



# **METRO FY 2022-23 BUDGET**

Summary of Proposed Budget Amendments  
and Budget Notes for the FY 2022-23 Budget

Council Work Session Date: May 31, 2022

Budget Amendments and Budget Notes  
Vote Date (Public Hearing): June 2, 2022

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# Reading This Report

The **Report Summary** section provides a high-level overview of the report.

The **General Fund Summary** highlights changes to General Fund and other notable fund changes.

The **Budget Amendments and Capital Improvement Plan Changes** displays all of the proposed amendments and changes to the Capital Improvement Plan (CIP), a brief description of each amendment or change, and the financial impact to the budget.

The **Councilor Budget Notes** document legislative intent before the programmatic specifics required to develop an amendment have been fully developed. Each proposed budget note is briefly described, with the full Budget Note texts following.

The **Attachments** are the Capital Improvement Plan (CIP) changes in detail.

## Table of Contents

|   |              |
|---|--------------|
| <b>Report Summary</b> .....   | <b>2</b>     |
| <b>General Fund Summary</b> .....                                   | <b>3</b>     |
| <b>Budget Amendments and Capital Improvement Plan Changes</b> ..... | <b>4-7</b>   |
| <b>Councilor Budget Notes</b> .....                                 | <b>8-14</b>  |
| <b>Attachments</b> .....  | <b>15-17</b> |

## Report Summary

This report includes 15 proposed budget amendments and changes to the capital improvement plan (CIP), and three Councilor budget notes.

The different types of budget amendments are:

- Substantive Amendments that may change appropriation in a fund or alter FTE.
- Technical Amendments that include carry forwards for unspent FY 2021-22 funds. Others refine the budget to best reflect anticipated activities in FY 2022-23, but do not change appropriations or FTE.

The following proposed budget amendments would *increase* appropriations to the:

- **General Fund** by \$558,425
- **General Asset Management Fund** by \$499,000
- **Metropolitan Exposition Recreation Commission (MERC) Fund** by \$300,000
- **Oregon Zoo Asset Management Fund** by \$800,000
- **Solid Waste Fund** by \$1,355,636
  - **Total Appropriation** Increase: \$3,513,061

The following proposed budget amendments request an *additional 3.2 FTE*:

- **Human Resources:** 1.0 FTE – Limited Duration Recruiter to 12/31/2023
- **Waste Prevention and Environmental Services (WPES):**
  - 1.0 FTE – Sr. Program Analyst – new addition
  - 0.2 FTE – Program Manager – increase back to 1.0 FTE from 0.8 FTE
  - 1.0 FTE – Program Coordinator – extend Limited Duration one year to 06/30/2023

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

- **General Asset Management Fund** increase of \$499,000 (Attachment 1)
- **Oregon Zoo Asset Management Fund** increase of \$800,000 (Attachment 2)
- **Parks and Nature Bond Fund** increase of \$50,000 (Attachment 3)

This report includes three proposed budget notes that can be found starting on page 8.

## General Fund Summary

The fiscal year 2022-23 budget fully funds the reserve at the target levels, including the proposed amendments. Three of the fifteen amendments result in changes to non-departmental General Fund resources (either contingency or fund balance). These include the following changes:

- \$50,000 transfer from General Fund Contingency to Council to increase funding for the Keller Scoping project (#518)
- \$300,000 transfer from General Fund Contingency to the MERC Fund to support staffing needs (#519)
- \$147,687 transfer from General Fund Contingency to Human Resources for staffing and tracking system needs (#521)
  - This included a request for 1.0 FTE for an 18-month Limited-Duration Recruiter

In addition, there are numerous technical adjustments in the General Fund that result in changes between the General Fund and subfunds, or are related to technical carryovers from FY 2021-2022.

