

## MINUTES OF THE METRO COUNCIL WORK SESSION

January 11, 1996

Room 501, Metro Regional Center

Councilors Present: Jon Kvistad (Presiding Officer), Susan McLain (Deputy Presiding Officer), Patricia McCaig, Don Morissette, Ed Washington, Ruth McFarland, Rod Monroe

Councilors Absent: None

Presiding Officer Kvistad called the meeting to order at 12:40 p.m.

### 1. REPORT FROM METRO EXECUTIVE MIKE BURTON

Presiding Officer Kvistad introduced Executive Officer Mike Burton. He explained that he had asked Mr. Burton to give the council an overview of what is coming from each Metro department in the coming year. The purpose of the request was to give the Council Standing Committee chairs and members more information, clarification, and direction as they prepare their work plans. He further explained that the presentation by the executive was intended to be a general overview.

Executive Officer Burton began by saying he had been asked by the Presiding Officer to provide calendar information to the Council. He distributed a hand-out which has become part of this record. He explained that the document is marked "draft" because the information was extrapolated from a master calendar which is being developed. The report is broken down by departments within Metro. He proceeded with comments on each section or department:

#### EXECUTIVE OFFICE

Mr. Burton mentioned the upcoming special session of the Oregon Legislature February 1, 1996. He suggested discussion about a Metro presence in Salem.

The departmental budgets are being developed at this time. Metro's membership in various organizations should be addressed prior to putting the budget together.

Mr. Burton said that he is involved in an urban services boundary dispute between Washington County and the city of Portland that he hopes will be concluded soon.

The executive stated that hopefully before September, 1996 there would be some discussion between he and the Council regarding process for the 1997 Legislative Session.

#### REGIONAL FACILITIES

Mr. Burton reported that the permanent transfer of Expo and Regional Parks and approving the final IGA with Multnomah County seems to be moving along. He acknowledged that

Council had recently taken action to extend the process another 60 or 90 days so they could get through it and it would probably come to Council in February.

He said that the resolution for permanent transfer of the PCPA was progressing. The last meeting of the Consolidation Task Force between the city of Portland, Metro and MERC was held January 1, 1996. They will be coming to Council with a final disposition recommendation in June. One recommendation the Task Force is making is that there be a process set up to occur no later than June 30 as to where ownership shall reside and what type of organization will be used to manage the facilities.

Mr. Burton mentioned Civic Stadium. There was a discussion in the transfer committee about the stadium task force reporting back in April of this year. An ordinance which would amend Metro Code to govern convention, sports, and spectator activities will need to be done by next spring.

He reminded the Council about the possible expansion of the convention center. Price Waterhouse has completed their study and suggested that the Council might want to revisit that issue soon.

#### ADMINISTRATIVE SERVICES

The Executive Officer reported on a number of activities in Administrative Services. An ordinance amending the contract code is expected to come to the Council in March. He mentioned a supplemental budget request would be coming in February or March.

Primary activity is currently centered around budget preparation. He hopes to be able to bring a contract for a new Management Information System in April or May. This will be a major technological improvement for the agency.

Mr. Burton said that he has asked that Metro codify its fiscal policies, which has not been done in the past. That action item is expected in the spring.

Councilor McLain asked Mr. Burton about the Ordinance amending the contract code and to what committee that would be assigned. Presiding Officer Kvistad said that would be a decision of the Council.

#### TRANSPORTATION PLANNING

Mr. Burton said the Regional/State Coordinated Position Paper to re-authorize ISTEPA and Metro's role as an NPO will be sent to Council in February. He continued to say the Council will have an opportunity for some discussion around JPACT's relationship to the NPO.

He went on to say that segment 1 funding commitments are there for South/North and funding commitments for the completion of the West Side Hillsboro project will need to be done in February.

Mr. Burton said in the Spring, 1996, the EIS on the South/North alignment decisions will come to Council. The final land use decision regarding alignment is expected in the Spring, 1997. He mentioned the 1997 time line because it is a continuing process.

Transportation finance issues concern whether or not Metro should place a measure on the ballot in 1996. He reported that JPACT had not decided as of January 11, 1996. The Governor has asked Metro to join with him on a state wide effort on the question of transportation.

The region has an obligation to return to the '97 Legislature with proposals to reduce the need for state funding for South/North by \$75,000,000. Mr. Burton said he is meeting with Tri Met General Manager Tom Walsh, as Tri-met is developing a proposal that JPACT and Metro will have to endorse.

