

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AMENDING THE FY 2022-)	RESOLUTION NO 23-5311
23 BUDGET AND APPROPRIATIONS SCHEDULE)	Introduced by Marissa Madrigal, Chief
AND FY 2022-23 THROUGH FY 2026-27 CAPITAL)	Operating Officer, with the concurrence of
IMPROVEMENT PLAN TO PROVIDE FOR)	Council President Lynn Peterson
CHANGES IN OPERATIONS)	

WHEREAS, the Metro Council has reviewed and considered the need to change appropriations within the FY 2022-23 Budget; and

WHEREAS, Metro Code chapter 2.02.040 requires Metro Council approval to add any new positions 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 294.338(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, and

WHEREAS, ORS 294.471(a) allows for the governing body to add appropriation categories to align organizational efficiencies, changes that were not ascertained when preparing the budget, therefore

BE IT RESOLVED,

1. That the FY 2022-23 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled “March 2023 Amendment” of Exhibits A and B to this Resolution for the purpose of adding FTE and modifying revenues and expenditures and transferring funds to and from contingency.
2. That the FY 2022-23 through FY 2026-27 Capital Improvement Plan is hereby amended accordingly.

ADOPTED by the Metro Council this 16th day of March, 2023.



Lynn Peterson, Council President

APPROVED AS TO FORM:



Carrie MacLaren, Metro Attorney

Resolution 23-5311

Schedule of Appropriations

	Budget	March 2023 Amendment	Amended Budget
GENERAL FUND			
Council	9,177,019	197,275	9,374,294
Office of the Auditor	1,030,373	-	1,030,373
Diversity, Equity and Inclusion	2,570,251	42,515	2,612,766
Office of Metro Attorney	3,517,770	102,605	3,620,375
Information Technology and Records Management	7,326,100	142,715	7,468,815
Communications	5,661,802	127,170	5,788,972
Finance and Regulatory Services	10,538,510	225,415	10,763,925
Human Resources	5,656,955	113,040	5,769,995
Capital Asset Management	5,385,430	88,725	5,474,155
Planning, Development and Research Department	38,071,761	2	38,071,763
Parks and Nature	3,227,423	-	3,227,423
Special Appropriations	1,961,161	-	1,961,161
Non-Departmental			
Debt Service	14,482,097	-	14,482,097
Interfund Transfers	25,919,836	-	25,919,836
Contingency	25,264,345	(1,039,460)	24,224,885
<i>Total Appropriations</i>	159,790,833	2	159,790,835
Unappropriated Balance	27,288,839	-	27,288,839
Total Fund Requirements	187,079,672	2	187,079,674
AFFORDABLE HOUSING FUND			
Housing	276,889,286	3,539	276,892,825
Non-Departmental			
Interfund Transfers	2,548,164	-	2,548,164
Contingency	49,978,578	(3,539)	49,975,039
<i>Total Appropriations</i>	329,416,028	-	329,416,028
Unappropriated Balance	205,797,961	-	205,797,961
Total Fund Requirements	535,213,989	-	535,213,989
MERC FUND			
MERC	60,215,821	1,368,000	61,583,821
Non-Departmental			
Interfund Transfers	9,750,358	-	9,750,358
Contingency	17,825,381	(1,368,000)	16,457,381
<i>Total Appropriations</i>	87,791,560	-	87,791,560
Total Fund Requirements	87,791,560	-	87,791,560
OREGON ZOO ASSET MANAGEMENT FUND			
Visitor Venues - Oregon Zoo	10,395,712	190,000	10,585,712
Non-Departmental			
Interfund Transfers	865,889	-	865,889
Contingency	-	-	-
<i>Total Appropriations</i>	11,261,601	190,000	11,451,601
Total Fund Requirements	11,261,601	190,000	11,451,601

