

D R A F T
Proposed Agenda

METRO CHARTER COMMITTEE
Tuesday, June 11, 1991
6:00 p.m.
Conference Room 440 - Metro Center

6:00	Call to Order and Attendance	Hardy Myer
6:10	Update on Planning for Public Meetings: Dates, Locations, Format	Betsy Bergstein Ken Gervais
6:25	Review of Present Organization and Functions of Metropolitan Service District and other Governmental Units in Region	Tanya Collier Rena Cusma Ken Martin

MINUTES OF THE CHARTER COMMITTEE
OF THE METROPOLITAN SERVICE DISTRICT

June 11, 1991

Room 440

Committee Members Present: Hardy Myers (Chair), DeMar Batchelor, Judy Carnahan, Ron Cease, Jon Egge, Charlie Hales, Matt Hennessee, Ned Look, Wes Myllenbeck, Raymond Phelps, Jr., Issac Regenstreif, Mary Tobias and Mimi Urbigkeit

Committee Members Absent: Frank Josselson, John Meek and Bob Shoemaker

Chair Myers called the regular meeting to order at 6:04 p.m. Chair Myers noted previous meeting minutes would be submitted for approval at the next meeting. He noted Council Department staff were staffing Council and Council committee meetings in addition to the Charter Committee until it obtained its own staff.

1. Update on Planning for Public Meetings: Dates, Locations, Format

Chair Myers noted the list of possible locations for proposed public hearings for the Charter Committee to meet its public hearing requirements. He said proposed times at all sites spanned 6:00 to 9:00 p.m. and proposed locations included: 1) Multnomah County, July 1 or 2, Portland State University; 2) Clackamas County, July 8, Milwaukie Senior Center; and 3) Washington County, July 9 at the Portland General Electric (PGE) Community Room, or July 9 at Rock Creek Community College. Chair Myers asked Committee members to mark their preferences on dates and/or places and return them to Betsy Bergstein, Metro Senior Management Analyst, and liaison to the Charter Committee.

Chair Myers asked Washington County representatives on the Charter Committee their preference for a location in Washington County if any. Mr. Myllenbeck said he had suggested the PGE site because of accessibility but had not known PGE charged a fee for use of the room.

Chair Myers said regarding public hearings invitations had been discussed in addition to public notices. He suggested inviting the chairs of each of the county commissions and the mayors of each city in the county at which the public hearing was held. He said focus could be placed on municipalities at first, other entities at a later date, and suggested inviting private sector representatives. The Committee agreed with that approach. Chair Myers asked Committee members to contact him to suggest possible private industry representatives.

Ken Gervais, Metro temporary senior management analyst, and liaison to the Charter Committee, discussed flyovers to view the metropolitan area. He said he talked to PGE and various aviation companies. He thought 45 minutes was sufficient time for a flight to see where development in the region was occurring. He said costs were

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approximately \$200 for 4 to 5 people for each flight. He said costs quoted ranged from \$200 to \$600 per flight. Mr. Hales said flights would be interesting, but did not know how informative they would be. He noted he had gone on bus tours hosted by Ethan Seltzer, Metro's Urban Growth Boundary (UGB) specialist, and said Mr. Seltzer would probably be willing to host a tour for the Charter Committee also. He said the idea was to look at development around the UGB and said better perspective could be gained from a ground tour. Mr. Look asked if aerial photographs were available for view that could be explained by staff. Chair Myers requested Mr. Gervais organize both air and ground tour options and survey Committee members on convenient dates and times for whatever option they chose. He said the tour activities were optional but that both should be available.

Mr. Look said the city managers of Multnomah County had invited him to meet with them and discuss Charter Committee activity and asked the Chair if that activity was appropriate. Chair Myers said that activity was appropriate.

The Committee then discussed details on Charter Committee permanent staff. Chair Myers said Ms. Bergstein would coordinate with the Planning Subcommittee to rank applications received.

Chair Myers said approximately 150 candidates had applied. Mr. Gervais said many of the applicants asked what benefits would be provided. Chair Myers said there had been discussion of whether to option the Metro health benefits package or to ask candidates to take salary in lieu of benefits. Dan Cooper, General Counsel, said that option was possible but needed to be researched because there was a question of whether health benefits only could be provided or if those benefits were hooked into PERS (Public Employees Retirement System). He said another issue was whether health and retirement had to be provided for both the administrator and the clerk or health benefits only for the clerk. He said it was not possible to give them differing benefits packages. Chair Myers asked if the employees could make their own choice. Mr. Cooper did not know if they could or not.

Chair Myers said the pool of applicants would be affected by whether benefits were provided or not. The Committee discussed the health benefits question further. Ms. Tobias said her company offered Blue Cross at \$100 per month. She suggested an insurance "stand alone" policy. Mr. Egge said he provided health insurance for his employees and said it was inhuman not to offer health insurance. He said Metro might offer their package on a quadrant basis or resolve the issue via salary offers. Mr. Cooper noted Metro had a similar situation in that the Friends of the Zoo had one employee which Metro did provide coverage for.

Motion: Mr. Hennessee moved, seconded by Mr. Batchelor, to assemble a health benefits package to provide health insurance for the two Charter Commission employees.

Mr. Egge said health insurance would mean a larger and better pool of applicants for the jobs. Ms. Tobias disagreed and said the salary range offered was healthy. She noted the jobs were for a duration of 18 months and health insurance was not obligatory. Ms. Tobias reiterated for the record her statements at previous meetings that the salary range offered did not have to be as high as it had been set.

Mr. Look asked Rena Cusma, Executive Officer, if Senator Glen Otto's Task Force on Metro had an administrator and secretary and what benefits they received. Executive Officer Cusma said those employees were on the State of Oregon's payroll and assumed their coverage was taken care of by the State.

Vote: All Committee members present voted aye. Absent: Ron Cease, Frank Josselson, John Meek, Ray Phelps, Bob Shoemaker and Issac Regenstreif. The vote was unanimous and the motion passed.

2. Review of Present Organization and Functions of the Metropolitan Service District and Other Governmental Units in the Region

Tanya Collier, Presiding Officer, said she had served on the Metro Council since July 1986 and as Presiding Officer for two years. She distributed written remarks. Presiding Officer Collier explained ORS Chapter 268 laid the basic foundation for Metro's purposes, roles and responsibilities. She said the statutes designated the Council as the District's governing body, or the legislative or policy making body. She said the Council was comprised of 12 part-time volunteer Councilors, directly elected on a non-partisan basis from single member sub-districts within the Metro boundaries. She said the size of the Council was originally developed to provide each Councilor with a small enough district of approximately 80,000 citizens to ensure responsive representation. She said legislation passed last session mandated the Council would expand to 13 members in January 1993 to expand membership and provided for Metro to reapportion itself. She said population had expanded to such a degree that District 13 would have approximately 80,000 members also. She noted one District was currently 36 percent over 80,000 citizens.

Presiding Officer Collier said in addition to functioning as a constituent-based governing body, the Council worked closely with Metro's local jurisdictions. She said advisory committees appointed included the Solid Waste Policy Advisory Committee, the Urban Growth Management Policy Advisory Committee, the Greenspaces Committee and the Joint Policy Advisory Committee on Transportation (JPACT).

Presiding Officer Collier said the Council was a regional legislative body which adopted policies and programs and did not go on sabbatical like the State Legislature. She said current significant issues included land use planning and RUGGO (Regional Urban Growth Goals and Objectives) and Metro's authority to merge with Tri-Met under state statute. She noted the Council submitted nominees for Boundary Commission membership for the Executive Officer's approval. She said the Council could create by ordinance, if appropriate, commissions that could run certain functions such as the Metropolitan Exposition-Recreation Commission (MERC) and that different models of functions could be chosen.

Presiding Officer Collier reviewed Council organization and procedures. She said the Council's workload had become too cumbersome by 1988 and the working structure was reorganized into five legislative committees with five Councilors serving on each committee. She said the committees met at least twice a month and were revised annually based on need. She said the Governmental Affairs Committee handled reapportionment, Charter Committee liaison functions, and state legislative issues as they pertained to Metro, and other external governmental issues; the Regional Facilities Committee covered the Metro Washington Park Zoo, the Oregon Convention Center and other regional facilities; the Solid Waste Committee handled the Regional Solid Waste Management Plan (RSWMP), solid waste disposal on a regional basis, waste reduction, and all related issues; and the Transportation & Planning Committee covered land use planning, functional plans and the possible transfer with Tri-Met for which a study had been funded and would begin after the UMTA full funding agreement was signed. She said two full Council meetings were held per month. She said that each Councilor additionally served on various subcommittees and policy committee in liaison positions and said it was critical for Councilors to keep abreast of the issues in that manner.

Presiding Officer Collier said the Council formally acted through ordinances and resolutions. She said the Council legislated through ordinances which were codified and become part of the Metro Code which serves as the District's legal regulations for implementing regional policy. She said resolutions set policy for the Council, the Executive Officer and constituents.

Presiding Officer Collier said Metro Code Chapter 2.01, included in her distributed packet, outlined all Council organization and procedures, including meeting notice and agenda requirements consistent with Oregon Public Meeting Laws, criteria for the conduct of Council meetings, and guidelines for the appointment of standing and advisory committees. She said the Chapter also prescribed the Councilor per diem and expenditure reimbursement guidelines.

Presiding Officer Collier discussed Council Department staff support. She said all the Councilors had full-time jobs and depended heavily on

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staff support especially since the separation of powers between the Council and the Executive Officer was established. She said staff kept the Councilors informed as well as providing policy analysis. She said the current fiscal year staff of 8 FTEs and 1 .5 FTE included the Council Administrator, three senior management analysts, the Clerk of the Council, two standing committee clerks and one and one-half secretarial positions.

Presiding Officer noted issues she wished the Charter Committee would address. She said since she began as Metro Councilor, Metro's budget had increased from \$58 to \$228 million and caused a subsequent increase in the Councilors' workload. She said the Otto Task Force complained the Councilors did not reach out to their constituents enough, which she said was a legitimate complaint, but said it was impossible to be at Metro two or three times a week, maintain a full-time job, keep up on homework and fulfill other obligations. She said Councilors received large amounts of homework which required ample time also. She said if the Council went full-time instead of being a citizen Council, such problems would be eliminated. She said after various discussions she had determined the Council should be kept a citizens group, but should be enlarged so that the work load could be spread out. She asked the Charter Committee to consider those options and develop others which could alleviate the workload problems she referred to. She said it was important to remember the separation of powers because the Executive Officer and Administration were full-time and said dynamic tension between the two sides was what made the system work.

Presiding Officer Collier asked for a full clarification in the Charter of Metro's authority and responsibilities so that the public was clear on what they were.

