



METRO

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Memorandum

Date: March 15, 1991
To: Metro Department Heads
From: Executive Rena Cusma *Re*
Regarding: Preparation of Information for Charter Commission

As you all know, within thirty days a Charter Commission will begin work drafting a Metro Home Rule Charter.

Anticipating their need for information, I have asked Ken Gervais to begin identifying what type of information they will require and take the steps to have it assembled.

Some of you have already had an opportunity to work with Ken.

He has identified three major areas:

1. An issues oriented history of Metro---a description of major events in Metro's history from the formation of CRAG in 1966 to the formation of the present day Metro.
2. A report on Metro's financial status---past, present and future---which will allow the Commission to explore alternative future financial roles for the region in the context of Metro's present position.
3. A report on "Metro today" through a description of current areas of activity.

I will be depending on you to provide information on this last point, Metro's current situation and areas of activity. Much of this is available in the budget documents. I think it would be useful to present this information in a consistent format for all departments.

On the following page is a suggested outline which you may want to modify after you've had the chance to look this over.

Finally, if your department, in the course of its business, produces "products" that we could give the Charter Commission, it would also be useful to pull a "sample package" of these together. For example, the "Regional Fact Book -1990", "Housing Issues Report," "Metro Planning

News", etc. It is probably useful to separate out those products which are more consumer oriented from those which are more government reports. However, the latter should be noted in your report with an indication of whether they are "one-time only" or produced on a regular basis.

If there is some other information you think we should be gathering for the Commission please let Ken know.

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cc: Ken Gervais

Metro Current Areas of Activity

- I. Department
 - A. Organization (chart)
 - B. Department mission, history, reporting relationships
- II. Description of Major Program Areas
 - A. Purpose and Audience
 - B. Key Points (in bullets) of Program
 - C. Mandated
 - D. Impact
 - E. How Funded
 - F. Products (list)
- III. Description of Other (non-program) Areas of Activity
- IV. Description of Major Issues or Future Trends (that could impact Department)
 - A. Internal to Metro
 - B. External to Metro
 - C. Current Issues
 - D. Future Issues (to May, 1992)
- V. Constituencies
 - A. Who do you know/ do business with, who will want to talk to the Commission?
 - B. Who do you know/deal with regularly, who is interested in Metro and regional affairs, and might be available to be on an advisory committee?
- VI. Clarifying Issues
 - A. Are there any areas of your department that the Commission should clarify?
 - B. Are there any issues you want to see the Commission address?