The Congestion Pricing Pilot project is being initiated to get us through 1997. The Executive said this issue generates a good deal of public attention.

The adopting of a new Regional Transportation Plan aimed at implementing 2040 and meeting state and federal guidelines is an ongoing process which the Council will continue to receive reports on and have input into.

A request for TOD money from the federal government will go out in April. It will be a revolving fund for land acquisition. Sight selection should come to Council in the Fall, '96.

Mr. Burton next subject was the Zoo. The Re-assignment of the \$100,000 budgeted in 1995-96 for review of the master plan, survey of the proposed project site, a vegetation survey and story line development for the proposed project is expected to come to Council in February. Also in February the Council should expect a request to move \$50,000 from the Capital Fund Contingency and a resolution referring a measure to the voters for approval of a bond.

#### REGIONAL ENVIRONMENTAL MANAGEMENT

Mr. Burton reported that Regional Environmental Management will provide a status report to Council on the re-bid for transportation of waste from Forest Grove January 18, 1996. Solid Waste rate changes to make them more stable and equitable will come to Council in March.

He mentioned the Jack Gray potential of going public. He explained that a change in ownership would represent a contractual change for Metro that would allow Metro to make some confirmation of current status. He said he has asked Jack Gray what the company's plans are. A response is expected shortly.

Councilor Monroe asked if there is any chance of shortening the contract period with Jack Gray.

Mr. Burton said essentially we are 15% of Jack Gray's total business. The company's financial security is largely dependent on the Metro contract which may make the terms non-negotiable.

#### GROWTH MANAGEMENT

In March Council should expect a change order for BFI to divert dry waste from Central Transfer Station. And in April a review and evaluation of the Forest Grove Franchise.

There are many dates pending for Growth Management. Time lines for the Interim Measures Functional Plan and Legislative update of the Urban Growth Boundary are targeted for April, 1996. This will be followed by the Urban Reserve Decision in June, '96. The Metro Charter mandates Regional Framework plan should be introduced in September 1996 with final adoption scheduled for June, 1997.

Councilor McLain added that there is a time line that will come out with some possible changes to the dates suggested by the Executive Officer. These changes would come about as a result of discussions with Council, Executive Office, MPAC and the staff to determine any needs for reordering of the process.

Presiding Officer Kvistad said that the intent of these guide lines are to give the Council a rough overview of what to expect. The dates are not exact.

Mr. Burton agreed and added that the only absolutely firm date is the charter required date.

#### PARKS AND GREENSPACES

Moving on to Regional Parks and Greenspaces Mr. Burton reported that a resolution authorizing and RFP for the Oxbow Park Master Plan should be coming in February, 96 along with one for property management land acquisition agreement with the Port of Portland.

In April Council can expect an ordinance incorporating MCC Title 10 into Metro Code (Parks Rules/Regulations) and a resolution adopting the Ancient Forest Master Plan. The Howell Territorial Park Master Plan is schedule for June, 1996 as well as Rails to Trails Strategic Plan.

Open Spaces Acquisition refinement plans continue to be developed. Individually they can be expected at council from February until June of this year.

#### GOVERNMENT RELATIONS

Mr. Burton asked for some discussion soon about our state and federal legislative strategy. He spoke to the need to examine our whole range of lobbying activities. He said he has had an offer from a group of lobbyist to sit down with Metro to talk to us about public sector lobbying. In the past we have been attached to the Special District's Association. Metro is not really a special district and our lobbying presence and role needs to be looked at. He acknowledged the experience of individual Council members with the State Legislature but did say he gets nervous about how our presence on the federal side measures up.

To conclude Mr. Burton said he hoped his overview will serve the Council in their planning.

Councilor Monroe asked the Executive if Metro was going to have any representation at the upcoming Oregon Legislature's Special Session.

Mr. Burton said we no longer have a contract with Western Advocates which is why he believes there is a pressing need for discussion and action. They agreed that there was a definite need for Metro to have "eyes and ears" in Salem during the special session.

Councilor Monroe spoke to his experience and understanding with the Special District's Association. He said he was Council's representative to the association for the last two years and he feels that although Metro is not a Special District there were several times when our membership with the group did assist us in our legislative goals.

Mr. Burton requested a discussion on memberships in various groups and suggested that where we have resources is critical. This discussion will become part of the budget question.