Presiding Officer Collier discussed contracting issues. She said Metro's contracting code was difficult for both the administrative and legislative sides. She said Metro did more business through contracting than other governmental entities. She asked the Committee to determine some kind of financial base after realistic assessment of what the resources were.

Mr. Batchelor asked Presiding Officer Collier if the Charter should be completely detailed on Metro's authority and function. She said she would like to see a document similar to ORS Chapter 268. Mr. Cease asked if the Executive Officer should be elected or appointed. Presiding Officer Collier said the Oregon preference was to elect their governmental officials and that Executive Officer Cusma's position was a popular one. She felt an elected Executive maintained the balance of power. She noted 1.2 million citizens voted for that position.

Mr. Hales said the committee process described by Presiding Officer Collier appeared to be a management tool to economize the Councilors' time. He noted the Council had the Transportation & Planning Committee

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and asked how well it worked with JPACT and how other Council committees worked with other policy committees. Presiding Officer Collier said the system had worked very well. Mr. Hales said JPACT appeared to be more powerful than the Transportation & Planning Committee. Presiding Officer Collier agreed but noted that the Transportation & Planning Committee could request JPACT to rework legislation if necessary.

Mr. Hales asked if a full-time Council was a more sensible solution. Presiding Officer Collier said a full-time Council meant the committee structure would be eliminated. She said before the committees were created, the Council acted as a committee of a 12 which was not practical. She said changes could be made in the committee structure if necessary.

Mr. Phelps asked how many hours each Councilor spent a week on Metro business. Presiding Officer Collier estimated Councilors spent 30-40 hours a week.

Mr. Regenstreif asked how often Councilors heard from their constituents. Presiding Officer Collier said her district was urban with little development so that she did not hear a great deal from her constituents, but noted she received from four constituents about a proposed charge for parking at the Zoo the date of this meeting.

Mr. Myllenbeck asked if Presiding Officer Collier's comments reflected the Council's experience as a whole. Presiding Officer Collier said other Councilors had discussed these issues but said she had meant to preface her talk by stating that her comments reflected her experiences only.

Mr. Batchelor asked if the Charter should include language on committees. Presiding Officer Collier said it should not because committees centered around issues. Mr. Hennessee requested a report on, or a discussion of, whether veto authority should be included in the Charter. He asked how many vetoes had been made since veto authority began. Executive Officer Cusma said no vetoes had been made since veto authority began in 1987. Mr. Cease said the State Legislature had discussed Metro veto authority, and noted the Metro model was based on the state legislative model, but had the same arrangement as cities did with mayors. He said the issue raised issues of representation, how the Council did its job, how the Executive Officer did her job, and whether those issues led to different practices than those currently in place.

Chair Myers said the Charter Committee would be happy to receive any comments or thoughts from the Councilors whether on an individual basis or as a whole. Presiding Officer Collier thanked Chair Myers and invited the Charter Committee to do the same via the Governmental Affairs Committee.

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Executive Officer Cusma distributed "Overview of Metropolitan Service District Operations" prepared for the Metro Charter Committee June 1991. She noted the Charter Committee had also received Metro's FY 1991-92 Approved Budget. She said Metro's budget totalled \$228 million and Metro employed 784 employees.

Executive Officer Cusma noted Metro served as the transportation planning agency and referred to the Committee's discussion of JPACT with Presiding Officer Collier. She said the Transportation Department budget was approximately \$5 million with 39 staff. She referred to Metro's ability to merge with Tri-Met. She said \$100,000 was included in the FY 1991-92 Budget to assess how such consolidation could take place. She said Tri-Met was an enormous agency compared to Metro and such a merger would be an enormous task. She said it should be looked at not only from a policy point of view but also from a mechanical point of view and also simply whether or not it should be done.

Executive Officer Cusma said Solid Waste Department revenues represented over half of Metro's budget with a budget of \$113 million and 84 employees. She said Metro served as the regional solid waste authority with no responsibility or authority for collection. She said in the last four years, Metro had accomplished what was considered to be impossible by bringing on line a state-of-the-art regional solid waste system which included three transfer stations in operation, the closure of the St. Johns Landfill, obtaining a transportation contract to truck compacted solid waste to the Columbia Ridge Landfill 140 miles away, and started the Metro-Riedel composting facility. She noted the Wall Street Journal had used Metro as an example of how to handle solid waste and that Metro received calls from other parts of the U.S., Europe and Canada asking for copies of Metro's bid documents so they could do the same things Metro had done. She said once the Metro West Station was on-line, major regional solid waste problems would be resolved. She said Metro had also implemented aggressive recycling and educational programs.

Executive Officer Cusma said the Zoo had a budget of \$11 million and 181 staff. She said it was the top-paid tourist attraction in the state and returned to the region's economy approximately \$30 million per year and was the one Metro facility most impacted by Ballot Measure No. 5. She said the Zoo had an international reputation in breeding endangered species and was ranked in the top ten of medium-sized zoos in the nation.

Executive Officer said the Regional Facilities Department had a very small internal staff that dealt with managing all Metro construction projects; managed the Oregon Convention Center project; and employed six employees. She said the department also oversaw MERC. She said a bond measure was used to construct the Oregon Convention Center and it was always intended that Metro would oversee the Convention Center. She said beyond that, when Metro went to the voters with the bond measure,

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it was understood that Metro would consolidate all the regional facilities because they had a regional user base. She said Metro's acquisition of the regional facilities took place July 1, 1990. She said the merger involved coming up with a payroll for 800 new employees. She said the Convention Center had an operating budget of \$8.7 million and 83 employees. She said the Memorial Coliseum had an operating budget of \$10.7 million and employed 115 staff. She said discussion of the new arena had drawn a great deal of attention and noted the Coliseum was 30 years old. She said the Coliseum had continuing deferred maintenance problems which were very expensive. She said the Civic Stadium had an operating budget of \$2.1 million and employed 22 staff. She said the Portland Center for the Performing Arts had an operating budget of \$4.9 million and employed 116 staff.

Executive Officer Cusma referred to the Metro Policy Advisory Committee on Regional Facilities chaired by Cliff Carlsen. She said that committee was formed to assess financing options for all of the regional facilities. She said all of the facilities she mentioned needed subsidy funding. She said previously the Blazer contract was able to provide needed funds, but with the addition of the PCPA, all the facilities combined would not continue to make a profit. She said the policy committee would submit a recommendation on how to deal with long-term financing issues for current facilities and recommendations to finance new facilities. She noted Clackamas County's interest in a domed facility and a proposed End of the Oregon Trail facility.

Executive Officer Cusma said the Planning & Development Department was organized to deal with land use, environmental and urban services. She said it had an operating budget of \$3.6 million and employed 26 staff. She said the document she distributed listed all their projects and noted the Greenspaces program which had identified all of the available open space left in the region; noted an aerial overflight identified all those areas; and noted that a policy committee had been formed to work with Metro on how to preserve and plan for those areas for the future.

Executive Officer Cusma discussed Support Services functions. She said the Public Affairs Department had an operating budget of \$1.8 million and employed 14 staff and managed the Recycling Information Center (RIC). She said the Finance & Management Information Department had a \$2.5 million operating budget and employed 38 staff. She said that staff was increased for FY 1991-92 because of the agency's fast growth and said that staff had not kept pace with the size of the agency in the past. She said the Personnel Department had an operating budget of \$480,000 and employed 10 staff. She noted such a small Personnel Department for an agency Metro's size was remarkable. She said the Office of General Counsel employed 6 staff.

Executive Officer Cusma concluded her overview of Metro's programs and departments. She said the packet she had distributed contained further information. She told the Committee to contact her for further

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information on departments and programs and invited them to the department heads meeting held every month.

Chair Myers asked about Metro's funding structure. Executive Officer Cusma said funding sources for each program were detailed in the informational packet. She said Metro was a service district and funded with a user fee base. She said most of the budget came from Solid Waste revenues and half of the Zoo's budget came from gate and concessions revenues. She said local government dues were included in the original legislation which created Metro. She said Metro was currently assessing \$.43 and was authorized to assess up to \$.50 cents. She said Metro intended to reduce the current fee. She said there was misunderstanding about what the governmental dues were intended to pay for. She said they generated approximately \$450,000 which paid for planning functions which were returned to the local governments. She said Metro also received federal and state monies mostly for transportation. She said some federal monies now funded the Greenspaces Program and noted Metro had excise tax authority which funded Metro's general governmental functions. She said before the excise tax, there was no way to fund those services which was done via a complicated intergovernmental fund transfer system from program to program. She said Metro was not property tax based and that the Zoo only received half of its revenues from a property tax base.

Mr. Cease asked if excise taxes were levied on MERC facilities. Executive Officer Cusma said that requirement was not included in the agreement with the City of Portland and would probably be changed particularly due to funding issues.

To Chair Myers' question, Executive Officer Cusma explained the excise tax was levied against services Metro provided based on gross revenues and could not exceed 6 percent of Metro's gross revenues. She said such services included Zoo ticket fees, solid waste revenues, and Convention Center revenues. Don Carlson, Council Administrator, noted the excise tax would increase in FY 1991-92 to 5.25 percent. Chair Myers noted the dues sunsetted at four year intervals. Executive Officer Cusma said those dues did pay for services given to local governments, but noted Metro now subsidized those services also because of growth in planning functions.

Mr. Phelps asked if it would present an economic hardship for Metro if the dues were eliminated. Executive Officer Cusma said it would but noted interest had been expressed in eliminating the dues especially in light of the effects of Ballot Measure No. 5. She said it had to be answered how Metro would fund those functions if the dues were eliminated and said funding would likely come from excise taxes or some other source.

Mr. Phelps asked how crucial the loss of governmental dues monies would be. Executive Officer Cusma said the issue should be looked at

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carefully and noted Planning & Development Department functions would be cut if the dues were not received. Mr. Hales asked what the dollar amount was that was left between the 5.25 and 6 percent excise tax. Mr. Carlson said the figure depended on the annually changing revenue base, but said that amount was approximately \$5 million.

The Committee and Executive Officer Cusma discussed how much time the policy advisory committee on regional facilities spent on its work. Executive Officer Cusma said they had spent a great deal of time with five subcommittees but would come back to Metro with the results of their work at the end of July. Mr. Cooper said MERC Commissioners spent about 10 hours a month on their work. Presiding Officer Collier noted all of Metro's policy advisory committees represented many hours contributed by citizens.

Executive Officer Cusma said RUGGO would create consolidation of all related policy advisory committees into one committee.

