



## MINUTES OF THE METRO COUNCIL WORK SESSION MEETING

April 5, 2011  
Metro Council Chamber

Councilors Present: Tom Hughes (Council President), Kathryn Harrington, Rex Burkholder, Carl Hosticka

Councilors Absent: Shirley Craddick, Carlotta Collette

Council President Tom Hughes convened the Metro Council Work Session Meeting at 1:01 p.m.

### **1. DISCUSSION OF AGENDA FOR COUNCIL REGULAR MEETING, APRIL 7, 2011/ADMINISTRATIVE/CHIEF OPERATING OFFICER COMMUNICATIONS**

Dan Cooper, Chief Operating Officer, reminded the Council of the updated work session agenda to include an executive session. Councilor Kathryn Harrington noted the Council regular meeting will meet at 3:30 pm. Councilor Rex Burkholder asked for more information regarding Resolution 11-4247 from the Thursday agenda.

### **2. METRO ETHICS AND PUBLIC RECORDS – INFORMATION**

Alison Kean Campbell of Metro provided background of the current Oregon ethics law. Ms. Campbell referred to the chart included in the packet outlining the ethics laws regarding gifts. One of the recent changes to the law included clarifying the gift law for an average line employee. Currently Metro is working with the Oregon Ethics Commission to make more clarifications for the law to reduce administrative burdens. Ms. Campbell also provided an overview of a case regarding home email and inappropriate Council communication. The recommendation was to keep work and home email separate if possible and stay aware of an unanticipated quorum. Ms. Campbell offered to provide specific advice as needed on an individual basis.

Council asked clarifying questions including whether a gift that is not accepted must be tracked, how to record the dollar amount of a luncheon and email retention.

### **3. SOCIAL MEDIA LEGAL ISSUES AND MANAGEMENT – INFORMATION / DISCUSSION**

Jim Middaugh of Metro and Ms. Campbell reminded the Council anything that can be called a public record must be kept in accordance to the record retention schedule including many social media platforms. Mr. Middaugh noted several individual Councilors and several departments are using various forms of social media. Use of social media has the potential to improve public awareness of and engagement in Metro's work. Because there is a strong desire to expand social media tools discussion with the Council will include a number of legal and management issues associated with those tools. Suggestions from Mr. Middaugh included that Council engage in a general conversation with staff about these implications and based on the conversation staff will develop more specific recommendations for Council consideration.

Councilors expressed support in staff developing specific recommendations to be brought forward at a future work session.

### **4. PROCUREMENT AND CONTRACT POLICY UPDATES – INFORMATION**

Darren Matthews of Metro provided an update on the procurement and contract policy proposed revisions with the aid of a PowerPoint presentation. Proposed changes included updating the requirements for bid bonds, an increase for contract amendments of public improvements contracts and notice of award threshold.

Councilors asked for more information regarding the notice of award threshold specifically what are best practices, what is the legal threshold and what is economically feasible.

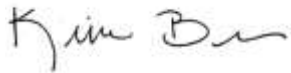
#### **5. COUNCIL BRIEFINGS/COMMUNICATION**

Council discussion included a recap of the Transportation Policy Group, the Zoo Master Plan Open House and Council President Tom Hughes' trip to Germany.

#### **EXECUTIVE SESSION HELD PURSUANT WITH ORS 192.660 (2)(d). DELIBERATIONS WITH PERSONS DESIGNATED BY THE GOVERNING BODY TO CARRY ON LABOR NEGOTIATIONS**

Adjourned at 2:59 p.m.

Prepared by,



Kim Brown  
Council Policy Assistant

**ATTACHMENTS TO THE PUBLIC RECORD FOR THE MEETING OF**  
**April 5, 2011**

<b>Item</b>	<b>Topic</b>	<b>Doc. Date</b>	<b>Document Description</b>	<b>Doc. Number</b>
1	Agenda	4/5/11	Agenda: Metro Council regular meeting, April 7, 2011	040511cw-1
2	Handout	4/5/11	Handout: Updated Agenda Council Work Session, April 4, 2011	040511cw-2
3	PowerPoint	4/5/11	PowerPoint: Metro Contracting Code Proposed Revisions	040511cw-3