

APPROVED
Date 11-8-94

MINUTES OF THE METRO COUNCIL GOVERNMENTAL AFFAIRS COMMITTEE

October 25, 1994

Council Chamber

Committee Members Present Mike Gates (Chair), George Van Bergen (Vice Chair), Ruth McFarland, Judy Wyers

Committee Members Absent Roger Buchanan

Chair Gates called the regular meeting of the Governmental Affairs Committee to order at 4 00 p m

1. Consideration of September 27, 1994 Governmental Affairs Committee Meeting Minutes

Action was deferred to later in this meeting

2. Communications from Local Governments

No communications

3 Discussion of Council Agenda Materials and Distribution

Jack Polans, 16000 S W Victoria, King City, Oregon, addressed the Committee He suggested possible administrative changes to the agenda materials might include a numbering system of the pages consecutively from front to back, giving background codes in the agenda titles and provision for inserting of additional information on a Dewey decimal system He expressed his concerns about the timeliness of receipt of materials

Chair Gates asked for comment from Staff regarding limitations in proceeding to such a system, such as the continuous state of change the agenda and its materials are subject to just prior to printing In response to Chair Gates, Mr Short indicated a scenario for numbering pages of the agendas would like entail a manual hand numbering system immediately prior to printing, which he noted would be time consuming and could be subject to change at the last minute Mr Short noted the agenda packet was a living document subject to change and the contents of which came from numerous sources within the agency, rather than a typical internal report

Councilor Van Bergen did not agree to the perceived benefit expressed by Mr Polans should such a numbering system be established, and he indicated he was comfortable with the current administrative procedure He acknowledged timely information was a benefit Councilor Van Bergen said he was satisfied with the current procedure and did not endorse Mr Polans suggestion

Mr Carlson indicated, if it was the will of the Committee, such a numbering system could be instituted He reminded the Committee that two page numbers could occur on one page as documents coming in from other sources were already numbered individually

Chair Gates suggested a trial be done between now and January 1, 1994 using a wide marker to perform a manual numbering system in the right margin of the page

The Committee, Staff and Mr Polans discussed his suggestions and concerns further Councilor Wyers said the Council had addressed the issue of timing extensively in the last couple of years She said the Councilors were satisfied that deadlines had been tightened as much as possible for all staff throughout the agency She suggested Mr Polans bring concerns regarding particular items to the Staff, noting more than one meeting might be possible for a particular agenda item.

Chair Gates noted he was a strong proponent of getting both Council and Committee meetings on cable access

Chair Gates mentioned the possibility of using color pages to separate agenda items

Mr Polans asked about training for the public to see how Metro operated Chair Gates said the Metro Committee for Citizen Involvement might be involved in that aspect

The Committee and Staff indicated to Mr Polans their willingness and availability to respond to his questions regarding individual agenda items Mr Carlson indicated he would provide Mr Polans with an appropriate list to of Councilor names and phone numbers assist him

4 Resolution No. 94-2048. For the Purpose of Accepting a Nominee to the Metro Committee for Citizen Involvement (MCCI)

Judy Shioishi, Associate Council Analyst, presented the staff report. She referenced a memorandum from Oregon State University Extension Agent, Linda Gray, dated October 10, 1994 This document has been made a part of the permanent meeting record

Ms Shioishi said the MCCI had forwarded the nomination of Carol Gearin to the Committee for membership in an alternate position as recommended

Motion: Councilor Wyers moved to recommend Resolution No 94-2048 to the full Council for adoption

Vote Councilors McFarland, Wyers, Van Bergen and Gates voted aye Councilor Buchanan was absent.

