



METRO COUNCIL MEETING

Meeting Summary

May 30, 2013

Metro, Council Chamber

Councilors Present: Council President Tom Hughes and Councilors Shirley Craddick, Carlotta Collette, Kathryn Harrington, Bob Stacey, and Craig Dirksen

Councilors Excused: Councilor Sam Chase

Council President Tom Hughes called the regular council meeting to order at 2:04 p.m.

1. INTRODUCTIONS

There were none.

2. CITIZEN COMMUNICATIONS

Art Lewellan, 3205 SE 8th Ave., Apt. 9, Portland: Mr. Lewellan addressed the Council on a possible subway alignment that would connect the east and west sides of Portland through the Rose Quarter area. His comments were a follow-up to renderings he submitted to the Council earlier in the week and resubmitted for the record on May 30. He believed that the transportation option may be the least expensive and least disruptive for the area. Additional discussion addressed the need for a single-deck replacement for the I-5 Marquam and Columbia River Crossing Bridges. (Renderings included as part of the meeting record.)

Councilor Bob Stacey stated that he had reviewed Mr. Lewellan's submittal earlier in the week and forwarded comments to Mr. Lewellan via mail.

Ellen Ino, 5769 N. Vancouver Ave., Portland: Ms. Ino thanked Metro and the agency's Green Team for funding the Zoo's summer TriMet ticket exchange for temporary employees. Ms. Ino stated that she believed the Zoo could use more permanent employees and asked what the best way to share information with the Council would be. She offered to provide a presentation to Council and offered councilors to job shadow her and her colleagues at the Oregon Zoo. Ms. Ino did note that her views are not fully aligned with the unions involved.

Council President Hughes stated that it would be good to see more information and data on Ms. Ino's perspective of permanent staffing. Ms. Ino stated that she would submit information to the Council Recorder for President Hughes' review. She noted that she would also copy Metro Human Resources Director Mary Rowe and representatives from the union groups represented. Additionally, some councilors did express interest in scheduling job shadows.

3. PAYROLL AND BENEFITS AUDIT FOLLOW-UP

Metro Auditor Suzanne Flynn and Mr. Brian Evans provided a brief presentation on the recent follow-up audit of the payroll and benefits program. It is the office's practice to complete a follow-up audit two-years after the original audit is complete. However, Ms. Flynn noted that in addition the office received a report on the ethics line claiming there were several errors in the payroll process similar to those found in the July 2010 audit. Ms. Flynn stated that the follow-up audit focused on the errors reported to the ethics line, and detailed how management has made progress on the original audit recommendations that address benefits, payroll and department coordination.

Ms. Flynn stated that the office was able to verify and confirm the errors reported on the ethics line. In addition, through the course of the office's analysis, the audit found additional errors that had not yet been identified. All errors were forwarded to HR for correction. As for the original recommendations, Ms. Flynn stated that 4 of the 10 recommendations have been implemented. Recommendations still in progress address the organization of the payroll and benefits process across the HR, Finance and Information Services departments. They are as follows:

- Assign primary responsibility for the payroll and benefits business processes;
- Provide guidance to improve the segregation of duties;
- Improve data accuracy;
- Assign roles and responsibilities for each aspect of the process – including at the department and management levels; and
- Clarify the policy and procedures for each of the three departments.

Ms. Mary Rowe and Mr. Scott Robinson of Metro provided management's response. Ms. Rowe thanked the Auditor and her staff for the audit and stated that management takes the accuracy of payroll seriously. She stated that management has made improvements since the 2010 audit, but that additional work needs to be done to ensure accuracy in the payroll and benefits program. Ms. Rowe briefly overviewed a few examples of how management is addressing the outstanding recommendations such as project mapping, and working with external consultants to ensure Metro is using PeopleSoft to its full potential and to develop stronger control measures.