### Notable Changes in Other Funds:

- Solid Waste Fund is increasing FTE by 2.2 FTE:
  - Adding 1.0 FTE for a new position
  - Increasing a Position by 0.2 FTE, from 0.8 FTE to 1.0 FTE
  - Extending a 1.0 FTE Limited-Duration Position by 1 year
- Solid Waste Fund
  - Carry forward \$1,075,000 in unspent project funding
- General Asset Management Fund
  - Carry forward \$499,000 in unspent project funding
- Oregon Zoo Asset Management Fund
  - Refined project scoping resulting in \$800,000 appropriation increase request

## Budget Amendments and Capital Improvement Plan Changes

Below is a list, by department, of each proposed budget amendment. Associated CIP changes can be found as attachments.

### Central Services

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| <ul style="list-style-type: none"> <li>• <b>#Position 1210-FY23 Substantive</b><br/>Office of Metro Attorney</li> </ul>                       | <p>No additional budget appropriation is requested, however OMA is requesting that a limited duration Legal Counsel (Position 1210) be converted to regular status. The position had originally focused on Parks local option levy, but has expanded to other services areas and is a necessary part of OMA's on-going operations.</p>   |
| <ul style="list-style-type: none"> <li>• <b>#503 Substantive</b><br/>Information Services and CIP</li> </ul>                                  | <p>Information Services has unspent project funding to carry over into FY22-23 in the General Asset Management Fund (Capital Subfund-612 and IS R&amp;R Subfund-616).</p> <p>This request seeks a carryover of unspent funds to FY22-23 Beginning Fund Balance of \$499,000 and an increase in appropriations to the General Asset Management Fund.</p> <p>Additionally, this request amends the 5-year CIP plan to reflect the timing of these projects, <b>see Attachment 1.</b></p>   |
| <ul style="list-style-type: none"> <li>• <b>#519 Substantive</b><br/>Interfund Transfer:<br/>General Fund to MERC Fund</li> </ul>             | <p>Transfer \$300,000 from the General Fund contingency by way of Interfund Transfer to the MERC Fund to support Expo staffing. This has a net-zero effect on the General Fund appropriation, but increases the MERC Fund appropriation by \$300,000 (see #519 Substantive – Expo Center below).</p>   |
| <ul style="list-style-type: none"> <li>• <b>#521 Substantive</b><br/>Human Resources</li> </ul>   | <p>HR is requesting \$133,687 for a limited-duration Recruiter (program specialist classification) to assist in the significant increase in hiring activity at the agency. The need for additional recruitment assistance is expected to last the next 18 months. The expected end date for this position is December 31, 2023.</p> <p>Additionally, HR has begun implementing a Case Management tracking system for labor and employee relations investigations, grievances, and complaints. To maximize our benefit from the software, HR is requesting additional on-going costs of \$14,000 to fully implement the reporting features.</p> <p>These requests require a transfer from General Fund contingency of \$147,687 to increase Human Resources appropriations.</p> |
| <ul style="list-style-type: none"> <li>• <b>#493 Technical</b><br/>Communications and Office of the Deputy Chief Operating Officer</li> </ul> | <p>Moves \$114,597 in Personnel Services requirements from Communications to the Office of the Deputy Chief Operating Officer (DCOO) to align with the related position's reporting structure.</p>   |
| <ul style="list-style-type: none"> <li>• <b>#499 Technical</b></li> </ul>   | <p>In FY22-23, the ADA program is moving from under the DCOO office and will now reside within DEI (shift within the</p>   |