Councilor Morissette asked Mr. Burton about the relationship between Council and staff and his intent as a Councilor to not be too burdensome and asking for too many requests. As a councilor he is being asked to make some pretty important decisions and he wants to make sure that his policy decisions are the best possible. He went on to say that he needed to be able to request information and receive it in a timely manner such that he is able to make a deliberate and considered decision. He sighted URSA as a prime example. His question was how to best accomplish getting his needs for information and time constraints met.

Mr. Burton suggested that a better approach for data requests be consolidated through Committee Chairs. He also reminded Council to allow time for printing and production. He further suggested that it would be best if Committee Chairs make data requests to Department Heads or directly to the Executive Office.

Presiding Officer Kvistad quickly reviewed how upcoming items would be assigned to the Standing Committees. Many are obvious, but for clarification he listed:

#### GOVERNMENTAL AFFAIRS

- Executive Office
- Legislative Session
- Lobbying
- Government Relations

#### GOVERNMENTAL AFFAIRS AND FINANCE (both committees to consider)

- Management Information Services
- Contract code changes

## **2. COMMITTEE WORK PLANS**

Presiding Officer Kvistad said he wanted to tie the discussion of committee work plans to the general overview. He suggested a 60 or 90 day work plan or set of priorities for each committee. He asked if working up a work plan would be a valuable tool for the Council members.

Councilor Morissette said he thought doing a work plan is excellent.

Councilor McLain said that in terms of the Growth Management Committee she cannot survive without a work plan. She said the first part of her work plan will be dealing with the time frame set out in the Executive's report. Her work plan will also address policy decisions and options the Council members have.

Councilor Washington said he definitely will develop a work plan. Regional Facilities is now at a point where most things have time lines set. He said his work plan will go out for at least 90 days and probably for the entire year.

Councilor Morissette said he has a preliminary plan of some things he would like to see done as a member of the Growth Management Committee. He said he is pretty close to developing a work plan for Transportation.

Councilor Monroe said the work plan for the next 120 days is the budget. He will be meeting with Jennifer Sims, Chief Financial Officer, and Mr. Burton to establish open communication so that the budget that we get is not one that has to be radically reworked. Councilor Monroe will be developing a schedule and time line as to when budget meetings will take place.

Presiding Officer Kvistad asked if the members would like a standard work plan form and offered his help or that of Assistant to the Presiding Officer, Jeff Stone.

Councilor McLain suggested all work plans be done using the same form.

Councilor McFarland agreed that a consistent basic form for the work plans would be good with each chair being able to give modifications because each councilor have different kinds of needs. In reference to the Regional Environmental Management Committee Councilor McFarland said Mr. Burton basically defined things that are already in process. She added the importance of the survey of Forest Grove operation and rate review as well as the possibility of cuts to the R E M budget.

Councilor McCaig said she will develop a work plan for the Governmental Affairs Committee.

Councilor McLain added that it was her understanding the Governmental Affairs Committee would also address issues regarding Council relationships between community groups like FOCUS. She suggested that be included in the work plan. She also mentioned that the Governmental Affairs Committee would also handle Council personnel issues.

Councilor McCaig indicated it was not her intent to handle personnel issues in her committee.

Presiding Officer Kvistad said he would be assigning personnel issues to the Governmental Affairs Committee. These issues would include: hiring, terminations, and evaluations. He said at this point there are two and possibly three open positions; Office Manager/Clerk; Receptionist; and possibly a public relations position.

Councilor McCaig asked about the role of the Assistant to the Presiding Officer. She expressed some concerns about that position handling public relations.

Presiding Officer Kvistad said his assistant, Mr. Stone, would be doing media relations for the Council for the time being. He continued to say that Cathy Ross had agreed to stay with the Council as Acting Office Manager and Council Clerk until a permanent decision has been made. He said the time line was 60 days.

Councilor Morissette suggested that the Boundary Commission work be part of Governmental Affairs.

Councilor McLain reported that the Boundary Commission was scheduled to complete its work by February 28 and could go to Governmental Affairs in March, 96.

It was agreed that a review of Standing Committee work plans be set for three weeks.

### **3. COUNCIL-EXECUTIVE RELATIONSHIP**

Presiding Officer Kvistad said that the Council could foresee some real bumps in the road both in budgets and issues coming up. He expressed a desire to be prepared to be able to enter those discussions with the Executive and clearly state what the Council views their role to be and how they will deal with the plan he has submitted. He reiterated the importance of a positive working relationship with the Executive.

