Balance	507,926,111	-	507,926,111
	1,359,386,894	-	1,359,386,894
All Other Appropriations Remain as Previously Adopted			

Exhibit B
Resolution 20-5065
Schedule of FTE

	Current FTE	Revision	Revised FTE
PARKS AND NATURAL AREAS LOCAL OPTION LEVY FUND			
TOTAL FUND FTE	49.30	1.00	50.30
SOLID WASTE FUND			
TOTAL FUND FTE	175.01	5.00	180.01
TOTAL FTE	993.56	6.00	999.56

All Other FTE Remain as Previously Adopted

STAFF REPORT

IN CONSIDERATION OF RESOLUTION 20-5064 FOR THE PURPOSE OF AMENDING THE FY 2019-20 BUDGET AND APPROPRIATIONS SCHEDULE AND THE FY 2019-20 THROUGH FY 2023-24 CAPITAL IMPROVEMENT PLAN FOR CHANGES IN OPERATIONS

Date: 3.5.2020

Prepared by: Lisa Houghton, 503.797.1829,
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Department: Finance and Regulatory Services

Presenter: Cinnamon Williams, 503.797.1695,
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Meeting date: 3.19.2020

Length: 10 minutes

ISSUE STATEMENT

This resolution will authorize increases in appropriations and FTE in the FY 2019-20 Budget and approve changes to the FY 2019-20 through FY 2023-24 Capital Improvement Plan.

ACTION REQUESTED

Council adoption of Resolution 20-5064.

IDENTIFIED POLICY OUTCOMES

Council approval will authorize the additional appropriations and FTE requested by departments for FY 2019-20 and approve requested changes to the FY 2019-20 through FY 2023-24 Capital Improvement Plan.

POLICY QUESTION

Council should consider whether the increases of appropriations and FTE have been justified, that adequate funds exist for other identified needs and that proposed changes to the Capital Improvement Plan appear appropriate.

POLICY OPTIONS FOR COUNCIL TO CONSIDER

Adoption of the Resolution will provide sufficient appropriations and FTE to accommodate the changes in operations outlined by the departments. Adoption will also allow for changes to capital projects, again due to operational factors.

Disapproval of the Resolution will require departments to reevaluate their proposed changes to operational and capital plans due to the denied requests for additional resources and changes in capital projects.

STAFF RECOMMENDATIONS

The Interim Chief Operating Officer recommends adoption of Resolution 20-5064.

STRATEGIC CONTEXT & FRAMING COUNCIL DISCUSSION

Known Opposition: None known.

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. ORS 294.338(3) allows an increase in appropriations when a request for services, the cost of which is supplied by another entity, necessitates a greater expenditure of public money for any specific purpose in order to provide the services 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.

Anticipated Effects: This action provides for changes in operations as described above, provides additional appropriations authority and adds 6.00 FTE.

Budget Impacts: This action has the following impacts on the FY 2019-20 budget:

- Adds 5.00 FTE and provides \$157,855 to the Solid Waste fund through a transfer from the fund's contingency
- Adds 1.00 FTE and provides \$12,839 to the Parks and Local Option Levy fund through a transfer from the fund's contingency
- Provides \$679,300 to the General Fund through a transfer from the fund's contingency
- Amends the FY 2019-20 through FY 2023-24 Capital Improvement Plan for projects at the Metro Regional Center and Oregon Convention Center. The project changes do not require increases to current year appropriations in the General Asset Management fund and provide \$200,000 to the Oregon Convention Center fund through a transfer from the fund's contingency.

BACKGROUND

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

5.1 FTE for Waste Prevention and Environmental Services - Estimated Annualized Costs of \$631,300 - Current Year Appropriations of \$157,855 Provided by a Transfer from the Solid Waste Fund's Contingency

Waste Prevention and Environmental Services (WPES) is requesting the following positions based on an organizational assessment conducted to evaluate the structure of the department. The assessment identified how the department should be organized to best achieve the 2030 Regional Waste Plan and the additional resources needed to accomplish the work. The new organizational structure will be implemented in phases during the next six to eight months. The FTE requested will address structural shortfalls in support of increasing demand for services, and needed financial and administrative support. FTE requested includes:

- 1.00 FTE Deputy Director to address identified gaps in leadership critical to implementing the Regional Waste Plan and focusing on cross-departmental coordination. Currently, the Department Director is responsible for oversight of both internal operations and strategic direction. This position will oversee four operating units with more than 175 employees and six direct reports thereby allowing the Department Director to focus on the strategic direction of the department; managing external stakeholder relations with industry, local elected leaders and community organizations and meeting Councilor needs. Annualized

costs for the position are estimated at \$189,800; costs for the remainder of this fiscal year are \$47,453.