Finance and Regulatory Services	4,174,988	10,000	4,184,988
Non-Departmental			
Interfund Transfers	-	-	-
Contingency	400,000	(10,000)	390,000
<i>Total Appropriations</i>	<i>4,574,988</i>	<i>-</i>	<i>4,574,988</i>
Unappropriated Balance	-	-	-
Total Fund Requirements	4,574,988	-	4,574,988
SUPPORTIVE HOUSING SERVICES			
Housing	217,546,721	116,564	217,663,285
Non-Departmental			
Interfund Transfers	13,861,913	-	13,861,913
Contingency	9,265,617	(116,564)	9,149,053
<i>Total Appropriations</i>	<i>240,674,251</i>	<i>-</i>	<i>240,674,251</i>
Total Fund Requirements	240,674,251	-	240,674,251
Total Appropriations	1,273,669,364	190,002	1,273,859,366
Total Unappropriated Balance	359,199,958	-	359,199,958
TOTAL BUDGET	1,632,869,322	190,002	1,633,059,324

** All other funds remain unchanged

Exhibit B**Resolution 23-5311****Schedule of FTE**

	FTE	March 2023 Amendment	Amended FTE
AFFORDABLE HOUSING FUND			
Total Fund FTE	6.40	0.15	6.55
PARKS AND NATURE OPERATING FUND			
Total Fund Requirements	94.95	1.00	95.95
SUPPORTIVE HOUSING SERVICES			
Total Fund Requirements	11.10	4.85	15.95
TOTAL BUDGET	1,096.10	6.00	1,102.10

** All other FTE remain unchanged

STAFF REPORT

**IN CONSIDERATION OF RESOLUTION 23-5311 FOR THE PURPOSE OF AMENDING THE
FY 2022-23 BUDGET AND APPROPRIATIONS SCHEDULE AND FY 2022-23 THROUGH FY 2026-
27 CAPITAL IMPROVEMENT PLAN TO PROVIDE FOR CHANGES IN OPERATIONS**

Date: March 7, 2023

Prepared by:
Cinnamon Williams, Financial Planning Director
Patrick Dennis, Budget Coordinator

Department: Finance and Regulatory Services

Presented by:
Cinnamon Williams, Financial Planning Director
Patrick Dennis, Budget Coordinator

Meeting date: March 16, 2023

Length: 15 minutes

ISSUE STATEMENT

Resolution 23-5311 will authorize changes in appropriations and FTE for FY 2022-23 and approve changes to the FY 2022-23 through FY 2026-27 Capital Improvement Plan.

ACTION REQUESTED

Council adoption of Resolution 23-5311.

IDENTIFIED POLICY OUTCOMES

Council approval will authorize changes in appropriations and FTE requested by departments for FY 2022-23 and approve requested changes to the FY 2022-23 through FY 2026-27 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 Resolution 23-5311 will provide sufficient appropriations and FTE to accommodate the changes in operations outlined by departments. Adoption will allow for changes to capital projects due to operational factors.

Disapproval of the Resolution will require departments to reevaluate their proposed changes to operational and capital plans.

STAFF RECOMMENDATIONS

The Chief Operating Officer and Chief Financial Officer recommend adoption of Resolution 23-5311.

STRATEGIC CONTEXT & FRAMING COUNCIL DISCUSSION

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

By funding 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. ORS 294.471 allows for pressing and necessary changes, by supplemental budget, that could not be reasonably foreseen during budget development.

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 \$190,002 net increase in expenditure appropriations and adds 6.0 new FTE. The new total appropriation will be \$1,633,059,324 with 1,102.10 FTE. This action has the following impacts on the FY 2022-23 budget and FY 2022-23 through FY 2026-27 Capital Improvement Plan (CIP):

- **General Fund: \$2 net increase to total fund appropriations:**
 - Increase Planning, Development, and Research (PD&R) appropriation by \$2 to account for a budget rounding error from the November 2022 Amendment – this \$2 increase balances the PD&R sub-fund in the General Fund.
 - Transfer \$1,039,460 from General Fund contingency to cover cost of living adjustments (COLAs) for the following departments (final COLA increase percentages were still to be decided during budget preparation, due to macro-economic factors and labor negotiation timing):
 - Capital Asset Management: \$88,725
 - Communications: \$127,170
 - Council/COO/DCOO: \$197,275
 - Diversity, Equity, and Inclusion: \$42,515
 - Finance and Regulatory Services: \$225,415

