

MINUTES OF METRO COUNCIL WORK SESSION

Oregon Convention Center
King Board Room

May 2, 1995

Councilors Present: Ruth McFarland (Presiding Officer), Rod Monroe (Deputy Presiding Officer), Jon Kvistad, Patricia McCaig, Susan McLain, Don Morissette, Ed Washington

Also Present: Cathy Ross, Assistant to the Presiding Officer; Jennifer Sims, Director of the Finance and Management Information Department; and, Doug Butler, Director of General Services Department

Presiding Officer McFarland called the May 2, 1995 Metro Council Work Session to order at 2:06 p.m.

Joe Hertzberg reviewed the work that had been accomplished, and quoted, "If you bring forth what is in you, what you bring forth will save you. If you do not bring forth what is in you, what you do not bring forth will destroy you."

Mr. Hertzberg referenced the Draft document containing Mission and Values statements considered by the Council at its April 27, 1995 meeting. The Councilors discussed whether they might consider using the Mission and Values statements as a checklist when the Council finds themselves in the midst of a controversy. Councilor Kvistad felt it was important that the Mission and Values statements not be considered regulatory in nature.

The Council discussed the Roles of the Metro Council and Executive as outlined in the Draft document. Councilor Kvistad suggested additional language in the Executive "box" following the words "Implement policy" to read as follows: "Implement policy based on Council direction."

Mr. Hertzberg noted the Executive had prepared a statement similar in nature to the statements the Council was working on. The Council discussed how they might engage in a dialogue with the Executive regarding their respective statements. The Council agreed in consensus to give a copy of the document to the Executive and invite comment, at which time they might sit down together for further discussion. Presiding Officer McFarland agreed to implement the matter.

The Council discussed the section entitled Expectations of Councilors. Presiding Officer McFarland suggested possible Committee meeting times. It was noted each Committee would need a Vice Chairperson, and changes from the April 25, 1995 draft document pertaining to Committee membership were discussed.

There was discussion about the Budget and Finance Committee. It was agreed in consensus that the Finance Committee continue as a committee of the whole with Councilor Monroe as Vice Chair of that Committee.

The Council discussed implementation of the new procedures. It was agreed in consensus that implementation begin no later than July 1, 1995 and sooner if possible.

The Council discussed the structure of Committee membership further. Councilor Kvistad expressed concern that the Presiding Officer be a member on every Committee. Presiding Officer McFarland indicated she had some agreement with Councilor Kvistad, and said her concern was that with only three members to a Committee, only two Committee members might be present. The Council discussed the pros and cons further. There was discussion regarding quorums.

Councilor Monroe suggested the Presiding Officer be considered Ex Officiate; i.e. be present ad hoc at any Committee with the power to cast a vote should a quorum of three not be present.

The Council discussed three member Committees further, and agreed in consensus to three member Committees, with Councilor McFarland as a member on the Solid Waste Committee. It was reaffirmed that all Councilors be welcome to attend any committee meetings, noting that only Committee members would have voting power at the Committee level.

Council Standing Committee Membership was agreed upon as follows:

Finance Committee

Councilor Patricia McCaig, Chair
Councilor Rod Monroe, Vice Chair
Councilor Jon Kvistad
Councilor Ruth McFarland
Councilor Susan McLain
Councilor Don Morissette
Councilor Ed Washington

Land Use Planning Committee

Councilor Susan McLain, Chair
Councilor Don Morissette, Vice Chair
Councilor Patricia McCaig

Regional Facilities Committee

Councilor Ed Washington, Chair
Councilor Patricia McCaig, Vice Chair
Councilor Don Morissette

Solid Waste Committee

Councilor Jon Kvistad, Chair
Councilor Susan McLain, Vice Chair
Councilor Ruth McFarland

Transportation Planning

Councilor Rod Monroe, Chair
Councilor Jon Kvistad, Vice Chair
Councilor Ed Washington

The Council moved on to discuss scheduling business for the Council for the month of August.

