

COUNCIL WORK SESSION

February 26, 1997

Rm. 370A

Members Present: Jon Kvistad (Presiding Officer), Patricia McCaig, Lisa Naito, Susan McLain, Ed Washington, Don Morissette, Ruth McFarland

Presiding Officer Kvistad called the meeting to order at 3:30 p.m.

Presiding Officer Kvistad announced that this Council's Work Session was a preliminary overview, more on general topics concerning the 1997-98 Council Budget. He indicated that Councilor McCaig said she didn't want to get into much of the budget line item detail and he agreed on some of that. He wanted to deal with more of the bigger picture, where the Council was, get some ideas of where the Council might want to go. He noted a couple of areas where the Council was going to have to make some adjustments in the Council budget and talked about that. Before the Council was a list of topics but before the Council got to the list of topics he wanted to try to start by dealing with where the Council was on the Council's current budget year to date. In the current budget year to date the Council and Council Office was actually in pretty good shape. After 7 months the Council had 56% of budget remaining so that puts the Council in pretty fairly good shape. The Council transferred \$6,000 for the expenses relating to functional plan and a lot of the documentation's reproduction. He noted several areas within the budget where the line item was over or very close to what were projected expenditures for the year. He added that Chris Billington had done a very good job of cutting back office supplies in the office supply budget. It had almost been cut back too far to where the Council Office was going to have to go in search of a couple more dollars for pencils. He said there was about 3% of the budget left in office supplies. There was about 27-28% of the software budget left and that didn't include the software was going to be needed for the archiving system which was one of the things he wanted to talk about. Subscriptions, included the Daily Journal, National Journals, the Oregon blue book, leadership directories had been purchased for the Council and were the beginnings of the Council Resource/ Library creating an overage in this line items of the budget due to a fairly small budget in that line item. He said that some money had been moved around to cover these expenditures. He asked Councilors for specific recommendations on publications such as planning journals that would help them do their job better or publications that they thought they were interested in the Council Office acquiring on behalf of the Council for the Library. On the telephone line item the Presiding Officer noted an over expenditure, there was about 7% of the budget left in this line item. In the postage line item the Council Office had 25% left and this did not include this month's expenses in this area. He said that this concerned him.

Councilor McFarland asked about the over extending on phones. Why?

Presiding Officer Kvistad said that the Council Officer was not over extended but had expended more than plan at month seven.

Councilor McFarland said that the Council Office had 7% left.

Presiding Officer Kvistad responded, right.

Councilor McFarland asked why we had spent so much on phones.

Presiding Officer Kvistad indicated that he was unsure and asked Ms. Billington to give her assessment of the situation.

Ms. Billington responded said that she had looked at this, there was more long distance faxing and long distance phone calls being made on Council business. The standard monthly phone bill was not part of this line item.

Councilor McFarland said that her real question was why the Council had so grossly missed their estimates and what changes needed to be made.

Analyst John Houser responded that the budget as he recalled the budget for telephone expenses this year was the same as last year.

Councilor McFarland responded, exactly.

Analyst Houser said based on expenditures from last year and he didn't believe the Council went over on their phone line item.

Councilor McFarland responded that the Council Office probably learned how to use the fax machine.

Presiding Officer Kvistad indicated that he thought that with the legislature in session there were different phone expenses than the Council usually had in a year when there wasn't things going on. There were also several trips to Washington DC and to different places, the executive and Councilor Washington were going back to DC at the end of the week again to lobby for ISTEA funds, there had been a lot of those kinds of expenses both long distance faxing and calls. He suggested that all staff and Councilors watch their itemized long distance billing each month keeping an eye on it and make sure that the charges were correct.

Ms. Billington noted that there had been some errors on the bills.

Councilor McFarland suggested that there be an appropriate amount budgeted for next year utilizing what was spent in this year as a projection for next year.

Presiding Officer Kvistad responded that although the Council Office may be short on that line item he believed that the Materials and Services budget could still handle it. He reiterated that he was just giving the Council an overview of where they were so that everybody knew. He believed that these types of expenses at this level had never occurred before. Office supplies, in that line item, Ms. Billington had been pretty solid about making sure there were no expenditures made for more than \$25 without their prior approval. She had been watching office supply expenditures trying to cut back on that line item, recycling when appropriate. People had been purchasing supplies such as computer peripherals, like a drawer that would pull out from under the desk to put a keyboard on and some of the other things without asking approval so Chris created a preapproval policy.

The big capital outlay for the year that was yet to come and probably was going to slop over a little bit in the next year was the archiving program. He said that most Councilors were aware that the Council was the agent of record for the government. The Council had the responsibility for archiving all of Metro's records and all of the Council records. They were currently in big boxes in the Council room in the basement. It was the Council's legal responsibility to retain those records, find out what we had and get them archived before we started losing records. Some records had already been misplaced where they were probably put in different file cabinets. The Council Office right now was rebuilding the entire record from day one to present. It was the Council's responsibility to develop a record management system, get the record scanned on to the computer. It was necessary to purchase some scanning equipment and some archiving software and possibly another computer. He added that the Office was going to try and get by with the computer that the Council Office currently had that would run the archiving software. This work station was planned for where the interns were currently working. If the current computer could be utilized then that would save the Council a couple thousand rather than buy a new computer.

There was a need to start getting this set up and begin archiving. The goal was to have on CD ROM all of the Metro archives so that everybody in the agency would have access to it and we can put them on the computer.

Councilor Morissette asked if the discussion today was about the difference between last year's budget and this year's budget or philosophically whether we wanted to start with the proposed budget?

