



METRO COUNCIL MEETING

Meeting Summary

Dec. 13, 2012

Metro, Council Chamber

Councilors Present: Council President Tom Hughes and Councilors Barbara Roberts, Carl Hosticka, Kathryn Harrington, Rex Burkholder and Shirley Craddick

Councilors Excused: Councilor Carlotta Collette

Council President Tom Hughes called the meeting to order at 2:02 p.m.

1. INTRODUCTIONS

There were none.

2. CITIZEN COMMUNICATIONS

There were none.

3. AUDITOR'S OFFICE REPORT: SPAN OF CONTROL

Metro Auditor Suzanne Flynn, with assistance from Mr. Brian Evans, provided a presentation on the Span of Control audit released in November 2012. The audit was conducted to determine the Sustainable Metro Initiative's impact on the ratio of employees per manager and the number of layers of management. The objective of the audit was to: (1) review the span of control – the ratio of employees to management, and layers of management in Metro pre and post SMI, (2) review the drivers or personal expenditures within the past 10 years, and (3) to review the reorganization itself and if it followed best practices. Auditor Flynn provided a brief overview of the audit's findings and recommendations for Metro going forward. The audit recommended that to help maintain an effective and efficient organizational structure and manage personnel costs, Metro should:

- Improve the quality of human resource data to ensure the span of control analysis is based on the actual structure of the agency's departments;
- Build on previous efforts to use span of control analysis as a tool to monitor the agency's structure; and
- Increase transparency by documenting the methodology used to evaluate span of control and communicate how that information would be used in the budget process.

She also noted that there is not one optimum number of staffing to increase efficiency and effectiveness of an agency, and emphasized the complexity of span of control measures. That said, she did state that it can be a valuable analysis because it allows management to reflect on the organization's structure. (Complete audit included as part of the meeting record.)

Ms. Mary Rowe of Metro provided HR and management's response to the audit. Ms. Rowe thanked the Auditor and her staff for their report and stated that management agreed with the recommendations. She overviewed how management is working to address each of the recommendations. (Management's response included as part of the full audit report.)

Council thanked Auditor Flynn and Ms. Rowe for their reports, and stated that their presentations help illustrate how Metro continues learn and how management is able to help the agency deliver its services to the public in an efficient manner despite continuing to be faced with resource challenges. Councilors emphasized the importance and complexity of span of control audits. Councilors asked clarifying questions regarding the complexity of the audit especially given Metro's diverse missions and small departments. Additional comments addressed the SMI; councilors were glad to hear SMI was a smart, worthwhile decision.

4. **RECOMMENDED SLATE OF AWARDS FOR 2013 METRO CENTRAL STATION COMMUNITY ENHANCEMENT PROGRAM GRANT CYCLE**

Councilor Rex Burkholder provided a brief overview of the Metro Central Station Community Enhancement Program. The program was established in 1985 by the Oregon Legislature to compensate people affected by solid waste disposal facilities. After the opening of the regional transfer station in northwest Portland, Metro entered into a partnership with the citizens in the surrounding local neighborhoods closest to the facility. Councilor Burkholder reminded the Council that a \$0.50 surcharge was collected on each ton of waste processed at the facility, and that the monies generated were earmarked for projects or programs that benefited local residents. He stated that grants are awarded through a competitive process and that local residents from the target area solicit, review and award the grant monies. Additionally, Councilor Burkholder very briefly spoke about the committee composition and read the names of the committee's members.

Councilor Burkholder welcomed Mr. Greg Madden of the enhancement committee to briefly present the 2013 grant process and recommended slate of awards. Mr. Madden stated that Metro's common sense approach as a funder helps local residents reclaim their place as change-makers in their community for multiple reasons including encouraging residents to think and act locally. Mr. Madden stated that the applications were designed to maximize local resources and culture, and to encourage the local economy. He overviewed how the grant applications were evaluated and screened, and the criteria used by the committee to rank and rate each application. Mr. Madden stated that committee reviewed 23 applications and selected 16 projects to fund. The total allocation was \$79,000 in amounts ranging from \$2,000 to \$15,000. (Slate of grant awards included as part of the meeting packet.)

Councilors thanked the enhancement committee for its service.

5. **CONSENT AGENDA**

Motion:	Councilor Shirley Craddick moved to approve the Dec. 13, 2012 consent agenda which consisted of: <ul style="list-style-type: none">• Consideration of the minutes for Dec. 6, 2012; and• Resolution No. 12-4395, For the Purpose of Confirming the Appointment of Members to the Oregon Zoo Bond Citizens' Oversight Committee.
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Vote:	Council President Hughes and Councilors Roberts, Hosticka, Craddick, Burkholder and Harrington voted in support of the motion. The vote was 6 ayes, the motion <u>passed</u> .
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6. CHIEF OPERATING OFFICER COMMUNICATION

Ms. Martha Bennett's update included:

- The Community Investment Initiative Regional Infrastructure Enterprise group distributed a survey to local jurisdictions seeking infrastructure projects that could help develop their centers or employment areas. She stated that 20 responses were received.
- Two resolutions have been added to the Dec. 18, 2012 council meeting agenda regarding costs related to the geotechnical work at the Oregon Zoo and exercising the purchase of land for a remote elephant center.

Mr. Jim Desmond, director of Metro's Sustainability Center, presented Councilors Roberts, Hosticka and Burkholder certificates of recognition and appreciation for their support for natural areas, parks and trails programs throughout the region.

7. COUNCILOR COMMUNICATION

Councilor updates included the following recent meetings: Metro Policy Advisory Committee (MPAC), Joint Policy Advisory Committee on Transportation (JPACT), SW Corridor Steering Committee, and Basalt Transportation Refinement Plan policy group. Additionally, councilors thanked the Oregon Zoo Bond Oversight Committee for their service.

8. ADJOURN

There being no further business, Council President Hughes adjourned the regular meeting at 2:45 p.m. Council will convene the next regular council meeting on Tuesday, Dec. 18 at 2 p.m. at the Metro Council Chamber.

9. EXECUTIVE SESSION HELD PURSUANT WITH ORS 192.660 (2) (i). TO REVIEW AND EVALUATE THE EMPLOYMENT-RELATED PERFORMANCE OF THE CHIEF OPERATING OFFICER OF ANY PUBLIC BODY, A PUBLIC OFFICER, EMPLOYEE OR STAFF MEMBER WHO DOES NOT REQUEST AN OPEN HEARING.

The Metro Council reconvened in the Council Annex for an executive session held pursuant with ORS 190.660 (2) (i).

Respectfully submitted,



Kelsey Newell, Regional Engagement and Legislative Coordinator

ATTACHMENTS TO THE PUBLIC RECORD FOR THE MEETING OF DEC. 13, 2012

Item	Topic	Doc. Date	Document Description	Doc. Number
	Agenda	12/13/12	Revised Council agenda for 12/13/12	121312c-01
5.1	Minutes	12/6/12	Council summary for 12/6/12	121312c-02