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| Office of the Deputy Chief Operating Officer and DEI  | <p>Council Department). This amendment moves budgeted program costs for personnel and materials &amp; services to DEI.</p> <p>Additionally, an account number coding correction is being made for the DEI capacity building program in this amendment.</p> <p>Total being moved \$402,229 within Council Department, but no additional appropriation is being requested.</p>  |
| <ul style="list-style-type: none"> <li>• <b>#514 Technical</b><br/>Capital Asset Management</li> </ul>                  | <p>Moves the revenue and expenditure of the following contracts from FY 2021-22 to FY 2022-23, due to timing:</p> <ul style="list-style-type: none"> <li>• \$170,000 for Construction Careers Pathway program for Workforce Funding contract with Woksystems Inc.</li> <li>• \$12,425 related to Contract No 041719 with Terex USA, LLC for a scissor lift which has an expected deliver in 2023.</li> <li>• \$10,000 for contracts 933718/933719 with Blankinship &amp; Associates for contracted work related to Metro’s Sustainability Program Toxics Reduction project.</li> </ul> <p>This request will increase appropriations by \$192,425.</p> |
| <ul style="list-style-type: none"> <li>• <b>#515 Technical</b><br/>Office of the Chief Operating Officer</li> </ul>     | <p>Moves the revenue and expenditure of the following contracts from FY 2021-22 to FY 2022-23, related to Expo DOS, due to timing:</p> <ul style="list-style-type: none"> <li>• \$50,000 related to Contract No 936226 Amendment 1 with Crossroads Consulting.</li> <li>• \$138,000 related to Contract No 936319 Amendment 4 on PO 49256 with Cascadia Partners LLC for consulting services.</li> </ul> <p>These requests increase appropriations by \$188,000.</p>  |
| <ul style="list-style-type: none"> <li>• <b>#516 Technical</b><br/>Government Affairs and Policy Development</li> </ul> | <p>GAPD, within the Council department, is requesting the following carryover of unspent FY21-22 funds to FY22-23:</p> <ul style="list-style-type: none"> <li>• Regional Investment Strategies (RIS) carryover of \$100,000 related to qualitative research (focus/discussion groups) not completed during FY21-22 due to timing considerations and staff/contractor capacity constraints.</li> <li>• \$50,000 related to Contract No 936691 with Morel Ink for a Parks levy mailer not completed during FY21-22.</li> </ul>  |

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|   | This request will move budget to FY22-23 and increase appropriations by \$150,000.  |
| <ul style="list-style-type: none"> <li>• <b>#517 Technical</b><br/>Human Resources</li> </ul>                           | <p>Human Resources is requesting the following carryover of unspent FY21-22 budget to FY22-23:</p> <ul style="list-style-type: none"> <li>• \$28,000 related to Contract No 937716 with Peck, Rubanoff &amp; Hatfield for legal services related to labor negotiations.</li> </ul> <p>This request will move budget to FY22-23 and increase appropriations by \$28,000.</p> |
| <ul style="list-style-type: none"> <li>• <b>#518 Technical</b><br/>Office of the Chief<br/>Operating Officer</li> </ul> | Transferring \$50,000 from the General Fund contingency (Council Opportunity Fund) to the Office of the Chief Operating Officer to increase the budget of the Keller Scoping project from \$150,000 to \$200,000.   |

## Metropolitan Exposition Recreation Commission

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| <ul style="list-style-type: none"> <li>• <b>#519 Substantive</b><br/>Expo Center from General Fund</li> </ul> | Expo Center is requesting to add \$300,000 to the FY22-23 budget for additional staffing support. This would increase personnel services at Expo Center, and be funded by a transfer from the General Fund contingency. This increases the MERC Fund appropriation by \$300,000. See the above (#519 Substantive – Interfund Transfer: General Fund to MERC Fund). |
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## Parks & Nature