Presiding Officer Kvistad said he was not going to try to get too much into the budget. There were a couple of points here that would affect the proposed budget as the Council reviewed the council budget. There were one or two items that were going to have to change in the budget that he had presented in November because he had to put a budget package forward with a guestimate of what was needed.

Councilor Morissette added, which was what this review was?

Presiding Officer Kvistad continued, which was what the budget before the Council was but it didn't anticipate some of the expenditures that had occurred with the real heavy lifting of the last two months.

Councilor Morissette affirmed that he understood.

Presiding Officer Kvistad added that those expenditures included postage, expenses of people coming in and demands for documents, especially, copying and those kind of things. It had just gone way beyond anything the Council had anticipated. He wanted to try to in this general discussion figure out what the Council needed and what the Council as a group wanted to have and then revamp the proposal. He indicated that he would work with Councilor McCaig on a proposal that worked for presentation when they got to the Council budget itself in terms of line item by line item.

Councilor Morissette said, okay.

Presiding Officer Kvistad said that this was his goal. He suggested that they agree on general concepts then he could come back in a week or two and bring back some proposals that the Council could look at to see whether or not they worked.

Councilor Morissette acknowledged that he understood.

Councilor Washington asked about the archiving. Who was responsible for the archiving, was this being done on behalf of this agency, was it a Council responsibility or an agency responsibility?

Presiding Officer Kvistad said that the Council had the responsibility for all of the ordinances and resolutions, the business of the Council, the governance portion of the agency. The Council didn't archive all the management records, but the Council Office had to archive all of the government activities of the agency. He noted that the Metro Council was the government of Metro so it was necessary for us to maintain these records. This was something that he had just found as he became the Presiding Officer at the beginning of last year. He went immediately to look at starting to deal with the documents and records of the agency and found there to be some deficiencies he wanted fixed.

Councilor Washington asked who on the Council, who here, was going to do that project for us? Whose responsibility was that?

Presiding Officer Kvistad responded that he was responsible to put a project in place to fix this.

Councilor Washington asked if someone else would be doing the project?

Presiding Officer Kvistad indicated that it would be ongoing and the continued responsibility of the presiding officer in the future who would be running the Council obviously. This was a function of the Council Office that had never done. There had never been staff to do this and it had always been put off but was one of the critical things the Council Office had that the Council Office was responsible for.

Councilor Washington said he was not really questioning the fact that it was not our responsibility, what he was really trying to get to, since it was our responsibility and we hadn't done it, it sounded to him like there was a whole lot of work to be done.

Presiding Officer Kvistad responded, exactly.

Councilor Washington said what he was trying to get at was who was going to do the project, was it Lindsay, or Jon, or Don, or who was going to do the project. He said that it sounded like that there was a lot of work.

Presiding Officer Kvistad continued that this was part of this proposal for the Council to talk about when the Council considered the potential staff portion of the budget, and filling staff positions, what were the staff needs. That was why it was really critical now, the Council had never in the entire time since the charter passed really had a comprehensive overview of the council function and what the Council's needs were. The Council Office had tried to make do, tried to cut back and tried to do certain things to keep our budget fairly stable or to try to decrease it. What he had found out was that there were some jobs to do that the Council was not prepared to do in terms of staff. The Council Office staff was right now almost at maximum capacity for the work load. This was going to be over and above that but we had a position currently in the budget that hadn't yet been filled that could go towards this purpose.

Councilor Washington said he was not being disagreeable, but said that the staff was at their maximum capacity today. They were not reaching it, they were there.

Councilor Naito added that some staff were beyond the call of duty, working over time, whatever, extra hours.

Presiding Officer Kvistad said that this was one of the reasons for this debate today and why he had wanted to at least have the discussion. It was never easy to do that in light of tight budgets but the Council had to figure out what our requirements were and try to adjust them accordingly. He wanted to do the work that was necessary within the current budget, within the current staff level and by using this extra unfilled position to fill in some of the gaps both in terms of extra analytical help but also maybe to head up the archiving project. He added that he had been pretty diligent about asking the Council to roll over dollars that we could use for capital outlay and so the Council had enough now. There was about \$21,000 in our capital outlay for equipment for the rest of the year and the projected cost of the archival equipment was about \$20-25,000, this was an average, the actual range was about \$18-35,000 including software and the rest of it, just to put in place the hardware for archiving of the records. There were state requirements on how to archive government documents and the Council Office had not met those state requirements. The Council Office had archived in terms of physically, they were in files but they weren't microfiched, nor in electronic form or in the form that the state required and that the Council should require of ourselves.

Councilor McFarland said, just to put this in perspective, it hadn't been very long ago that the Council staff, most of whom had left, there had been a turnover, it was considered irrational and very demanding of the Council to want those minutes from the meetings earlier than 6 months after the meeting happened. She thought the Council remembered this and so while the Council still had much to, we had come a long way.

Presiding Officer Kvistad thanked Councilor McFarland and said that was one of the reasons that if the Council didn't talk about it now, to try and fix it when the Council actually got to the line item by line item part of the budget, it was going to be tough because we were going to have to decide on what the needs were. He thought that the first critical aspect was now that the Council Office had got it set up. One aspect of this was the internship program was to bring in interns to help the Council Office with some of these projects and they had been tremendous so far about getting involved and helping the staff to do some of the work and to carry some of the weight. It was his hope that the Council Office could actually tie in some of our interns to help with some of the archiving portions of the program. First was to actually get the files downstairs in shape. Everyone in the office had worked pretty hard to try to do that, so that was the first goal and we were getting there. The next step now was to get the equipment in place so that we could actually scan these records in, get them in electronic form and get them into hard copy meeting the state requirements for electronic archiving of data. That was the big hurdle now and the big project that the Council Office was responsible for. He was planning to utilize the money that he had been trying to put away each year in the hardware, everyone now had computers in the office so everybody could get e-mail now, all the councilors have their own PCs available. The Council never had that before. The Council Office was also needing to upgrade the Council's software since most of the Council had the new software on-line but we also had the ability for putting Netscape and internet access too. This was something that the Council needed to be talking to, once the Council got through the next week or so. He felt that things had been so harried that he didn't want to bring up some of this inside stuff or put anything on the computers until we were ready. He thought that this was the next step, to decide on the hardware that met the requirements and then he would come back to the Council and let them know what that hardware and software was.