Council thanked Ms. Flynn and team for the audit and emphasized the audit's complexity. Councilor discussion addressed department sizing and system access for employees filling interim vacancies; specifically that employees have had access to parts of the system that were not appropriately restricted after returning to their primary role. Staff stated that this does occur in both the IS and HR departments and confirmed that corrective actions would be put in place to ensure additional access is removed at the appropriate time. Councilors also inquired if there was a structural issue with the 3 departments. Staff clarified that there are 3 large systems involved in the payroll process, and emphasized the need to address each element: the people, process and the technology. Staff stated that work has been completed in each of the three areas, but additional work is needed. Councilors hoped that the recommendations would not need to be revisited in future years, and encouraged staff and the COO to inform the Metro Council if additional resources would be needed to complete the work.

4. CONSIDERATION OF THE MINUTES FOR MAY 16, 2013

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| Motion: | Councilor Kathryn Harrington moved to approve May 16, 2013 Council minutes. |
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| Second: | Councilor Craig Dirksen seconded the motion. |
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| Vote: | Council President Hughes, and Councilors Craddick, Collette, Dirksen, Stacey, and Harrington voted in support of the motion. The vote was 6 ayes, the motion <u>passed</u> . |
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5. CONTRACT REVIEW BOARD

5.1 Resolution No. 13-4432, For the Purpose of Approving a Contract Amendment to the Digital Orthophotography Agreement with i-Ten Associates, Inc.

Council President Hughes gaveled and declared that the Metro Council was now acting as the Metro Contract Review Committee.

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| Motion: | Councilor Shirley Craddick moved to approve Resolution No. 13-4432. |
| Second: | Councilor Carlotta Collette seconded the motion. |

Mr. Paul Couey and Mr. Justin Houk of Metro provided a brief staff report for Resolution No. 13-4432. The resolution, if approved, would extend an existing contract with i-Ten Associates, Inc. for planned aerial photography services in summer 2013. For the past 20 years, the Metro Data Resource Center has coordinated a regional aerial photography consortium composed of local government and non-profit partners who use cost sharing to realize substantial savings on annual photo flights. In general, it is Metro's practice to award two-year contracts to aerial photography vendors in order to attract high quality vendors and reduce one-time startup costs. Mr. Couey stated that the consortium has planned a joint LIDAR and photo project for 2014, a contract that will be covered by a current State of Oregon contract. Given this, staff recommended that Metro extend its current contract with iTen Associates, Inc. Mr. Couey cited cost and staff time savings as reasoning.

Councilors asked clarifying questions about the budget for the contract. Staff confirmed that the Metro DRC has sufficient funds in the current FY12-13 budget and that no new financial resources would be needed. Staff stated, however, that the aerial services for LIDAR would need to be discussed as part of the FY 13-14 budget cycle. Additional council discussion included LIDAR.

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| Vote: | Council President Hughes, and Councilors Craddick, Collette, Dirksen, Stacey, and Harrington voted in support of the motion. The vote was 6 ayes, the motion <u>passed</u> . |
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Council President Hughes gaveled and declared that the Metro Contract Review Board was closed. He reconvened the Metro Council meeting.

6. RESOLUTIONS

6.1 Resolution No. 13-4431, For the Purpose of Approving Seventh Round Funding for Nature in Neighborhoods Restoration and Enhancement Grants.

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| Motion: | Councilor Harrington moved to approve Resolution No. 13-4431. |
| Second: | Councilor Collette seconded the motion. |

Ms. Heather Nelson Kent provided a presentation on the Nature in Neighborhoods restoration and enhancement program and the grant awardees for the seventh round of funding. Since 2005, the Metro Council has awarded 96 NIN restoration and enhancement grants, totaling \$1.7 million. Ms. Kent stated that of the 41 pre-applications received, the committee has selected to award 9 grants at a total of approximately \$205,800 for 2013. The awardees included:

1. Adelante Conservacion by Adelante Mujeres and Tualatin Riverkeepers;
2. Expanding Engagement: Serving Our Whole Community by Friends of Tualatin River National Wildlife Refuge;
3. Johnson Creek Riparian Reforestation by the Johnson Creek Watershed Council;
4. Springwater Ecology Project by the Lents School;
5. Meldrum Bar Park Habitat, Education and Job Training Garden by Lower Columbia Estuary Partnership;
6. Greenspaces Restoration and Urban Naturalist Team by Portland Parks and Recreation;
7. Beaver Creek: The Home Stretch by SOLVE
8. Community-based freshwater Mussel Study on Crystal Springs by Xerces Society; and
9. Sandy River Access Plan (Planning Grant) by the City of Troutdale.

(See presentation and legislation for details on each application.)

Ms. Kent welcomed previous grant recipients Mr. Chris Hathaway of Lower Columbia River Estuary Program, Mr. Russ Hall of Wilderness International, and Jessie Everton to share a few words. Their presentation provided information on each of organizations, their partnership, and Meldrum Bar Park project vision, elements, benefits, and accomplishments to date. In 2012, Metro staff introduced the two organizations and recommended the two partner and combine their grant applications. The Lower Columbia River Estuary Partnership is a recommended recipient of 2013 grant funds.

Council President Hughes asked members in the audience who had either partnered or participated in a NIN restoration and enhancement grant to stand to be recognized. Councilors stated that the restoration and enhancement grant program was a great program and loved by local communities. Councilors stated that the NIN restoration and enhancement program was about resource protection and community building. Councilors expressed thanks to the Metro region's voters for approving the recent natural areas local option levy, which includes additional funding for the program. Additional council discussion included the grants' ability to leverage additional resources in local communities and the diverse partnerships formed on each of the grants.

Councilors Dirksen and Collette stated that they were members of the Friends of the Tualatin Refuge and Johnson Creek Watershed Council respectively; two of the 9 organizations selected to

receive 2013 grant funds. Both councilors acknowledged their interest in the grant awards. Legal counsel clarified that if the Councilors Dirksen and Collette did not have a direct economic benefit from the grant awards, then there is no conflict of interest and therefore need to be recused from the vote.

Vote:

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| Council President Hughes, and Councilors Craddick, Collette, Dirksen, Stacey, and Harrington voted in support of the motion. The vote was 6 ayes, the motion <u>passed</u> . |
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6.2 **Resolution No. 13-4434**, For the Purpose of Approving Sixth Round Funding for Nature in Neighborhood Capital Grants.

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| Motion: | Councilor Harrington moved to approve Resolution No. 13-4434. |
| Second: | Councilor Craddick seconded the motion. |

Councilor Craddick introduced Resolution No. 13-4434, which if adopted, would approve the sixth round of funding for the NIN capital grants. The capital grants program, funded by the 2006 natural areas bond measure, is a neighborhood-focused grant program that compliments the measure's regional acquisition program and local agency projects. The program funds 4 types of projects: acquisition, urban transformation, restoration, and neighborhood livability.

Ms. Mary Rose Navarro of Metro provided a brief presentation on the capital grant program. Since 2005, the program as awarded 24 grants in the above areas totaling over \$7 million dollars. Ms. Navarro stated that of the 12 letters of interest received for the grants, 4 projects were selected to receive 2013 grant funds. Ms. Navarro welcomed Mr. Steve Yarosh of the grant committee to present the committee's recommended 2013 slate of awards. Mr. Yarosh overviewed the grant award, recipient, project cost and partners for each project. The projects awarded 2013 funds were as follows:

1. White Oak Savannah Acquisition – Phase II by Friends for a Liveable West Linn and the City of West Linn;
2. Rock Creek Confluence Restoration by North Clackamas Parks & Recreation District;
3. Spring Park Natural Areas Enhancement Project by Clackamas Water Environmental Services;
4. April Hill Park Improvements & Restoration Project by Portland Parks & Recreation and Friends of April Hill Park.