- 1.00 FTE Manager I to help implement the new department organizational structure and provide the needed management capacity to address span of control issues within the WPES education and technical assistance programs. This position will provide more efficient delivery of programs and services. Currently, the recycling information center functions is managed by the PES Education Programs Manager who is responsible for the youth education and leadership programs and has 25 direct reports. This position will better align competencies to deliver on department goals and make span of control more reasonable and supportive of employees. Annualized costs for the position are estimated at \$136,100; costs for the remainder of this fiscal year are \$34,029.
- 1.00 FTE Construction Project Manager I to supervise St. Johns landfill, environmental compliance of Metro's solid waste facilities, oversee facility maintenance and improve overall safety for customers and staff. Recent years have seen substantial investment in our asset management maturity and competency and we want to move forward with more intentional care of Metro's physical assets. In addition, WPES' recent development of Disaster Debris Management and Continuity of Operations Plans identifies the need to protect our assets from disruptions – whether caused by humans or nature. Annualized costs for the position are estimated at \$113,400; costs for the remainder of this fiscal year are \$28,347.
- 1.00 FTE Education Specialist III to provide essential capacity to carry-out WPES education campaigns and efforts related to recycling contamination, climate mitigation, toxics reduction and the Recycle or Not campaign. Without this position, WPES lacks capacity in other positions to project manage this portfolio of complex education campaigns and communications-related contracts. Annualized costs for the position are estimated at \$96,000; costs for the remainder of this fiscal year are \$24,013.
- 1.00 FTE for a MetroPaint Sales Representative to aggressively focus on increasing and maintaining paint sales for our MetroPaint program. The program's goal is to function as a revenue neutral operation and this requires efforts to retain and grow market share. MetroPaint has achieved positive results and shown "proof of concept" by filling this role temporarily during calendar year 2019. The additional FTE is essential to the overall continued success of MetroPaint and ensuring that recycled paint gets used and not end up in a landfill. Human Resources is currently developing the new job classification. Annualized costs for the position, based on Human Resources evaluation of the proper pay range, are estimated at \$96,000; costs for the remainder of this fiscal year are \$24,013.

1.1 FTE for Parks and Nature - Estimated Annual Costs of \$77,000 - Current Year Appropriations of \$12,839 Provided by a Transfer from the Parks and Local Option Levy fund's Contingency

Parks and Nature is requesting the following position:

- 1.00 FTE Park Ranger to provide overnight staff at Oxbow Park. The position will address safety concerns at Oxbow related to numerous hours each day where park attendees are in Oxbow camping without a single staff member present. The request is being made in March in order to fill the position by May when camping activity at Oxbow begins to increase. Annualized costs for the position are estimated at \$77,000; costs for the remainder of this fiscal year are \$12,839. A transfer from the Parks and Nature Local Option Levy fund will cover the current year costs.

\$679,300 of Additional Appropriations for General Fund Elections Expenses Provided by a Transfer from the General Fund's Contingency

Metro's apportioned elections expense for the November 2019 Parks and Nature Fund ballot measure across Washington, Multnomah, and Clackamas Counties was \$604,238. Metro estimates the May 2020 elections, which will include three Councilor seats and likely a homeless services measure, will cost \$200,000. The General Fund currently has \$125,000 budgeted for elections expenses, therefore an additional \$679,300 is requested from the General Fund Contingency.

Capital Asset Management - Capital Improvement Plan Changes –No Additional Appropriations Requested

The following Capital Improvement Projects require revision as outlined below:

General Asset Management Fund (Metro Regional Center):

- MRC Fire Stoppage (01332): In 2019 the Metro Regional Center began replacing missing fire stop insulation to meet life, safety and health code requirements. Many existing conditions that required repair were unidentified at the time the project began due to their location behind insulation, ceiling tiles, etc. As contractors have exposed these issues, the amount of repair work required has increased significantly. To fully remedy all code deficiencies, the project budget will need to be increased by \$600,000. Budgeted MRC HVAC and BAS replacement projects that have come in under-spent in the current fiscal year are being reduced to cover the additional costs. No additional appropriations are requested.
- MRC HVAC & BAS Replacements (MRC001): Project budget reduced due to decrease in year to date spending.

Attachment 1 outlines the capital projects changes requested.

Oregon Convention Center - Capital Improvement Plan Changes –\$200,000 of Additional Appropriations Provided by a Transfer from the Fund's Contingency

The following Capital Improvement Projects require revision as outlined below:

Oregon Convention Center:

- Waterproofing: Loading Dock and PPL V: In October 2019, water entered the vault room and shorted out the electrical bus duct servicing the Oregon Convention Center. This project will address waterproofing failures on the loading dock that are contributing to water intrusion into the Pacific Power transformer vault room below. The increased project costs will be funded by a transfer from the fund's contingency.

Attachment 2 outlines the capital projects changes requested.

ATTACHMENTS

- Resolution 20-5064
- Exhibit A – Schedule of Appropriations
- Exhibit B – Schedule of FTE
- Attachments 1-2 - Capital Project Details

Mid Year Amendment FY 2019-20 BUDGET

Capital Project Detail

Capital Asset Management (MRC)

Attachment 1

Resolution 20-5064

New? Y/N	Project ID	Project Title	GL Acct	Fund ID	Dept ID	Est. End Date					2024	Source/s of Funding (Carry Fwd, Grant, etc.)	Other Project Comments
							2020	2021	2022	2023			
N	01332	MRC Fire Stoppage	526000	618	00434	6/30/2020	1,000,000					Budget is being increased to a total project budget of \$1,000,000.	Using savings from other projects to fund additional costs
N	MRC001	HCAV & BAS Replacments	574000	618	434	6/30/2020	1,881,756					Budget is being reduced by \$600,000 to a total of \$1,881,856.	Using \$600,000 from the HVAC and BAS Upgrades to supplement the MRC Fire Stoppage project

Mid Year Amendment FY 2019-20 BUDGET
Capital Project Detail

Oregon Convention Center

Attachment 2

Resolution 20-5064

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
							2020	2021	2022	2023	2024		
Y	OCCTBD	Waterproofing: Loading Dock and PPL V	526100	550	55999	6/30/2021	200,000	350,000					