

A G E N D A

600 NORTHEAST GRAND AVENUE | PORTLAND, OREGON 97232 2736
TEL 503 797 1542 | FAX 503 797 1793



METRO

Agenda

MEETING: METRO COUNCIL REGULAR MEETING
DATE: February 6, 2003
DAY: Thursday
TIME: 2:00 PM
PLACE: Metro Council Chamber

CALL TO ORDER AND ROLL CALL

1. INTRODUCTIONS

2. CITIZEN COMMUNICATIONS

3. AUDITOR COMMUNICATIONS

- Presentation of the Comprehensive Annual Financial Report (CAFR)

4. CONSENT AGENDA

- 4.1 Consideration of Minutes for the January 30, 2003 Metro Council Regular Meeting.

5. RESOLUTIONS

- 5.1 **Resolution No. 03-3274**, For the Purpose of Eliminating Unclassified Job Classifications of Council Assistant 1, Council Assistant II, Council Assistant III, and Council Clerk/Administrative Analyst; adding new classified job classifications of Council Support Specialist and Council Clerk; and Placement of Council Assistant I duties as revised on the Existing Classified Job Classification of Administrative Assistant II. Park
- 5.2 **Resolution No. 03-3277**, For the Purpose of Confirming Tim Crail as a Citizen Alternate for Multnomah County to the Metro Policy Advisory Committee (MPAC). Burkholder

6. COUNCILOR COMMUNICATION

ADJOURN

Cable Schedule for February 6, 2002 Meeting (PCA)

	Sunday (2/9)	Monday (2/10)	Tuesday (2/11)	Wednesday (2/12)	Thursday (2/6)	Friday (2/7)	Saturday (2/8)
CHANNEL 30 (TVTV) (Washington County, Lake Oswego)							
CHANNEL 30 (CityNet 30) (most of City of Portland)		2:00 PM					
CHANNEL 30 Willamette Falls Television (West Linn, Rivergrove, Lake Oswego)	4:00 PM						10:00 AM
CHANNEL 23/18 Willamette Falls Television (23 – Oregon City, West Linn, Gladstone; 18 – Clear Creek)	4:00 PM						10:00 AM
CHANNEL 23 Milwaukie Public Television (Milwaukie)			10:00 AM 9:00 PM				

PLEASE NOTE THAT ALL SHOWING TIMES ARE TENTATIVE BASED ON THE INDIVIDUAL CABLE COMPANIES' SCHEDULES. PLEASE CALL THEM OR CHECK THEIR WEB SITES TO CONFIRM SHOWING TIMES.

Portland Cable Access	www.pcatv.org	(503) 288-1515
Tualatin Valley Television	www.tvca.org	(503) 629-8534
Willamette Falls Television	www.wftvaccess.com	(503) 650-0275
Milwaukie Public Television		(503) 652-4408

Agenda items may not be considered in the exact order. For questions about the agenda, call Clerk of the Council, Chris Billington, 797-1542. Public Hearings are held on all ordinances second read and on resolutions upon request of the public. Documents for the record must be submitted to the Clerk of the Council to be considered included in the decision record. Documents can be submitted by email, fax or mail or in person to the Clerk of the Council. For assistance per the American Disabilities Act (ADA), dial TDD 797-1804 or 797-1540 (Council Office).

Agenda Item Number 4.1

Consideration of Minutes of the January 30, 2003 Regular Council meeting.

**Metro Council Meeting
Thursday, February 6, 2003
Metro Council Chamber**

Agenda Item Number 5.1

Resolution No. 03-3274, For the Purpose of Eliminating Unclassified Job Classifications of Council Assistant I, Council Assistant II, Councilor Assistant III, and Council Clerk/Administrative Analyst; adding new classified job classifications of Council Support Specialist and Council Clerk; and Placement of Council Assistant I duties as revised on the Existing Classified Job Classification of Administrative Assistant II.

**Metro Council Meeting
Thursday, February 6, 2003
Metro Council Chamber**

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF ELIMINATING)
UNCLASSIFIED JOB CLASSIFICATIONS OF)
COUNCIL ASSISTANT I, COUNCIL)
ASSISTANT II, COUNCIL ASSISTANT III, AND)
COUNCIL CLERK/ADMINISTRATIVE)
ANALYST; ADDING NEW CLASSIFIED JOB)
CLASSIFICATIONS OF COUNCIL SUPPORT)
SPECIALIST AND COUNCIL CLERK; AND)
PLACEMENT OF COUNCIL ASSISTANT I)
DUTIES AS REVISED INTO THE EXISTING)
CLASSIFIED JOB CLASSIFICATION OF)
ADMINISTRATIVE ASSISTANT II)

RESOLUTION NO. 03-3274

Introduced by David Bragdon, Council
President, and Carl Hosticka, Metro Councilor

WHEREAS, Metro Code Section 2.02.340 requires that any new job classification added to the classification plan requires Council approval; and

WHEREAS, the merger of the Executive and Council offices as a result of the passage of the Charter Amendment approved by the voters in November 2000 and implemented in January 2003 requires the creation of new positions, and the abrogation or elimination of other positions to accommodate functional needs of the new structure;

WHEREAS, an evaluation of functional needs in the area of Council Office support has resulted in the identification and creation of new classifications and the elimination or abrogation of other classifications as outlined in Exhibit A; and

WHEREAS, the current Council Office budget is sufficient to encompass the pay ranges for the proposed classifications ; now therefore

BE IT RESOLVED, as shown on the attached Exhibit A,

1. That the unclassified job classifications of Council Assistant I, Council Assistant II, Council Assistant III, and Clerk of the Council/Administrative Analyst be eliminated; and
2. That the Council Assistant I duties as revised be placed into the existing classified job classification of Administrative Assistant II; and
3. That the new job classifications of Council Support Specialist and Council Clerk be added to the classification plan.

ADOPTED by the Metro Council this ____ day of ____, 2003

David Bragdon, Council President

APPROVED AS TO FORM:

Daniel B. Cooper, Metro Attorney

METRO
Series Classification Description

Class Number: 1180	Established: 1/03
Title: Council Clerk	Revised:
Pay Grade: 110	AA/EEO:
Bargaining Unit: Non-represented	FLSA Status: Exempt

Classification Summary

This position performs a variety of complex professional, administrative, and analytical tasks related to ensuring that all public information and records related to Council meetings and legislation complies with legally mandated standards for public records retention and access.

Supervision Received:

Supervision is received from the Chief Operating Officer or assigned designee.

Supervision Exercised:

None.

Distinguishing Features:

Not applicable.