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| <ul style="list-style-type: none"> <li>• <b>#512 Technical</b><br/>Carry Forwards</li> </ul>         | <p>Operations placed orders for security gates, golf carts and kiosks that have since had shipping or contractor delays. The amounts related to the delayed equipment, \$289,777, is being carried forward from FY21-22 to FY22-23.</p> <p>Parks Planning initiated a feasibility and permit analysis for Farmington Paddle Launch that the engineers did not have time to complete during FY21-22 as originally planned. As a result, the contracted funds, \$42,901, are being carried forward.</p> <p>No appropriation change.</p>  |
| <ul style="list-style-type: none"> <li>• <b>#512 Technical</b><br/>Carry Forwards and CIP</li> </ul> | <p>Oxbow is putting in a generator to aid in fire suppression during power outages. The generator itself will not arrive until August 2022 due to shipping delays. The amount related to the generator purchase and install, \$50,000, is being carried forward from FY21-22 to FY22-23 as a result. This affects the CIP, <b>see Attachment 3</b>.</p> <p>The TerraTrak developer, Sitka, has not completed as much work as originally scheduled and budgeted for FY21-22. Funds from the FY21-22 budget for TerraTrak, \$50,000, are being carried forward to FY22-23 as a result.</p> |

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|  | No appropriation change. |
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**Waste Prevention and Environmental Services**

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| <ul style="list-style-type: none"> <li>• <b>#519 Substantive FTE and Carry Forwards</b></li> </ul> | <p>This amendment contains requests for program staff FTE as well as one-time carry forwards of program funding due to the timing of project completion, total appropriation increase for this amendment is \$1,355,636. No change to CIP.</p> <ul style="list-style-type: none"> <li>• At the request of the COO, a new Sr. Program Analyst position will be added to WPES, \$154,214 appropriation increase.</li> <li>• Add 0.2 FTE to a Program Manager position (1281) to return it to 1.0 FTE, no appropriation increase.</li> <li>• Extend limited duration Program Coordinator position (1524) to 06/30/23, \$126,422 appropriation increase.</li> <li>• One-time carry forward requests \$1,075,000: <ul style="list-style-type: none"> <li>○ Facility System Plan funding \$350,000</li> <li>○ Policy and Programs funding for access to service payments and containers related to the implementation of Commercial Food Scraps requirement \$130,000</li> <li>○ Community Waste Prevention funding for decal printing and application \$105,000</li> <li>○ Community Waste Prevention funding for regional refresh fund grants for cleanup partnerships with community partners \$25,000</li> <li>○ Investment and Innovation grant fund payments \$290,000</li> <li>○ Employee wraparound services funding \$175,000</li> </ul> </li> </ul> |
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**Oregon Zoo**

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| <ul style="list-style-type: none"> <li>• <b>#510 Substantive CIP</b></li> </ul> | <p>Increased scope for Zoo Administrative building upgrade project, requiring additional funding and adjustment to CIP project. Project now includes wall removal &amp; reconfiguration, restroom upgrades, ADA improvements, and other various upgrades such as flexible workspace and improved conference rooms.</p> <p>This increases the Oregon Zoo Asset Management Fund appropriation by \$800,000 – <b>see Attachment 2</b> for CIP change.</p> |
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## Councilor Budget Notes

**Budget Note #1 (Councilors Gonzalez and Hwang):**

Create a framework for staff to envision, develop, implement and coordinate a regional climate justice and resilience strategy across Metro's service areas and programs.

Sponsored by: Councilor Gonzalez

Co-Sponsored by: Councilor Hwang

**Budget Note #2 (Councilor Hwang and President Peterson):**

Create a limited-duration position, the Partnerships and Community Investment Program Manager, within the Council Office to provide comprehensive match-making and leverage opportunities for community based organizations seeking public, philanthropic, and private funding for a range of project types and sizes.

Sponsored by: Councilor Hwang

Co-Sponsored by: Council President Peterson

**Budget Note #3 (Councilor Lewis):**

Housing Staff Capacity: identify urgency in new hires and the capacities that the department should have, once the complete team is onboard.

Sponsored by: Councilor Lewis

The full text Budget Notes are included in the following pages (9-14).

**FY 2022-23 Council Proposals  
For Budget Note Discussion  
BUDGET NOTE #1**

Sponsor: Councilor Gonzalez

Co-Sponsor: Councilor Hwang

**Budget Note Title:**

Create a framework for staff to envision, develop, implement and coordinate a regional climate justice and resilience strategy across Metro's service areas and programs.