Chair Myers asked if the Carlsen Committee's work would be relevant to the shaping of Metro's charter itself. Executive Officer Cusma thought it could but that depended on the direction of the Charter Committee. She said if Metro had additional authorities of any sort, they should be concentrated in the area of growth management tools because it was forecast that 400,000 people would move to the metropolitan area in the next 20 years. She said other metropolitan areas had not dealt with that kind of population expansion very well, and said the Charter Committee had the opportunity to set in place growth management tools to manage future anticipated problems, similar to how the Carlsen Committee was dealing with years of underfunding for the regional facilities. She said logical financing mechanisms should be looked at, such as a hotel-motel tax for the regional facilities.

Chair Myers asked if any other ad hoc committees were in place which could be making decisions relevant to the development of the Charter. Executive Officer Cusma said those committees could be the Greenspaces and RUGGO policy advisory committees. Chair Myers asked for synopses of those committees' work.

Mr. Myllenbeck asked if the Executive Officer should be appointed or elected and asked for her ideas on how large the Council should be. Executive Cusma said the Executive Officer position should be elected rather than appointed because of accountability to voters. She said there was no way for the electorate to affect the agency substantially otherwise because no one Councilor received as many votes as the Executive Officer's region-wide position did. She said the city management function worked well in small jurisdictions but not in large ones. She said she was aware of Presiding Officer Collier's concerns about the size of the Council and said she had no opinion on the size of the Council except to say that people were not aware of the level of dedication displayed by the Councilors for very little compensation.

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Ken Martin, Executive Officer, Portland Metropolitan Area Urban Boundary Commission, gave his presentation on the functions of the Boundary Commission.

Mr. Martin distributed maps and a list of units of governments to illustrate other service districts in the metropolitan area and their functions. He said his statistics were based on the three counties rather than strictly adhering to the Metropolitan Service District boundary. He said the three counties contained a population of 1,176,000 citizens, 33 cities and 191 different special districts which included 6 school districts. He said there were also state agencies involved in local and municipal services. He listed Metro, Tri-Met, the Boundary Commission, and important state agencies to the area which included the Department of Environmental Quality (DEQ), the Land Conservation and Development Commission (LCDC), the Human Resources Department, and the Oregon Department of Transportation (ODOT). He said those agencies totalled 229 different units of government, plus the five state agencies of which the Boundary Commission was one, delivering services to the three counties.

Mr. Martin explained the boundaries of Metro, the UGB boundary and the Boundary Commission were not contiguous. Mr. Martin explained and reviewed via overlay maps the fire districts; the county service and sanitary service districts; county service districts for street lighting; the water districts; and the parks districts. He said these districts were diverse, of no particular size, and did not relate to Metro or UGB boundaries. Mr. Martin discussed the different boards and their functions. Mr. Phelps asked if these boards were affected by Ballot Measure No. 5. Mr. Martin said they were not because they received funding from service charges and referred to his hand-out which summarized the counties and special districts. He said services provided by the special districts encompassed sewer, water, fire, police, noise mitigation and street lights. He said special districts did not usually change because of consolidation. He said the Boundary Commission had tried to lessen elements of government for consolidation purposes but did not control those units of government such as diking and other services.

Mr. Martin noted a great deal of government had not been created over the last 100 years. He said there were public water districts with 18 customers. He said cities had the widest range of functions and also the financing mechanisms to fund services. He said counties had some range of authority but could not do as much as cities could do. He discussed the special districts attuned to one function but said some could expand such as water districts which could take on fire and street lighting functions. Mr. Martin referred to another hand-out which listed units of governmental and their assessed value.

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Mr. Martin discussed Ballot Measure No. 5 and said local control had to be measured in terms of whether it was affordable. He said there were local and regulatory aspects to any level of service. He noted city jails were no longer in existence but planning was kept at the regional level. He said it was difficult to regionalize the entire range of water services. He said some aspects were clearly easy to regionalize and referred to Metro's 1 FTE on water issues. He said library services, or at least certain aspects of them, could be regional in nature.

Mr. Look noted constituents had always refused a regional approach to these and other services. He said it had always been difficult to communicate why regionalism was better and said Mr. Martin's maps demonstrated why regionalism was preferable. He asked why Metro's and Tri-Met's boundaries and the UGB were not made contiguous. He said the special districts list could be updated and then an idea of what consolidation was about could be communicated to the public. Mr. Martin noted a previous document called "Marvin Metro" brochure spoke to those issues approximately 15 or 20 years ago and was quite effective.

The Committee and Mr. Martin discussed regionalism issues further. Mr. Martin said the creation of Metro from CRAG and MSD was an incredible accomplishment.

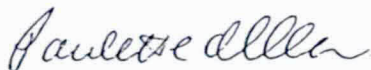
Mr. Cease said the Boundary Commission was becoming more local in nature and discussed the history of the Boundary Commission. He felt consolidation with Tri-Met was inevitable. He said many did not remember consolidation of the Port of Portland. He said local elected officials opposed consolidation but that voters were more supportive. He said the issues centered around local control and noted many citizens did not know where their own water district was located.

Mr. Look reiterated again that it was important to communicate to voters the advantages of regionalism. Mr. Phelps asked Mr. Martin how many members served on the Boundary Commission. Mr. Martin said 12 members served on the Commission and worked about 8 to 10 hours a month and the chair spent double that time.

The Committee and Mr. Martin discussed special service districts and related issues further.

Chair Myers adjourned the meeting at 8:40 p.m.

Respectfully submitted,



Paulette Allen
Acting Clerk

Materials following this page represent
Public Testimony

TESTIMONY BEFORE THE METRO CHARTER COMMITTEE
Tanya Collier, Presiding Officer
Council of the Metropolitan Service District
June 11, 1991

INTRODUCTION

Good evening Mr. Chair, Committee members. My name is Tanya Collier and I am the Presiding Officer for the Metro Council. On behalf of the Council, I want to express our sincere appreciation for this opportunity to present an overview of Metro. My specific task is to discuss the Council -- what we are legally and how we try to implement our charge in practical terms. This review is divided into four components: 1) Council Structure, Roles and Responsibilities; 2) Council Organization and Procedures; 3) Staff Support; 4) Issues to Consider. I have included a variety of reference materials to provide further descriptive details. Please do not hesitate to let me know if you would like any additional information.

THE COUNCIL STRUCTURE, ROLES AND RESPONSIBILITIES

As you know, Oregon Revised Statutes (ORS) Chapter 268 lays the basic foundation for Metro's purposes, roles and responsibilities. The statutes designate the Council as the District's governing body, which is the legislative or policy-making body. The Council consists of 12 part-time councilors, directly elected on a non-partisan basis from single-member subdistricts within the Metro boundaries. The size of the Council was originally developed to provide each Councilor with a small enough district, of approximately 80,000 citizens, to ensure responsive representation. In January 1993, the Council will grow to 13 members, based on legislation passed last session expanding membership and providing for Metro to reapportion itself. According to Metro staff research to date, it appears each subdistrict's population will remain at approximately 80,000 after reapportionment.

In addition to this role as a constituent-based governing body, the Council must also work closely with Metro's local jurisdictions. The statutes authorize the Council to appoint advisory committees of elected officials from local jurisdictions within Metro's boundaries "to assist it in the performance of its duties." The Council has established several policy advisory committees, including committees for Solid Waste, Urban Growth Management, Parks, Open Spaces and Natural Areas ("Greenspaces" Committee), and Transportation. Thus, the Metro Council has a second vital constituency in fulfilling a regional agenda and a second role in carrying out its work.

A third role for the Council is that of regional legislature, adopting policies and programs to serve the region's interests and overseeing their implementation by the Executive Officer or administrative branch of government. In this role, the statutes enumerate a variety of activities or functions for the District to pursue. ORS 268 lists 7 functions which the District may provide outright and an additional 5 functions which may be provided with an affirmative vote of District electors. In addition to these service responsibilities, the statutes direct the Council specifically to determine areas of "metropolitan

significance" for which planning procedures/functional plans should be developed to ensure the "orderly and responsible development of the metropolitan area." This is a fairly broad area of responsibility but one which I believe is best summarized as working to maintain our region's "livability" (that elusive concept which we know and feel in the greater Portland metropolitan area but which is sometimes difficult to put into concrete measures and terms).

In its role as a regional policy-making body, the Council also has authority to order the merger of the Tri-County Metropolitan Transportation District (Tri-Met) with Metro, and, if supported by a vote of the District electors, to assume the "duties, functions and powers" of the Boundary Commission. The state statutes also provide that Metro, by contract, may assume any function of any public corporation within the District.

Finally, there are other areas of Council responsibility; one is the Council's authority to create, by ordinance, commissions for all powers or functions of the District, and another is the Council's nomination of candidates for appointment by the Executive Officer to the Portland Metropolitan Area Boundary Commission. Many people are already familiar with the Metropolitan Exposition Recreation Commission, or the Metro ERC, which the Council created in fulfillment of the Convention, Trade and Spectator Facility (CTS) Master Plan in 1987. While the Council remains the ultimate fiscal agent and exercises legislative oversight of the Commission, the Metro ERC is responsible for all operations and maintenance of the Oregon Convention Center and the City of Portland's three major facilities now being consolidated under the Commission -- the Memorial Coliseum, Civic Stadium, and the Performing Arts Complex, including the Civic Auditorium. In terms of the Boundary Commission, the Metro Executive Officer appoints the members from nominations provided by the Council. Each Councilor is responsible for recommending at least three, but not more than five nominees for the Executive Officer's consideration.

[Attachment A to these remarks provides a concise summary of Metro's current authorities under ORS 268, including the roles and responsibilities of the Council and the Executive Officer.]

The Council, therefore, has a variety of roles and responsibilities to fill: as a directly-elected regional governing body responding to citizens' needs; as a diverse regional body working with local jurisdictions to maintain and enhance our region's livability; and as a regional legislature enacting policy and overseeing its administrative implementation. Each Councilor's workload always far exceeds the time available, but we have endeavored to run an efficient, accessible, decision-making process to serve our various constituencies and get the job done.

COUNCIL ORGANIZATION AND PROCEDURES

To help focus issues before the Council for final decision, while ensuring ample citizen input and appropriate Councilor consideration,

the Council has organized itself on a committee system for the past three years, similar to that of the state legislature. Five standing committees were created at the beginning of 1988 as a way to handle most effectively the increasing amount and complexity of issues facing the Council.

