

# MINUTES OF THE COUNCIL REGIONAL FACILITIES AND METRO OPERATIONS COMMITTEE

Thursday, July 26, 2001

Council Annex

*Audio quality of tape very poor*

Members Present: Councilor Rex Burkholder (Chair), Councilor Rod Park

Members Absent: Councilor Carl Hosticka (excused)

Chair Burkholder called the meeting to order at 10:10 a.m.

## 1. Consideration of the Minutes

The minutes of the July 12, 2001, Regional Facilities and Metro Operations Committee meetings were moved by Councilor Park and unanimously approved without revision.

## 2. ASD Introduction and Dialogue/Worksession

Those present: Peggy Coats, Pete Sandrock, Brian Phillips, Casey Short, Glenn Taylor, Jennifer Sims, Pam Juett, Nancy Meyer, Bill Jemison, Don Cox, Rachael Coe, Lily Aguilar, Tony Mounts, and Cherie Yasami.

**Chair Burkholder** explained the spirit of the meeting was to become familiar with Metro departments; provide an opportunity for departments to participate in change; and identify the agency's broad vision.

**Pete Sandrock**, Chief Operating Officer, made two observations: Administrative Services Division, Human Resource Department and Information Technology Department's collaboration was very strong and a model of agency interaction; and, there are significant understaffing and critical deficits in these departments. Additionally, there was an overwhelming need to standardize business practices while meeting individual department needs, largely because of the different needs of the facilities, staff turnover, and lack of training budget.

**Jennifer Sims**, Chief Financial Officer and ASD Director, distributed and spoke from a memo addressing her presentation, which is attached as a permanent part of this meeting. **Mr. Sandrock** commented that with the current inadequate staffing level, more than working "smart" is needed; staffing deficits have a great

impact on productivity. **Ms Sims** said recent training, for example, among Zoo staff, has proven to be very successful and rewarding. PeopleSoft has met the needs of the agency, as well as being user friendly. **Councilor Park** added that sometimes efficiency can lead to more work by means of greater demand. **Ms. Sims** said that over the last ten years, the ASD staff levels have remained virtually the same, partially due to improved processes and technology. She added to her memo a “wish list” of things that could be achieved.

**Councilor Park** inquired about the possibility of introducing Metro signage in the background of the traffic camera on the Metro tower. **Ms.Sims** said she would have it looked into. **Chair Burkholder** shared some ideas saying that the regional center receives many visitors, and suggested the possibility of a Metro store located outside of this building to sell maps, contractor licenses, provide information to citizens; or, possibly moving the Council Offices to DRC’s current location for greater accessibility/public contact. He asked if Metro was part of the State’s purchasing program. **Ms. Sims** responded that we were. He asked about the possibility of obtaining a hybrid electric/gasoline vehicle. **Ms. Sims** replied that we are in the process of getting one on a trial basis.

**Councilor Park** asked if anyone wished to comment on perceived Council inefficiencies with regard to information requested? **Casey Short** replied that he felt Council’s request for the budget was too early, leading to the “actuals” that were not as accurate.

**Councilor Park** asked with the upcoming restructuring in mind. **Mr. Sandrock** responded that the budget could possibly be the Council President’s budget, but was subject to change depending upon the Council composition at the time. He said a budget would have to be proposed from someone to begin the process. **Chair Burkholder** added that this is the type of issue that needed to be dealt with in the transition process. **Ms. Sims** commented that at times her department receives investigative requests from councilors, which they are pleased to provide, but serve only one or two councilors, as the requests are time consuming, and sometimes unclear.

**Councilor Burkholder** commented that he had noticed an increase in many department directors’ budgets. **Ms. Sims** responded that the administration section is very important to ASD because most of ASD’s work requires that there are staff with whom ASD can work. **Mr. Sandrock** said that outside cost allocation analysis (i.e., MERC has its own HR costs) has not been reviewed in some time, and would be useful information.

**Lily Aguilar**, Human Resource Department Manager, said that in the year that she has been here, the support departments are not clear on what Metro’s organizational philosophy is. The absence of strategic planning has also impacted the situation.

**3. Councilor Communications**

None.

The meeting was adjourned at 11:35 a.m.

Respectfully submitted,

Patricia Mannhalter  
Council Assistant

Attachments to the record for the meeting of  
July 26, 2001

<b>Document Date</b>	<b>Document Description</b>	<b>Document No.</b>
July 26, 2001	Memorandum to Regional Facilities and Operations Committee from Jennifer Sims, re: Committee Dialogue	072601.01