

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AMENDING THE FY 2021- )  
22 BUDGET AND APPROPRIATIONS SCHEDULE, )  
AND FY 2021-22 THROUGH FY 2025-26 CAPITAL )  
IMPROVEMENT PLAN TO PROVIDE FOR )  
CHANGES IN OPERATIONS )

RESOLUTION NO 22-5245

Introduced by Marissa Madrigal, Chief  
Operating Officer, with the concurrence of  
Deputy Council President Christine Lewis

WHEREAS, the Metro Council has reviewed and considered the need to change appropriations within the FY 2021-22 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 change 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, and

BE IT RESOLVED,

1. That the FY 2021-22 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 modifying expenditures, approving new FTE, and transferring funds to and from contingency.
2. That the FY 2021-22 through FY 2025-26 Capital Improvement Plan is hereby amended accordingly.

ADOPTED by the Metro Council this 17<sup>th</sup> day of March, 2022.



Christine Lewis, Deputy Council President

APPROVED AS TO FORM:

*Nathan Sykes*

Nathan Sykes, Deputy Metro Attorney

**Exhibit A**  
**Resolution 22-5245**  
**Schedule of Appropriations**

	Current Appropriations	Revisions	AMENDED Budget
<b>GENERAL FUND</b>			
Council	9,106,278	-	9,106,278
Office of the Auditor	952,576	-	952,576
Office of Metro Attorney	3,329,962	-	3,329,962
Information Services	6,520,333	207,808	6,728,141
Communications	4,750,816	-	4,750,816
Finance and Regulatory Services	9,007,148	51,547	9,058,695
Human Resources	4,657,445	197,247	4,854,692
Capital Asset Management	3,417,713	16,310	3,434,023
Planning and Development Department	34,070,599	-	34,070,599
Parks and Nature	3,262,559	-	3,262,559
Special Appropriations	2,113,803	-	2,113,803
Non-Departmental			
Debt Service	14,388,655	-	14,388,655
Interfund Transfers	26,850,710	-	26,850,710
Contingency	16,592,759	(472,912)	16,119,847
<i>Total Appropriations</i>	139,021,356	-	139,021,356
Unappropriated Balance	27,665,482	-	27,665,482
<b>Total Fund Requirements</b>	<b>166,686,838</b>	<b>-</b>	<b>166,686,838</b>
<b>AFFORDABLE HOUSING FUND</b>			
Planning and Development Department	285,836,043	(24,393)	285,811,650
Non-Departmental			
Interfund Transfers	2,719,708	24,393	2,744,101
Contingency	34,965,954	-	34,965,954
<i>Total Appropriations</i>	323,521,705	-	323,521,705
Unappropriated Balance	249,978,295	-	249,978,295
<b>Total Fund Requirements</b>	<b>573,500,000</b>	<b>-</b>	<b>573,500,000</b>
<b>GENERAL ASSET MANAGEMENT FUND</b>			
Asset Management Program	20,518,773	(300,000)	20,218,773
Non-Departmental			
Interfund Transfers	1,000,000	-	1,000,000
Contingency	4,577,062	300,000	4,877,062
<i>Total Appropriations</i>	26,095,835	-	26,095,835
Unappropriated Balance	8,131,775	-	8,131,775
<b>Total Fund Requirements</b>	<b>34,227,610</b>	<b>-</b>	<b>34,227,610</b>
<b>MERC FUND</b>			
MERC	42,891,049	250,000	43,141,049
Non-Departmental			
Interfund Transfers	9,701,091	-	9,701,091
Contingency	7,044,212	(250,000)	6,794,212
<i>Total Appropriations</i>	59,636,352	-	59,636,352
<b>Total Fund Requirements</b>	<b>59,636,352</b>	<b>-</b>	<b>59,636,352</b>

	Current Appropriations	Revisions	AMENDED Budget
<b>PARKS AND NATURE OPERATING FUND</b>			
Parks and Nature	20,471,734	45,000	20,516,734
Non-Departmental			
Interfund Transfers	4,009,074	-	4,009,074
Contingency	7,434,325	(45,000)	7,389,325
<i>Total Appropriations</i>	31,915,133	-	31,915,133
<b>Total Fund Requirements</b>	<b>31,915,133</b>	-	<b>31,915,133</b>
<b>Total Appropriations</b>	<b>1,124,010,349</b>	-	<b>1,124,010,349</b>
<b>Total Unappropriated Balance</b>	<b>439,747,017</b>	-	<b>439,747,017</b>
<b>TOTAL BUDGET</b>	<b>1,563,757,366</b>	-	<b>1,563,757,366</b>