Standing committees, with five Councilors each, regularly meet twice a month, like the full Council, and correspond to Metro's functional service areas. Committees are updated/reorganized at the beginning of each calendar year (or sometimes more frequently, if changing issues merit a new approach). Current committees are:

- o Finance - serves as the annual Budget Committee; oversees Metro's financial practices and procedures;
- o Governmental Affairs - currently responsible for Metro's reapportionment plan; serves as liaison to the Charter Committee; oversees Metro internal operations as well as the Agency's external relationships; coordinates Councilors' Boundary Commission nominations;
- o Regional Facilities - oversees policy implementation and programs for the Zoo, Oregon Convention Center and the City of Portland facilities under Metro ERC management, as noted above, per the Phase I facility consolidation between Metro and Portland;
- o Solid Waste - responsible for preparation, adoption and implementation of the region's Solid Waste Management Plan and the District's Solid Waste Disposal and Waste Reduction Programs; oversees the One Percent for Recycling program;
- o Transportation and Planning - oversees Metro's Transportation Department and Planning and Development Department to ensure adopted policies and programs for land use, transportation, and functional planning areas are being carried out; develops recommendations on the merger of Tri-Met with the District.

Resolution No. 91-1382 (Attachment B), adopted by the Council January 10, 1991, further details the standing committee responsibilities and areas of oversight.

In addition to committee assignments, of which each Councilor (except the Presiding Officer) has at least two, Resolution No. 91-1382 also identifies in its Exhibit E a number of additional task forces and "extracurricular" assignments for Council members. These extra responsibility areas are very important to the Council as a whole because in many cases they represent critical points of contact and interaction with the Council's own advisory committees, from which policy initiatives frequently emerge. Each Councilor participates in at least one additional assignment area.

COUNCIL ORGANIZATION AND PROCEDURE

While Councilors communicate on a variety of levels and in a number of situations to address issues facing our region, the Council itself has two means of formally acting on any issue -- ordinances and resolutions. The Council legislates through ordinances which are "codified" and

become a part of the Metro Code, the District's legal regulations for implementing regional policies. Such legislative ordinances are subject to a veto by the Executive Officer. The Council may override an ordinance veto by a two-thirds vote of the Councilors.

Resolutions serve as vehicles to provide more general policy guidance or clarification on Council positions to the Executive Officer, other governmental bodies and the region's constituents. Resolutions are not binding and do not have the force of law, but they are important statements of Council positions on issues and intentions for policy development. Metro Code Chapter 2.01 (Attachment C) outlines the Council organization and procedures, including meeting notice and agenda requirements, consistent with Oregon Public Meeting Laws, criteria for the conduct of Council meetings, and guidelines for the appointment of standing and advisory committees. The chapter also prescribes the development of Councilor per diem and expenditure reimbursement guidelines which the Council most recently updated and adopted by resolution during the annual budget process.

STAFF SUPPORT

Given the growing magnitude of Metro's responsibilities and the Council's part-time status, Council staff have become critical components in keeping Councilors abreast of regional developments; organizing and analyzing issues before the standing committees; and serving as links to Metro departments during business hours, to help track policy development and implementation. For the current fiscal year, the Council Office has eight full-time and one part-time staff: the Council Administrator, or department director, three management analysts, the Clerk of the Council, two standing committee clerks and one and one-half secretary/administrative assistant positions.

The Council Administrator and management analysts are each assigned to a Council standing committee as well as a number of the Council's additional assignments noted above. They are responsible for tracking and analyzing issues pertaining to their respective committees; working with Councilors to identify and examine possible policy options to ensure adopted regional goals and objectives are achieved; and communicating with Metro departments and constituents to follow up on policy implementation. In a very real sense, they are the Councilors' eyes and ears between meetings.

Of course, Council meetings could not function without the Clerk of the Council and the Council's administrative staff. Like the analysts, each clerk is assigned to a standing committee, having responsibility for meeting preparation, minutes, information dissemination and formal archives. Administrative staff must respond to the diverse needs of all 12 councilors (coordinating meetings, making travel arrangements, responding to routine constituent inquiries) and maintain the Council's sizable mailing lists for both standing committee and full Council meetings. Attachment D includes copies of FY 91-92 budget materials which further describe the Council Office functions and program

responsibilities. Clearly, the quality of Council staff support is critical to Councilors who strive to balance "full-time" lives outside of Metro with the full-time demands of the District's responsibilities.

SUMMARY AND ISSUES TO ADDRESS

Public understanding about Metro and expectations for its performance continue to grow, reflecting increasing awareness of the issues and needs which cannot be effectively resolved by individual local jurisdictions -- critical regional facility planning, coordinated transportation and land use planning, preservation of remaining natural areas which do not respect political boundaries. As the region's governing body, the Council will strive to provide the regional leadership and policy direction necessary to keep the District one step ahead of the issues. To meet the District's demands, however, will require continued clarification of Metro's authorities and responsibilities and a realistic assessment of the resources necessary to get the job done.

For the Metro Council, I believe this translates into three general issues which the Charter Committee should consider in examining and planning for Metro's future. These are my personal views; the Council has not taken any formal positions on these issues, but they have come up in informal Councilor discussions. I am pointing these three out now because I believe they are important points for your review. Of course, I anticipate the Council will formally identify a variety of other issues, some of which will be shared by the Executive Officer, for your future consideration. The issues I have now are as follows:

1. The time and energy required for the Council to meet expectations for its constituent support, policy development and leadership far exceed Councilors part-time status. It is increasingly difficult for Councilors to hold full-time jobs and fulfill their obligations with Metro. I believe full-time, paid Council positions should be explored if we are to ensure competition for open, "affordable" Council seats.
2. Councilor compensation per ORS Chapter 268 is on a per diem basis (i.e., not taxable income) but federal Internal Revenue Service provisions count the compensation as taxable income. If the Council is to continue in a part-time status, a regular salary, reflective of the actual time required to perform Councilors' duties, should be considered. A salary structure would eliminate the excessive paperwork now required for Councilors' per diem reimbursement system.
3. Contracting authorities between the Council and the Executive Officer should be clarified. The current state statute language is unclear about contracting authorities for the District and the Council. I believe the Council, as the District's governing body, should have final contract approval authority to ensure the fair and equitable implementation of Metro contracting procedures. This question of authority needs to be resolved in order to allow Metro's contracting system to run as smoothly and efficiently as possible.

ATTACHMENT A

CURRENT METRO AUTHORITIES UNDER ORS 268

- FUNCTIONS -

OUTRIGHT AUTHORITIES

Metropolitan aspects of:

1. Sewerage (interceptor, trunk & outfall sewers; pumping stations; sewage treatment & disposal facilities)
2. Solid and Liquid Waste Disposal
3. Control of Surface Water (flow & drainage control through dams, dikes, ditches, canals & other improvements)
4. Public Transportation
5. Cultural Facilities, construct new facilities subject to voter approval of financing; acquire existing facilities only by intergovernmental agreement
6. Criminal and Juvenile Justice Planning, includes planning for local aspects thereof; planning service charges may be used as matching funds to obtain fed/state grants
7. Metropolitan Zoo Facilities
8. Land Use Planning Having Metropolitan Significance, adopt goals; review comprehensive plans; coordinate local activities
9. Take Over Tri-Met
10. Prepare and Adopt Functional Plans for Air Quality, Water Quality, Transportation and other aspects of metropolitan area development the Council may identify
11. Adopt an Urban Growth Boundary
12. Regional Planning Coordinator to review, advise and coordinate City and County functions under ORS 197.190

** Local aspects of 1 - 9 above when transferred to the District by agreement with other public corporations, cities or counties.

** By contract, metropolitan & local aspects of services authorized under Chapter 268 to areas outside the District boundaries.

** Additional legislative regulations apply to land use planning (ORS 197) and solid waste activities (ORS 459).

SUBJECT TO PRIOR APPROVAL OF DISTRICT ELECTORS

Metropolitan aspects of:

1. Water Supply and Distribution (acquire, develop, construct, alter, maintain & operate water supply & distribution systems; may appropriate and acquire water and water rights)
2. Human Services Planning, Evaluation and Coordination
3. Parks and Recreational Facilities of Metropolitan Significance
4. Criminal and Juvenile Justice Facilities, Adult and Juvenile Justice Programs, by agreement, local aspects of jails, corrections programs and juvenile justice

5. Libraries
6. Boundary Commission

** Local aspects of 1 through 5 above when they are transferred to the District by agreement with other public corporations, cities or counties.

- FINANCING & ADMINISTRATIVE AUTHORITIES -

The District may use the following financing & administrative methods:

1. Special Assessment Districts/LID's to finance facility construction or acquisition or to support service provision
2. Property Tax not to exceed .005 percent, subject to vote
3. Vehicle Registration Fees for roads purposes per Oregon Constitution
4. Income Tax not to exceed 1 percent, subject to vote
5. Excise Tax to carry out the District's executive, legislative and administrative powers, functions and duties and to study the potential exercise of all the powers and functions in ORS 268; not to exceed 6 percent of District gross revenues
6. Water Control Project Assessments and Fees for public lands within the project boundaries
7. Service Charges/User Fees
 - A. for planning functions, per consultation with advisory committee; not to exceed \$.51 per capita
 - B. for payment of direct services or to finance planning, design, engineering, construction, operation, maintenance, repair and expansion of facilities, equipment, systems or improvements per ORS 268
8. Grants may be solicited from public & private sources
9. Borrow Money from any city or county with land in the District; from State
10. General Obligation Bonds subject to vote
11. Revenue Bonds, not subject to vote
12. Bond Anticipation Notes for periods not to exceed 3 years
13. Create Service Districts
14. Property Acquisition for Service Provision
15. Create Commissions for all District powers or functions

- ENFORCEMENT -

1. No direct access to courts for criminal enforcement (Class B misdemeanors); violation of any ordinance, rule or regulation punishable by fine of not more than \$500 or by imprisonment in county jail for not more than 30 days or both (needs District Attorney to prosecute)
2. Civil penalties via contested case hearings

- FORM OF GOVERNMENT -

1. Governing Body is Council of 12 part-time Councilors; as of 1/1/93, 13 Councilors elected on non-partisan basis; 4 year term of office; 1/2 to be elected biennially; vacancy filled by majority of remaining members; veto override by 2/3 of Council within 30 days of veto
 - A. Adopts personnel system submitted by Executive Officer
 - B. By ordinance, may require confirmation of E.O. department head appointments
 - C. May employ or dismiss any personnel & contract with any person or governmental agency to carry out duties & powers of Council, subject to personnel & contract ordinances
 2. Council to Reapportion Subdistricts after decennial census
 3. Full-time Executive Officer to Administer District, elected from district-at-large, non-partisan basis; 4 year term of office; vacancy filled by appointment by majority of the Council; veto power within 5 days of ordinance adoption
 - A. Shall submit to Council personnel system plan
 - B. Prepares and submits Proposed Annual Budget to Council
 - C. May employ or dismiss any personnel & contract with any person or governmental agency to carry out duties & powers, subject to personnel & contract ordinances
- ** District to protect employees in case of Tri-Met transfer
- ** District may include any class of employees in PERS without entering into an integration contract with the PERS Board; however, once an application for one class submitted, District agrees to "eventually" extend coverage to all eligible employees.