In this next year's budget he cut about \$11,000 out of the equipment capital outlay budget thinking that we could utilize it and shift it because we had a \$32,000 increase due to PERS expenses. He thought we could still get by with some of that and keep that capital down but that was going to leave us a little short next year. He would try to give the Council an update on that over the next couple of weeks and get the final numbers down for the archiving processes. He felt that the Council needed to get moving on this and so the end of the process would be that all the electronic things would be in place. All the minutes that were taken on the diskettes now for about the last year we had actually been archiving all the diskettes and all the electronic media that we had had for the year and a half or the year we had been going through so we would be able to put these directly onto a CD ROM. When the Council Office had archived everything, everyone would be able to go back and access a 1982 ordinance or resolution with the documents that had to do with it right from your PC. The Councilors would have all of the Metro law available to them at their fingertips. That was the goal and it would all be fulfilling state archiving law. This was the big project first. He noted that there had been a transfer to the M&S budget for the printing and the postage. He asked if there were some questions concerning this issue. He then wanted to cover some additional items and have a general discussion. Any questions on this part?

Councilor McFarland asked what had been put in the M and S budget?

Presiding Officer Kvistad responded that the Council had transferred \$6,000 back into our budget to cover the cost, allowing the legal staff to prepare the record for appeal for the documents that we had to have on the Functional Plan. It was anticipated that we're going to have, if not the same level, more printing, postage kinds of expenses. The Council never really had been through one of these rushes before, the Council was finally implementing the Council's decisions that were impacting people. He thought that the framework plan elements over the rest of this year was going to be pretty heavy because all of the specifics of the framework plan and all of those elements were going to be controversial and he thought this was going to require on the Council's part a lot of outreach as well as a lot of request and responses to documents. The Council Office had been getting a tremendous number of requests for documents, for agendas, for packets, it was just been unbelievable. The printer and copier were starting to bite the dust so

last year we ordered a new printer and the beginning of next year's budget we would have a new copier in the Council office that we budgeted for the last 2 years. That would help with some of the paperwork flow that have created bottlenecks. He didn't want to have to go outside to an outside agent like Kinko's that we could do here on short runs to get people what they needed but it was going to be tough and the request for maps which we didn't even deal with in this budget was pretty outrageous, people wanting to know their parcels. He thought that was going to get a little easier and a little lighter once we got done with the next week or so, at least that portion of it and hopefully it would cool down until we got into the potential fee stuff.

Ms. Billington thought that the Council would probably have one more major printing expenditure and that would be for the Urban Reserves when it went to LUBA. The Council Office had tried to keep up with at least cataloging all of the records that were received. She thought that the Council could plan for that and it would probably be within the next couple of weeks. She didn't think it would be the \$6,000 that was spent the last time but it was something we had to anticipate because legal was already letting her know they would need a duplicate copy of the URSA records.

Presiding Officer Kvistad asked if there were any questions as to where the Council was? He noted a list of items before the Council. He suggested starting through these items and having a general discussion which was what the whole purpose was today. The first thing was getting into mailing lists and postage. This was where he needed some direction from the Council. The Council had talked for years about community outreach and the fact that there wasn't any or very little. It had always been a point of real contention as to whether or not to put the money in the Council budget or elsewhere to deal with postage and printing for individual Councilor expenses. He was going to try to put in a general context what the Council thought the needs were which meant he needed some feedback as to which direction the Council wanted him to go on some of this. There were 2 parts to this, first was mailing lists and having lists available of constituents, who they were and where they were so that Councilors could reach them if they so choose and the second was postage expenses or expenses for general outreach and community outreach. The Council had talked about this issue for the last couple of years. The Council had talked about utilizing the councilor expense account budget and making additions to those in order to allow for more citizen contact so that a Councilor could at least send out some general mail. It had been his goal to put another increase in that line item but in this environment, putting a line item increase that looked like the Council was moving councilor expense accounts up was just not something that he thought he wanted to do. The Council had a situation, where within the Urban Growth Boundary there was about 80,000 total households if you broke every family down to the address, not voters, but households in each district. Figuring about 35-40 cents a piece, that would require anywhere between \$25-32,000 per councilor just for the Councilor to do one mailing, either in a year or a 4 year cycle. If it was broken into a 4 year cycle that kind of money would allow the Councilor to do one mailing using about \$8,000 a year, but he didn't know if the Council had those kind of resources, if Metro was cutting back on tipping fees, to do those kinds of increases. He added that up to now the Council had spent about \$10,000 in postage so far this year. That was where the Council was in terms of budget. We were expecting and anticipating before June, at least another \$5-7,000.

Councilor Naito noted the 2040 mailing list, she knew there were people on there who wanted to get the mailings. She suggested that the Council may want to cull those people out and continue to mail to them but she thought there were people on there who maybe came to something and maybe we should be putting some of that money into people who didn't know about Metro but were interested in staying on the mailing list.

Ms. Billington explained that was why the Council Office occasionally did a mailing not bulk. Those that were returned to the Office as incorrect addresses could then be taken off the list.