Councilor McLain began by revisiting the Mission and Values statement developed by the Council a year ago. She indicated she still feels strongly about the Mission and Values and to her the Council/Executive relationship has got to be a very smooth process. If the Council has a structure that makes sense to its members it will also make sense to the Executive. If there is no agreement on the process no one else will figure it out either.

Presiding Officer Kvistad indicated a positive change from two years ago. He asked each Councilor to state what they would like to see developed in terms of the relationship between Council and Executive. He asked for comments on what was being done right and what could be improved on.

Councilor Washington say he doesn't see any glaring problems in dealing with the Executive. He said he thinks Mr. Burton and his staff are faced with difficulties in how Council requests information from them. If there is any potential for tension it is in that area.

Councilor Monroe said that on the positive side Mr. Burton is present at key meetings like JPACT. He acknowledged Doug Butler, Administrative Services Director, as one of the most credible people he has ever worked with and commended Mr. Butler for being a real asset to Mr. Burton.

Councilor Monroe noted that a negative is the perception that Mr. Burton is the "head" of Metro and is therefore asked by media and others his opinions on things and he speaks sometimes as if speaking for Metro. Some members of the Council take a little umbrage to this. Mr. Burton is often mistakenly viewed as the one making policy by the public. Councilor Monroe stressed that he does not blame Mr. Burton personally and suggested that it is the "nature of the beast". The transition in structure and authority brought about by the Charter may not have been fully realized by the public yet.

Councilor McFarland said that one of her primary goals as Presiding Officer last year was to help the Council and Executive get out of a previously filed law suit. She went on to say that her goal would not have been accomplished without Mr. Burton's cooperation. She said she

believes that the Council has progressed from being a divided group into working more cohesively.

Councilor McFarland illustrated further how some people do not understand the Council sets policy and Mr. Burton serves as administrator. She acknowledged that we are all still struggling with the transition from 13 to 7 Councilors. Mr. Burton ran as a political person, he talked about policy, he had the expectation that he would be able to implement policy. He knows that largely the implementation of policy that he wants to work with has to do with four votes on the Council. Councilor McFarland stated that she knows that other people do not understand this and sighted an example of a letter addressed to her but came out of Mr. Burtons office. The letter had clearly been sent to the Executive's office rather than the Council. She suggested the Council work with the Executive and the public to communicate the differences in authority between the Council and the Executive.

Councilor Washington added that he knows Mr. Burton is very clear about the differences between his role and the Council's. He said he has witnessed Mr. Burton correcting the misconception many times.

Councilor Morissette said that over all he had worked well with Mr. Burton. He had some fear toward the end of the year as the Council got into doing some serious deliberating about crucial issues. He found it difficult to get information from staff he needed to make credible decisions.

He said he will do a better job formulating his requests and hopes it will help solve the problem.

It is very important to Councilor Morissette that we disconnect with the Executive Officer at the point with which we request things at Council, whether it be by an individual Councilor or by going through the chairs of the Standing Committees, that Councilors have faith that the facts they are getting are just pure facts and that they are delivered in time to process information to a point of decision.

Councilor Morissette indicated some frustration on the URSAs that he felt the Council members were given very little time to grasp control of the decision and they were already being lobbied by the Executive as to what the right thing to do was.

Councilor Morissette acknowledged that the Executive gets some role in saying what he thinks is right for this region because he was elected but at some point we have to make sure there is a disconnect with the Executive and staff so that when Council asks for information it has no policy attached to it. He said it isn't so much a problem as it is a fear. Councilor Morissette went on to say he begrudges no one an ability to make policy, but when you control all the information it is frightening to someone who has to make the decision (using the information) especially when you have an executive who wants to be involved in the policy making process.

Councilor McCaig said that generally the Council has been competitive with the Executive and it has reflected badly on the Council. She feels the Executive has been a pretty good partner on most things and the reason he continues to get the press attention is because he has had a driven agenda and if the Council does the work they probably will get the press coverage also. She expressed hopes that the 60 day work plan rather than comparing ourselves with the



Executive all the time, that we understand we have a legitimate role and do the work deserved attention will be received. She stated that she believes the Council has not been a very good partner with the Executive and that we begrudged him his successes.