Councilor Morissette indicated he planned to take a vacation in the near future, and the Council noted his intent to do so. Presiding Officer McFarland noted the rules did not afford excused absences, but that the Council as a body took note of planned absences and that the intent was to work with each Councilor on an ad hoc basis in order to accommodate such planned absences.

Presiding Officer McFarland indicated she would like take two weeks leave beginning Labor Day weekend in September with a scheduled return September 18.

The Council discussed taking a break from conducting Council business for the period from August 11, 1995 to September 5, 1995. They agreed in consensus to do so.

The Council discussed the need to be flexible in order to accommodate emergent needs of Metro should they arise during that time.

The Council discussed the flexibility to be able to have discussions outside the public setting on an ad hoc basis one on one.

The Council went on to discuss review of the committees, task forces, and other groups comprising Councilor Ancillary assignments.

Presiding Officer McFarland suggested Councilors note questions regarding individual committees on the list contained in Resolution No. 95-2070, Exhibit B,, and requested those questions be forwarded to the body for further discussion.

Councilor McCaig said it was her goal that an agenda be arrived at that the Council is driven by, rather than that the Council be driven by a set of scheduled events; e.g. committee meetings.

Mr. Hertzberg suggested the review of the list be based on the Mission and Values statements, and brought back to the Presiding Officer for subsequent review. The Council agreed in consensus to take up the matter collectively following the Presiding Officer's review. Councilor Kvistad suggested using a categorization technique: "C" = Councilor function; "S" = Council Staff function; "M" = Metro Staff function; "E" = Eliminate.

The Council recessed at 3:40 p.m.

The Council reconvened at 3:50 p.m.

Mr. Hertzberg asked the Council what they wished to address next. Councilor Morissette asked that another similar meeting be scheduled with the assistance of the facilitator. The Council agreed in consensus to schedule such a meeting for Tuesday, May 9, 1995 at 2:00 p.m. Councilor McCaig noted a meeting had previously been scheduled for 1:00 p.m. May 9 to discuss long term funding issues subsequent to the adoption of the budget. The Council agreed in consensus to reschedule that discussion.

The Council discussed the role of the Presiding Officer. The following key issues were agreed upon in consensus.

Role of the Presiding Officer

- Preside at meetings
 - ◊ Call for recess when Council gets to edge of personal clashes
- Keep Councilors up to date on Metro issues
- Principal liaison to Executive on behalf of Council
- Expedite function of other Councilors
 - ◊ Interface with each individual on divisive issues
 - ◊ Supervise staff
- Principal representative of Council to public
- Ensure that Council/individual Councilors get staff assistance it needs
 - ◊ Direct/supervise Analysts
 - ◊ Indirectly supervise support staff
 - * Not to exclusion of Councilors working with staff assigned to them

Councilor McLain expressed concern that the Presiding Officer be placed in the position of Administrator with hiring and firing authority. Councilor Kvistad indicated he felt a deeper level of discussion providing a higher level of information was necessary when dealing with such issues.

Presiding Officer McFarland called an Executive Session to order according to ORS 192.660 (3) Evaluation of Public Officers and Employees at 4:14 p.m.

Present: Ruth McFarland (Presiding Officer), Rod Monroe (Deputy Presiding Officer), Jon Kvistad, Patricia McCaig, Susan McLain, Don Morissette, Ed Washington, Cathy Ross and Marilyn Geary-Symons

Presiding Officer McFarland adjourned the Executive Session at 4:22 p.m.

The Councilors discussed the matter of hiring and firing authority further and whether Councilors should be fully informed and/or whether such matters should be a matter put forth for a vote. There was discussion regarding whether such authority should be extended to all Council Staff or to what Councilor Kvistad termed "key people." He described "key people" as Council Analysts and the Council Administrator.

Continuing key issues regarding the role of the Presiding Officer were agreed upon as follows:

Role of the Presiding Officer (continued)

- Hiring/firing
 - ◊ Ultimate authority = Presiding Officer
 - ◊ Consult with all Councilors, individually or in Executive Session
 - * Inform all Councilors
 - * Solicit their advice

Mr. Hertzberg clarified that the role of the Assistant to the Presiding Officer was an at will employee at the pleasure of the Presiding Officer who also served as the Office Manager with the supervisory function of the Council Office Staff. Councilor McLain noted she felt that represented a weakness in the model in as much as there was the potential of change of the supervisory function of the Council Office Staff at the end of the tenure of the current Presiding Officer. The Council discussed whether they agreed with that concept.