All other funds remain as previously adopted

**Exhibit B**  
**Resolution 22-5245**  
**Schedule of FTE**

	Current FTE	Revisions	Amended Budget
<b>GENERAL FUND</b>			
Total Fund FTE	306.40	4.40	310.80
<b>OREGON ZOO</b>			
Total Fund FTE	176.85	2.00	178.85
<b>TOTAL FTE</b>	<b>1020.80</b>	<b>6.40</b>	<b>1027.20</b>

## **STAFF REPORT**

### **IN CONSIDERATION OF RESOLUTION 22-5245 FOR THE PURPOSE OF AMENDING FY 2021-22 BUDGET AND APPROPRIATIONS SCHEDULE AND FY 2021-22 THROUGH FY 2025-26 CAPITAL IMPROVEMENT PLAN TO PROVIDE FOR CHANGES IN OPERATIONS**

---

Date: March 1, 2022

Prepared by:  
Cinnamon Williams, Financial Planning Director

Department: Finance and Regulatory Services

Presented by:  
Cinnamon Williams, Financial Planning Director

Meeting date: March 17, 2022

Length: 10 minutes

---

#### **ISSUE STATEMENT**

This resolution will authorize changes in appropriations and FTE for FY 2021-22 and approve changes to the FY 2021-22 through FY 2025-26 Capital Improvement Plan.

#### **ACTION REQUESTED**

Council adoption of Resolution 22-5245.

#### **IDENTIFIED POLICY OUTCOMES**

Council approval will authorize changes in appropriations and FTE requested by departments for FY 2021-22 and approve requested changes to the FY 2021-22 through FY 2025-26 Capital Improvement Plan.

#### **POLICY QUESTION**

Council should consider whether the changes in appropriations and FTE have been justified, that adequate funds exist for 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 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 Chief Operating Officer recommends adoption of Resolution 22-5245

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

**Relationship to Metro's Strategic Plan, racial equity, and climate action goals**

By funding basic staff support and additional materials and services expenditures for operations, the Agency will more efficiently be able to focus on programming related to our guiding principles of racial justice, climate justice and resiliency and shared prosperity.

**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. ORS 294.463 (4) provides that public testimony be allowed if any funds are changing by more than 10 percent of a fund's expenditures. 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 and capital improvement plans as described below, and adds FTE.

**Budget Impacts:** This action has a \$467,912 net change in expenditure appropriations, adds 6.4 FTE, and has the following impacts on the FY 2021-22 budget and FY 2025-26 Capital Improvement Plan (CIP):

- **Affordable Housing Fund: Net zero impact on total fund appropriations.**
  - Transfers \$24,393 from materials and services to direct transfers for Research Center assistance with data and mapping.
- **General Fund: \$472,912 increase to expenditure appropriations and 4.4 increase in FTE.**
  - Capital Asset Management: transfers \$16,310 from contingency to fund 0.4 FTE increase in MRC custodian positions.
  - Financial Regulatory Services: transfers \$51,547 from contingency to fund 1.0 FTE for an Enterprise Resource Planning (ERP) system manager.
  - Human Resources: transfers \$197,247 from contingency to fund 2.0 FTE for a Labor & Employee Relations Program Manager and a Benefits & Retirement Analyst, and increases to materials and services for software, contracted professional services and staff development.
  - Information Services: transfers \$207,808 from contingency to fund 1.0 FTE for a Systems Analyst III on the project management team and increases to materials and services for contracted professional services.
- **General Asset Management Fund (GAMF): \$300,000 decrease to expenditure appropriations for capital improvement plan changes.**
  - Adds a sustainability project at Expo as shown on the attached CIP.

- Adjusts an IS website project as shown on the attached CIP.
  - Transfers \$300,000 to contingency to account for a delay in a Parks and Nature capital project as shown on the attached CIP.
- **MERC Fund: \$250,000 increase to expenditure appropriations for capital improvement plan changes.**
  - Transfers \$250,000 from contingency to a capital project budget as shown on the attached CIP.
- **Parks and Nature Operating Fund: \$45,000 increase to expenditure appropriations for capital improvement plan changes.**
  - Transfers \$45,000 from contingency to a capital project budget as shown on the attached CIP.
- **Parks and Nature Bond Fund: Net zero impact on total fund appropriations.**
  - Adjusts capital project budgets as shown on the attached CIP.
- **Zoo Operating Fund: No increase in expenditure appropriation but 2.0 increase in FTE.**
  - Adds 2.0 FTE for an Admissions Supervisor and a Veterinary Technician.