- Human Resources: \$113,040
 - Information Technology and Records Management: \$142,715
 - Office of Metro Attorney: \$102,605
- **Affordable Housing Fund: Net zero impact on the total fund appropriations.**
 - Transfer \$3,539 from the Affordable Housing Fund contingency to pay for 0.15 FTE addition – Program Supervisor I to provide organizational and project management support – remaining 0.85 FTE is in the Supportive Housing Services Fund, see below.
 - **MERC Fund: Net zero impact on the total fund appropriations.**
 - Transfer \$1,368,000 from MERC Fund contingency to fund capital projects, for CIP details see Attachments 2 and 3.
 - **Natural Areas Fund: Net zero impact on the total fund appropriations.**
 - Changes to capital projects, for CIP details see Attachment 4.
 - **Oregon Zoo Asset Management Fund: \$190,000 increase to fund appropriations.**
 - Increase Oregon Zoo Asset Management Fund appropriations by \$190,000 to account for additional Oregon Zoo Foundation support for Black Bear Improvements. Additionally, re-allocating \$600,000 from general Exhibits projects to Black Bear Improvement project, for CIP details see Attachment 6.
 - **Parks and Nature Bond Fund: Net zero impact on the total fund appropriations.**
 - Changes to capital projects, for CIP details see Attachment 4.
 - **Parks and Nature Operating Fund: Net zero impact on the total fund appropriations.**
 - Use savings from budgeted Capital Outlay to fund 1.0 FTE, \$35,818, for a Program Analyst to support strategic planning, and data analysis and research.
 - **Risk Management Fund: Net zero impact on the total fund appropriations.**
 - Transfer \$10,000 from contingency for unbudgeted COLA costs, due to macro-economic factors and labor negotiation timing.
 - **Supportive Housing Services Fund: Net zero impact on the total fund appropriations.**
 - Transfer \$116,564 from contingency for 4.85 FTE to support administrative and technical functions:
 - 1.0 FTE for an Administrative Specialist III to support the SHS Oversight Committee logistics, scheduling, and responding to email inquiries from the public.
 - 2.0 FTE for two Program Coordinator IIs to convene trainings, conferences, and forums to share best practices; convene job fairs and provide technical assistance to service providers.
 - 0.85 FTE for a Program Supervisor I to provide organizational and project management support – remaining 0.15 FTE is in the Affordable Housing Fund, see above.
 - 1.0 FTE for a Program Manager to support administrative oversight of Metro tax programs, primarily focused on Supportive Housing Services taxes - this position will be managed by FRS but paid for by SHS in FY 2022-23.

Below is a list of all the proposed changes from Resolution 23-5133:

Appropriation Changes:

- **Total Appropriations** increase: \$190,002
 - **General Fund** increase by \$2
 - **Oregon Zoo Asset Management Fund** increase by \$190,000

Personnel Additions:

The following proposed budget amendment requests an *additional 6.0 FTE*:

- **Finance and Regulatory Services:**
 - 1.0 FTE – Program Manager (paid for by SHS in FY 2022-23)
 - Working Title: Tax Compliance Program Manager
- **Parks & Nature:**
 - 1.0 FTE – Program Analyst
- **Affordable Housing Fund:**
 - 0.15 FTE – Program Supervisor I (remaining 0.85 FTE in Supportive Housing Services Fund)
 - Working Title: Housing Admin Supervisor
- **Supportive Housing Services Fund:**
 - 1.0 FTE – Administrative Specialist III
 - Working Title: SHS Admin Specialist
 - 1.0 FTE – Program Coordinator II (1 of 2)
 - Working Title: Event & Technical Assistant Coordinator
 - 1.0 FTE - Program Coordinator II (2 of 2)
 - Working Title: Event & Technical Assistant Coordinator
 - 0.85 FTE – Program Supervisor I (remaining 0.15 FTE in Affordable Housing Fund)
 - Working Title: Housing Admin Supervisor