Councilor Naito said she didn't know how good that list was and it sounded like the Council Office was keeping it up to date. In her opinion, on the mailings to the district, she supported that

and she thought it should be listed not as a discretionary item but an amount that would be available for that purpose only which would be mailing to constituents rather than in a discretionary budget.

Presiding Officer Kvistad acknowledged that was what he was looking at too and he felt that the Councilor expense accounts should be for expenses, for travel, for publications, for those things. If the Council was going to put in line items for community outreach, which he thought it should. All of the Councilors had gotten hit with the fact that everybody was saying "we didn't hear about it, why didn't the Council send me something, why didn't you mail me something." The Council just hadn't had the ability to do that.

Councilor McLain said she would like to see an agency wide mailing list, what we've ended up having was a purging problem. The Council had solid waste lists, 2040 lists, people who wanted to know specifically about urban reserves, a wide variety. The Council Office needed a master list that could be picked out, as the Council needed the different mailings. She thought if we worked as a Council Office to work with the executive on that issue that there might be some overlapping duplication that we could cut out and there could be an efficiency here. The other element that she wanted to talk about on the mailing was the fact that there was some efficiency that we could work out through having mailings that both Mike Burton and a councilor of a particular district, or the council, if it was going to all districts, where postage expenses could be shared, where it didn't always have to be "the councilor" or "the council" but it could be an agency mailing? She would like to look into that a little bit more.

Presiding Officer Kvistad thought that probably would be a real good merging of the two, to work with Mike and if something went out into an individual district that Metro was sending, or region wide, it made a lot of sense for Council, despite the bumps he had had with Mike over certain policy stuff, it would be probably helpful if the Council had some way to overlap those mailings to allow some outreaches from the executive as well as where the Council was. He added that, while we were the Council, we had gotten into a lot of this council versus executive stuff. He would really like to have this be a Metro project.

Councilor McLain was thinking one step further. There are times where for, solid waste for example, there was a department mailing that was going out for a specific purpose, whether it be transportation or anything, and there were some opportunities there that the department could say well this was an opportunity for the executive or for the Council to put something in that piece that was being mailed. There needed to be a better coordination factor of what needed to be mailed out to their jurisdiction and to the individual households.

Presiding Officer Kvistad affirmed her idea.

Councilor McLain said for example in transportation, Metro was dealing with a light rail funding issue and the department was doing a survey, she was not talking about a Councilor piece that was going to be a political piece, she was talking about a Councilor piece that would be an extension of wanting to hear from, wanting to know about. She asked for the Councilors opinions on this. If there was any way for that kind of thing to be overlapped. There were some that probably couldn't be.

Presiding Officer Kvistad thought on some of the bigger mailings when growth management or transportation did department wide mailing, if the Council had the opportunity for the executive or the councilors versionized, to be able to put in a flyer or insert into an existing mailing that was already going out at Metro expense. He knew about having been in that business for awhile, he wanted to try to keep their costs as low as possible. You know by versionizing if you could do it, by a minimum of cost increase, that might be something that the Council could look into. The Council would have to work with departments and with Mike to see about what was the size of these mailings and what were the areas where there might be some tie ins.

Councilor McCaig felt like the Council was backing into it, the dilemma continued to be, did we want to increase the Council budget generally. The Council had had this discussion about the postage and mailing costs and the difficulty was either we increased it \$8,000, that was one mailing and the Council all knew that was a drop in the bucket and could not accomplish much with that. It was like the dark hole in Charles Manson's mind, it just kept getting blacker and blacker. The dilemma the Council was talking about was if the Council started putting money in this account when would it reach a level at which we honestly thought the Council was penetrating and actually getting some results from that. She thought the solution to that was the marriage of the postage and mailing and printing budgets that she had seen in transportation and growth management for the Council to be more involved in what's going out and having more ownership over some of the different pieces. Those were huge mailings that they did. There was no reason not to break them up by district and have personal message, all sorts of things. But she was really worried that if the Council started, that it was difficult to achieve what we all wanted to do which was more have contact with constituents.

Presiding Officer Kvistad said this was the one thing that the Council had not done. The Council had talked about it, around it, but that was where he thought we were coming down to. The only reason he had these numbers was he wanted to give the Council a context for what it would cost the Council if we wanted to go direct. The Council had to be able to do something because they were all getting beat up with "why didn't you tell me?".

Councilor McCaig thought that she was not in an unusual position on this one, a minority position, but she thought the charter as it was constructed, didn't intend for the Council to be a full time political paid Council and that the Council needs as a result of that were significantly different, that this originally was more of a school board kind of opportunity as it was originally envisioned, that people would run, it didn't have salary attached, when they did attach a salary it was for one-third the salary of a district court judge, or two-thirds the salary of a district court judge and then it went to full time. They intended the Council to not be a full time government or necessarily a political launching pad for further outreach and that was why the budget had always been weighted in the executive for printing and materials. That was why it was been educational, that was why all the money had been over in that category. The question was broader, whether the Council was going to move from the restrictions kind of imposed on the Council now by the charter and what the Council believed to be the needs which were different and whether the Council wanted to see that shift occur and, if the Council wanted to see that shift occur. That was the discussion that would change the Council budget which was back to whether the Council wanted to have assistants, to have an opportunity to do their own newsletters, that was a different kind of government than what existed right now.

Presiding Office Kvistad said he didn't want to get into the assistants issue right now.

Councilor McCaig said she was not using that as a negative, she was using it as a distinction between other full time governments.

Presiding Officer Kvistad said yes, but it was used and that was a problem before.