The Council discussed prioritizing demands on staff time and the role of the Presiding Officer in sorting out staff time demands.

Continuing key issues regarding the role of the Presiding Officer were agreed upon as follows:

Role of the Presiding Officer (continued)

- Assistant to the Presiding Officer serves at the discretion of the Presiding Officer
 - ◊ Some believe this is a weakness of the model
- Intervene in disputes between Councilors regarding allocation of staff time
- Exercise leadership
- Intervene to enforce on Councilors rules of behavior they agree to apply to themselves
- Appoint Councilors to both internal and outside committees and task forces

There was discussion regarding taking responsibility to break for recess when in public session and discussion is becoming offensive or too sensitive for an individual councilor. The Council agreed in consensus that either the Presiding Officer might call for the recess but that it might be suggested by the Deputy Presiding Officer or another Councilor.

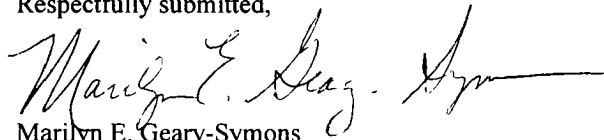
Councilor Morissette asked that a master calendar be developed. Cathy Ross agreed to work on developing such a master calendar.

Councilor Kvistad emphasized that as seven individuals it was inherent they would not agree on all matters, but that they might agree to some matters, such as civility.

Councilor Morissette said he was pleased with the work accomplished by these session with the facilitator.

There being no further business, the meeting adjourned at 5:12 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Marilyn E. Geary-Symons", followed by a horizontal line.

Marilyn E. Geary-Symons
Council Assistant

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COUNCILOR ANCILLARY APPOINTMENTS AND ROLE OF THE PRESIDING OFFICER

May 2, 1995

COUNCILOR ANCILLARY APPOINTMENTS/ COMMITTEES	<ul style="list-style-type: none"> • All Councilors review list <ul style="list-style-type: none"> ◊ Apply Mission and Values ◊ Important for: <ul style="list-style-type: none"> * Councilor * Council Staff ◊ Important for Metro, but not Councilor: <ul style="list-style-type: none"> * Metro Staff * No Rep. • Return to Presiding Officer • Discussion of those to be dropped
ROLE OF PRESIDING OFFICER	<ul style="list-style-type: none"> • Preside at meetings <ul style="list-style-type: none"> ◊ Call for recess when Council gets to edge of personal clashes • Keep Councilors up to date on Metro issues • Principal liaison to Executive on behalf of Council • Expedite function of other Councilors <ul style="list-style-type: none"> ◊ Interface with each individual on divisive issues ◊ Supervise staff • Principal representative of Council to public • Ensure that Council/individual Councilors get staff assistance it needs <ul style="list-style-type: none"> ◊ Direct/supervise Analysts ◊ Indirectly supervise support staff <ul style="list-style-type: none"> * Not to exclusion of Councilors working with staff assigned to them • Hiring/firing <ul style="list-style-type: none"> ◊ Ultimate authority = Presiding Officer ◊ Consult with all Councilors, individually or in Executive Session <ul style="list-style-type: none"> * Inform all Councilors * Solicit their advice • Assistant to the Presiding Officer serves at the discretion of the Presiding Officer <ul style="list-style-type: none"> ◊ Some believe this is a weakness of the model • Intervene in disputes between Councilors regarding allocation of staff time • Exercise leadership • Intervene to enforce on Councilors rules of behavior they agree to apply to themselves • Appoint Councilors to both internal and outside committees and task forces

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**METRO COUNCIL WORK SESSION
MAY 2, 1995**

■ **REVIEW**

- Mission and Values
- Roles of Metro Council and Executive
- How do we engage in a dialogue with the Executive?