Personnel Changes:

The following position will also be affected by the proposed budget amendment:

- **Human Resources**
 - Program Analyst (Position 1631)
 - Reclass from Limited Duration to Regular Status
 - No additional expense in FY 2022-23 for this action

Capital Improvement Plan (CIP):

The following proposed changes to the Capital Improvement Plan (CIP) are:

- **Capital Asset Management** \$0 change, project funding reallocations (Attachment 1)
- **Oregon Convention Center** increase of \$1,443,000 (Attachment 2)
- **Portland’s** increase of \$545,000 (Attachment 3)
- **Parks and Nature** decrease of \$5,800,000 (Attachment 4)

- **Waste Prevention and Environmental Services** \$0 change, project funding reallocations (Attachment 5)
- **Oregon Zoo** increase of \$1,070,000 (Attachment 6)

ATTACHMENTS

- Resolution 23-5311
- Exhibit A – Schedule of Appropriations
- Exhibit B – Schedule of FTE
- Attachments 1-6 - Capital Improvement Plan changes

Mid-Year Budget Amendment for FY2022-23
Capital Improvement Plan (CIP) Detail Changes
Capital Asset Management

Attachment 1
Resolution 23-5311

New? Y/N	Project ID	Project Title	GL Acct	Fund ID	Dept ID	FY 2022-23			FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Notes (i.e delay/cancel other projects, contingency)
						CIP	Change Request*	CIP Amended	CIP Amended	CIP Amended	CIP Amended	CIP Amended	
Y	MRC030	MRC Stormwater	526100	618	00434	-	200,000	200,000	-	-	-	-	MRC013 is phase 1 and ended. We are using budget savings from MRC013 and other projects to start MRC030 as phase 2 at expected costs of \$200,000.
N	MRC013	MRC Underground Garage Doors	579000	618	00434	109,710	(109,710)	-	-	-	-	-	MRC013 phase is ending. We are rolling unspent budget to a new phase MRC030.
N	MRC020	MRC Wayfinding & Interpretive	526010	618	00434	51,925	(21,822)	30,103	-	-	-	-	Underspend on this closed out project will be applied to MRC030
N	MRC017	MRC Office Suites Remodel	526010	618	00434	288,653	(68,468)	220,185	-	-	-	-	MRC017 is nearly complete and project savings will be applied to MRC030
N	MRC025	MRC Window Coverings R&R	579000	618	00434	162,000	15,000	177,000	-	-	-	-	Interior window films were budgeted for FY23-24, but are able to be installed in FY22-23. Pulling project costs forward
N	MRC015	MRC Interior and Exterior Coatings	526010	618	00434	41,729	(15,000)	26,729	-	-	-	-	MRC 015 is near completion and is expected to have savings, which will be utilized for CY window coverings.

Mid-Year Budget Amendment for FY2022-23
 Capital Improvement Plan (CIP) Detail Changes
 Parks and Nature