Councilor McCaig continued, there were other things that the Council could build into a government if Metro was going to have a full time or a more active policy making board. So she would think the Council would start with, do we want our overall Council budget to be more next year than it was this year. She knew the Council had a position that hadn't been filled for a year which was an opportunity for the Council to do some different kind of things if the Council wanted to fill that position without seeing a significant change in the budget. That was a good point. The Council was going to be looking at the people from the zoo, going to be dealing with other local governments that had significant cuts and as we talked about the Council as a government, did we want to be the only ones out there who were seeing a significant change in our own operating budget. She thought it was worth having a discussion about whether that was a good thing to do.

Presiding Officer Kvistad indicated that was why the Council was here.

Councilor Naito had a different perspective on this based on her reading of the charter in a sense that even though the Council was considered to be part time, and she agreed that this was not a full time job, it could become that way, this could be a 60 hour a week job and that was fine, she was trying to keep it part time, and having come from another branch of government which was also a part time policy making one, she also did think that the Council had responsibilities with respect to the work that they were doing and input from the community as to the direction they wanted the Council to go. She thought, without the adequate budget to communicate with the constituents to say, what was their opinion on this that the Council was doing, to help guide the Council's decisions as the Council was making them, not that the Council would just automatically do what the majority of the people wanted. She thought people were very interested in the issues that Metro was working on and needed to be informed and not always singularly, just transportation, but they were interested in how it all worked together, the transportation, the planning and everything. That was something that a Council person could put out, whereas transportation might just be putting out their thing on one specific project. She had a little different take on it and she did feel strongly that she did not want to see the Council increase the agency overall in terms of Metro and go up. She did think that looking at restructuring within the agency as to what the Council felt was important was something the Council should look at. She didn't want to increase Metro's budget and if that was what it took, then the Council had to learn to live with the existing amount of dollars that they had and so be it. If there could be some restructuring of the agency she was definitely willing to look at that and thought we had kind of a duty to step up because there was a real need out there and with all due respect to the executive it was a different way of looking at it. I felt that the school board, and this was an editorial comment, but she thought the Council was probably looking at a more active coming with some of the people that were running because of the perception that Portland had a strong superintendent in Portland public schools but the board hadn't been particularly strong, some members had been, and she thought there was a real need now for stronger board to step up and say our schools were getting destroyed. Likewise she saw here at Metro, not to say that Metro shouldn't have a strong executive, she thought Metro should, but she did think the policy made sense, the Metro elected regional representation, their mind on how they thought about things. The Council was reflecting those views so she felt that it was better toward communication, one mailing every four years was probably not enough considering the functional plan this year which was big stuff, the urban growth decisions, and the light rail was a big issue in her district.

Councilor McFarland thought that she wanted to go back to what Councilor McCaig said. She said if she was paraphrasing it right, what Councilor McCaig was saying was our philosophical direction needed to dictate how we set our budget to do what we philosophically wanted to set out to do. One thing that had happened, perhaps this year or last year, and she went back far enough when the Council was definitely school boardish, and staff driven, what had happened this year with our constituencies was that they finally had figured out that what the Council did mattered and mattered a lot. Prior to about the last 6 months or a year, they honestly didn't, they didn't know we existed nor how we operated or anything else. She thought the Council needed to think in terms of a way to communicate with constituents directly. In the Council's own words which other officials had agreed with her on, if we wouldn't believe everything in the paper that we read about those officials, they wouldn't believe everything in the paper they read about the Council. She believed that philosophically the Council had not communicated adequately. She did not believe that one mailing would do it. Number one, they get that kind of a mailing, chances were the majority of them would throw it away anyway, even if the Council send them 3 redundant copies. She thought the question was did we indeed want to take on the responsibility of doing our own kind of contact, did we want to do it through departments that Councilor McCaig described, and have a section, a paragraph, whatever, or how did we want to do it and how much more expensive would it be if we mailed out enough to have a real impact, one mailing wouldn't do it and maybe even one a year wouldn't do it.

Presiding Officer Kvistad added that he wanted to keep the Council's focus on here was, regardless of what we did we couldn't do it in one fell swoop and be out there and up to speed but what we had done was be penny wise and pound foolish. The Council had talked about getting a staff member to head each committee, suddenly this became council assistants. It was never intended to be that last year, so all of a sudden the Council said, what was that? And then, every time the Council talked about our budgets, we were looking at, we were not looking at the function. Whether the Council liked it or not they were the premier regional government in the United States. The had constituencies of 200,000, the Council certainly was not school board people. The responsibility the Council had here, not only for solid waste and other things, for land use alone was huge, it affected every jurisdiction and the Council needed to have some outreach. She knew most people around here were giving speeches and were in their community all the time. In looking at his calendar for last year, he had given 400 presentations or speeches since he was elected. And it still didn't scratch the surface. Even when the Councilor was out there. Now the Council needed to have something to supplement their needs and maybe this wasn't it. He thought we needed some of this. He suggested starting by getting what the needs were and then the Council could get down to a couple of things that could be done to enhance.

Councilor McLain suggested, that out of respect to Councilor McCaig's issue, the Council start with a philosophical direction. The philosophic direction that she had wanted to take for 2 1/2 years had been she wanted to be able to do her job well. That was the bottom line. That was all there was to her philosophic direction. She wanted to be able to do her job well. And she thought that as it reflected to the budget, that she was always looking for economy in scale, she was looking for economy in the budget generally speaking, looking for ways the Council could reorganize and get a better connection and better communication. But the bottom line was she had mail she needed to answer, she had people, she could only do so many coffee klatches and she could only do so many breakfasts and lunches and dinners and midnight whatever with the length of the meetings and things that went on in these communities. But she had to be able to function by dealing with responding to constituency needs and constituency questions and that's what she wanted. She didn't care where the Council got the money from, if it had to come from reorganizing just the Council budget, or if it had to come from reorganizing some of the ways that the Council connected with other parts of the agency in the review of that budget, that was fine. But she wanted to be able to get the mail back to the folks that wrote her and call back to the people that called her. And she was here until 8 o'clock last night and still had a pile this tall on the desk and it was not because the clerks weren't working hard, it was just the fact that there was just too much for the Council to work on. She would like to see the ability for this Council to send out more items. She was not wedded to a newsletter, but she wanted more contact with them other than just what they read in isolated articles.

