

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF CONFIRMING ALL) RESOLUTION NO. 02-3250
METRO EXECUTIVE ORDERS IN EXISTENCE ON)
JANUARY 6, 2003, AND AUTHORITY OF THE)
CHIEF OPERATING OFFICER TO ADOPT AND) Introduced by Governmental Affairs
AMEND ALL METRO EXECUTIVE ORDERS) Committee

WHEREAS, on November 7, 2000, the electors of Metro approved Ballot Measure 26-10 amending the Metro Charter; and

WHEREAS, the Metro Charter amendments, adopted on November 7, 2000, require the Metro Council to create the offices of Chief Operating Officer pursuant to Metro Charter 26 and to define the duties and responsibilities of the Chief Operating Officer; and

WHEREAS, the Executive Officer and the Presiding Officer created a Metro Transition Advisory Task Force consisting of 12 members for the purpose of advising the Executive Officer and Council on issues related to the transition to the new charter provisions adopted in November 2000; and

WHEREAS, the Transition Advisory Task has recommended that the Metro Council create the Office of the Chief Operating Officer and describe the duties and responsibilities of the Chief Operating Officer as set forth in a recommended Metro Code Chapter and the Executive Officer and Presiding Officer recommend that the Metro Council implement this recommendation; and

WHEREAS, Metro Council approved Metro Code Chapter 2.20 Chief Operating Officer, which was adopted on June 27, 2002 pursuant to Ordinance No. 02-942A; and

WHEREAS, the former Executive Officer's duties and responsibilities included the authority to adopt written Metro Executive Orders; and

WHEREAS, the Chief Operating Officer will assume administrative duties and responsibilities substantially similar to that of the former Executive Officer; and

WHEREAS, the existing Metro Executive Orders Nos. 1 through 82 are hereby listed in a Master Index of Metro Executive Orders as described in Exhibit A attached hereto; now therefore:

BE IT RESOLVED that the Metro Council hereby authorizes:

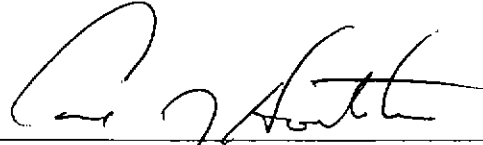
1. That the existing Metro Executive Orders Nos. 1 through 82 are hereby confirmed as described in Exhibit A attached hereto;
2. That the Chief Operating Officer will have the authority to adopt and amend the existing Executive Orders Nos. 1 through 82 for Metro; and

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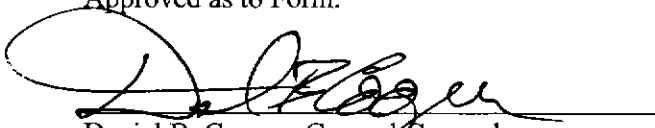
3. That the Chief Operating Officer will have the authority to adopt new Executive Orders for Metro as they become necessary or advisable.

ADOPTED by the Metro Council this 12th day of December 2002.



Carl Hosticka, Presiding Officer

Approved as to Form:



Daniel B. Cooper, General Counsel

Exhibit A, Resolution No. 02-3250
MASTER INDEX OF METRO EXECUTIVE ORDERS

#	SUBJECT	COMMENTS	EFFECTIVE DATE
1.	No order on record		N/A
2.	Internal Procedure for contracting and selection of contractors	Amended by EO # 15 Rescinded by Metro Code Chapter 2.04	04/14/81
3.	Administrative Interpretation of the Urban Growth Boundary (UGB) Northwest of Wilsonville		07/10/81
4.	Administrative Interpretation of the Urban Growth Boundary (UGB) Northeast of Wilsonville		07/10/81
5.	Public Involvement Plan		06/26/81
6.	Employee Smoking Policy		08/10/81
7.	Administrative Interpretation of the Urban Growth Boundary (UGB) South of Cornelius		09/24/81
8.	Administrative Interpretation of the Urban Growth Boundary (UGB) Southeast of Troutdale		09/29/81
9.	FY 1982 Budget Controls	Rescinded by EO # 11	01/11/92
10.	Credit Policy for Metro Solid Waste Disposal Facilities	Rescinded by EO # 40	03/01/82
11.	FY 1982 Budget Controls	Rescinds EO # 9	03/22/82
12.	Fiscal Management for FY 1982-83		07/01/82
13.	Meal Per Diem	Rescinded by EO # 32, Section IV (B)	07/01/82
14.	Clarification on Personal Holiday Leave		07/01/82
15.	Minority Business Enterprise (MBE) Amendments	Amends EO # 2; Rescinded by Metro Code Chapter 2.04	12/07/82
16.	Clarification of Contract Procedures	Supp. to EO # 2; Rescinded by Metro Code Chapter 2.04	12/07/82
17.	Administrative Interpretation of the Urban Growth Boundary (UGB) South of Cornelius	Rescinded by EO # 43	08/26/83
18.	Overtime Compensation Policy for Non-Exempt Employees		07/01/83

Exhibit A, Resolution No. 02-3250
MASTER INDEX OF METRO EXECUTIVE ORDERS

#	SUBJECT	COMMENTS	EFFECTIVE DATE
19.	Administration of the Equal Employment Opportunity/Affirmative Action (EEO/AA) Program		12/20/83
20.	Administration of the Disadvantaged Business (DBE) Program	Rescinded by EO # 34	12/20/83
21.	Administrative Interpretation of the UGB North of Hillsboro		02/22/84
22.	Delegation of the Executive Officer's Authority	Rescinded by EO # 34	09/10/84
23.	Microcomputer Acquisition Policy	Rescinded by EO # 28	03/14/85
24.	Administrative Interpretation of the UGB North of Sherwood		08/09/85
25.	Adoption of Procedures for Processing Application and Rate; Adjustment Requests for Solid Waste Disposal Franchisees		02/19/86
26.	Administrative Interpretation of the UGB Harborton, Northwest Portland Area		03/28/86
27.	Metro's Responsibility for Damage or Loss to Employee's Work-related Personal Property		08/06/86
28.	Microcomputer Acquisition	Rescinds EO # 23	09/08/86
29.	Relocation Regulations Relating to Acquisition of Real Property		10/15/86
30.	Public Affairs Relating to Responsibilities of Public Affairs Director and Policy for Handling Press Inquiries		01/16/87
31.	Non-Travel Expense Policy	Revised	07/01/92
32.	Travel Expenditures	Revised	07/01/93
33.	Submittal of Supplementary Material on Petitions for Amendment to the Urban Growth Boundary		04/10/87
34.	Delegation of Executive Officer's Authority	Rescinds EO # 22; originally issued as EO # 22, revised	06/19/87
35.	Administrative Interpretation of the UGB South of Oregon City		09/11/87

Exhibit A, Resolution No. 02-3250
MASTER INDEX OF METRO EXECUTIVE ORDERS

#	SUBJECT	COMMENTS	EFFECTIVE DATE
36.	Procedures for Appointments of Members of Metropolitan Exposition-Recreation Commission		10/26/87
37.	Administrative Procedures Related to Hearing Petitions to Amend the UGB		11/09/87
38.	Administrative Interpretation of the UGB as Adopted for Congested Case No. 87-1: Bull Mountain Site		03/08/88
39.	Administrative Interpretation of the UGB South of Lake Oswego		07/07/88
40.	Credit Policy for Metro Solid Waste Disposal Facilities	Rescinds EO # 10	10/01/88
41.	Sexual Harassment		04/14/89
42.	Drugs in the Workplace		03/18/89
43.	Overtime, Comp Time, and Bonus Extra Time Policy for FLSA Exempt Employees		05/08/89
44.	Agency Credit Cards		04/14/89
45.	Rules and Procedures Implementing Ordinance 89-302A Relating to Charitable Contributions Among Metro Employees		11/06/89
46.	Administration of the Equal Employment Opportunity/Affirmative Action (EEO/AA) Program		07/02/90
47.	Establishment of a Comprehensive Waste Reduction and Recycling Program for Metro Departments and Facilities	Revised	09/19/93
48.	Service Award Program		09/15/93
49.	Metro Credit Policy		08/19/93
50.	Metro Regional Center Meeting Use		03/24/94
51.	Computer User Administrative Rules		12/12/93
52.	Telecommuting		12/16/94
53.	Disciplinary Rules		01/01/87