JPMSEVEN A:ORS268.SUM

ATTACHMENT B

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF REORGANIZING)	RESOLUTION NO. 91-1382
COUNCIL STANDING COMMITTEES,)	
MAKING APPOINTMENTS FOR 1991)	Introduced by Presiding
AND SETTING MEETING SCHEDULES)	Officer Collier

WHEREAS, The Council of the Metropolitan Service District (Metro Council) adopted Resolution No. 88-840 on January 14, 1988, for the Purpose of Creating Standing Committees of the Council; and

WHEREAS, The Metro Council subsequently adopted Resolution No. 88-964, Resolution No. 89-1038, Resolution No. 90-1207 and Resolution No. 90-1274 to reorganize Council standing committees and/or make appointments responding to Council needs; and

WHEREAS, There is a need to continue Committee oversight which responds to current policy and program issues, while setting an efficient, effective meeting schedule; now, therefore

BE IT RESOLVED,

1. That the Convention and Visitor Facilities Committee and the Zoo Committee are merged into a single committee named the Regional Facilities Committee; a new committee is created named the Governmental Affairs Committee; the Intergovernmental Affairs Committee is renamed as the Transportation and Planning Committee; and the Finance and Solid Waste Committees are continued.

2. That the purpose of each standing committee shall be as described in Exhibit A attached hereto; that the Council confirms the Presiding Officer's appointment of standing committee members

for calendar year 1991 as described in Exhibit B attached hereto; and that the members of the Legislative Task Force created by Resolution No. 90-1336 shall be as described in Exhibit C attached hereto.

3. That the meeting schedule for each standing committee shall be set as described in Exhibit D attached hereto, except for special meetings and changes necessary to respond to holiday scheduling or other needs as determined by each committee chair and/or the Presiding Officer.

4. That the Council acknowledges the Presiding Officer's appointment of members to other Council related committees or positions as described in Exhibit E.

ADOPTED by the Council of the Metropolitan Service District
this 10th day of January, 1991.


Tanya Coller, Presiding Officer

EXHIBIT A

PURPOSE OF COUNCIL STANDING COMMITTEES

Finance Committee

The purpose of the Finance Committee shall be to:

1. Act as the annual Budget Committee which reviews and makes recommendations to the Council on the Executive Officer's proposed fiscal year budget and appropriations schedule; and
2. Review and make recommendations to the Council on periodic requests for amendments to the adopted budget and appropriation schedule; and
3. Review and make recommendations to the Council on the annual financial audit and investment and credit policies and practices of the District; and
4. Review and make recommendations to the Council on revenue proposals of the District including property tax measures, excise tax measures, other tax measures, bond issue measures, service charges and fees, etc.; and
5. Review and make recommendations to the Council on long-range financial plans and policies of the District and its various functions; and
6. Oversee the work of the Finance & Administration Department to ensure that adopted policies and program goals and objectives are carried out or met; and
7. Review and make recommendations to the Council on other matters referred to the Committee by the Presiding Officer.

Governmental Affairs Committee

The purpose of the Governmental Affairs Committee shall be to:

1. Review and make recommendations to the Council on internal and external affairs of the District not under the purview of other committees; and
2. Develop a reapportionment plan following statutory provisions for consideration by the Council; and
3. Develop recommendations for Council consideration on matters pertaining to the home rule charter; and

4. Review and make recommendations to the Council on internal operational matters including personnel rules, contracting policies and procedures, the performance audit program, the Disadvantaged Business Program, rules and procedures for the Council and its committees; Council per diem and expenditure guidelines, etc.; and
5. Monitor and develop recommendations for Council consideration which will foster or promote good relations with governmental agencies at the federal, state and local levels as well as with citizens, including state and federal legislative programs and citizen participation and involvement programs; and
6. Coordinate the nomination of the Boundary Commission members by Metro Councilors and make recommendations to the Council on all Executive Officer appointments to positions and committees not covered by other standing committees; and
7. Oversee the work of the following departments to ensure that adopted policies and program goals and objectives are carried out or met; Council, Executive Management, the Office of Government Relations, the Office of General Counsel, and Public Affairs; and
8. Review and make recommendations to the Council on other matters referred to the committee by the Presiding Officer.

Regional Facilities Committee

The purpose of the Regional Facilities Committee shall be to:

1. Review and make recommendations to the Council on policies and programs relating to the development, construction, renovation and operation of District facilities including the Metro Washington Park Zoo, the Oregon Convention Center, and City of Portland facilities under District management responsibility according to the Phase I Consolidation Agreement and existing or proposed District office facilities; and
2. Review and make recommendations to the Council on confirmation of Executive Officer appointments to: 1) the Metropolitan Exposition-Recreation Commission (Metro ERC); 2) any other committee or task force created to advise the Council on matters pertaining to the purpose of this Committee, and 3) appropriate administrative appointments; and
3. Act as a liaison with the Metro ERC, Friends of the Metro Washington Park Zoo (FOZ) and other organizations or

committees which may be created related to the purpose of this Committee; and

4. Review and make recommendations to the Council on plans or proposals including long range financial plans for the continued development, operation and/or consolidation of convention, trade, performing arts and spectator facilities or programs in the region; and
5. Review and make recommendations to the Council on the update of the Zoo Master Plan and long range financial plans for the development and operation of the Zoo; and
6. Oversee the work of the Zoo Department, the Metro ER Commission and any other administrative unit which is established to work on the development of regional facilities to ensure that adopted policies and program goals and objectives are carried out or met; and
7. Review and make recommendations to the Council on other matters referred to the Committee by the Presiding Officer.

Solid Waste

The purpose of the Solid Waste Committee shall be to:

1. Review and make recommendations to the Council on policies and programs relating to the preparation, adoption and implementation of the Regional Solid Waste Management Plan (RSWMP), the development and operation of solid waste disposal facilities, and the District's waste reduction responsibilities; and
2. Review and recommend confirmation of Executive Officer appointments to committees and appropriate positions relating to the District's solid waste responsibilities; and
3. Act as a liaison with the Solid Waste Policy Advisory and Technical Advisory Committees, the 18 For Recycling Committee, the community enhancement committees, and any other solid waste advisory committee which may be established; and
4. Oversee the work of the Solid Waste Department and any other administrative unit which has responsibility for undertaking solid waste functions (such as planning and recycling activities) to ensure that adopted policies and program goals and objectives are carried out or met; and
5. Review and make recommendations to the Council on other matters referred to the Committee by the Presiding Officer.

Transportation and Planning Committee

The purpose of the Transportation and Planning Committee shall be to:

1. Review and make recommendations to the Council on policies and programs relating to transportation and land use planning, Urban Growth Management, economic development, data services, Metropolitan Greenspaces Program, water resource management, bi-state (Washington and Oregon) issues, housing, earthquake preparedness planning, and other matters relating to the District's planning activities; and
2. Develop and make recommendations to the Council on the merger of Tri-Met with the District; and
3. Review and make recommendations to the Council on confirmation of Executive Officer appointments to appropriate positions and committees relating to the purpose of this committee; and
4. Act as liaison with the Joint Policy Advisory Committee on Transportation (JPACT), the Urban Growth Management Policy Advisory Committee (UGM PAC), the Metropolitan Greenspaces Policy Advisory Committee (MG PAC), the Bi-State Policy Advisory Committee (Bi-State), the Water Resources Policy Advisory Committee (WRPAC), and any other committee or task force which may be established related to the purposes of this committee; and
5. Oversee the work of the Transportation Department and the Planning & Development Department (except for Solid Waste Planning) to ensure that adopted policies and program goals and objectives are carried out or met; and
6. Review and make recommendations to the Council on other matters referred to the Committee by the Presiding Officer.

EXHIBIT B

COUNCIL STANDING COMMITTEE MEMBERSHIP
(January 10, 1991)

Finance Committee

Councilor Van Bergen, Chair
Councilor Hansen, Vice Chair
Councilor Buchanan
Councilor Devlin
Councilor Wyers

Solid Waste Committee

Councilor Wyers, Chair
Councilor McFarland, Vice Chair
Councilor DeJardin
Councilor Gardner
Councilor McLain

Governmental Affairs Committee

Councilor Devlin, Chair
Councilor Knowles, Vice Chair
Councilor Collier
Councilor DeJardin
Councilor Hansen

Transportation & Planning Committee

Councilor Gardner, Chair
Councilor Devlin, Vice Chair
Councilor Bauer
Councilor McLain
Councilor Van Bergen

Regional Facilities Committee

Councilor Knowles, Chair
Councilor Gardner, Vice Chair
Councilor Bauer
Councilor Buchanan
Councilor McFarland

EXHIBIT C

1991 LEGISLATIVE TASK FORCE MEMBERSHIP
(Resolution No. 90-1336)

Legislative Task Force

Presiding Officer Collier
Executive Officer Cusma
Councilor Devlin, Vice Chair, Transportation & Planning
Councilor Gardner, Vice Chair, Regional Facilities
Councilor Hansen, Vice Chair, Finance
Councilor Knowles, Vice Chair, Governmental Affairs
Councilor McFarland, Vice Chair, Solid Waste

EXHIBIT D

The Metro Council Standing Committee meetings shall be regularly scheduled as outlined below except when the Committee Chair and/or the Presiding Officer find a need to: 1) convene special meetings; 2) change meeting dates or times to respond to special scheduling needs, such as during holiday periods; or 3) cancel a meeting due to a lack of a quorum or agenda items or other precipitating event.

Finance Committee - shall meet the first and third Thursdays of each month beginning at 5:30 p.m.

Governmental Affairs Committee - shall meet the first and third Thursdays of each month beginning at 4:00 p.m.

Regional Facilities Committee - shall meet the second and fourth Tuesdays of each month beginning at 4:00 p.m.

Transportation and Planning Committee - shall meet the second and fourth Tuesdays of each month beginning at 6:00 p.m.

Solid Waste Committee - shall meet the first and third Tuesdays of each month beginning at 5:30 p.m.