**Budget Note Narrative:**

During FY 2019-2020, Councilor Gonzalez proposed a budget note requesting the Chief Operating Officer to create a work plan and identify the employee capacity necessary to create a coordinated, regional strategy to mitigate climate change. This work plan was to include:

- Creation of an inventory on the current climate change mitigation work being done both at Metro and at our partner jurisdictions
- An evaluation of opportunities for new climate mitigation work through Metro's external-facing programs
- Working with local jurisdictions to determine their climate needs and identify ways in which Metro can support their work
- Developing multi-jurisdictional benchmarks for greenhouse gas reduction in key timelines (eg. 2030, 2050) and a regional strategies and a roadmap to meet those goals.
- Identifying regional climate goals for the impacts of Metro's external-facing work and what progress looks like for Metro
- Effectively communicate our strategy and our successes

Since the adoption of the FY 2019-2020 budget, staff have completed work to address the budget note including developing an inventory of internal climate mitigation work, resources allocated at the time and a proposal of future resources needed to implement this body of work. But, like many priorities at Metro, further work to begin internal coordination and implementation of a region wide strategy to address climate change was postponed due to changes in budgetary prioritization. At the same time, in addition to the on-going pandemic; national events sparked a reemergence of social action and movement which called on government agencies to take proactive steps to address a long history of racism and disinvestment, BIPOC and other marginalized communities experience.

As the region begins to heal from the negative impacts of the pandemic, climate change continues to cause widespread negative impacts, manifesting in the Metro region in the form of deadly heat waves, destructive wildfires and severe drought. BIPOC and other marginalized communities bear the brunt of the effects of climate change. Metro has a unique and powerful role and opportunity to advance climate and racial justice in tandem, in alignment with the guiding principles in Metro's Strategic Framework. Climate leadership is one of Metro's desired outcomes for the region, and Metro has also committed to climate goals in our own operations. Yet, Metro lacks a framework and process for implementing these commitments agency-wide that integrates our racial equity lens.

Council directs the Chief Operating Officer to create a work plan and identify the employee capacity necessary to renew the effort to create a coordinated, regional strategy to mitigate climate change in alignment with Metro's Racial Equity Strategy, including but not limited to:

- Creating a platform for Metro to convene internal staff in developing a Climate Justice and Resilience Task Force to envision, implement and coordinate climate justice and resilience work across Metro's service areas and programs. Efforts of the task force should include:
  - Deepen our collective understanding of climate justice and resilience: what do we know and what can we learn from others?
  - Vision and thought leadership: what could it look like for Metro to be a leader in fostering climate justice and resilience?
  - Identify key principles or pillars: what are essential elements to integrate climate justice and resilience, racial equity, and shared prosperity that should guide Metro's work?
  - Identify areas to leverage Metro's existing racial equity and shared prosperity initiatives to build a climate workforce that is diverse, skilled, and growing.
  - Operationalize Metro's commitment to climate justice and resilience: how do we integrate this as a key operating framework for decision-making across Metro?
  - Create accountability mechanisms: how can we track progress and outcomes of climate justice and resilience-related initiatives across the agency?
  - Specify the resources, capacity, and tools departments need to achieve these outcomes.

Supporting the resources, capacity and tools that departments need to achieve outcomes including funding of the Emergency Management Program Coordinator 1.0 FTE and Sustainability Planner 1.0 FTE and funding resources to bring in thought partners to share best practices and strategies for consideration.

COO will report back to council on the proposal no later than November 2022 to allow for potential budget implications for a mid-FY 22-23 budget amendment or for inclusion in the FY 23-24 budget.