Essential Functions

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Responsible for planning and coordinating all Council meetings; attends meetings; maintains complete records of Council meetings by preparing agendas and minutes, and ensuring the recording of official actions taken in Council meetings are timely and accurate.
2. Ensures that Council meeting agendas and packet materials are assembled, reproduced, posted and distributed; ensures that meetings and notices comply with public meeting act requirements.
3. Maintains official Council records including meeting agendas, reports, minutes, resolutions, ordinances, election materials and administrative policies; oversees Council litigation records.
4. Ensures all public information related to Council meetings and legislation complies with legally mandated Federal, State, and local laws, regulations and ordinances concerning records retention and access.
5. Oversees permanent Council records and coordinates with Archivist to maintain and oversee legal and permanent records.
6. Ensures that the indexing and filing of official actions are maintained for rapid retrieval, and maintains custody of Council's public records, including certification, indexing, filing and destruction.
7. Attests to, publishes or posts ordinances, resolutions, and other legislative orders and/or reports.

8. Coordinates with agency staff and various constituencies to process policy, legislation, briefing materials, and other support documents pertinent to Council meetings.
9. Administers State and Metro campaign financing and disclosure laws.
10. Participates in departmental administrative activities including interpreting and applying administrative policies, procedures and programs.
11. Trains agency and office staff in legislative processes, Council meeting procedure and requirements, ordinance and resolution developments and code requirements.
12. Responds to questions and inquiries from the general public and agency staff.
13. Provides staff assistance as needed to management staff and/or Council as directed.

Secondary Functions

Performs other duties as assigned.

Job Specifications

This position requires a Bachelor's degree plus advanced course work in information management, archive or library science and four years of experience working as a municipal or district clerk; or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability to perform the job. Certification as a Notary Public required. Certification as a Municipal Clerk is preferred. Other requirements include, but are not limited to:

1. Thorough knowledge of principles and practices of public administration.
2. Thorough knowledge of principles and practices of public records management and retention.
3. Knowledge of pertinent Federal, State and local laws, codes and regulations.
4. Ability to make independent decisions.
5. Ability to communicate effectively by written, spoken, and electronic means.
6. Ability to work independently and as part of a team.

A valid drivers license is required.

Working Conditions

Work is performed primarily in an indoor office environment. Employees in this series may need to work with difficult or upset individuals and can be exposed to toxic chemicals and materials found in an office environment. Mental activities required by this classification include frequent decision-making, interpersonal skills, teamwork, creativity, customer service, use of discretion, the ability to perform math, and the ability to read, write, speak and understand English. Required physical activities include frequent keyboard fingering, talking, repetitive motions of hands/wrists, sitting, hearing and lifting and carrying objects less than 15 pounds.

METRO
Series Classification Description

Class Number: 1170	Established: 1/03
Title: Council Support Specialist	Revised:
Pay Grade: 109	AA/EEO:
Bargaining Unit: Non-represented	FLSA Status: Exempt

Classification Summary

This position directly supports the Councilors by serving as a professional resource that performs complex support duties. General guidelines are the normal form of supervision, and specialized knowledge of the assigned Council's work and the agency in general are needed for assigned duties. High levels of discretion and the ability to maintain confidentiality are needed for most tasks.

Supervision Received:

Supervision is received from the Chief Operating Officer or assigned designee.

Supervision Exercised:

None.

Distinguishing Features:

Not applicable.

Essential Functions

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Has a strong understanding of individual Councilor goals, perspectives and opinions; and acts as a resource for others concerning the interpretation of agency policy and objectives.
2. Independently and proactively initiates, develops and coordinates special research projects and agency benchmarking to provide data and reports to the Councilors. This work supports the Councilors in formulating policy and strategic development.
3. Responds to individual Councilor perspectives and opinions by preparing letters for signature, responding directly to phone calls and sending email correspondence to Metro departments, other agencies and the general public. This work requires specific, in-depth expertise concerning Council member perspective, opinion, and policy formulation.
4. Interfaces with agency staff and the public to accomplish Councilor assigned projects and duties as needed.
5. Solicits ideas, opinions and suggestions from agency staff and constituents as needed.
6. Provides support to Councilors by maintaining calendar and appointments, assisting with administrative tasks, and coordinating general office operations.

7. May staff special Council meetings, complying with legal mandates and assisting the chair with a variety of related tasks.
8. May attend meetings to gather information for assigned councilor.
9. Provides backup to the Council Clerk when assigned.

Secondary Functions

Performs other duties when assigned.

Job Specifications

This position requires an Associate Degree and four years of progressively responsible and complex support experience; Bachelors degree in Public Affairs or Political Science preferred; or any combination of experience and education that provides the applicant with the desired skills, knowledge and ability to perform the job, including:

1. Performing research and analysis.
2. Preparing correspondence and reports.
3. Thorough knowledge of current office procedures and general administrative tasks.
4. Making independent decisions.
5. Ability to communicate effectively by written, spoken, and electronic means.
6. Ability to work independently and as part of a team.

A valid drivers license is required.

Working Conditions

Work is performed primarily in an indoor office environment. Employees in this series may need to work with difficult or upset individuals and can be exposed to toxic chemicals and materials found in an office environment. Mental activities required by this classification include frequent decision-making, interpersonal skills, teamwork, creativity, customer service, use of discretion, the ability to perform math, and the ability to read, write, speak and understand English. Required physical activities include frequent keyboard fingering, talking, repetitive motions of hands/wrists, sitting, hearing and lifting and carrying objects less than 15 pounds.

METRO Series Classification Description

Class Numbers:	1110, 1120, 1130, 1140, 1150	Established:	
Title:	Administrative Assistant	Revised:	3/23/98
Pay Grades:	102, 104, 106, 108, 110	AA/EEO:	
Bargaining Unit:	Non-Represented		
FLSA Status:	Non-exempt		

GENERAL SUMMARY

Jobs assigned to this series perform office, clerical, secretarial, and administrative support activities in a variety of settings within the METRO organization.

DISTINGUISHING FEATURES OF THE SERIES

This series classification includes Administrative Assistant I, Administrative Assistant II, Administrative Assistant III, Administrative Assistant IV, and Administrative Assistant V. Increasing levels of assignment complexity, independence, specialized knowledge and confidentiality characterize the different levels in this series.

The Administrative Assistant I performs routine office support tasks according to prescribed procedures and methods. Supervision is readily available for questions, there is a low need for specialized knowledge and limited access to confidential information.

The Administrative Assistant II performs standardized general office and secretarial duties with limited independence of action. General supervision is provided for unusual situations and there is a moderate need for knowledge of the assigned work area and discretion for work with confidential information.

The Administrative Assistant III performs specialized secretarial and administrative duties under general guidelines agreed to with the position's supervisor. Supervision is available on request and there is a significant need for knowledge of the assigned work area. Confidential information is a regular part of assignments.

The Administrative Assistant IV performs complex secretarial and administrative assistant assignments under general guidelines agreed to with the position's supervisor. General directions are the normal form of supervision, and specialized knowledge of the assigned work area and the agency in general are needed for assigned duties. High levels of discretion are needed for most tasks.