EXHIBIT E

<u>Bi-State Policy Advisory Committee:</u>	Councilor Bauer, Co-Chair Councilor Hansen, Alternate
<u>Composter Community Enhancement Committee:</u>	Councilor Knowles, Chair Councilor Buchanan
<u>Friends of the Washington Park Zoo Board of Directors:</u>	Councilor Knowles Councilor McFarland Councilor McLain, Alternate
<u>Joint Policy Advisory Committee on Transportation:</u>	Councilor Knowles, Chair Councilor Van Bergen, Vice Chair Councilor Devlin Councilor Gardner, Alternate
<u>Metropolitan Greenspaces Policy Advisory Committee:</u>	Councilor Devlin, Chair Councilor Gardner Councilor McFarland
<u>North Portland Enhancement Committee:</u>	Councilor Hansen
<u>"Northwest" Transfer Station Enhancement Advisory Committee:</u>	Councilor Hansen
<u>One Percent for Art:</u>	Councilor DeJardin Councilor Knowles, Alternate
<u>One Percent for Recycling Committee:</u>	Councilor McLain, Chair Councilor McFarland, Alternate
<u>Oregon Regional Council Association Board of Directors:</u>	Councilor Buchanan Councilor McFarland, Alternate
<u>Smith and Bybee Lakes Management Committee:</u>	Councilor McFarland
<u>Solid Waste Policy Advisory Committee:</u>	Councilor Wyers, Chair Councilor McFarland
<u>Southwest Washington (IRC) Transportation Policy Committees:</u>	Councilor Devlin
<u>Special Districts Association of Oregon Board of Directors:</u>	Councilor Bauer
<u>Legislative Committee:</u>	Councilor Knowles
<u>Tri-Met Handicapped Transportation Committee:</u>	Councilor Buchanan

EXHIBIT E
(Continued)

Urban Growth Management Policy Advisory Councilor Gardner, Chair
Committees: Councilor Bauer
Councilor Devlin
Councilor McLain
Councilor DeJardin, Alternate

Water Resources Policy Advisory Councilor McFarland, Chair
Committee: Councilor Bauer
Councilor McLain



METRO

2000 S.W. First Avenue
Portland, OR 97201-5398
503.221-1646

Memorandum

DATE: January 10, 1991
TO: Metro Council
FROM: Tanya Collier, Presiding Officer
RE: EXPLANATION OF RESOLUTION NO. 91-1382

Resolution No. 91-1382 affects Council committees as follows:

1. Maintains the current number of five (5) standing committees but:
1) merges Zoo and Convention and Visitors Facilities into one committee called the Regional Facilities Committee; 2) creates a new Governmental Affairs Committee; and 3) renames the Intergovernmental Relations Committee as the Transportation and Planning Committee.

Exhibit A sets forth the charge for each standing committee for 1991. The major changes in responsibilities from the current charge are:

- a) The Regional Facilities Committee assumes the responsibilities of the Zoo and Convention and Visitor Facilities Committees; and
 - b) The Governmental Affairs Committee assumes several internal oversight activities from the Finance Committee and external governmental relations activities from the Intergovernmental Relations Committee.
2. Confirms Councilor appointments to the five standing committees for 1991.

Exhibit B lists the proposed membership of each committee. In making these appointments, I tried to accommodate Council members' preferences as expressed in responses to my December 10, 1990, survey.

3. Makes appointments to the Legislative Task Force.

Exhibit C lists the Task Force members which follow the guidelines of Resolution No. 90-1336 calling for the Vice Chairs of standing committees to be on the Task Force.

4. Sets regular meeting days and times for each standing committee.

Exhibit D sets the schedule for regular committee meetings. It has been designed to match the current schedule as much as possible.

5. Informs the Council of appointments to other Committees and positions.

Exhibit E lists all the other Councilor appointments. Again making these appointments, I've again tried to follow preferences expressed in my December 10, 1990 survey.

CODE OF THE METROPOLITAN SERVICE DISTRICT
FEBRUARY 1990 EDITION
(Last Revision September 1990)

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PREFACE

This Code includes all general ordinances adopted and not repealed by the Board of the Metropolitan Service District prior to January 1, 1979, and by the Council of the Metropolitan Service District from January 1, 1979, to April 30, 1989.

At the end of each section of this Code is a notation, in parentheses, of the ordinance and section of the ordinance by which the Code section was adopted and, if applicable, amended. At the conclusion of the Code is a table listing all ordinances by number and, if codified, the location of each section of each ordinance in this Code. Ordinances repealed prior to April 30, 1989, or otherwise not codified are so noted in the table.

This Code will be revised on an ongoing basis. Revised pages are so noted at the bottom of each revised page. Original pages of the 1989 Code have the following notation in the lower right: (2/90). Any errors should be reported to the Clerk of the Metro Council at Metro offices.

Copies of the Code and revisions may be obtained by contacting the Clerk of the Metro Council at Metro offices. A \$10.00 fee will be required to cover the cost of publishing the Code document and a one year subscription of revisions.

TITLE II

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2.01.100	Adoption and Amendment of Rules
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2.01.120	Communications from the Public
2.01.130	Order of Business
2.01.140	Committees of the Council
2.01.150	Local Government Advisory Committees
2.01.160	Other Advisory Committees
2.01.170	Per Diem and Expenditure Reimbursement Guidelines

2.01.001 Definitions: As used in this chapter the following terms shall have the meanings indicated:

(a) "Adoption" means the act of the Council to approve a motion to adopt an ordinance or resolution.

(b) "Clerk" means Clerk of the Council.

(c) "Final adoption" means 1) for an ordinance subject to veto by the Executive Officer the time and date an ordinance passes the five working day veto period without being vetoed or the act of the Council to override an Executive Officer veto of an ordinance; or 2) for an ordinance not subject to the Executive Officer's veto the date of adoption by the Council.

(d) "Quorum" means the majority of the Council or a committee.

(Ordinance No. 88-241, Sec. 1)

2.01.010 Officers:

(a) The Council shall, at its first meeting after the first Monday in January of each year, elect one Councilor to serve as its Presiding Officer for the ensuing year. The newly elected

Presiding Officer shall appoint at the same meeting a Deputy Presiding Officer. The affirmative vote of the majority of the Council (7) is required to elect the Presiding Officer.

(b) The Presiding Officer will preside at all meetings of the Council and will preserve order and decorum. The Presiding Officer is authorized to sign all documents memorializing Council's action on behalf of the Council. The Presiding Officer will have a vote on each matter before the Council, but will not make motions unless first relinquishing the position of Presiding Officer for the purpose of making such motion.

(c) The Deputy Presiding Officer shall be the Presiding Officer in the absence or incapacity of the Presiding Officer, and will have the authority and perform the duties of the Presiding Officer.

(d) In the absence or incapacity of the Presiding Officer and the Deputy Presiding Officer, the Presiding Officer may designate a Councilor to act as the temporary Presiding Officer.

(e) The Presiding Officer or temporary Presiding Officer may be removed by the Council upon the affirmative vote of two-thirds (2/3) of the Councilors (8).

(Ordinance No. 79-65, Sec. 1; amended by Ordinance No. 88-241, Sec. 1)

2.01.020 Clerk of the Council: The Clerk of the Council, or a qualified alternate designated by the Presiding Officer, shall act as agent of record for the District, shall act as recording secretary for the Council, shall be present at each meeting of the Council and shall provide that the proceedings be recorded as specified in Section 2.01.090(B). Sound recordings shall be made of each meeting. Equipment malfunction shall not be a reason to postpone the meeting and shall not negate the minutes. The Council Clerk may temporarily interrupt Council proceedings in the event of equipment malfunction, changes of tapes or other cause of short-term loss of recording. The Clerk shall also maintain a journal of Council proceedings that shall be available to the public during regular office hours.

(Ordinance No. 79-65, Sec. 2; amended by Ordinance No. 88-241, Sec. 1)

2.01.030 Regular Meetings: The Council shall meet regularly on the second and fourth Thursdays of each month at a time designated by the Presiding Officer. Regular meetings shall be held at a place designated in the published agenda of the meeting. Regular meetings may be adjourned to a specific time and place before the day of the next regular meeting. Published notice of the time and place of an adjourned meeting is not

required. Matters included on the agenda of a regular meeting that is adjourned to a later date need not be republished. New matters to be considered at the adjourned meeting shall be published in the same manner as the agenda for a regular meeting.

(Ordinance No. 79-65, Sec. 3; amended by Ordinance No. 80-87, Sec. 1; amended by Ordinance No. 84-176, Sec. 1)

2.01.040 Special Meetings: The Presiding Officer or a majority of the Council (7) may call a special meeting of the Council provided that at least 24 hours notice is given to the Council and the general public. The agenda shall be limited to the purpose for which the meeting is called. Except for the provisions of this section, special meetings are subject to the same rules as regular meetings. If possible, the agenda and time and place of the meeting should be published in a newspaper of general circulation in the district. If publication is not possible, the provisions for notifying the public of emergency meetings should be followed.

(Ordinance No. 79-65, Sec. 4)

2.01.050 Emergency Meetings: In case of an actual emergency, the Presiding Officer or a majority of the Council may call an emergency meeting of the Council upon such notice as is appropriate to the circumstances. The agenda shall be limited to the purposes for which the meeting is called. To the extent possible, telephone calls and news released to the media and interested persons should be made to give public notice of the agenda and time and place of meeting.

(Ordinance No. 79-65, Sec. 5)

2.01.060 Notice and Agenda:

(a) An agenda that sets forth the time, date, and place of the meeting, that includes a brief description of the ordinances and other matters to be considered, and that states that copies of ordinances are available at the office of the Metropolitan Service District shall be published in a newspaper of general circulation within the District no more than ten (10) nor less than four (4) days before a regular meeting of the Council. If an executive session will be held, the Notice shall state the specific provision of the law authorizing the executive session.

(b) The Presiding Officer shall establish the agenda from the agenda items submitted by the Councilors, Council committees or the Executive Officer. The Presiding Officer may, at his or her discretion, determine the time by which agenda items must be submitted for inclusion in the next succeeding agenda and shall notify the Councilors, Council committees and the Executive Officer of such due dates.

(c) All ordinances and resolutions shall be referred to the Presiding Officer. With the exception matters described in (d) of this section, the Presiding Officer shall refer each ordinance and resolution to an appropriate committee of the Council. Notice of such referral shall be in writing and distributed to each Councilor and the Executive Officer.

(d) The following matters shall be considered and acted upon by the Council as a whole:

- (1) Any ordinance or resolution placed on the agenda for any emergency meeting of the Council as authorized by Section 2.01.050;
- (2) Any order, final order or ordinance proposed for Council action as a result of a contested case proceeding as provided in chapter 2.05 of the Metro Code; or
- (3) Any action of the Metropolitan Exposition-Recreation Commission placed on the Council agenda as provided by Section 6.01.080 of the Metro Code.