**FY 2022-23 Council Proposals  
For Budget Note Discussion  
BUDGET NOTE #2**

Sponsor: Councilor Hwang

Co-Sponsor: Council President Peterson

**Budget Note Title:**

Create a limited-duration position, the Partnerships and Community Investment Program Manager, within the Council Office to provide comprehensive match-making and leverage opportunities for community based organizations seeking public, philanthropic, and private funding for a range of project types and sizes.

**Budget Note Narrative:**

Purpose and Need

Community partners in our region have clearly demonstrated that, when properly resourced, they provide innovative solutions to our societal problems. However, in providing these services, nonprofits often face roadblocks in using public dollars due to restrictions and the “color of money.”

Metro has the staff and investment power to help create the opportunities for innovative, community-led projects to grow in our region. However, community based organizations (CBOs) need additional support and capacity to maneuver and manage private and public funding sources to get their projects off the ground. There is no one Metro staff person currently dedicated to assisting these organizations and building the partnerships needed. By creating a new Partnerships and Community Investment Program designed to facilitate funding partnerships among community based organizations, public agencies, philanthropy, and private funders, Metro can help organizations access flexible funds while bolstering community participation in decision-making.

Increased staff support to work collaboratively with government agencies and external funders to develop funding plans for projects can help our regional CBOs better serve community priorities. The Partnerships and Community Investment Program Manager will forge collaborative funding strategies to resource CBO projects and provide consistent, multisector experience to free up CBO resources for greater focus on innovation. The program will be seeded through partnerships with key foundation partners, who will provide flexible startup funds to begin this process.

Program Scope

The Partnerships and Community Investment Program will, at a minimum, provide comprehensive match-making and leverage opportunities for community based organizations seeking public, philanthropic, and private funding. Funding sources will include federal, state, regional, and local dollars, along with foundation support and other private funders.

Project size will be determined through community input and guidance from funders and the Program Manager. The scale of the program should be determined in partnership with community needs, but it could range from a focus on smaller-scale neighborhood projects that support cultural identity and community placemaking, such as the Portland Mercado, or it could focus on catalytic funding partnerships that accelerate social change, like the Los Angeles Black Worker Center. Projects of all sizes may be eligible to leverage Metro funding from other programs;

transformational projects may be candidates for funding from Large Scale Community Visions program under the 2019 Parks and Nature Bond.

The program will be housed in the Council Office to provide the necessary flexibility to support a broad range of community priorities.

#### Program Administration

Community will be in the driver's seat in identifying the types of projects that are most in need of flexible funding, leverage opportunities, and staff support. The Program Manager will collect this feedback through strategies such as in-depth interviews or community surveys. The Program Manager will also convene stakeholders, including philanthropic partners, to develop a needs analysis and to co-create a work plan that meets identified community needs.

Funding priorities will then be determined through a robust partnership process, including community members and organizations, private funders, and Metro Council. This approach borrows from a trusted model: Project Turnkey, which will administer approximately \$125 million in funding to supply units of shelter and emergent housing, is funded by the Oregon State Legislature and administered by Oregon Community Foundation.

Community input could highlight a number of priorities that would benefit from additional funding, more flexible funding, or the opportunity to put up matching funds to attract federal, state, local, and private investment. These priorities may include projects providing affordable childcare, bolstering the availability of affordable commercial space for small businesses, increasing access to arts and culture, providing culturally specific services, and workforce development projects that connect to housing. In developing priorities into proposals and projects, the projects should align with Metro's stated goals to advance racial equity and/or climate justice.

Community feedback may also show support for projects within Metro's existing service lines, such as affordable housing developments, community placemaking, and parks and natural areas. In the case of Metro programs, funds from the Partnerships and Community Investment Program will be strictly additive and will not backfill existing services; for example, leveraging new investments from private funders to support commercial retail or childcare space on the ground floor of a new housing development.

Metro will fund the Partnerships and Community Investment Program Manager position, and other funds collected from foundations and philanthropic partners will be held by a separate, nonprofit fiduciary partner to ensure dollars remain as flexible as possible.