Councilor McLain stated she has found working with the Executive to have no problems at all and looks forward to continuing that this year. She suggested some improvement in coordination in terms of speaking engagements, contacts with press, avoiding duplication unless there are differences in position and perspective. She also complimented Mr. Burton's presence in Washington County.

Presiding Officer Kvistad noted that the issues brought up by the Council members are actually things that the Council can empower themselves to do in terms of voicing Metro. He said he and his assistant, Mr. Stone, will work on how to do that. Information, policy direction, where that comes from and coordinating that better between the Council and Executive and just making sure the Council is clear are things the Council can actually do to make the relationship better rather than require things of Mr. Burton.

Councilor Morissette added that he agrees the Council needs to empower themselves but he expressed some concerns about getting enough support to get the work done. He noted that the Executive has far more staff support and information.

Presiding Officer Kvistad said that is a basic need of the Council and it will be addressed later in this discussion.

#### **4. COUNCIL/AUDITOR RELATIONSHIP**

Presiding Officer Kvistad asked the members to shift attention to the Council/Auditor relationship. He indicated since this is brand new a discussion was necessary. He said Council has received a couple of audit reports and now have a sense of what to expect. He indicated he wasn't sure about to what degree the Council include the Auditor into the Council process but he thinks that since the resources are available there may be things the Council can do to help build a bridge and bring her in and determine things she may need to do specifically in respect to each committee in terms of requesting audits and budget.

He asked for general discussion of this issue highlighting problems and praise with the Auditor as we have seen it just in the last few months and where we would like to see it go from here.

Councilor Monroe said he views the position of the Auditor as by nature somewhat adversarial and independent. The Council should not expect or desire the same kind of relationship with the Auditor that they do with the Executive. The tension is expected and appropriate. It is important the Council maintain cordial relations and communication with the Auditor and that she informs Council about what she is doing and reports the results of her work. He did not see his role as "trying to meet her half way" or compromising with her.

Councilor McFarland said that the Auditor has a level of autonomy that is important for good government. She said she views the Auditor as basically an instrument of Council. If the Council needs something done they are free to ask her. Councilor McFarland continued to say that she (the Auditor) would agree. She said she has never found the Auditor to not be

helpful. She is our "watch dog" over the operations and procedures at Metro. Councilor McFarland said she has never doubted that the Auditor sees herself in that way.

Councilor Morissette agreed that the Auditor has an important function. He would like to see the Auditor find some areas where we could save some tax dollars and run the government better.

Councilor McCaig indicated she was fine with the Auditor.

Councilor McLain said she sees the Auditor as a resource. She agrees that the Auditor needs to be independent and has autonomy. She would like to see a strategy to use the Auditor's skills to save tax dollars also. She suggested a possible review of how we review contracts. She also said that she has no problems with the Auditor.

Councilor Washington said the Auditor's duties are well spelled out in the Charter. He feels the relationship between the Council and the Auditor are good. He believes the Auditor is doing what she should be doing and added that it is the responsibility of the Council to use information received from the Auditor to take action that results in tax savings.

The Presiding Officer said with the conclusion of the discussion about the Auditor there would be a 10 minute break.

## **5. COUNCIL**

The meeting was reconvened at 2:25 by Presiding Officer Kvistad. His first action was to officially introduce Mr. Jeff Stone, the new Assistant to the Presiding Officer. He said that Mr. Stone's role is Council empowerment. Both he and Mr. Stone will do their best to see that the Council members have access to press and special projects like newsletters.

Councilor McCaig asked if Mr. Stone is a press person or personal assistant.

Presiding Officer Kvistad said he hired Mr. Stone to be the Assistant to the Presiding Officer.

Councilor McCaig asked for clarification. Her view and understanding about the distinction between the Personal Assistant and the rest of the staff was that the rest of the staff would be hired by a committee with the approval of the rest of the Council because in fact the rest of the staff would actually act on the behalf of the full Council.

Presiding Officer Kvistad agreed.

Councilor McCaig said her understanding is that Jeff Stone works directly for Presiding Officer Kvistad and has no oversight of the rest of the Council staff and does not represent the rest of the Council unless something extraordinary occurs.

Presiding Officer Kvistad said that is correct.

Councilor McCaig continued to say that she assumes Mr. Stone's salary was within what was originally set as the limit for the position.