The vote was unanimous and the motion passed

Chair Gates asked Ms Shioishi about progress in the MCCI regarding the rewriting of their by laws Chair Gates commented he advocated the use of the "alternate" system for the MCCI should be eliminated, and noted his concerns also regarding the work plan being included in the by-laws He said he felt the question was whether the by-laws should be accepted as written or whether they should continue to be encouraged to change certain areas Councilor Van Bergen felt the MCCI had the right to write the by-laws as they pleased, whether or not it appeared that such by-laws would serve them well

Mr Carlson discussed the issues as related to the Charter

The Committee discussed the matter further, suggested consideration continue as to ways and means to work with the MCCI, noting the new Council would need to be involved

4. Ordinance 94-580. For the Purpose of Adding a New Title to the Metro Code Creating an Administration Code, and Declaring an Emergency

Mr Carlson presented the staff report, and said the proposed ordinance would codify an Administration Code setting forth the administrative organizational structure, which, in order to be changed or altered, would require Council deliberation and adoption of an additional ordinance doing so

Mr Carlson explained budget appropriations would control the purpose for which department revenues were expended during the year He said the proposed Administration Code allowed for the distinction between Departments and Offices

Mr Carlson referenced a memorandum dated October 25, 1994 from Jennifer Sims, Director of the Finance and Management Information Department, in which she suggested the name Finance and Management Information Department be changed to either Financial Services Department or Finance Department Mr Carlson suggested

language in the proposed ordinance be amended, and that the name Finance Department be used in place of Finance and Information Department

Councilor Wyers, the Committee and Staff discussed the title of the proposed ordinance and a change in the title by adding a comma after the words "Metro Code," so the title would read, "For The Purpose Of Adding A New Title To The Metro Code, Creating An Administration Code, and Declaring an Emergency "

Councilor Wyers inquired about the controlling power of budget appropriations to Department expenditures Mr Carlson explained the Administration Code set forth that the Schedule of Appropriations adopted by the Council identified appropriation units and organizational units as being in existence and controlled expenditures within those units and he said the Director and the Executive Officer would not be able to change those organizational units until a budget amendment was presented to and adopted by the Council

Councilor Wyers noted in a recent meeting with the Auditor, the Auditor had indicated she would need at least five staff Mr Carlson confirmed the Council had adopted a budget and appropriated money for the Office of the Auditor for the second half of the current fiscal year, and he said the Auditor was restricted to the amount of money appropriated and to the use of those monies for the categories of Personal Services, Materials & Services and Capital Outlay He said any change, such as additional staff, would require adoption of a budget amendment by the Council

Councilor McFarland objected to the use of the word "Title" as currently used in the language of the title

Motion as Amended Councilor Wyers moved to amend language in the title of the proposed ordinance to read "For the Purpose of Adding New Title 10 To The Metro Code, Creating An Administrative Code, And Declaring An Emergency " and to change the name, Finance and Management Information Department to the "Finance Department" and to recommend the proposed ordinance as amended to the full Council for adoption

The Committee discussed the emergency clause Mr Carlson explained the reason for the addition of the emergency clause was in order to have the new Administration Code in place when the new administration was in place

Vote on Motion as Amended. Councilors McFarland, Van Bergen, Wyers and Gates voted aye
Councilor Buchanan was absent

The vote was unanimous and the motion passed.

Motion Councilor McFarland moved to approve the minutes of the September 27, 1994 Governmental Affairs Committee meeting as submitted

Vote: Councilors McFarland, Van Bergen, Wyers and Gates voted aye Councilor Buchanan was absent

The vote was unanimous and the motion passed

5. Other Business

Councilor Van Bergen discussed issues and expressed concerns regarding a committee that was created to review the Metro Employee Savings Plan He brought up a question of fairness as related to the membership of the Committee

Council Governmental Affairs Committee

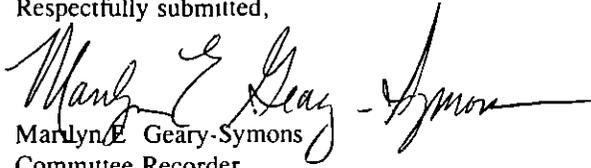
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Councilor Wyers suggested a resolution be drafted to be put before the Council for review and possible adoption that would establish the charge to the committee and its membership component. Chair Gates requested that such a resolution be drafted.

There being no further business, the meeting adjourned at 5:15 p.m.

Respectfully submitted,



Marilyn E. Geary-Symons
Committee Recorder

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