Councilor Morissette asked the Presiding Officer if he had an idea as to an amount? He didn't know how much longer the Council was going to have this discussion.

Presiding Officer Kvistad responded, 45 minutes.

Councilor McLain asked about the video item that was on the list. She said that the Presiding Officer had asked what the Council's needs were.

Presiding Officer Kvistad responded, we'll get to some of those.

Councilor McLain asked if they were doing specifics? She meant as far as the coverage by the cable companies, she thought that was a part of this all, and she would like to see the Council work on that too besides postage.

Presiding Officer Kvistad said yes, it was not just postage and printing, what it was the Council trying to distill all of the things that he had heard over the last two actually four years that some of the Councilors had talked about, the last two in particular, who know now what kind of avalanches came to all of the Councilors on simply this part of the process let alone what would happen at

the point where there may or may not be an urban growth boundary expansion. This was nothing to where that decision would be, the thing was that the work of the Council was the work of the Council and the Council had got to do something because we had people that were screaming because they couldn't get the most basic of information. A lot of the stuff that the public had been hearing was wrong and we needed to do this so there was a couple of different options here, the newsletter, or personal outreach, or whatever the Council wanted to call it, that was just a potential. He didn't have any line items or numbers attached to these, it was just which areas did the Council think were important, then he would take those and try to distill them into developing a program and bring it back for the whole Council to review.

Councilor Washington said one thing that could be done was to ask Lisa Godwin if she could identify what pieces went out, for the last year, in this agency by department, how many pieces, and get that back to us for our next meeting so that we could see what kind of opportunities there were for the Council to dovetail. The Council had got to know what they were. And secondly, he was not interested in debating the charter or the intent of the charter but he thought the only thing part time about this job was the pay for most of the Councilors. That was not a slam, it was just a fact of life. He thought everybody here put in major time, lots of meetings and the Council understood that when they took the job. So that was not really an issue. Secondly, the Council must address the issue of the Council staff. The Council must have a staff that they were not killing. The Council could kill themselves, they seemed to delight in it, but he was not certain that they delighted in it and they were not going to say anything about it. So he thought that the Council needed to address the issue of taking care of the staff. The Council needed to do what they were supposed to do here and quit coming around every year with the newsletter idea, \$8,000 to send out 20,000 pieces. Okay, that was it for 4 years. He suggested that the Council see what they could dovetail with what was already going out, perhaps the Council could get that under some kind of control where we could be part of it and then do whatever we wanted. His primary concern was that we were going to continue the Council must be able to not kill the staff. He had said it more than once, he would keep saying it because they wouldn't.

Councilor Naito added, just to tie in with that, she thought both issues were really important, the outreach and also the staff. She didn't know the position that the Council hadn't filled and what exactly that would do, but in terms of analyst type of help, Michael was trying to do, he had the growth management stuff which was a full time job plus it was actually probably enough work for 2 people, to really give us the kind of analysis that the needed on this and plus he was doing regional facilities which the Council now had a lot of work looking at how the transition went as well as other things in Government Affairs. She thought one person should do the framework plan and there was going to be enough for probably two people on the growth issue alone which was one of the most important things the Council had under the charter. She did not think the Council could let that part slide in terms of making sure the Council had the information. The Council needed it to be brought together in a certain way, he was doing a fabulous job, but it was just a ton of work.

Presiding Officer Kvistad added that in 1992, 93, and 94 the Council had 4 analysts to do this for a workload that was half of what it was today. This government wasn't what it was when the Councilors ran. In 1992 when he got on the ballot it was a 50 cent per day per diem one night a week. Then they passed the charter which he didn't vote for in November and suddenly it was a "half-time job with a part time salary", well that was fine. It was not that any more. It was a full time job with a part time salary. The Council signed up for that gig, that was great. It was a great place to be and he enjoyed it but the Council needed to reevaluate where they were. The staff issue was the next thing up and that may be the place to go now. The Council did have a couple of other outreach potential. The Metro Matters programs a monthly event, put on with Lisa Godwin and the rest of her staff. He thought that there was a series of 12 and they ran about \$1,000 a program. It dealt with Metro issues in general. He thought they were a pretty tremendous outreach tool. Most of the Councilors were invited at one point or another to be on the panel discussion so it was open and Mr. Burton was involved, the Council was involved, staff was involved. One of the things that he thought the Council might want to look at and discuss was

whether or not to bring back Metro Matters and fund that. While the Council was talking about funding the program and while it would be in the Council budget, he was including Mr. Burton in this issue as well. It was not just the seven Councilors and Ms. Dow, it included all of the elected officials. He suggested taking a look at the program, whether or not to resuscitate it and bring it back in because at least it reached a cable audience and a lot of the land use issues had been dealt with on the program. The Council actually had the chance for half an hour to put up the maps, talk about what the Council was doing and have that kind of an interaction. Some of the series actually had call in, he asked if anybody participated in those? For those that did, did they like them?

Councilor Washington expressed his surprise of how many people watched cable TV and they watched the Council meetings quite regularly. He hears from them a lot concerning what the Council was doing, saying or didn't say. So he thought that that was a good outreach. If Metro put that back in it was going to reach a lot of people, it was going to give every Councilor the opportunity to have his or her views heard so he thought it was a good program. He asked what it cost Metro last year?