The Administrative Assistant V performs specialized and complex administrative assistant responsibilities under general guidelines. Independence, the ability to lead others and significant knowledge of agency operations are required to perform assignments. High levels of discretion are needed for most tasks.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES

(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)

Administrative Assistant I –

1. Performs receptionist and clerical duties by screening callers and visitors and referring them to appropriate staff members or departments; receiving, sorting and distributing mail; responding to the public regarding standardized information about METRO and its programs; and acting as department contact to receive, communicate, exchange, correct or verify information.
2. Operates a variety of office equipment including word processing software, copying machines, and calculators to create and maintain a variety of non-complex records, reports, files and systems.
3. Maintains office supplies and equipment; collects, organizes, compiles and tabulates data and information within established guidelines; performs basic statistical and account clerical procedures; reviews and prepares uncomplicated data for computer input; and prepares and processes a variety of forms, information and records.

Administrative Assistant II –

1. In addition to those duties described for Administrative Assistant I, performs general secretarial duties including scheduling meetings, compiling agendas and making appointments and travel arrangements; responding to verbal and written inquiries independently based on established information and knowledge of assigned work area; and attending meetings to record, produce and distribute minutes.
2. Word processes or types correspondence, reports, tables, envelopes and forms from brief instructions, handwritten or printed copy, or notes.
3. Establishes and maintains primary department files and records in electronic and hard copy formats, retrieving, compiling and reporting on information as requested.

Administrative Assistant III –

1. In addition to those duties described for Administrative Assistant II, provides direct secretarial and administrative support to a Director or Manager by coordinating office operations; maintaining supervisor's calendar; developing and maintaining office procedures and standards; and assisting with administrative tasks involving personnel, budgeting and accounting.

2. Composes detailed letters and produces reports from brief instructions or notes; verifies, edits and formats documents and correspondence that can include confidential and proprietary information; compiles and reports on data from a variety of sources including performance of established statistical calculations; and maintains department budgets, payroll records, supply inventories, and financial and expenditure records.
3. Arranges, staffs and coordinates committee, commission and outside agency meetings; makes out-of-town reservations for conferences, transportation, and lodging for department staff.

Administrative Assistant IV –

1. In addition to those duties described for Administrative Assistant III, acts as office manager including lead responsibility for subordinate positions, provides primary confidential secretarial and administrative support to elected officials, performs assignments with department-wide or agency-wide impact including complex administrative or technical duties, and/or is assigned legal secretary responsibilities.
2. Prepares, reviews, monitors and processes a variety of primary documents including contracts, bids, grants, real estate records, committee minutes, and regulations based on knowledge of legal requirements and supervisor's general directions.
3. In the absence of the position's supervisor, acts as program representative with other departments and the public including interpretation of department and agency policies, regulations, records and objectives, assignment of priority work, and coordination of special projects, studies or events.
4. Develops preliminary budgets for supervisor's approval, purchases materials and approves budget expenditures to established dollar limits, monitors and evaluates accounting reports for accuracy and budget compliance, and recommends budget adjustments as needed.
5. Independently conducts special or periodic studies or projects by gathering and compiling data and preparing reports, documents and data displays.

Administrative Assistant V –

1. In addition to those duties described for Administrative Assistant IV, provides staff assistance to the Executive Officer including highly complex and confidential communication and scheduling assignments, and acting on behalf of the position's supervisor in a variety of sensitive and complex situations on a regular and consistent basis.

SECONDARY FUNCTIONS

All Series

1. Performs related duties as required

INTERPERSONAL CONTACTS

Inside the organization, coordinates assigned responsibilities and efforts with other employees and elected officials at all levels to assure optimal results for METRO and its clients. Outside the organization, provides information, answers inquiries from the general public and special interest groups and associations, and provides coordination of services and projects with interested individuals, groups and organizations.

WORKING CONDITIONS

Work is performed primarily in an indoor office environment. Employees in this series may need to work with difficult or upset individuals and can be exposed to toxic chemicals and materials found in an office environment.

SPECIFIC JOB SKILLS

(NOTE: Unless specifically noted, the level of the specified skills will vary based on the level the job is assigned to in this series.)

Thorough knowledge of current office procedures and equipment with emphasis on clerical, secretarial and administrative assistance methods and practices applicable to assigned duties. Ability to communicate effectively by written, spoken and electronic means; to work independently and as a member of a team; to effectively use standard office equipment including business computer software and hardware; and to efficiently perform office responsibilities at the level necessary to carry out assigned duties.

MENTAL AND PHYSICAL REQUIREMENTS

Mental activities required by jobs in this series include frequent decision making, interpersonal skills, teamwork, creativity, customer service, use of discretion, and the ability to perform math and to read, write, speak and understand English. Required physical activities include frequent keyboard fingering, talking, repetitive motions of hands/wrists, sitting, hearing and lifting and carrying objects under 15 pounds.

EDUCATION AND/OR EXPERIENCE

Administrative Assistant I –

High school diploma or G.E.D. and one year of general office experience or any combination of education and experience that would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Administrative Assistant II –

High school diploma or G.E.D. and two years of secretarial and general office experience or any combination of education and experience that would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Administrative Assistant III –

High school diploma or G.E.D. and three years of responsible secretarial and general office

experience or any combination of education and experience that would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Administrative Assistant IV –

High school diploma or G.E.D. and four years of progressively responsible administrative support, secretarial and general office experience or any combination of education and experience that would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Administrative Assistant V –

High school diploma or G.E.D. and five years of progressively responsible administrative support, secretarial and general office experience including performance of lead responsibilities or any combination of education and experience that would provide the applicant with the desired skills, knowledge and ability required to perform the job.

NECESSARY SPECIAL QUALIFICATIONS

None

STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 03-3274 FOR THE PURPOSE OF ELIMINATING UNCLASSIFIED JOB CLASSIFICATIONS OF COUNCIL ASSISTANT I, COUNCIL ASSISTANT II, COUNCIL ASSISTANT III, AND COUNCIL CLERK/ADMINISTRATIVE ANALYST; ADDING NEW CLASSIFIED JOB CLASSIFICATIONS OF COUNCIL SUPPORT SPECIALIST AND COUNCIL CLERK; AND PLACEMENT OF COUNCIL ASSISTANT I DUTIES AS REVISED INTO THE EXISTING CLASSIFIED JOB CLASSIFICATION OF ADMINISTRATIVE ASSISTANT II

Date: February 6, 2003

Prepared by: Lilly Aguilar

BACKGROUND

As a result of the passage of Ballot Measure 26-10 on November 7, 2000, Metro's Charter was amended to abolish the office of Executive Officer, create the office of Council President, and create the position of Chief Operating Officer. These changes, which went into effect January 6, 2003, resulted in the need to restructure the former offices of the Executive Officer and Council Office, and to assess staffing requirements to meet functional needs of the new administration. This assessment is being undertaken in several phases as follows: Council administration and support staffing, Public Affairs staffing, and Council President/Chief Operating Officer staffing. The proposed Resolution recommends the creation, abrogation, and/or elimination of positions in the Council administration and support area as a result of the first phase of the planned assessment. Metro Code Section 2.02.340 requires that any new job classification added to the classification plan requires Council approval.