## **BACKGROUND**

This section is organized by Department versus by fund, and provides additional detail on the requests outlined in the Budget Impact section above.

### **CENTRAL SERVICES (General Fund and General Asset Management Fund)**

**Capital Asset Management:** The 0.4 FTE increase in MRC custodian positions is due to increased workloads from the MRC space reconfiguration project and COVID cleaning protocols. This also allows all MRC custodian positions to be 0.8 FTE, which is considered full-time for health and welfare benefits.

**Financial Regulatory Services:** The 1.0 FTE Enterprise Resource Planning (ERP) system manager will be responsible for developing a project intake process, establishing controls around implementing changes, and scoping an ERP roadmap for the department.

**Human Resources:** The 1.0 FTE Labor & Employee Relations Program Manager will manage union relationships, bargain contracts, resolve grievances, conduct investigations and assist the HR Business Partners in supporting managers and employees. The 1.0 FTE Benefits & Retirement Analyst will support employees with navigating and understanding their health insurance benefits, retirement planning, and other Metro benefits. The materials and services increase will fund case management tracking software, professional staff development and contracted professional services.

**Information Services:** The 1.0 FTE Systems Analyst III will provide additional capacity on the project management team implementing software and new technologies to meet the needs of various departments throughout the agency. The materials and services increase will fund project management and technical assistance. The capital project change increases funding for the Drupal 8 Refresh project.

### **PARKS AND NATURE (Parks Operating Fund, Parks and Nature Bond Fund and General Asset Management Fund)**

Parks and Nature capital project changes are due to internal staff capacity, contractor availability, schedule changes and higher costs due to inflation and pandemic impacts. Please see the attached CIP for details.

**PLANNING & DEVELOPMENT (Affordable Housing Bond Fund)**

The Affordable Housing Program transfers increase will fund assistance by the Research Center with housing data and mapping.

**VISITOR VENUES (MERC Fund and General Asset Management Fund)**

**Expo:** The capital project change adds an HVAC project to replace the air handling unit that provides A/C for the Admin office and Hall D meeting rooms with a high efficiency unit, increasing air circulation and filtration and eliminating the use of harmful refrigerant.

**Oregon Convention Center:** The capital project change adds back the Tower/Crown Glazing project which was put on hold due to financial impacts of the pandemic. This project will repair glazing on the towers and crown at OCC and mitigate water intrusion issues.

**Oregon Zoo:** The 1.0 FTE Admissions Supervisor in the Guest Services department will allow for efficient management, increased operations oversight and improved service. The 1.0 FTE Veterinary Technician will support preventative medicine and comply with AZA standards.

**ATTACHMENTS**

- Resolution 22-5245
- Exhibit A – Schedule of Appropriations
- Exhibit B – Schedule of FTE
- Attachments 1-4 - Capital Improvement Plan changes





Mid Year Amendment FY 2021-22 Budget  
 Capital Improvement Plan (CIP) Detail Changes  
 Parks and Nature

Financial Planning Use

Attachment 2  
 Resolution 22-5245

New? Y/N	Project ID	Project Title	GL Acct	Fund ID	Dept ID	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Notes (i.e delay/cancel other projects, contingency)
						CIP Amended	CIP Amended	CIP Amended	CIP Amended	CIP Amended	
N	LR903	Ennis Creek Road Repair	579000	165	03220	45,000	400,000	-	-	-	Moved up 1 year - ready to go now
N	POX013	Oxbow Welcome Center Ph2	579000	352	03450	395,000	-	-	-	-	Bids came in higher than budget
N	POX017	Oxbow Generator	579000	352	03450	150,000	-	-	-	-	Bids came in higher than budget
N	PBL009	Blue Lake Curry Bldg Replcmnt	579000	352	03450	242,000	3,500,000	4,400,000	358,000	-	Bids came in higher than budget, schedule delay
N	LA250B	Newell Creek Canyon	579000	352	03430	377,651	-	-	-	-	Add funds for project completion
N	LA110	Chehalem Ridge Nature Park	579000	352	03430	550,000	-	-	-	-	Add funds for project completion
N	GF117	Glendoveer Well Replacement	579000	360	03371	-	300,000	-	-	-	Push out 1 yr - missed construction window in FY22
						-	-	-	-	-	
						-	-	-	-	-	
						-	-	-	-	-	
						-	-	-	-	-	
						-	-	-	-	-	