Presiding Officer Kvistad responded \$1,000 a show.

Councilor Washington asked how many shows were done?

Ms. Lisa Godwin, Media Coordinator, responded, 8-9.

Councilor Washington suggested that the Council consider this, if the Council wanted to do 8 shows like that, that was really giving everybody more opportunity to be heard. If the Council did one mailing for 20,000 people, that was \$8,000, 8 shows cost \$8,000 and everyone got the opportunity to get on and talk about issues that were truly important to their particular committee.

Presiding Officer Kvistad suggested that Metro needed a balance, a mix of media.

Councilor Naito added that she hadn't been that much of a fan but she thought it was something that should be on the table, something we should take a look at in terms of who really watched them, people were so busy in their daily lives, they would more likely read something than turning on the TV at a given time to watch a given show. She suggested putting it on the table and study it more. She may be totally wrong on this if there were a lot of people that watched this.

Ms. Alexis Dow, Auditor said that she was on Metro Matters twice and she had to say her feeling was like Councilor Naito's. But she got so much feedback, she was surprised that people who channel surfed, when they saw a familiar face and heard them talk and they stayed on and looked at it. Several times people mentioned the program to her, but then they actually talked to her about matters that were being covered. She concluded that she was totally amazed at the number of people who watched.

Presiding Officer Kvistad said if it was done from an agency perspective he thought it had some potential in terms of value there. He was trying to get 2-3 things for each Councilor or on their issues or for their committees as the committee chairs, to have at least come physical outreach in terms of mailing potential, to have more of a presence on the cable access, more outreach to the media, just talking a little bit more and being more active. He didn't know how much more active the Council could get, he didn't seem to have much more time in his day, and he did not want this to be perceived that he was looking for some extra publicity because of something he may or may not do later. He wanted to be up front, he felt that the Council had a real need here to do this and he found that everywhere he went. He went to as many city council meetings as he could, at least once a month, to be at his city council meetings. It was unbelievable how many people had said they had heard this, why didn't the Council send them something or why didn't the public hear more from Councilors. Why didn't they get something, why didn't they know what was going on. He didn't think with the decisions that the Council was making that the Council could afford to do

that. He thought it was really letting their constituents down and was doing a real disservice on a lot of the issues. So this was at least on the table. He suggested that the Council think about what was important, he would develop a set of proposals, these were talking points. If the Councilors had some specifics that they thought about afterwards, bring them the next week and he would try to put together a list of different packages of things so the Council had some options to choose from in terms of maybe going for a couple of these different things.

Councilor Washington addressed Ms. Dow, the Auditor. He was on one of those shows with her. It was amazing how many people called in and said they sure enjoyed seeing Alexis on the show, really. He added that the Council Office currently have a mailing list of 14,147 on the council list and that was amazingly pitiful.

Presiding Officer Kvistad said he would sit down with Jeff Stone, include Lisa Godwin if she had time over the next couple of days. He wanted to try to get something in place so that as the Council got moving towards the council budget that they had something he could present to Councilor McCaig as talking points for budget discussions and that everybody had talked about. If the Council didn't get a consensus on some items then they would not go that way, if there was some consensus on some things that they thought were important, then the Council would try to include them. He would then ask Mr. Houser to find the resources out there to do some of these basics pretty easy without increasing the Metro budget. It would be an increase in Council line item but it would not be an overall increase in the Metro budgets.

He then reviewed staff concerns and needs. It was his intention over the next 2-3 weeks to finish a job description for the open staff position and what that would be was a third half time analyst and half time information service specialist, specifically in the area of archiving. The intent would be once the archiving was done to transition that person in to full time analyst. The Council and Office just couldn't keep going this way, in terms of the work load we put on the Council Office. The analysts went from 4 people to 2, over a period of 2 years. The Council had put themselves at risk of not being able to get the work done. And it wasn't that the analysts weren't doing great work because they were, but he thought the analysts needed some more help so that was going to be what he was going to put together and put it on the table for everybody for general discussion. The Council had had the debate over whether or not to hire, he had tried not to do it to save the council budgets and hopefully have that as a savings at the end of the year but he didn't think we could afford to do that any more especially looking at the framework plan elements that were coming. So that was his intention, was there any feedback?

Councilor McCaig said yes, in terms of a difference in perception. She would say it was a little differently which was the Council still had 4 positions, there always had been 4 positions. What the Council decided to do 2 years ago and last year, 1) converted one position from an analyst to an assistant to the presiding officer and hire a manager of the office. In addition the Council had had a vacant position for over a year which everybody had agreed could be funded so she had a little different perspective that the Council had gone from 4 to 2, the Council still had those 4 positions, they were still the same 4 positions the Council was just using them differently as a result of the review that they did 2 years ago. The Council decided to go for an office manager and split that position away from the assistant to the presiding officer so the Council had one empty position that had been empty for a year, it was a \$50,000 a year job, it was a great job. Hire it. That didn't change the budget, it was a good thing. We should have done it a while ago.

Presiding Officer Kvistad thought that that was the direction the Council was going to go and noted that back 4 ago the Council had 10 people and the Office was now down to 8, actually 7, this would bring the Office up to 8. He thought it was time to get there based on their discussions of late last year where they were going to try to save some additional dollars and see whether the Council could get by with 2 analyst and the Council couldn't.

Councilor McFarland added that Michael and John were so good that it had been difficult for the Council to find anyone to fit into the routine.