ANALYSIS/INFORMATION

1. **Known Opposition** None.
2. **Legal Antecedents** Resolution 00-2929A "For the Purpose of Submitting to the Voters an Amendment to the Metro Charter Abolishing the Office of Executive Officer, Creating the Office of Council President, and Making Related Changes".
3. **Anticipated Effects** This resolution will eliminate four unclassified job classifications (Council Assistant I, II, III, and Clerk of the Council/Administrative Analyst II); create two classified job classifications of Council Support Specialist and Council Clerk; and place duties of the Council Assistant I position as revised into the existing classified job classification of Administrative Assistant II.
4. **Budget Impacts** No increase over currently budgeted positions is anticipated; a decrease in personal services is likely.

RECOMMENDED ACTION

That Council approve Resolution 03-3274, For the Purpose of Eliminating Unclassified Job Classifications of Council Assistant I, Council Assistant II, Council Assistant III, and Council Clerk/Administrative Analyst; adding new Classified Job Classifications of Council Support Specialist and Council Clerk; and Placement of Council Assistant I Duties as Revised into the Existing Classified Job Classification of Administrative Assistant II

Agenda Item Number 5.2

Resolution No. 03-3277, For the Purpose of Confirming Tim Crail as a Citizen Alternate for Multnomah County to the Metro Policy Advisory Committee (MPAC)

**Metro Council Meeting
Thursday, February 6, 2003
Metro Council Chamber**

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF CONFIRMING TIM) RESOLUTION NO. 03-3277
CRAIL AS A CITIZEN ALTERNATE FOR)
MULTNOMAH COUNTY TO THE METRO) Introduced by Council President David
POLICY ADVISORY COMMITTEE (MPAC)) Bragdon

WHEREAS, the Metro charter provides that three citizen members and alternates of the Metro Policy Advisory Committee (MPAC) shall be appointed by the Metro Council President and confirmed by the Metro Council; and

WHEREAS, the MPAC by-laws, section 2(e), provides that members and alternates representing citizens will be appointed by the Metro Council President and confirmed by the Metro Council; and

WHEREAS, the Metro Council President received a letter from Multnomah County Chair Diane Linn recommending that Tim Crail be appointed as Multnomah County's citizen alternate to MPAC; and

WHEREAS, the Metro Council President has appointed Tim Crail to serve as Multnomah County's citizen alternate to MPAC, subject to confirmation by the Metro Council; now therefore

BE IT RESOLVED

That the Metro Council confirm the appointment of Tim Crail as citizen alternate from Multnomah County to MPAC.

ADOPTED by the Metro Council this _____ of February, 2003

David Bragdon, Metro Council President

Approved as to Form:

Daniel B. Cooper, Metro Attorney

STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 03-3277, FOR THE PURPOSE OF CONFIRMING TIM CRAIL AS A CITIZEN ALTERNATE FOR MULTNOMAH COUNTY TO THE METRO POLICY ADVISORY COMMITTEE (MPAC)

Date: January 28, 2003

Prepared by: Jeff Stone

BACKGROUND

The citizen alternate position for Multnomah County has been vacated. Multnomah County Chair Diane Linn has reviewed her pool of applicants and recommended to the Council President an individual to serve as Multnomah County's citizen alternate to the Metro Policy Advisory Committee (MPAC).

MPAC by-laws, consistent with the 1992 Metro Charter, gives the Council President the authority to appoint citizen and citizen alternates members from Multnomah, Clackamas, and Washington County to MPAC.

The Metro Council President reviewed the recommendation by Commissioner Diane Linn and is forwarding the appointment to the Metro Council for confirmation.

ANALYSIS/INFORMATION

1. **Known Opposition :** None
2. **Legal Antecedents:** Section 27 (1) (m) of the 1992 Metro Charter.
3. **Anticipated Effects:** Fills the vacant citizen alternate position from Multnomah County to the Metro Policy Advisory Committee (MPAC)
4. **Budget Impacts:** No budget impact

RECOMMENDED ACTION

The Council President recommends adoption of this resolution.

cc: Kim B



Diane M. Linn, Multnomah County Chair

RECD JAN 15 2003

January 9, 2003

RECD JAN 15 2003

David Bragdon, Council President
Metro
600 NE Grand Avenue
Portland OR (7232-2736

Dear Mr. Bragdon:

We are pleased to recommend Timothy Crail for appointment to the Metro Policy Advisory Committee as Multnomah County's citizen alternate. As a resident of Southwest Portland, Tim has been a valuable member of the Multnomah County Planning Commission for the past five years and is a great supporter of land use planning for our region. We look forward to having Tim represent the citizens of Multnomah County and our region in this capacity.

Thank you for the opportunity to submit Tim's name for the position.

Contact information:

Tim Crail
9532 SW Capitol Hwy.
Portland< OR 97219
dsctsc@hevanet.com
Phone: 503/452-9890

Sincerely,

Diane M. Linn
Multnomah County Chair

c: Board of County Commissioners
Mike Oswald, Interim Director, Land Use and Transportation Planning



MINUTES OF THE METRO COUNCIL MEETING

Thursday, January 30, 2003
Metro Council Chamber

Councilors Present: David Bragdon (Council President), Susan McLain, Brian Newman, Carl Hosticka, Rod Monroe, Rod Park

Councilors Absent: Rex Burkholder (excused)

Council President Bragdon convened the Regular Council Meeting at 2:03 p.m.

1. INTRODUCTIONS

There were none.

2. CITIZEN COMMUNICATIONS

There were none.

3. CONSENT AGENDA

3.1 Consideration of minutes of the

- January 23, 2003 Regular Council Meetings.
- November 19, 2002 Community Planning Committee
- November 20, 2002 Community Planning Committee
- November 26, 2002 Community Planning Committee
- December 3, 2002 Community Planning Committee
- November 13, 2002 Budget and Finance Committee
- November 6, 2002 Solid Waste and Recycling Committee
- December 3, 2002 Governmental Affairs Committee
- December 4, 2002 Natural Resources Committee
- December 5, 2002 Transportation Committee

Motion:

Councilor Park moved to adopt the meeting minutes of the above mentioned Council and Council Committee meetings. Councilor Monroe seconded the motion.

Vote:

Councilors Park, Hosticka, McLain, Monroe, and Council President Bragdon voted in support of the motion. Councilor Newman abstained from the vote. The vote was 5 aye, with one abstention, the motion passed.