(Ordinance No. 79-65, Sec. 6; amended by Ordinance No. 84-176, Sec. 2; and Ordinance No. 88-241, Sec. 1)

2.01.070 Ordinances:

(a) The legislative action of the Metropolitan Service District shall be by Ordinance.

(b) Except as provided in Subsection (g) of this section, before an ordinance is adopted, it shall be read during two regular meetings of the Council on two different days at least six (6) days apart. The reading shall be full and distinct unless at the meeting:

- (1) A copy of the ordinance is available for each person who desires a copy; and
- (2) The Presiding Officer directs that the reading be by title only.

(c) Ordinances may be introduced for Council consideration by the Council, a Councilor, a committee of the Council or the Executive Officer. The Council by resolution shall adopt procedures for introduction and consideration of ordinances.

(d) Except as provided in subsection (1) of this section, the affirmative vote of the majority of the members of the Council (7) is required to adopt an ordinance. A roll call vote shall be taken on all ordinances. Any ordinance which receives

six (6) or more Nay votes shall be defeated and shall be filed and receive no further consideration. Any ordinance voted upon and not defeated shall be continued to the next regular meeting.

(e) Within two working days of adoption, any ordinance subject to the Executive Officer's veto shall be enrolled and transmitted to the Executive Officer for veto consideration.

(f) The Executive Officer shall veto an ordinance by filing a written and signed message with the Clerk no later than 5:00 p.m. of the fifth working day following adoption of the ordinance. If the Clerk has not received such veto message within the prescribed time then the ordinance shall be considered finally adopted.

(g) The Council may override an Executive Officer veto by an affirmative vote of eight members of the Council at the next regular meeting of the Council, but not later than 30 calendar days after the Executive Officer's veto. The vote to override an Executive Officer veto shall be the first item of business on the Council's agenda and a roll call vote shall be taken on all considerations of an override to a veto.

(h) Ordinances adopted by the Council which are not legislative in nature as determined by the General Counsel shall not be subject to the Executive Officer's veto.

(i) Ordinances not subject to the veto shall become effective on the date of adoption unless a later date is specified therein. Ordinances subject to the veto shall become effective on the date of final adoption unless a later date is specified therein.

(j) Within seven (7) days after adoption or final adoption of an ordinance, the enrolled ordinance shall be:

- (1) Signed by the Presiding Officer;
- (2) Attested by the person who served as Recording Secretary of the Council at the meeting at which the Council adopted the ordinance; and
- (3) Filed in the records of the District.

(k) If required by law a certified copy of each ordinance shall be filed with the Division of Courts Process of Multnomah County, and the County Clerk for Washington and Clackamas Counties.

(l) Pursuant to ORS 198.550(3), an ordinance to meet an emergency may be introduced, read once and put on its final passage at a regular or special meeting, without being described

in a published agenda, if the reasons requiring immediate action are described in the ordinance. The unanimous approval of all members of the Council at the meeting, a quorum being present, is required to adopt an emergency ordinance. Failing such approval, an emergency ordinance shall be considered pursuant to subsections 2.01.070(b) and (c) above. Emergency ordinances may be subject to the veto of the Executive Officer as described in subsection (e), (f) and (g) of this section.

(Ordinance No. 79-65, Sec. 7; amended by Ordinance No. 88-241, Sec. 1)

2.01.080 Resolutions:

(a) All matters other than legislation and rules coming before the Council and requiring Council action shall be handled by resolution.

(b) Excluding procedural matters, the affirmative vote of a majority of the Council present and voting, a quorum being present, is required to adopt a resolution. Procedural matters shall be subject to Robert's Rules of Order, latest revised edition, unless Chapter 2.01 of this Code provides otherwise.

(c) Resolutions shall become effective upon adoption unless a later date is specified therein.

(d) The Council by resolution shall adopt procedures for introducing and considering resolutions.

(Ordinance No. 79-65, Sec. 8; amended by Ordinance No. 88-241, Sec. 1)

2.01.090 Conduct of Meetings:

(a) A quorum of the Council is seven (7) members. If a quorum is present, the Council may proceed with the transaction of its business.

(b) Minutes of each meeting shall be prepared by the Clerk of the Council, and shall include at least the following information:

- (1) All members of the Council present;
- (2) All motions, proposals, resolutions, orders, ordinances and rules proposed and their dispositions;
- (3) The results of all votes, and the vote of each Councilor by name;

(4) The substance of any discussion on any matter.

(c) Minutes of executive sessions may be limited consistent with ORS 192.660.

(d) The written minutes shall be available to the public within a reasonable time after the meeting, and shall be maintained as a permanent record of the actions of the Council by the Clerk of the Council.

(e) Council members present, but not voting or not specifically abstaining shall be counted as voting with the majority. In the event that there is no such majority, such members shall be counted as abstaining.

(f) Except for ordinances and rules, the Presiding Officer may order the unanimous approval of any matter before the Council unless there is an objection from one or more Councilors. If there is an objection, then a voice vote shall be taken, unless the objecting Councilor requests a roll call vote and at least two (2) Councilors concur in such request, in which case a roll call vote shall be taken.

(g) In the event a matter is the subject of a voice vote or a roll call vote, after the vote is taken the Presiding Officer shall announce the result of the votes. Prior to proceeding to the next item on the agenda, or if the item voted upon is the last item on the agenda before adjournment, any member may request that the Clerk of the Council change their vote in which case the change in vote shall be announced by the Presiding Officer and the result of the votes as modified shall also be announced. Upon commencement of the next agenda or adjournment, as the case may be, all votes shall become final and may not be further changed without the unanimous consent of the Council.

(h) Any matter not covered by this chapter shall be determined by "Robert's Rules of Order," latest revised edition.

(i) All meetings of the Council, its committees and advisory committees shall be held and conducted in accordance with the Oregon Public Meetings Law.

(Ordinance No. 79-65, Sec. 9; amended by Ordinance No. 89-288)

2.01.100 Adoption and Amendment of Rules: No standing rule of procedure of the Council shall be adopted, amended, or rescinded except upon the affirmative vote of a majority of the members of the Council (7).

(Ordinance No. 79-65, Sec. 10)

2.01.110 Reconsideration:

(a) When a matter has been adopted or defeated, any Councilor voting on the prevailing side may move for reconsideration of the matter.

(b) Notice of the intention to move for reconsideration of an ordinance or rule must be given orally by the Councilor who intends to make the motion prior to adjournment on the same day on which the vote to be reconsidered was taken. Notice of the intention to move for reconsideration of other matters should be made to the Presiding Officer prior to or at the next meeting.

(c) Motion to reconsider shall be made and voted on not later than the next regular meeting after the meeting on which the vote to be reconsidered was taken. The motion for reconsideration has precedence over any other motion.

(d) A motion for reconsideration must receive the affirmative vote of a majority of the Council (7) in order to be adopted.

(e) There shall be only one (1) reconsideration of any final vote even though the action of Council reverses its previous action.

(Ordinance No. 79-65, Sec. 11)

2.01.120 Communications from the Public: Communications from the public both for matters on the agenda and matters not on the agenda may be allowed by the Council; provided, however:

(a) Persons addressing the Council shall do so from the rostrum upon first gaining recognition of the Presiding Officer and after stating name and address.

(b) To facilitate the orderly transaction of business, the Presiding Officer may limit the time and number of appearances.

Ordinance No. 79-65, Sec. 12)

2.01.130 Order of Business:

(a) The general order of business for the Council shall be prescribed by resolution.

(b) Questions relating to the priority of business shall be decided without debate. The general order of business shall not be varied except upon the affirmative vote of a majority of the Council present and voting, a quorum being present.

(c) A unanimous consent calendar shall be presented for the consideration and vote of the Council only at regular meetings. Copies of the consent calendar shall be printed and distributed to the Council prior to consideration.

(d) Before calling for the vote on the consent calendar, the Presiding Officer shall ask if any Councilor objects to any matter on the consent calendar. If any matter on the consent calendar is objected to by a member of the Council, that matter shall be removed from the consent calendar and placed upon the agenda of the Council under other business.

(Ordinance No. 79-65, Sec. 13; amended by Ordinance No. 80-87, Sec. 2)

2.01.140 Standing Committees of the Council:

(a) The Council may establish standing committees as it deems necessary.

(b) Members of all standing committees shall be appointed by the Presiding Officer subject to confirmation of the Council. The first named shall be the Chair and the second named shall be the Vice Chair.

(c) A majority of the members of the standing committee shall constitute a quorum for the transaction of business before the committee. Except as otherwise provided in this chapter, all standing committees of the Council shall be governed by "Robert's Rules of Order," latest revised edition.

(d) All standing committees shall meet at the call of the Chair or upon the request of a majority of the members of the Committee.

(e) The purposes of standing committees of the Council are to:

- (1) Make studies of and inquiries into areas of concern and interest of the Council.
- (2) Report information to the Council.
- (3) Prepare and submit recommendations, proposals and ordinances to the Council.

(f) Unless otherwise specifically provided, standing Committees of the Council shall have the power to:

- (1) Hold meetings at such times and places as the committee considers expedient.

- (2) Hold public hearings and take testimony.
- (3) Make findings, conclusions and recommendations.
- (4) Draft and prepare resolutions and ordinances for consideration by the Council.
- (5) Appoint task forces and committees to advise the committees of the Council, subject to Council approval.

(g) Standing committees shall conduct business according to the following rule:

- (1) A quorum of the committee is necessary to take action on any matter before the committee;
- (2) Any matter before a committee may be decided by a majority of a quorum;
- (3) Each committee member shall have one (1) vote and the chair may vote and discuss any issue before the committee without relinquishing his or her position as chair;
- (4) Any member may make a motion for action by the committee and a second is not necessary for committee consideration of the motion;
- (5) Comment from members of the public appearing at the meeting shall be solicited prior to the committee taking action on any matter before it. The chair may set time limits for public comment on matters before the committee; and
- (6) A committee may go into executive session for the purposes and following procedures prescribed by law.

(h) By majority vote of a quorum of the Council or by action of the Presiding Officer any matter referred to a standing committee may be removed from the committee and reassigned to another committee or be considered by the Council at a subsequent meeting. Consideration of such action shall take place under the "Councilor Communication" agenda item.

(i) The term for a committee member shall be one (1) year. Except for filling vacancies, committee appointments shall be made in January of each year.

(j) No committee will incur any indebtedness or hire any personnel without the express approval of the Council.

(k) The Chair, the Vice Chair or committee members may be removed from committee assignment(s) upon the affirmative vote of the majority of the Council (7). Consideration of such action shall take place under the "Councilor Communication" agenda item.