Councilor Harrington thanked and acknowledged the members of the grant review committee. Additional council discussion included improvements made throughout the years at Spring Park.

Vote:

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| Council President Hughes, and Councilors Craddick, Collette, Dirksen, Stacey, and Harrington voted in support of the motion. The vote was 6 ayes, the motion <u>passed</u> . |
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7. CHIEF OPERATING OFFICER COMMUNICATION

Ms. Bennett provided updates on:

- Ms. Bennett announced that the Metro natural areas local option levy was passed by the region's voters on May 21.
- Metro Council is scheduled to meet with the Tax Supervising Conservation Commission on June 6. The TSCC's questions will be provided to the Metro Council in advance of the joint session.
- A video of the Oregon Zoo's ground breaking ceremony for the new California condor habitat is available online at www.oregonzoo.org.
- Ms. Bennett stated that the Oregon Convention Center hotel project has received press and additional editorial board meetings are scheduled for the following week.

8. COUNCILOR COMMUNICATION

Council President Hughes stated that Travel Portland has schedule a Portland familiarization tour for June 6 to 9, 2013.

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| Motion: | Councilor Harrington moved to approve the tour as an official sanctioned Metro activity and approve councilors to attend on behalf of Metro. |
| Second: | Councilor Stacey seconded the motion. |

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| Vote: | Council President Hughes, and Councilors Craddick, Collette, Dirksen, Stacey, and Harrington voted in support of the motion. The vote was 6 ayes, the motion passed. |
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Councilor Harrington distributed a proposed FY 13-14 budget amendment on behalf of herself and Councilor Stacey for the full council's consideration. The Metro Council is scheduled to discuss budget amendments at the June 11 work session, and take action at the June 13 council meeting.

Councilor Collette stated that a special Joint Policy Advisory Committee on Transportation (JPACT) meeting to discuss, endorse and potentially select a regional priority TIGER V application for the Metro region is scheduled for May 30 at 4 p.m. She asked the Council for their approval to support a joint letter from JPACT and the Metro Council to U.S. Department of Transportation Secretary Ray LaHood endorsing a project from the region should one be selected at the special meeting. The full council expressed their support.

Councilor updates included the following recent meetings or events: Metro Policy Advisory Committee, the Community Investment Initiative Regional Infrastructure Enterprise, Metro Enhancement Grant committee, Climate Smart Communities scenarios project presentation to the Land Conservation and Development Commission, and testimony provided on the Willamette Falls and Oregon Convention Center Hotel projects to state legislative committees. Highlighted upcoming meetings or events included the United Nations' World Environment Day scheduled for June 6.

9. ADJOURN

There being no further business, Council President Hughes adjourned the regular meeting at 3:50 p.m. The Metro Council will convene the next regular council meeting on Thursday, June 6 at 2 p.m. at the Council Chamber.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "K Newell", is written in black ink.

Kelsey Newell, Regional Engagement & Legislative Coordinator

ATTACHMENTS TO THE PUBLIC RECORD FOR THE MEETING OF MAY 30, 2013

| Item | Topic | Doc. Date | Document Description | Doc. Number |
|-------------|--------------|------------------|--|--------------------|
| | Agenda | 5/30/13 | Revised May 30 Council agenda | 53013c-01 |
| 2.0 | Testimony | N/A | Renderings submitted by A. Lewellan | 53013c-02 |
| 4.0 | Minutes | 5/16/13 | Council minutes for May 16, 2013 | 53013c-03 |
| 6.1 | PowerPoint | N/A | The Meldrum Bar Park Project | 53013c-04 |
| 6.1 | PowerPoint | 5/30/13 | Nature in Neighborhoods Restoration and Enhancement Grants | 53013c-05 |
| 6.2 | PowerPoint | 5/30/13 | Nature in Neighborhoods Capital Grants | 53013c-06 |
| 8.0 | Handout | N/A | FY 2013-14 Council proposal for budget amendment decision | 53013c-07 |