

## **STAFF REPORT**

### **SUPPORT SERVICES PRESENTATION OF 2020-21 BUDGET AND MODIFICATION REQUESTS WITH AN EMPHASIS ON HOW PROGRAMS ALIGN WITH COUNCIL PRIORITIES**

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Date: February 3, 2020  
Department: Support Services (AMCP,  
Communications, DEI, Finance, HR, IS,  
Research Center)  
Meeting Date: February 18, 2020

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Presenter: Heidi Rahn  
Length: 20 minutes

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#### **ISSUE STATEMENT**

Metro's Chief Operating Officer, acting as Metro's Budget Officer, will present the FY 2020-21 Proposed Budget and Budget Message to Council on April 16, 2020.

This work session will provide Council the opportunity to hear how the Support Services FY 2020-21 base budgets and modification requests align with Council priorities. Information shared at the work session will help guide development of the FY 2020-21 Proposed Budget.

#### **ACTION REQUESTED**

Council discussion and feedback on the base budget and modification requests submitted by the department.

#### **IDENTIFIED POLICY OUTCOMES**

Development of a FY 2020-21 budget that aligns with Council priorities.

#### **POLICY QUESTION(S)**

What are the policy implications and tradeoffs that will result from the department's base budget and any approved modification requests? Specific factors for Council consideration may include:

- How well do the department's programs align with Council priorities?
  - Does the base budget represent a good investment in Council priorities?
  - Do proposed modification requests advance Council priorities?
- Has the department demonstrated sufficient planning to successfully implement any new programs or projects?
- Will the department need additional General Fund support to implement their new programs or projects?
  - If yes; how high a priority are the programs compared to others that also require General Fund support?

#### **POLICY OPTIONS FOR COUNCIL TO CONSIDER**

Each department's modification requests may be considered for support and inclusion in the FY 2020-21 Proposed Budget. Some, none or all of the department's individual items may be supported by Council.

#### **STAFF RECOMMENDATIONS**

The Chief Operating Officer and Chief Financial Officer recommend Council hear all the department presentations prior to determining their support for departments' modification requests.

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

Each department's FY 2020-21 base budget was developed following the Chief Financial Officer's budget instructions released in early December. The base budgets allow the departments to continue existing programs and projects as adjusted for various factors such as inflation, COLAs, etc.

New programs, projects, additional appropriations and FTE are requested through the department's modification requests. Once approved the modification requests are built into the Proposed Budget scheduled for presentation to Council on April 16<sup>th</sup>.

Historically modification requests that require General Fund support far exceed the amount of support that can be provided.

- **Legal Antecedents**

The preparation, review and adoption of Metro's annual budget is subject to the requirements of Oregon Budget Law, ORS Chapter 294. The Chief Financial Officer, acting in their capacity as the designated Budget Officer, is required to present a balanced budget to Council, acting in their capacity as our Budget Committee.

## **BACKGROUND**

Each department will provide information pertaining to their base budget and modification requests.

## **ATTACHMENTS**

None.

- Is legislation required for Council action? No, not at this work session
- What other materials are you presenting today? None.