Presiding Officer Kvistad said Mr. Stone's \$35,000 salary is well within the limit.

Councilor McCaig said that it was her understanding that the maximum salary for a personal assistant was \$30,000.

Presiding Officer Kvistad said Mr. Stone is not a personal assistant but rather the Assistant to the Presiding Officer which currently has budget line item for far higher than \$35,000. He explained it was budgeted in last year's budget as a direct line item.

Presiding Officer Kvistad said there are two or three positions that are vacant, the Carlson position which was eliminated, the third analyst and the clerk of the council position. He continued to say that the Clerk of the Council position will be coming before the Government Affairs Committee. There has been general discussion about merging the roles of Council Clerk and Office Manager into one position. That position is currently being filled for the next 60 days by Cathy Ross while the Governmental Affairs Committee reevaluates and deals with basic performance evaluations.

Councilor McCaig stated that she wanted to make very clear from her perspective and to get it on the table for the rest of the Council that if we were hiring a press person to do outreach it would have been more appropriate to solicit comments. Her assumption is that Mr. Stone is the Assistant to Presiding Officer Kvistad and has no authority over anyone else on the staff.

Presiding Officer Kvistad said Mr. Stone is the Assistant to the Presiding Officer. The authority over existing Council staff resides for the next 60 days with Cathy Ross who is the acting Office Manager and Clerk of the Council until he receives the recommendation from the Governmental Affairs Committee.

Councilor McCaig asked about press releases going out which represent the Council as a whole.

Presiding Officer Kvistad said those would come out of his office written by Mr. Stone.

Councilor Morissette said that he understood it to be that at a Councilor's option Mr. Stone would be available to help and assist with outreach.

Presiding Officer Kvistad agreed. He went on to say the items needed to be discussed in terms of personnel are:

1. Office Manager/Clerk of Council
2. Do we want a press person?

Councilor McCaig and Presiding Officer Kvistad agreed that Mr. Stone is NOT the press person that had been discussed last fall.

Councilor Morissette said that we keep talking about getting our own press. He asked if it isn't true that the press decides what to write about.

Presiding Officer Kvistad agreed. He went on to explain that a press person could help produce and set up outreach tools and activities. He reiterated that the decision to hire a

press person or public relations specialist has not yet been made. If and when it is determined there is a need for such a position the process of hiring that individual will be handled by the Governmental Affairs Committee which would then send a recommendation to the Council through the Presiding Officer.

Councilor Morissette said that as we go through the process it will generate coverage if the press is interested. He continued to say that one thing the Council spent a lot of time on last year was staff and perhaps some things can be accomplished in the coming year.

Presiding Officer Kvistad said that he thinks the Governmental Affairs Committee should be able to accomplish meeting the staffing needs of the Council.

Councilor Morissette said that if he was looking for help in anyway it would be getting to the very best information possible without stepping on one another's toes. He believes that is the Council's most important function.

Presiding Officer Kvistad responded that if that is the case perhaps the Council should look at hiring another analyst since the analysts are responsible for gathering information.

Councilor McFarland agreed with Councilor Morissette in that it doesn't matter how many press releases we write and how good they are the ultimate decision as to whether they are used or not comes from someone other than the Council.

Councilor Morissette added that information is power. He said that the Council needs to determine a process to access the information without being a burden on the organization. It may not be necessary to hire a new person.

Councilor McLain spoke to the availability and best method of accessing information. She said the Executive has only asked the Council to have a process and make him aware of how the Council is functioning. She added that she feels that is a fair request.

Councilor Washington said the request for a process from the Executive was fair. He agrees that the committee chairs should coordinate requests from the Executive for their areas of concern.

Councilor McFarland said that she wants to respect not making major demands on the staff but she thinks that there will be times when committee members (other than the chair) could solicit information. She empowered her members to do so.

The Presiding Officer asked what the members needs are at this time.

Councilor McFarland said she doesn't have anything that she isn't comfortable with. She has an office that is fine to work in, as all members do and she has a staff person who is cooperative and willing to help her with clerical help. She said her analyst is exceedingly competent. The one thing she needs is a computer.

Councilor Morissette said he needs access to information to be used good policy decisions. He added the importance of the Presiding Officer taking care not to use up Council staff time

that would be needed by the Councilors. He wants to have his fair share of staff time this year.

Presiding Officer said the Office Manager will coordinate staff time and suggested that if a Councilor is having a problem with too little staff time available it should be brought to the attention of the Office Manager.