■ **COUNCIL PROCESSES AND PROCEDURES**

- Review expectations of Councilors
- Membership on commissions, committees, and task forces
- Role of the Presiding Officer
- Communication among Councilors; keeping one another informed
- Utilization of staff

■ **ISSUES**

- Planning/Regional Framework: What do we need to make the fundamental decisions?
- Transportation: How do we play the leadership role in the region?

DRAFT

METRO MISSION AND VALUES

Metro Council

April 27, 1995

MISSION

**Metro will provide innovative leadership
based on
a regional perspective,
an ongoing planning orientation,
and a focus on issues which cross local boundaries and require
collaborative solutions.**

VALUES

- **Think regionally, act regionally**
- **Integrate social, cultural, environmental, and economic factors in decision making**
- **Be proactive, flexible, and innovative**
- **Anticipate emerging issues with information and planning**
- **Use incentives whenever possible**
- **Hold jurisdictions to the standards they set**
- **Do not cling to ideas, plans, or programs**
- **Deal fairly and equitably with all**

Roles of Metro Council and Executive

April 25, 1995

Council	<ul style="list-style-type: none"> ■ Adopt goals ■ Establish and review policies ■ Review and set budget ■ Establish, review, and approve long-term revenue sources ■ Refer funding measures to voters ■ Approve contracts and contract revisions ■ Approve employee contracts ■ Perform quasi-judicial functions ■ Hire and manage council staff
Executive	<ul style="list-style-type: none"> ■ Create and present a budget based on Council policies ■ Implement policy ■ Operate the agency <ul style="list-style-type: none"> – Manage facilities – Hire and manage staff (except Council staff) – Provide direct services ■ Keep Council informed on agency operations ■ Negotiate labor contracts ■ Recommend contracts and contract revisions
Both	<ul style="list-style-type: none"> ■ Maintain fiscal responsibility ■ Keep each other informed ■ Identify issues ■ Suggest policies ■ Propose goals ■ Generate ideas for long-term revenue sources ■ Continually strive to run Metro more efficiently ■ Gather and disseminate public information <ul style="list-style-type: none"> – Executive emphasis more toward operational, objective, technical information – Council emphasis more toward social, political, interpreted information and analysis ■ Work with citizens <ul style="list-style-type: none"> – Executive emphasis more toward day to day operations – Council emphasis more toward accountability ■ Promote teamwork

Expectations of Councilors

Metro Council and Agency Staff

- Requests for information: Go to department heads (including Zoo director and MERC chair and/or general manager)
- Requests for staff action: Go to Executive or enact resolution or ordinance
- Council and department head and/or Executive should lay the groundwork for a working relationship between Council staff and agency staff, who work directly together pursuant to workplans. If misunderstandings or problems arise among staff, they should be referred to department heads, and Councilors.

Representing Districts

- Each Councilor is expected to be particularly responsive to his/her own constituents
- When inquiries and opportunities come to the attention of any Councilor, they should be referred to the district Councilor as a matter of courtesy.
- As team members, all Councilors will work with people in all districts. It is understood that on particular issues a Councilor may disagree with the district Councilor in a public forum in his/her own district.
- When agency staff make public appearances, they should inform the district Councilor as a matter of courtesy.

Committees

To help identify issues, draft resolutions and ordinances, and set timelines for decisions, four committees will be formed.

Solid Waste

Kvistad, chair
McLain
Monroe

Land Use Planning

McLain, chair
McCaig
Morissette

Transportation

Monroe, chair
Kvistad
Washington

Regional Facilities

Washington, chair
McCaig
Morissette

The Presiding Officer will be a member of all four committees. All Councilors are welcome to attend any committee meeting.

The Finance Committee will continue to be a committee of the whole, chaired by Councilor McCaig.

Presiding Officer McFarland will attend to the procedures necessary to implement the committee system on July 1, 1995. Committees will meet on Tuesday afternoons in lieu of work sessions.

August

Council business will not be conducted during the month of August 1995.

Decision Making

Councilors affirmed a commitment to make decisions in a public setting with rules and open discussion. If a decision needs to be reopened, it will be in a public setting.