3.2 Resolution No. 03-3270, For the Purpose of Confirming the Reappointment of Herbert Plep and Leroy Patton to the Investment Advisory Board.

Motion:

Councilor Park moved to adopt Resolution No. 03-3270. Councilor Monroe seconded the motion.

Vote:

Councilors Park, Hosticka, McLain, Monroe, Newman and Council President Bragdon voted in support of the motion. The vote was 6 aye, the

motion passed.

**4. PUBLIC HEARING - 2002 URBAN GROWTH MANAGEMENT
FUNCTIONAL PLAN COMPLIANCE REPORT**

Brenda Bernards, Planning Department, said they had been before Council in November 2002 to present the 2002 Urban Growth Management Functional Plan Compliance Report. She noted a January 24, 2003 memo she had prepared to Council President Bragdon updated the compliance status (a copy which is found in the meeting record). As required by the Code, the report must be prepared every year and after receiving the report Metro Council was required to have a public hearing on the report. She explained further the process beyond this public hearing which would be to enter an order that determined which Functional Plan requirements had been complied with by which jurisdictions. They had sent the report to all jurisdictions that had requested the report. They also explained the process that would occur after the public hearing. Once the order was issued and if there was no successful appeal, the cities and counties were deemed in compliance. It was also noted that Metro Council doesn't have the jurisdiction to make a determination on a Council action that was taken to come into compliance that we didn't appeal at that time. She noted that the report covered compliance through November 30, 2002.

Since then several jurisdictions have completed compliance on specific titles. The City of Lake Oswego had adopted a Title 3 floodplain standard. Milwaukie had completed their Title 3 work and was now in compliance with all of the elements of Titles 1 through 6. The City of Sherwood provided Metro with the design type boundary map and they were also in compliance with all elements of Title 1 through 6. Multnomah County had adopted Title 3 requirements for the area that was outside of the Urban Growth Boundary (UGB) but inside our jurisdictional boundary. In addition they had come to an agreement with the City of Gresham over governance of the areas that were inside the UGB but unincorporated. Multnomah County was now in compliance with Titles 1 through 6. With those efforts, the region was now at 97% compliance. The City of Durham had outstanding items, since the report in November, they have moved forward and prepared an ordinance to adopt the Title 2 standards at the end of February 2003. They were still discussing with them the minimum density requirements and seeing if they could come to a satisfactory conclusion rather than going through the exception. Also since November 30, 2002, they had received submission for the Title 7 requirement, which included the cities of Durham and King City first reports. Wood Village and Gresham had submitted their second report. She said Gerry Uba would present the Title 7 information.

Councilor Newman said there were many jurisdictions who had not met their residential or job targets under Title 1 but we were considering them in compliance. He asked why this was the case? Had they not reached those targets because of market issues? Ms. Bernards responded that when those targets were set, it assumed no expansion to the Urban Growth Boundary (UGB). Metro actually expanded 4000 acres. When Metro looked at all of the capacity analysis completed by the jurisdictions and we added up the numbers plus those 4000 acres, as a region we exceeded the total that we had put in the original target both on housing and job capacity. Within that the cities that had different targets to set, there was a range of effort needed to meet those targets. Some cities adopted minimum densities and then met their target. Other cities up zoned in their station communities, regional centers, town centers or on corridors. They established minimum densities in neighborhoods that were developing at substantially less than the maximum density. Through all of those efforts they still weren't able to reach their targets. The capacity targets were a snap shot at a certain time and since that time there were jurisdictions. Milwaukie was an example of a jurisdiction who was working on their north industrial area where there was limited employment right now but by amending their zoning and comprehensive plan

regulations and updating their code, they will be able to create more opportunities for employment in that area, which was not captured in our targets right now. The work was continuing but as a region we met the targets that we set out to meet. Councilor Newman summarized, if the jurisdiction had made good faith efforts even though they haven't reached their target, Metro would deem them in compliance because they were doing what they can to meet the goal. Ms. Bernards said that was a correct summary.

Councilor McLain asked how we came to a reckoning with the fact that areas that could do more like a central city and we still have needs. How do we address the basic goal of the concept and still keep true to the compliance issues in the Functional Plan?

Dan Cooper, Metro Attorney, said what Ms. Bernards just explained in terms of using the example of Milwaukie where past decisions the Council made on how it wanted to treat substantial compliance with Title 1 Table 1 numbers, was an accurate description of the decision that the Council made as to how it was going to have those compliance issues addressed. What Councilor McLain was asking about was future compliance with other requirements, some of them on the books and some which weren't on the books yet. Over the past several years, the Council has revised the compliance sections of the Functional Plan putting out more detail as to what the Council's policies options were in enforcement. We have written them into the Code and there was a pathway now for the Council to have a conversation with a local government if it thinks that the jurisdiction was not in compliance. This was part of the reason for these compliance reports. It served as a mechanism to bring to the Council's attention those jurisdictions that may not be in compliance. There was a compliance process they could initiate where Metro went through a more formal process of letting that jurisdiction know that we had deemed them out of compliance and that we thought there were more effort they needed to make. Ultimately it led to a legal solution if one was necessary. There was now a pathway.

Councilor McLain said that was exactly what she wanted to know. She understood that what they were doing in looking at this report today was to say either Council was happy with reaching the overall total goal right now and we were ready to do some other things to deal with some of those future elements or compliance issues we may have. She didn't want to give the signal that because we gave an OK to the report today, that we were not still looking at the 2040 Growth Concept and the fact that we said we needed more jobs in our Central City to be able to meet the goals. She wanted to go on record today indicating that if they accept this report today that didn't mean that there wasn't still more work to do.

Andy Cotugno, Planning Director, said the spirit of what Councilor McLain had just talked about was exactly right especially in relation to the housing and employment targets. That was a fairly conservative computation especially in the centers because in the centers the capacity for jobs and housing was much more a function of redevelopment than it was vacant land. The minimum densities worked very well on vacant land but it was much more speculative about how much development was likely to happen through redevelopment in those centers. This was why, in the period review that Council just completed, the emphasis on centers was an important one because there was such a large range of possibilities for the centers. The more we do, the more we can take credit for it. If we were successful in those locations, the higher the retail we can assume into the future and take credit every five years as we went through the capacity analysis for the UGB. The targets themselves were only a measure. The success rate at redevelopment was probably a more important measure as it related to centers. Now that we have a limited ability to deal with vacant land densities in single family residential areas, which was a large part of where those target housing capacities was produced, the remaining ability to impact the capacities in centers

was much more a function of how you impacted the market than it was what minimum zoning you counted.

Council President Bragdon opened a public hearing.