**Exhibit A, Resolution No. 02-3250
MASTER INDEX OF METRO EXECUTIVE ORDERS**

#	SUBJECT	COMMENTS	EFFECTIVE DATE
54.	Public Records	Supp. Memo from Scott Moss, Assistant Director of ASD, dated 02/23/00, regarding procedures and changes	08/01/94
55.	401K		04/01/95
56.	Loaned Executives		08/24/95
57.	Delegation of Contract Signature Authority		09/11/95
58.	Removing/Replacing Previous Executive Orders		10/02/95
59.	Inclement Weather Policy		10/19/95
60.	Integrated Pest Management		12/20/95
61.	Inclement Weather Policy	Rescinds EO # 59	02/27/96
62.	Comp, Bonus, Overtime		03/25/96
63.	Travel Procedures	Revised from 07/05/96	09/09/02
64.	Weapons on Premises		07/23/96
65.	Disposal of Surplus Property		10/16/96
66.	Code of Ethics		01/21/97
67.	Disaster Debris Disposal Assistance		03/28/97
68.	Public Access to Metro Regional Center		03/05/98
69.	E-Mail and Voice Mail Policy		03/05/98
70.	Issued	Not Used	N/A
71.	Contract Employees		05/20/98
72.	Jurisdictional Boundary Appeals Fee Structure		08/09/99
73.	Annexation to the Jurisdictional Boundary Fee		10/29/99
74.	Administrative Interpretation—Urban Growth Boundary of West Hayden Island	Not Issued	N/A
75.	Administrative Interpretation – Urban Growth Boundary of Forest Grove		08/08/00

**Exhibit A, Resolution No. 02-3250
MASTER INDEX OF METRO EXECUTIVE ORDERS**

#	SUBJECT	COMMENTS	EFFECTIVE DATE
76.	Network Access Policy		10/10/00
77.	Sick Leave Transfer		In Process
78.	Restriction of Weapons at Metro Facilities	Replaces EO # 64, dated 07/22/96	In Process
79.	Administrative Adjustment to UGB Wheeler Property in Oregon City		09/24/01
80.	Displaying Employee Identification at MRC		12/01/01
81.	Metro Identification Standards		05/28/02
82.	Project Management		11/12/02

STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 02-3250 FOR THE PURPOSE OF CONFIRMING ALL METRO EXECUTIVE ORDERS IN EXISTENCE ON JANUARY 6, 2003, AND AUTHORITY OF THE CHIEF OPERATING OFFICER TO ADOPT AND AMEND ALL METRO EXECUTIVE ORDERS

Date: November 25, 200

Prepared by: Peggy Coats

BACKGROUND

As a result of the passage by the voters of Ballot Measure 26-10 on November 7, 2000, various changes to Metro's code, policies, and procedures are in order to conform to the approved amendments to Metro's charter. The changes proposed in this resolution confirms the authority for all past Executive Orders, and allows the Chief Operating Officer to replace the Executive Officer as the primary officer responsible for adopting and amending Executive Orders.

ANALYSIS/INFORMATION

1. **Known Opposition** None
2. **Legal Antecedents** Metro Code Chapter 2.20 Chief Operating Officer
3. **Anticipated Effects** Continuance of administrative regulation of Executive Orders
4. **Budget Impacts** None

RECOMMENDED ACTION

Approval of Resolution 02-3250.