Mr. Stone added that there was a staff meeting yesterday (1-10-96) where these types of issues were discussed.

Councilor Morissette said he wants to see the problem solved. There are still blurred lines where people's priorities are in terms of their jobs. He suggested more communication when staff time is needed for special projects.

Councilor McLain said her needs are being met. Everything is working well.

Councilor Washington said he doesn't have any requests. He would like to see staff issues resolved. He does not think the Council is over staffed.

Councilor Monroe said he likes his new office. He appreciates having a usable office where he can invite people in who want to talk to him. In terms of his needs he believes something that would really help him would be an enhanced ability to communicate with his constituents such as a quarterly newsletter.

Councilor McCaig said she had no unmet needs.

Presiding Officer Kvistad said the three main needs he heard were:

1. Make sure existing staff functions at maximum ability.
2. Computers for Councilors with E mail and access to the inter-net.
3. Newsletters

Moving on, Presiding Officer Kvistad spoke about Council session etiquette. He asked that if Councilors have something to say to another Councilor please pass a note. It can appear that people are not listening. He continued that conflict between Councilors should not be dealt with at the dais. He suggested if people get frustrated with one another the Presiding Officer will call a break. He then asked the members what things should change in regard to Council etiquette.

Councilor Morissette said members should listen and try not to be redundant. He also wanted it placed in the record that he had talked to another Councilor at the dais during his first year because he was asking questions about process.

Councilor McCaig said she had nothing to add.

Councilor McLain suggested that we should try to orient toward the audience when sessions are being video taped.

Councilor Washington said he had nothing in particular to add but does appreciate the Presiding Officer's requests.

Councilor Monroe agree with Councilor McLain about video taped session but said it would be almost impossible to orient toward both the camera and the Council. He suggested maybe more than one camera. He also said everyone needs to speak through the chair in order to maintain order.

Councilor McFarland said she thinks it is very important to speak into the microphone because the tape of each meeting is very important.

Lisa Godwin, Media Coordinator for the Executive office, said that two sets of visual aids might help; one for the audience and one for the Council.

Presiding Officer Kvistad went over the schedule and noted the every-other week committee meetings. He mentioned Monday holidays in January and February and when make-up meetings were scheduled. He said the potential for monthly 4th Thursday meeting being scheduled for evening times will be based on need. He will try to schedule those evening meetings at least one month in advance.

Councilor McLain asked if the Council will take vacation time in August. It was agreed that the decision on that would be made in May.

Lisa Godwin, Media Coordinator for the Executive office, noted that the Oregonian ads for Council meetings will be in Saturday papers instead of Monday.

Councilor Morissette said his schedule fills up quickly and asked that changes in the meeting schedule be avoided.

## **6. MPAC ROLE**

Presiding Officer Kvistad said that one thing the Council has to do is determine how to best utilize MPAC. He said there are some members of MPAC who seem to believe that they make the decisions and tell the Council what to do. He feels that the Council should help them set their agenda and invite them to come in and evaluate where the Council is coming from and where they might be of help to us. He said that MPAC needs direction from the Council. He asked the members what they want from the Council's relationship with MPAC to be.

Councilor Washington asked who is chairing MPAC.

Presiding Officer Kvistad said Gussie McRobert, Mayor of Gresham, is chair of MPAC now. A new Chair will be elected next month.

Councilor McLain said there will be a meeting with the MPAC sub-committee on agendas, Councilors McFarland, Kvistad and herself on January 17 at 5 PM. This is good news. This is the first year the MPAC Councilors have been invited. The MPAC sub-committee has asked two specific questions of the Council:

1. What advise from MPAC is helpful?

2. How does MPAC relate to JPACT and how does the MPAC/JPACT connection help the Council?

Councilor McLain said the Council has to answer those questions. She said she never knows what the MPAC staff is going to say to MPAC until the meeting begins. She said she has asked the Executive for a briefing for MPAC Council members by staff prior to MPAC meetings.

Councilor McLain continued to say that Charlie Hale, City of Portland Commissioner, had defined MPAC as at the MOST they are the planning committee for the Council; at the MOST they are a subservient group trying to give the Council their best take on advice; at the MOST they are a group that supports the Council when there is a specific job to delegate; and that feeling and understanding is bubbling to the top slowly. She said MPAC is going through a positive metamorphosis.