#### Partnerships and Community Investment Program Manager Position

The new Partnerships and Community Investment Program Manager will bring deep connections to philanthropic organizations, particularly to private funders and foundations in key investment industries. The Program Manager will have a track record of engaging communities of color in

decision-making, with an emphasis on projects that support self-determination. Ideally, this person will have experience leading projects that result in increased generational wealth.

Upon hire, the Program Manager will assess operation needs and barriers to accessing funding in the community. The Program Manager will consider examples of successful partnerships from other states and identify opportunities for innovative pilots.

The Program Manager will compile possible funding streams at the federal, state, and regional level, alongside foundation and private support, an effort that may include an asset map of these resources. The Program Manager will then develop an engagement committee to determine priorities for investment. The Program Manager may also catalogue successful strategies employed by local CBOs to implement large projects.

### Why Metro

As the only directly-elected regional government in the U.S., Metro is best positioned to take a comprehensive view of the systematic problems within both private and public processes and programs. Metro is also the most adaptable, innovative government in the state with experience providing flexible dollars and staff support to fill gaps in public services.

Metro has invested in multisector innovation for many years, by partnering with economic development agencies, investing in organizational capacity for CBOs, and by working with private firms to develop new policies. For example, the Construction Careers Pathways framework and toolkit, developed in partnership with industry partners, community stakeholders, and local jurisdictions, sets forth policy and funding strategies for advancing racial equity in the trades.

Metro can also leverage the impact of its own grant-making by becoming better aligned with philanthropic organizations and funding opportunities at partner jurisdictions.

### Costs and Timeline

Metro anticipates launching the Program with 1.0 FTE at a salary of approximately \$110,000, plus benefits, to fulfill the position of the Program Manager. The position will be considered limited duration and reconsidered after two years. Over time, a staff of 2.0 FTE may be appropriate to provide adequate administration of the Program, including conducting research and fostering connections.

Metro Council will vote to adopt its FY 22-23 budget this June. The approved budget will include \$170,000 for a Program Analyst classification to perform the duties of the Program Manager. Hiring could begin as early as July 2022.

Funding for projects would be collaborative and would include both public and private donations. Fundraising goals will support projects of a size that can make meaningful progress toward Program goals (advancing racial equity and climate action).

**FY 2022-23 Council Proposals  
For Budget Note Discussion**  
BUDGET NOTE #3

Sponsor: Councilor Lewis

**Budget Note Title:**  
Housing Staff Capacity

**Budget Note Narrative:**

Metro's Planning and Development Department has stretched and grown in remarkable ways for a government over the past 5 years to develop capacity and expertise on housing. With the passage of the 2018 Housing Bond and 2020 Supportive Housing Services Measure, the staff has stood up new programs with urgency using a start-up operations approach. For both measures, we have core responsibilities for tax administration, oversight, and data. Our focus is on working closely with partner agencies for implementation and technical expertise and we should resist the temptation to duplicate systems or services already provided by partner cities and counties. However, as the programs mature it is important for the agency to ensure a broader set of capacities and competencies rooted in communicating with stakeholders beyond other local government staff.

This budget includes a handful of new FTEs dedicated to housing. This budget note is intended to identify urgency in these hires and the capacities the department should have once the complete team is onboard.

- (1) HR Recruitment will prioritize the posting, assertive engagement of potential candidates, and review of applicants for each housing position in Planning and Development.
- (2) The Planning and Development Department will determine individuals and process for a "front desk" capacity for constituent services related to housing. Metro needs to be ready to field calls that will ultimately result in referrals to service providers and other local governments as well as requests for information.
- (3) The housing staff in the Planning and Development Department will identify individuals who can provide technical expertise to service providers and developers interested in responding to RFPs and RFQs from our local government partners.
- (4) The Planning and Development and Communications Departments will continue to collaborate on how we are communicating progress on this work. They will provide either a briefing or written memo to Council in winter 22/23 with a mid-budget update on housing communications tools and programs.
- (5) Finally, this budget note should be understood to represent the grave urgency of doing more on housing, both within our two measure-funded programs and with other tools and agency leadership. The Planning and Development Department WILL come to Metro Council with any budget, FTE, or program request related to housing mid budget year and will not put such requests off for the next year's regular budget process.