Mary Kyle McCurdy, 1000 Friends of Oregon, 534 SW Third Avenue, Suite 300 Portland OR 97204 read her letter into the record (a copy of which is found in the meeting record). She noted that she had not received the January 24, 2003 update from Ms. Bernards so her remarks reflected compliance issues prior to that update. She spoke specifically to Title 1 and 7 compliances. She noted that Mr. Ross and she were in agreement on Title 7.

Kelly Ross, Home Builders Association, Portland, Oregon said they were surprised and somewhat outraged when they saw this report come to Metro Technical Advisory Committee (MTAC) with the low level of compliance with Title 7. If you looked at the requirements, they had set the bar pretty low on what local governments had to do. He said when he saw the report only 9 of the 27 jurisdictions had reported on Title 7. He spoke to the history of Title 7. A lot of people had spent a lot of time on affordable housing requirements. He felt it was unfair to the jurisdictions that had taken the time to work on Title 7 compliance. He spoke to City of Portland's accomplishments on Title 7. They had done the most in the region to address affordable housing problems in the region. He thought they were the only ones who had taken advantage of the statute that allowed tax abatement for low-income properties. They had a very detailed system. He felt it wasn't fair to them to allow the other jurisdictions to skate on this and force them to assume a higher burden than they should be. He felt that the region was being lulled in a sense of security on affordable housing because of the way interest rates have been in the last few years. That can easily change and turn into a very serious problem. Affordable housing requirements were seen as a corner stone of the 2040 Growth Concept. He hoped that the Council would take a strong stand on Title 7 and let jurisdictions know that these requirements were equally important as those for the other titles. It was key to making this concept work for the future.

Ms. Kyle McCurdy spoke to the Affordable Housing provisions and the litigation that followed. The local governments asked for voluntary compliance.

Council President Bragdon closed the public hearing.

Gerry Uba, Planning Department, presented Title 7 compliance. He spoke to the problems they had evaluating Title 7 compliance. They had 9 local governments, which had submitted their reports. He said they had presented the report to MTAC and shared with them the difficulty Metro was having evaluating Title 7 compliance. Some of those examples stem from the original affordable housing production goal. However, they also should be able to tell them whether they were going in the right direction. He noted a memo from Andy Cotugno to the Council President concerning Title 7 (a copy of which is found in the record) summarizing some of the concerns that Metro Policy Advisory Committee (MPAC) had brought up which he had reviewed with Council on December 10, 2002.

Mr. Cotugno reviewed the memo on Title 7 compliance reports: issues and compliance procedures. He suggested giving jurisdictions more feedback so they knew where the bar was so in their next reporting they could have a more clearly defined bar.

Councilor McLain asked about the last bullet under MTAC, which said "Metro staff could help by providing a model for reporting. They should also make available copies of each reporting

jurisdiction's work for others to see, if requested". She thought they had come up with a model for reporting. Did the reports that came in follow the specificity of what Metro said they wanted to know or were they all over the board too.

Mr. Uba said they were all over the board. Metro had not provided a model for reporting because of the lack of funding in the budget. They were giving local governments the opportunity to start implementing Title 7. If Metro staff saw problems they could come back to Council to request funding for a model.

Councilor Park weighed in by saying that there had been a lot of discussion in 1999 at MPAC about the word "consider". There was a promise that there would be consideration in some formal fashion by those jurisdictions that the problem was being examined. He spoke to the litigation and the settlement. There was a voluntary agreement made that they would do this report. This should at least be occurring. It was clear from the context of the discussion that jurisdictions would report. He wasn't sure what the mechanism would be to get those reports in.

Councilor Newman asked, by adopting this report, was Council declaring that these local jurisdictions were in compliance? Council President Bragdon asked if they were being asked to take action of this report today? Mr. Cooper said there was nothing to vote on today.

Dick Benner, Senior Assistant Counsel, explained the process for the enforcement code provision. It called for the Metro Council to have a hearing having received the report. Then it called upon the Council to enter an order. In the order the Council would accept the report, make changes to the report, but ultimately would come to a conclusion that would say these jurisdictions complied with these Functional Plan requirements. The order was not in front of Council today. Shortly after the hearing, the Council would get an order. The Council would enter that order and it would make the findings and conclusions. That order could be appealed to Land Use Board of Appeals (LUBA) should someone disagree with it. Council President Bragdon asked how they were to give him direction on preparation of the order? Mr. Benner responded Council was in a position to interpret what the jurisdictions had accomplished. That direction would come from the Council in the form of an order.

Council President Bragdon summarized that, through their discussion today, they would give Mr. Benner direction for preparation of the order. Mr. Benner said that was what they hoped.

Councilor Newman asked if you were to characterize the nature of why local jurisdictions did not respond for Title 7, what would that be? It was hard for him to evaluate the lack of response without having an idea what was going on at the local level. Mr. Uba responded that the ones that did not submit any report but called him for help indicated they needed more time but they didn't explain why they didn't complete their report by the deadline. He had no clue as to why those that didn't call had not completed the report. Mr. Uba said they had sent out reminder letters two months ago, which generated two additional reports.

Councilor Newman said when City of Milwaukie was doing their city council goal setting session with their planning staff, they were left with very little time to complete all of their planning with limited resources. For smaller jurisdictions, what was the workload that Metro mandated on them and what kind of flexibility did they have to seek Metro's help if they couldn't meet them because of other demands.

Councilor McLain commented that today's testimony was important. They had also had the same experience as Councilor McLain had. They lived through the first set of discussions on this.

There were a lot of people who had been involved in the process. She said yes, we have people with different staff and resource levels. She felt that this Council could give more specific direction on either the order or a letter, which would allow them to understand that we still do believe that affordable housing was important. They wanted to get beyond that statement and that commitment and get onto some tools that will help us with the problem they had identified. We needed to recognize that there was a difference between Title 1 and Title 7. Jurisdictions understood more what compliance meant for Title 1. Councilor McLain said they couldn't just accept the report in the shape it was in and explained further the details. Councilor McLain suggested that Council needed to have more discussion with the staff and legal staff to write a letter to the jurisdictions that will indicate those concerns and how and when we accepted the report.

Council President Bragdon said he was concerned that they couldn't accept this. He hoped these comments would be helpful in drafting an order. The testimony raised some concerns about Title 1 and Title 7. Even though the two witnesses came from different spectrums, they acknowledged that a deal was a deal and that there was agreement that we would all go forward together. Even the minimal reporting hadn't been done. He thought there was a step before preparation of the order. He suggested working with local governments as elected officials to make clear that this was important to the Council. He suggested that we make this a point of discussion at the next MPAC meeting. We took Title 7 seriously because we thought it was a serious problem. He suggested having some peer discussion there. For those who weren't members of MPAC, he suggested either a letter or calling the elected officials in each Councilor's district. He wasn't comfortable with an order indicating that everything was OK.