Councilor McLain asked the members:

1. What do you want in terms of advise from MPAC?
2. What are your ideas on the relationships between MPAC, JPACT, and Council?
3. An 18 month calendar will be developed so MPAC can track Council activities. Michael Morrissey will be working on this project and will be contacting Councilors for their feedback.

Councilor McFarland said it was just last year that the Council actually began to put all the pieces together. She believes this discussion will bring the role of MPAC as an advisory committee into focus.

Councilor McLain agreed and added that MPAC is but one advisory committee and all must be synthesized.

Councilor Monroe said a current issue is Regional Parking that includes both JPACT and MPAC. He believes that having both advisory committees working on the issue will provide a better result. This is the first issue to bring them together.

Presiding Officer Kvistad said the big problem we face and the one thing he wants to try to do is define the roles. He said it is not appropriate for a member of MPAC to go after Councilors. Because they are using Executive staff (which the Council is often not able to use) many times MPAC gets information that the Council has yet to receive. He said the Council has the right to make decisions.

Councilor McFarland said the ultimate responsibility to take action lies with the elected officials.

Presiding Officer Kvistad stated a need to develop a policy of how to relate to and work with MPAC while keeping them as partners.

Councilor McFarland said being elected to office does not require you to sit and take personal vituperation and she extends that to MPAC.

Presiding Officer Kvistad said he would like to start moving MPAC into a situation where we develop our agenda of specifics. Council gives those specifics to MPAC saying: "These are the items and issues we need advise on. Would you please put them on your agenda and respond to them on these dates and times."

He also said he was going to ask the Executive to find others (other than the key Growth Management staff) to staff MPAC because it is unfair to the Council and the staff members (to have that kind of work-load).

Councilor McLain said Growth Management staff being there at MPAC meetings is beneficial and spoke against the change in staffing for MPAC.

Councilor McFarland said the problem is the Council does not get the staff time and information they need.

Councilor McLain suggested the Presiding Officer slow down the rate of change. Some of the goals are already being accomplished. She said the MPAC agenda list would be helpful in prioritizing needed changes.

Presiding Officer Kvistad asked the committee chairs to communicate what they need from MPAC and make that a part of their work plan. He said we seem to get what is left in terms of staff time; not what we need. It is like MPAC comes first.

Councilors Morissette and McFarland agreed. The Council's need for information should come first.

Councilor McLain also agreed but said the way to get at it is not by changing their staffing at their meetings.

Presiding Officer Kvistad said that he would drop the staffing of MPAC meetings issue. Instead he will focus on committee priorities and assignments for MPAC as part of the individual committee work plans.

Councilor Morissette said he would reduce staffing to MPAC before he would reduce staffing to the Council.

## **7. MCCI**

Presiding Officer Kvistad said the Governmental Affairs Committee will review and evaluate MCCI.

Councilor McFarland wanted to discuss the possibility of turning MCCI over to the Executive.

Councilor McLain said regardless of what happens or is decided about MCCI for the future the short term need requires clerical staffing at .45 FTE as a budgetary line item. We have not been able to adequately staff the committee. MCCI wants consistency in lieu of a staff rotation. And until we change the budget we are obligated to provide that level of service.



Presiding Officer Kvistad said a transition will be completed by the end of February. In the mean time the present Council staff will continue to provide clerical support.

Councilor Monroe said he believes MCCI can be staffed by an associate analyst. He thinks one qualified executive secretary or analyst should be able to accomplish the job very well.

The Council went into executive session pursuant to ORS 192.660 (1) (b) to consider employment policies. Councilor McCaig was absent for the executive session. Staff members in attendance were Jeff Stone, Assistant to the Presiding Officer and Cathy Ross, Acting Council Clerk. There was no media present during the executive session. Council Members present were: Presiding Officer Kvistad, Deputy Presiding Officer McLain, Councilor Washington, Councilor McFarland, Councilor Monroe, and Councilor Morissette.

After the Executive Session Presiding Officer Kvistad directed the Governmental Affairs Committee to begin a comprehensive review of MCCI, its staffing levels, and what our needs are in working with our Citizen Involvement Committee. He said he would like to save the Executive and Outreach questions for a later meeting.

There being no further business before the Council, Presiding Officer Kvistad adjourned the meeting at 4:35 p.m.

Prepared by,

Cathy Ross  
Acting Clerk