Attachment 4
 Resolution 23-5311

New? Y/N	Project ID	Project Title	GL Acct	Fund ID	Dept ID	FY 2022-23			FY 2023-24			FY 2024-25			FY 2025-26			FY 2026-27			Notes (i.e delay/cancel other projects, contingency)	
						CIP	Change Request*	CIP Amended	CIP	Change Request	CIP Amended	CIP	Change Request	CIP Amended	CIP	Change Request	CIP Amended	CIP	Change Request	CIP Amended		
N	PBL009	Blue Lake Curry Bldg Replacement	579000	352	03450	1,650,000	(780,000)	870,000	6,000,000	2,800,000	8,800,000	525,000	508,000	1,033,000								Project delays require allocation adjustment, additional \$2.5M approved toward FY24 budget
N	PBL016	Blue Lake Pier Demolition/Rehab	579000	352	03450	1,230,000	(905,000)	325,000	552,000	1,355,000	1,907,000											Project delays require allocation adjustment, additional \$450k approved toward FY24
N	PBL015	Blue Lake Sanitary System	579000	352	03450	1,000,000	(500,000)	500,000	1,500,000	172,000	1,672,000											Construction isn't expected to begin in earnest until late spring/early summer with the bulk of spend for the project happening in in FY24.
N	PBL014	Blue Lake Water Phase 2	579000	352	03450	1,020,000	(500,000)	520,000	2,500,000	500,000	3,000,000											Construction isn't expected to begin in earnest until late spring/early summer with the bulk of spend for the project happening in in FY24.
N	POX012	Oxbow Water System Replacement	579000	352	03450		60,000	60,000	350,000		350,000	500,000		500,000	2,000,000		2,000,000	2,100,000	(60,000)	2,040,000		Anticipated design work to occur in FY23.
N	POX014	Oxbow Road System Improvements	579000	352	03450		150,000	150,000	300,000	50,000	350,000	700,000		700,000	2,900,000		2,900,000	1,000,000	(200,000)	800,000		Additional analysis required for design to occur in FY23.
N	BA020	Marine Drive Trail (2006 Bond funds)	579000	351	03430	1,750,000	(1,250,000)	500,000	293,658	(293,658)												Project delays require allocation adjustment
N	BA020	Marine Drive Trail (2006 Bond funds)	531800	351	03430					1,543,658	1,543,658											Correcting GL line item for future FY allocations.
N	BA020	Marine Drive Trail (2019 Trails Program)	579000	352	03440	900,000	(900,000)															Project delays require allocation adjustment
N	BA020	Marine Drive Trail (2019 Trails Program)	531800	352	03440					900,000	900,000											Adjust GL to reflect appropriate line item budget. Will be adjusted in the FY24 operating and capital budget.
N	BA010	Columbia Blvd Bridge (2006 Bond funds)	531800	351	03430	1,000,000	(900,000)	100,000		900,000	900,000											Project delays require allocation adjustment
N	PNDEI2	P&N ADA Transition Plan	526100	352	03430	200,000	(175,000)	25,000	100,000	(100,000)		100,000	(100,000)		100,000	(100,000)		100,000	(100,000)			Adjusting budget to reflect anticipated spend in FY23. Project will be closed and future allocations shifted to new Transition Plan update project.
Y	PADA01	ADA Transition Plan Ph. 2	524000	352	03430					150,000	150,000	100,000		100,000		100,000	100,000	100,000		100,000		Setting up a new project for a ADA transition plan update project. This project will refine the current ADA transition plan to address missing information and set Parks & Nature up for successful plan implementation.
N	LR903	Ennis Creek Road Repair	579000	165	03220	400,000	(100,000)	300,000														Adjust budget to align with project schedule.
N	LR903	Ennis Creek Road Repair	525000	165	03220					100,000	100,000											Adjust GL to reflect appropriate line item budget. Will be adjusted in the FY24 operating and capital budget.

Mid-Year Budget Amendment for FY2022-23
 Capital Improvement Plan (CIP) Detail Changes
 Visitor Venue - Oregon Zoo

Attachment 6
 Resolution 23-5311

New? Y/N	Project ID	Project Title	GL Acct	Fund ID	Dept ID	FY 2022-23			FY 2023-24			FY 2024-25			FY 2025-26			FY 2026-27			Notes (i.e delay/cancel other projects, contingency)
						CIP	Change Request*	CIP Amended	CIP	Change Request	CIP Amended	CIP	Change Request	CIP Amended	CIP	Change Request	CIP Amended	CIP	Change Request	CIP Amended	
N	ZBE12	Black Bear Improvements	573000	325	20000	600,000	800,000	1,400,000			-			-		-			-		
N	ZOO106	Cascade Bathrooms Accessibility	526100	326	20000	200,000	70,000	270,000			-			-		-			-		
N	I3008U	Zoo Website Redesign	526100	326	20000	-	200,000	200,000			-			-		-			-		