**Approved-to-Adopted FY 2022-23 Budget  
Capital Improvement Plan (CIP) Detail Changes**

Financial Planning Use

**Information Services**

Total Changes 499,000

**Attachment 1  
Resolution 22-5262**

| New?<br>Y/N | Project<br>ID | Project Title                    | GL Acct | Fund<br>ID | Dept<br>ID | FY 2022-23 |                    |             | FY 2023-24<br>CIP Amended | FY 2024-25<br>CIP Amended | FY 2025-26<br>CIP Amended | FY 2026-27<br>CIP Amended | Notes (i.e delay/cancel other<br>projects, contingency) |
|-------------|---------------|----------------------------------|---------|------------|------------|------------|--------------------|-------------|---------------------------|---------------------------|---------------------------|---------------------------|---|
|             |               |                                  |         |            |            | CIP        | Change<br>Request* | CIP Amended |                           |                           |                           |                           |   |
| N           | 17001I        | Microsoft Exchange Upgrade       | 579000  | 616        | 00441      | 356,000    | 80,000             | 436,000     | -                         | -                         | -                         | -                         | Carryover of unspent funds                              |
| N           | 01326         | Council Chambers Broadcast Video | 579000  | 616        | 00441      | 125,000    | 55,000             | 180,000     | -                         | -                         | -                         | -                         | Carryover of unspent funds                              |
| N           | 17002I        | Cloud Strategy Review            | 579000  | 616        | 00441      | -          | 114,000            | 114,000     | -                         | -                         | -                         | -                         | Carryover of unspent funds                              |
| N           | 14004E        | E911                             | 579000  | 616        | 00441      | -          | 70,000             | 70,000      | -                         | -                         | -                         | -                         | Carryover of unspent funds                              |
| N           | 13008U        | Drupal 8 Refresh                 | 579000  | 616        | 00441      | -          | 50,000             | 50,000      | -                         | -                         | -                         | -                         | Carryover of unspent funds                              |
| N           | 13008U        | Drupal 8 Refresh                 | 579000  | 612        | 00441      | 100,000    | 50,000             | 150,000     | -                         | -                         | -                         | -                         | Carryover of unspent funds                              |
| N           | 14003I        | MRC Technology Upgrades          | 579000  | 612        | 00441      | 550,000    | 80,000             | 630,000     | -                         | -                         | -                         | -                         | Carryover of unspent funds                              |
|             |               |                                  |         |            |            |            |                    | -           | -                         | -                         | -                         | -                         |   |
|             |               |                                  |         |            |            |            |                    | -           | -                         | -                         | -                         | -                         |   |
|             |               |                                  |         |            |            |            |                    | -           | -                         | -                         | -                         | -                         |   |
|             |               |                                  |         |            |            |            |                    | -           | -                         | -                         | -                         | -                         |   |
|             |               |                                  |         |            |            |            |                    | -           | -                         | -                         | -                         | -                         |   |
|             |               |                                  |         |            |            |            |                    | -           | -                         | -                         | -                         | -                         |   |
|             |               |                                  |         |            |            |            |                    | -           | -                         | -                         | -                         | -                         |   |
|             |               |                                  |         |            |            |            |                    | -           | -                         | -                         | -                         | -                         |   |
|             |               |                                  |         |            |            |            |                    | -           | -                         | -                         | -                         | -                         |   |
|             |               |                                  |         |            |            |            |                    | -           | -                         | -                         | -                         | -                         |   |