(Ordinance No. 79-65, Sec. 14; amended by Ordinance No. 88-241, Sec. 1)

2.01.150 Local Government Advisory Committees:

(a) The Council shall appoint such advisory committees comprised of local government officials from the metropolitan area and any other areas receiving services from the District as may be necessary to assist the Council in the performance of its duties. The number of members and term for each committee so appointed shall be established by the Council.

(b) Each member shall have one (1) vote and the chair may vote on and discuss any matter coming before the committee.

(c) Unless otherwise specifically provided, local government advisory committees shall have a power to:

- (1) Select a Chair and a Vice Chair.
- (2) Hold meetings at such times and places as the committee considers expedient.
- (3) Prepare and submit proposals and recommendations to the Council.
- (4) Perform other functions assigned by the Council.

(d) A majority of the members of the committee shall constitute a quorum for the transaction of business before the committee. Except as otherwise provided in this chapter, all committees of local government officials shall be governed by "Robert's Rules of Order," latest revised edition.

(e) All committees shall meet at the call of the Chair or upon the request of a majority of the members of the committee or upon the request of the Council. All meetings of the committee shall be subject to the Oregon Public Meetings Law.

(Ordinance No. 79-65, Sec. 15)

2.01.160 Other Advisory Committees: The Presiding Officer may appoint other advisory committees or task forces as necessary to assist the Council in the performance of its duties. The purposes and powers of each advisory committee or task force shall be expressly stated at the time of appointment. Advisory committees shall serve at the pleasure of the Presiding Officer.

(Ordinance No. 79-65, Sec. 16; amended by Ordinance No. 88-241, Sec. 1.)

2.01.170 Per Diem and Expenditure Reimbursement Guidelines: The Council by Resolution shall adopt guidelines for the payment of per diem to Councilors and the reimbursement of Councilors and Council employees for expenses incurred in the conduct of business of the District. The guidelines shall specify the amount of the per diem payment, authorized expenditures, and procedures for the request and approval of per diem and expenditure reimbursement requests.

(Ordinance No. 89-289, Sec. 1.)



Department Overview

Fiscal Year 1991-92

ATTACHMENT D

DEPARTMENT:
PAGE:

June 10, 1991
Council
1

The Metro Council is the 12-member governing body of the District. The purpose of the Council is to establish policies for the operations of the District's existing programs and functions; to develop long-range plans for the future District activities; to assure the financial integrity of the District through adoption of the budget, levying of taxes, user charges and other revenue measures; and, to oversee the operation of District activities to assure that adopted policies and programs are carried out. The most recent adopted priorities of the Council are to:

- A. Establish and maintain adequate and firm financial support for all services;
- B. Develop, implement and manage the reduction of disposal of solid waste;
- C. Identify and resolve issues of regional significance;
- D. Promote public understanding of Metro and its responsibilities;
- E. Assure the opportunity for public involvement in Metro's decision-making process;
- F. Provide effective zoological education, recreation and conservation services to citizens of the region;
- G. Develop a long-range planning effort;
- H. Develop and operate the Oregon Convention Center as an economic resource;
- I. Increase the Council's effectiveness in carrying out its policy-making and fiscal and administrative oversight responsibilities.

To carry out its purpose and priorities, the Council Department has three programs:

- * General Administration
- * Policy Making and Program Oversight
- * Performance Auditing

DEC:lar

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Program Overview

Fiscal Year 1991-92

DATE: June 10, 1991
DEPARTMENT: Council
PROGRAM: General Admin.

PAGE: 2

PROGRAM TITLE: GENERAL ADMINISTRATION

PROGRAM NARRATIVE: Provide administrative support for the Metro Council and Council Department including supervision and scheduling of work, budgeting and fiscal control and maintaining Council records and employee supervision.

SPECIFIC TASKS

- * Prepare and maintain Council Department budget; prepare periodic budget reports for Presiding Officer;
- * Conduct annual performance evaluations for Council staff;
- * Supervise and schedule work of Council office;
- * Maintain accurate and up-to-date records of Council activities including Metro Code, ordinance and resolution indices, committee meeting and Council notebooks;
- * Process Councilor per diem and expenditure requests and all Council Department purchases;
- * Maintain Council Department mailing lists and distribute Council and committee agenda packets as required;
- * Communicate with Councilors and staff on scheduled meetings, make meeting arrangements including room reservations, ordering lunches and setting up meeting rooms.

PROGRAM BUDGET

Personal Services	\$ 97,569*
Materials & Services	151,564**
Capital Outlay	2,000
TOTAL	\$251,133

* FTE	
Administrator	.40
Clerk	.50
Administrative Secretary	.75
Secretary	.75
TOTAL	2.40

** INCLUDES: (Among other items)	
Elections Expense	\$100,000
Boundary Commission	7,500



Program Overview

Fiscal Year 1991-92

DATE: June 10, 1991
DEPARTMENT: Council
PROGRAM: Policy Making and
Program Oversight
PAGE: 3

PROGRAM TITLE: POLICY MAKING AND PROGRAM OVERSIGHT

PROGRAM NARRATIVE: Establish policy for the operation of District programs and carry out program oversight responsibilities to assure programs and policies are implemented by Metro departments. Adopt long range plans for the District for existing and potential functions; adopt and amend the annual budget and enact District revenue measures. This program is carried out through the operation of Council standing committees (Finance; Governmental Affairs; Regional Facilities; Solid Waste; and Transportation and Planning) and special task forces.

SPECIFIC TASKS

- * Staff an estimated 30 Council meetings (regular and special) during the year, and 108 Council standing committee meetings (regular and special) including preparation of agendas and agenda packets.
- * Prepare staff reports and committee reports on items before the committees; prepare resolutions and ordinances introduced by Council and committee members; prepare meeting minutes and action reports.
- * Perform policy and fiscal analysis for Council and Council committees; analyze proposals and programs to see that they meet Metro policies and procedures.
- * Assist Presiding Officer and committee chairs in developing Council and committee work programs and meeting agendas.

PROGRAM BUDGET

Personal Services	\$292,009*
Materials & Services	132,192
Capital Outlay	6,000
TOTAL	\$430,201

* FTE	
Administrator	.50
Analysts	2.90
Clerk	.50
Administrative Secretary	2.25
Temporary	.30
TOTAL	6.45



Program Overview

Fiscal Year 1991-92

DATE: June 10, 1991
DEPARTMENT: Council
PROGRAM: Performance Audit

PAGE: 4

PROGRAM TITLE: PERFORMANCE AUDITING

PROGRAM NARRATIVE: Conduct one performance audit of District program or department during this fiscal year in conformance with Council-adopted Performance Audit Plan and Guidelines for Performance Auditing.

PROGRAM BUDGET

Personal Services	\$ 13,999*
Materials & Services	57,344
Capital Outlay	-0-
TOTAL	\$ 71,343

* FTE	
Administrator	.10
Analyst	.10
TOTAL	.20

PROPOSED BUDGET BY PROGRAMS

General Administration	\$251,133
Policy Making & Program Oversight	430,201
Performance Audit	71,343
TOTAL BUDGET	\$752,677

PROPOSED BUDGET BY MAJOR CATEGORY

Personal Services	\$403,577
(9.05 FTE)	
Materials & Services	341,100
Capital Outlay	8,000
TOTAL BUDGET	\$752,677

DEC:lar

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HISTORICAL DATA ACTUAL \$		FY 1990-91 ADOPTED BUDGET		FISCAL YEAR 1991-92		PROPOSED		APPROVED		ADOPTED	
FY 1988-89	FY 1989-90	FTE	AMOUNT	ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Council											
Personal Services											
57,495	60,114	1.00	63,120	511121	SALARIES-REGULAR EMPLOYEES (full time)	1.00	66,276	1.00	66,276		
73,518	78,458	3.00	117,721		Council Administrator	3.00	124,243	3.00	124,243		
24,468	25,945	1.00	27,310		Sr. Management Analyst	1.00	27,405	1.00	27,405		
					Clerk of the Council						
48,089	59,650	3.00	67,775	511221	WAGES-REGULAR EMPLOYEES (full time)	3.00	72,142	3.00	72,142		
0	0		0		Administrative Secretary	0.75	13,832	0.75	13,832		
					Secretary						
0	0	0.20	3,055	511235	WAGES-TEMPORARY EMPLOYEES (part time)		0		0		
0	8,129	0.30	6,000		Temporary Intern	0.30	4,176	0.30	4,176		
7,216	0		0		Temporary Administrative Support		0		0		
53	208		0		Temporary		0		0		
59,229	65,868		82,785	511400	OVERTIME		95,503		95,503		
			5,557	512000	FRINGE		0		0		
					Service Reimbursement-Workers' Comp						
270,068	298,372	8.50	373,323		Total Personal Services	9.05	403,577	9.05	403,577		

Council

HISTORICAL DATA ACTUAL \$		FY 1990-91 ADOPTED BUDGET		FISCAL YEAR 1991-92		PROPOSED		APPROVED		ADOPTED	
FY 1988-89	FY 1989-90	FTE	AMOUNT	ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Materials & Services											
4,801	3,654	3,300	521100		Office Supplies		6,500		6,860		
253	0	0	521310		Subscriptions		0		0		
50	190	7,800	521320		Dues		500		500		
8,900	39,905	50,000	524110		Accounting & Auditing Services		50,000		50,000		
1,187	10,323	22,000	524190		Misc. Professional Services		25,000		25,000		
0	520	1,000	525640		Maintenance & Repairs Services-Equipment		1,000		1,000		
133	0	0	525710		Equipment Rental		2,100		500		
239	678	500	526200		Ads & Legal Notices		600		600		
1,389	113	1,100	526310		Printing Services		1,200		1,200		
0	0	0	526410		Telephone		400		400		
13	0	0	526420		Postage		0		0		
17	9	150	526440		Delivery Services		200		200		
8,580	6,438	10,500	526500		Travel		11,000		11,000		
1,375	417	0	526700		Temporary Help Services		0		0		
569	620	4,000	526800		Training, Tuition, Conferences		4,500		4,500		
0	0	0	528100		License, Permits, Payments to Other Agencies		7,500		7,500		
0	0	100,000	528200		Election Expense		100,000		100,000		
30,111	52,433	76,320	529110		Council Per Diem		79,200		95,040		
11,037	21,340	25,400	529120		Councilor Expenses		57,800		27,800		
8,059	7,910	6,500	529500		Meetings		7,000		9,000		
76,713	144,550	308,570			Total Materials & Services		354,500		341,100		
Capital Outlay											
4,829	1,767	3,800	571500		Purchases-Office Furniture & Equipment		8,000		8,000		
4,829	1,767	3,800			Total Capital Outlay		8,000		8,000		
351,610	444,689	8.50	685,693		TOTAL EXPENDITURES	9.05	766,077	9.05	752,677		