Presiding Officer Kvistad said that he had received a letter from Human Resources. When they had done an overview of the council office staff because of a request by one of our staff members, they found that the Council Office had a disparity they had asked the Council to address in the council budget. It probably meant an additional \$6-7000 increase in the staff line item. That was on the high end, that was if the Council assumed an 8% increase in the cost of living and salary adjustments at year end. He didn't anticipate it to be that much. There had been an averaging of about 4% in terms of cost of living increases and yearly adjustments.

Councilor McFarland asked if the Council had been aware of this before or had there been any kind of a conscious thought process that allowed this to happen?

Presiding Officer Kvistad said this was something that Human Resources found in dealing with a situation that they were having. They were going through the Council based on a request by a member of the council staff looking at salaries and levels and they found a disparity. They had made this assessment and brought this to his attention. This was not something that he had brought up but Human Resources had made a recommendation to him and thought that in order to make sure that the Council Office did not have a disparity that the Council might want to address it in our budget. So he thought that would be part of what he'd bring forward in the next week or two, he would figure out exactly what that would be, figuring a modest increase instead of 8% do the standard 4%-5% that he had actually been giving the staff in terms of adjustments. He would bring this forward within the next several weeks and adjust the staff budget based on this.

The next one was kind of more fun. The Council had been having fun with MPAC and fun with the ancillary committees and he thought that over the next couple of months it might behoove the Council to have a debate and a discussion amongst themselves and then probably some outreach to develop a better relationship with MPAC and with the ancillary committees that were out there. He thought that after tonight's meeting and once the Council finished with some of the specific discussions that were coming with this land use stuff that it might be a good time to sit down and reevaluate where the Council was, how they work together, what MPAC's role was vis a vis the Council and how to develop more positive relationships there. He thought personally that the Council got along fairly well with most of the members of MPAC but there had been a real disconnect over the last couple of months that the Council had to fix. He thought the Council needed to get that dealt with sooner than later. So between that and some of the ancillary committees, the many other committees that the Council were all on at the beginning of the year that they signed up for, everything from the intergovernmental committee with Vancouver that Councilor Washington sat on, south north JPACT, MPAC, MCCI friends of the Zoo, etc., he thought the Council needed to evaluate whether or not and which ones of those were most important for the Council and the rest of them see if the Council could spin them off.

Councilor Naito said she was on some committees and she had asked staff to be sure and let her know when some of these meetings were. Some of them, she wondered if there was a meeting and she didn't know when or where they were meeting so maybe people didn't realize that the Council was actually part of their group so maybe the Council should either find out if they still needed them or the Council still wanted to be involved or get off the committee. It didn't make sense to be on a committee if one didn't know when they met.

Presiding Officer Kvistad suggested the Council reevaluate the committees that they were on and the things that they were required to be on because it was getting to the point where it was impossible to do all of the ancillary committees.

Councilor McLain said there was a list on Intergovernmental Council last year, a list of all the committees with recommendations of all of the committees that existed and whether they were chartered, whether they were advisory, whether they were whimsical and whether it was

necessary for the Council to continue serving under law and whether they had the option of getting off. Michael had the report and it was ready for action.

Presiding Officer Kvistad asked Michael to get that and the Council could get moving because it was about time to do that. There were just too many. The Council was getting calls from people who said what was this and why was the Council doing it. Some of them were very important and the Council needed to be involved but some of them just had outlived their usefulness in terms of Council participation and they had their own agendas.

Next thing was scheduled Council Work Sessions on policy development. The Council was finding as they got to the framework plan elements over the next couple of months, going through the first year, that they were going to need to have some time where as a group of 7 they sat down and talked about where they were philosophically on policy directions, on some of these issues. and maybe deal with some of these before they went into committee process and before they went to an advisory committee because they were getting to the point now where things were spinning around, they were hitting the Councilors in the forehead that they had never seen before. They saw that on Thursday where something the Council had never seen before was suddenly there and he thought there was some major policy points that needed to be addressed. So depending on what the Council saw in terms of the schedule, he would like to try for at least every quarter, so every 3 months, every 2 1/2 -3 months to set some time up for the Council, to be able to go to the tower room and get a list of 2-3 topics to go over so that they actually had some idea of a direction they wanted to go on some of these functional plan elements as well as solid waste or any of the other greenspaces that were up coming. Did that sound like something people would object to?

Discussion followed and agreement that it would be best to keep the work sessions on the Council meeting days.

Councilor Morissette asked the Presiding Officer if he was going to make a proposal on the council budget, to come forward with some kind of proposal to deal with the issues he had heard from the group today and the goal was to keep the Council total budget and the whole government of Metro, in its current form of one form or another.

Presiding Officer Kvistad said that was correct and added to look for savings in the agency to allow the Council to do this. He then asked if anybody have any specifics, anything the Council hadn't talked about that people wanted to bring forward? Okay, he would around over the next week or so once the Council had voted on the urban reserves, do a walk through and try to get ideas as to what people needed. If they had got some specifics, write them down and bring them into the office and put them on the desk and he would try to form them out and figure out what the cost would be and then share with Councilors what other Councilors needs and wishes were. The ones that looked like they were supported by almost everyone would move forward and the others would just drop off the list.

Meeting adjourned at 4:45 p.m.

Prepared by,

Chris Billington
Clerk of the Council

| DOCUMENT NUMBER | DOCUMENT DATE | DOCUMENT TITLE | TO/FROM |
|-----------------|---------------|----------------------------|-------------------------|
| 022697cw-01 | 022597 | memo budget work session | councilors from Kvistad |
| 022697cw-02 | 022697 | expenditure overview to 7 | billington |
| 022697cw-03 | 022197 | council expenditure detail | |
| 022697cw-04 | 022097 | fund account detail | |