Councilor Park said, as he understood Title 1 Table 1 numbers, it was a best guess at that particular time. Some jurisdictions had varying levels of effort. In Task 2 they had changed the table into a known zone capacity table. The jurisdictions have now indicated what their land was zoned for. They have an actual number that they can go back and put in our ordinance to require them not to slip backward. We reached almost 100% on the housing and exceeded on jobs. He spoke to the mixed-use issue. It was more of an accounting issue and explained further. They were looking at performance measures as an overall number. As they moved forward he was hopeful that they would see a better refill rate.

Mr. Cotugno commented on mixed-use, it was partly what it was you were measuring. The target was intended to define a level of capacity. Capacity for vacant land was easy. In centers it was not as straight forward. There was a wide range of possible development levels within allowed zoning for those kinds of commercial, higher-density mixed use places. What happened could be within a wide range of possible densities. It was heavily through re-development. It was hard to say what the zoned capacity of a center was.

Councilor McLain said in the Growth Report, Portland had a zoning plan and a comp plan. The Council made decisions as to whether we were going to accept zoning or their comp plan. It seemed that in the reporting there could be at least a minimum which would be the zoning. You know that the zoning potential was there. The timing will drive when that infill and redevelopment will happen but the potential couldn't be denied. It seemed that in these reports there should be at least a minimum report that talked about the zoning of what could happen. She would feel much more comfortable with that minimum reporting.

Council President Bragdon asked about the ordinance they adopted last year concerning zone capacity, how did that effect the reading on this?

Mr. Cotugno said this was compliance reporting under the old Code, the new Code doesn't go into effect until March 5, 2003. That was subject to acknowledgement by Land Conservation and Development Commission (LCDC). This would be the last report under the old Code.

Council President Bragdon asked how compliance would look if the new Code was in effect?

Mr. Cotugno responded, if the new one was in effect, it would say that the zoned capacity in each jurisdiction had met the targets in each of those jurisdictions. The targets reflect the zoning they had adopted. Hopefully, future ones would report that there had been no backsliding.

Councilor Park said this was a success story, we have a very high compliance rate. It had gone from 80% when he first started on the Council to 97%. We had done well over this particular period of time.

Councilor McLain said it was a success story but these were compliance reports and she did buy into the public testimony that if they were not in compliance you give them an exception or tell them what degree they were in compliance. We needed to give direction to staff. We needed to do our job. It was our responsibility to carry this out. She hoped the compliance reports in the future would be better and the jurisdictions would have a better understanding of how and what to report.

Council President Bragdon asked Council to give him direction in terms of the content of remarks at MPAC next week. He suggested that they talk elected official to elected official about how we were going to fulfill our pledge to do that reporting.

Mr. Cotugno said he felt it was fair to say that Title 1 through 6 were a success story, we were at 97% compliance. They were at the beginning on Title 7, they were at the front end of that process and it was important to emphasize that we were following through on those commitments. Council President Bragdon said that was his message for MPAC. He would also talk about further tools they could use with our local partners.

Mr. Cotugno responded to Councilor Newman about small local government. They had heard a lot about how burdensome Metro's requirements were on local governments. They were short staffed. The environment for taking up the affordable housing issue was a lot different than the environment with they took up Titles 1 through 6. They bird-dogged those issues. They were out in the field working with local governments to do those center plans including providing grants to meet those requirements. That had not been the case for affordable housing. They had not sat next to their affordable housing people. The Planning Department had not been budgeted to provide that kind of technical support. Mr. Uba had been on the receiving end of reporting not on the bird-dogging end because he had not been budgeted at that level. He had been budgeted to emphasize performance measures not affordable housing. If we were going to be more proactive in leading the way on how to meet the affordable housing requirements, that took resources. Right now they were only budgeted at .1 of an FTE to assemble this report.

Council President Bragdon said it also required political will on our part with our fellow elected officials.

Councilor Monroe asked who chaired the Housing Task Force. Council President Bragdon responded that Commissioner Diane Linn chaired the task force. Councilor Monroe suggested soliciting some of those individuals on the task force to help remind local governments that they were behind in terms of compliance efforts. He suggested asking for that help so that it was not

just Metro requesting but also came from our fellow elected officials that played a leadership role in that process. Council President Bragdon said that was an excellent idea.

Councilor Newman thanked Mr. Cotugno for his comments. Those resource issues were important to bring up.

Councilor Hosticka asked Council President Bragdon about compliance procedures. Was the testimony from Ms. McCurdy considered exception to the compliance reports?

5. RESOLUTIONS

5.1 Resolution No. 03-3271, For the Purpose of Endorsing a Regional Position of Reauthorization of the Transportation Equity Act for the 21st Century (TEA-21).

Motion:	Councilor Park moved to adopt Resolution No. 03-3271.
Seconded:	Councilor Monroe seconded the motion

Councilor Park reviewed the resolution, which would be forward to our congressional delegation. This would help in terms of the region's priorities, the authorization of those funds and a list of priority projects found were in Exhibit C.

Mr. Cotugno said the legislation covered a lot of policy direction that sets national transportation policy, most of what can be funded. He explained Exhibit A, which were the major policy issues that were intended to be the ones that were really emphasized. Those covered things that impacted us the most, the level of funding, the major formula categories that resulted in monies through those formulas coming to the states, and to this metropolitan area. The three categories that produced the funding that we were involved in allocating were the State Transportation Program (STP), Congestion Mitigation Air Quality (CMAQ) funds, and the transit funds that go to TriMet. Those three produced money for this region. They were effectively saying if there was going to be increases, emphasize these for increases. The third major issue highlighted was the discretionary categories. The big issue there was the new start funding. We got significant dollars for light rail construction. They also suggested having a similar competitive rigorous process for the trade corridor category. The fourth major policy issue was that they expected there would be more attention to freight in general. We were more of a trade-oriented market place and therefore freight movement was a bigger deal to our economy than the average economy. He spoke to the CMAQ funds. The second major component was an encyclopedia of possible policy issues. The final list was the actual project requests. It was up to the congressional members from Oregon to make the request. This was Metro's input to them and what they would ask to be earmarked through the authorizing process.

Councilor Hosticka said in the spirit of always objecting to discretionary decisions made by governments higher than Metro, he had to say that he didn't find it useful for Metro to talk about formulas and percentage returns to our geographic areas when we were petitioning our federal government when at the same time county and local governments raise those same arguments with Metro. He would object to stating that we want to ensure that we get a return on dollars and varies dollars should be allocated based on geographic formulas. He noted this for the record.

