

## EXECUTIVE ORDER NO. 58

EFFECTIVE DATE: October 2, 1995

### SUBJECT: RESCISSION AND CLARIFICATION OF PRIOR EXECUTIVE ORDERS

There have been 56 Executive Orders issued since 1981. Some of these are no longer relevant, some have been superseded by Council adoption of ordinances or resolutions, and some have been rescinded by subsequent Executive Orders. This Executive Order rescinds prior Orders, as listed below. For purposes of clarification, this Order also lists those Orders which have been rescinded by subsequent Orders, and renumbers one Order that remains active.

#### Executive Orders rescinded by this Executive Order are:

- #2 Internal Procedure for Contracting and Selection of Contractors (Superseded by Code Chapter 2.04)
- #6 Employee Smoking Policy (Superseded by Code Chapter 2.02)
- #9 FY '82 Budget Controls (Outdated)
- #11 FY '82 Budget Controls (Outdated)
- #12 Fiscal Management For Fiscal Year 1982-83 (Outdated)
- #13 Meal Per Diem (Superseded by Executive Order #32)
- #14 Clarification on Personal Holiday Leave (Superseded by Code Chapter 2.02)
- #15 Minority Business Enterprise Amendments (Superseded by Code Chapter 2.04)
- #16 Clarification of Contract Procedures (Superseded by Code Chapter 2.04)
- #18 Overtime Compensation Policy for Non-Exempt Employees (Superseded by Code Chapter 2.02)
- #20 Administration of the Disadvantaged Business Program (Superseded by Code Chapter 2.04)
- #30 Public Affairs (Outdated)
- #33 Submittal of Supplementary Material on Petitions for Amendment of the Urban Growth Boundary (Superseded by Code Chapter 3.01)
- #34 Delegation of Executive Officer's Authority (Outdated)
- #36 Procedures for Appointments of Members of Metropolitan Exposition-Recreation Commission (Superseded by Code Chapter 6.01)
- #37 Administrative Procedures Related to Hearing Petitions to Amend the Urban Growth Boundary ( Superseded in Code Chapter 3.01)
- #43 Overtime, Comp Time, and Bonus Extra Time Policy for FLSA Exempt Employees (Superseded in Code Chapter 2.02)

#### Renumbered Executive Order:

Executive Order #51 - Public Records Requests: Procedures and Fees, is hereby renumbered as Executive Order #54. (Order #51 - Computer User Administrative Rules will remain as #51.)

Executive Orders previously rescinded:

- #10 Credit Policy for Metro Solid Waste Disposal Facilities (Rescinded by #40)
- #19 Administration of the Equal Employment Opportunity/Affirmative Action (EEO/AA) Program (Rescinded by #46)
- #22 Delegation of Executive Officer's Authority (Rescinded by #34)
- #23 Microcomputer Acquisition Policy (Rescinded by #28)
- #40 Credit Policy for Metro Solid Waste Activities (Rescinded by #49)
- #41 Sexual Harassment - Replaced by Resolution No. 92-1715
- #46 Administration of AA/EEO Program - Replaced by Resolution No. 92-1715

A file of all active Executive Orders shall be maintained in the Office of the Executive, except those providing administrative interpretations of the Urban Growth Boundary, which shall be maintained in the Growth Management Department. (A list of the Orders to be maintained is attached to this Executive Order.) A master file of all Executive Orders shall be maintained in the Office of General Counsel.



\_\_\_\_\_  
Mike Burton, Executive Officer

Oct 2, 1995  
\_\_\_\_\_  
Date

**EXECUTIVE ORDERS TO REMAIN IN EFFECT  
(Exclusive of UGB Interpretations)  
Maintained in the Office of the Executive**

- #5 Public Involvement Plan
- #25 Procedures for Processing Application and Rate Adjustment Requests for Solid Waste Disposal Franchisees
- #27 Metro's Responsibility for Damage or Loss to Employees' Work-Related Personal Property
- #28 Microcomputer Acquisition
- #29 Relocation Regulations
- #31 Non-Travel Expense Policy
- #32 Travel Expenditures
- #42 Drug Free Workplace
- #44 Agency Credit Cards
- #45 Charitable Contributions
- #47 Establishing Waste Reduction and Recycling Program at Metro Facilities
- #48 Service Award Program
- #49 Credit Policy for Solid Waste Disposal Facilities
- #50 Metro Regional Center Meeting Room Use
- #51 Computer User Administrative Rules
- #52 Telecommuting
- #53 Confirming Prior Interpretations of the Metro Code
- #54 Public Records Requests: Procedures and Fees (Renumbered - originally issued as #51)
- #55 Employee Salary Savings Plan
- #56 Loaned Executive Policy
- #57 Delegation of Contract Signature Authority

**EXECUTIVE ORDERS PROVIDING ADMINISTRATIVE INTERPRETATIONS  
OF THE URBAN GROWTH BOUNDARY  
Maintained in the Growth Management Department**

- #3 Northwest of Wilsonville
- #4 Northeast of Wilsonville
- #7 South of Cornelius
- #8 Southeast of Troutdale
- #17 South of Cornelius
- #21 North of Hillsboro
- #24 North of Sherwood
- #26 Harborton
- #35 South of Oregon City
- #38 Bull Mountain
- #39 South of Lake Oswego



METRO

RECEIVED

OCT 03 1995

EXECUTIVE OFFICER

DATE: October 2, 1995

TO: Department Directors

FROM: Mike Burton, Executive Officer *MB*

RE: Executive Order #58

Attached is a copy of Executive Order #58, which rescinds previous Executive Orders that are outdated or have been superseded by legislative or other action. It also clarifies some minor issues with past Orders, and establishes responsibility for maintenance of the Executive Order files.

Some of the Executive Orders that are being retained should be revised and reissued, based primarily on the comments you made in the spring in response to my request for review of Executive Orders. Some others should become administrative rules, rather than Executive Orders. Finally, there is a group of 11 Orders dealing with administration of the Urban Growth Boundary, which Growth Management will maintain.

Executive Orders are tools for me to implement policy within the framework established by the Council. Consistent with my general policy direction to delegate administrative matters to the agency's managers when possible, I want to use Executive Orders to establish administrative policy only when the department director does not have the authority to do so, or in instances which call for the additional authority of the Executive. Accordingly, the following criteria will be used to determine when an Executive Order should be issued:

- a need to implement or clarify policy has been identified;
- it is within the Executive's authority to establish such policy; and
- it is beyond the authority of staff to implement or clarify the policy, or the additional authority of the Executive is desired to give the policy more weight.

As a matter of process for future Executive Orders, please see that they are reviewed by General Counsel and the Department Directors before they come to me for signature. This will help ensure that they are legal, not in conflict with other policies, and not have an unexpected impact on finance or other operations.

Those of you who have Executive Orders to revise will have a memo attached, asking you to prepare the revisions and submit them to General Counsel for legal review, and then to me for issuance. I appreciate your work in helping me update these policies and develop direction for the use of Executive Orders in the future. Please share this information with your staffs.