Councilor Newman asked about the small starts, was that a brand new concept? Mr. Cotugno said yes. Councilor Newman asked if this was brand new money? Mr. Cotugno responded that it was unpredictable at this point in time. There were two different proposals and explained further those proposals. Councilor Newman asked about the Young amendment, which allowed us to use

flexible transportation dollars, he was under the impression that these funds might be restricted. Were these addressed in Metro's comments? Mr. Cotugno said he hadn't heard this. Councilor Newman said he had heard that the pressure from the administration was a very restricted interpretation of that rule. Mr. Cotugno said that was an administrative application of the law not the law itself. He would find out more about whether the law was threatened. They didn't want to lose the legal authority that the law provided. There was no question. This administration was being more restrictive in the application of the law. Councilor Newman asked about the 4-F rule, when evaluating transportation projects, you do what you could to protect historic resources. Was this addressed in the summary? Was that something that we needed to pay attention to? Mr. Cotugno said yes, that was something he would need to supplement.

Councilor Park said the positions that we had taken paralleled Oregon Transportation Commission. We were bolstering their positions. He thought the 95% return was their position. Mr. Cotugno said yes.

Council President Bragdon asked about adding the 4-F rule. Mr. Cotugno suggested that this resolution be adopted and that they do more investigation on the Transit Oriented Development (TOD) authority and the environmental regulations. If there were an appropriate position to take he would come back to the Council. Councilor Newman said he did not object to this action. Those two items might be added to our federal watch list.

Mr. Cotugno said this was the six-year authorizing bill. There will be another resolution coming up on the one-year appropriations bill.

Councilor Park urged support. This was an important transportation-funding piece.

Vote:

Councilors Park, Hosticka, McLain, Monroe, Newman and Council President Bragdon voted in support of the motion. The vote was 6 aye, the motion passed.
--

6. COUNCILOR COMMUNICATION

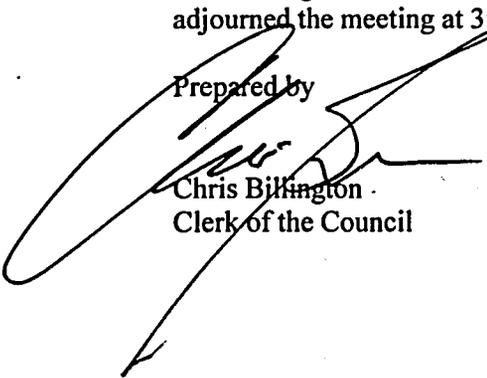
Councilor McLain reported on the Rate Review Committee. There were two Informals coming up in February 4th and 18th which will deal with bond covenant, rate setting, solid waste services and policies.

Councilor Newman updated the Council on the South Corridor Project. They had a positive public hearing last night. He reminded them that the final public hearing was next Tuesday, February 4th at 6:00 p.m. at the Multnomah County Commission Chamber.

7. ADJOURN

There being no further business to come before the Metro Council, Council President Bragdon adjourned the meeting at 3:30 p.m.

Prepared by


Chris Billington
Clerk of the Council

**ATTACHMENTS TO THE PUBLIC RECORD FOR THE MEETING OF JANUARY 30,
2003**

ITEM #	TOPIC	DOC DATE	DOCUMENT DESCRIPTION	DOC. NUMBER
3.1	MINUTES	1/23/03	METRO COUNCIL MINUTES OF JANUARY 23, 2003 SUBMITTED FOR APPROVAL	013003C-01
4.0	MEMO	1/28/03	TO: COUNCIL PRESIDENT BRAGDON FROM: ANDY COTUGNO RE: TITLE 7	013003C-02
4.0	MEMO	1/24/03	TO: COUNCIL PRESIDENT BRAGDON FROM: BRENDA BERNARDS, PLANNING DEPT. RE: PUBLIC HEARING FOR 2002 URBAN GROWTH MANAGEMENT FUNCTIONAL PLAN COMPLIANCE REPORT	013003C-03
4.0	LETTER	1/30/03	TO: METRO COUNCIL FROM: MARY KYLE MCCURDY, 1000 FRIENDS OF OREGON, RE: URBAN GROWTH MANAGEMENT FUNCTIONAL PLAN ANNUAL COMPLIANCE REPORT	013003C-04
NOT ON AGENDA	MEMO	1/30/03	TO: COUNCIL PRESIDENT BRAGDON FROM: MARV FJORDBECK, SENIOR ATTORNEY RE: METRO CIVIL PENALTY ENFORCEMENT LEGISLATION	013003C-05

February 6, 2003

Metro Council
Metro Regional Center
600 N E Grand Ave.
Portland, OR 97232-2736

Dear Councilors:

I appreciate the time you are taking to hear my reading of this letter today. Some of you may remember me as a former Metro employee. I worked for Metro 10 years, retired in July 2000, and retain friendships with fellow employees.

While employed at Metro, I served as your Investment and Cash Manager. Following retirement, I returned part-time to manage the 401(k) program. Those responsibilities provided the privilege and opportunity to associate with a number of department directors and other staff.

I enjoyed very much my association with Terry Peterson, Director of Regional Environmental Management. My work with Terry and his staff included monitoring adherence to bond covenants for the Metro Central revenue bond, plus providing financial advice when the Jack Gray/Specialty Transportation contract required renegotiation.

I also enjoyed working with Charlie Ciecko, Director of Regional Parks and Greenspaces. My responsibilities here included investing and managing the \$135 million Open Spaces bond proceeds to maximize returns while providing cash flow adequate to meet purchase transactions as well as banking controls over park deposits.

My longest-term association was with Jennifer Sims, Director of Administrative Services and CFO. I was employed in the Financial Planning and Accounting Divisions and my supervisors reported to her. My work involved managing the investment portfolio and handling the relationships with Metro's bank. I also served as staff for Metro's Investment Advisory Board, a citizen committee overseeing the investment portfolio, its performance, and adherence to code and policy.

The purpose of this introduction is to establish my knowledge of the significant accomplishments of these directors on behalf of the agency.

My message to the Council and especially to Mark Williams, the interim Chief Operating Officer, is one of chastisement for the remarkably inept, egregious and unprofessional manner in which these three directors were dismissed from service.

We all recognize and accept that a change of administration can lead to turnover in appointed directors. I have a close friend, Peter Green, who was Natural Resources advisor to Governor Kitzhaber. He is now looking for work, and carries with him the thanks and appreciation of the Governor for his good work.

February 6, 2003

It is my perception that no private or public expression of thanks and appreciation was extended to these long-term and respected department directors, rather, they were cut loose in an unfeeling and ungracious manner.

Not only does this reflect poorly on the Council and Chief Operating Officer, it certainly limits any feeling of loyalty or commitment by remaining directors and staff.

A suggestion for damage control would be to distribute throughout the agency a message of thanks and appreciation for the contributions and accomplishments of these directors over their years of service. This message could be attached to each employee's pay voucher.

As Metro Council embarks on the next significant chapter of its future, it is my hope you will consider that past accomplishments were achieved by the people under your direction and that they deserve much more than you have given them.

I invite your questions or reactions, either now or later.

Sincerely,

A handwritten signature in cursive script that reads "Howard I. Hansen".

Howard I Hansen