

A G E N D A

600 NORTHEAST GRAND AVENUE | PORTLAND, OREGON 97232 2736
TEL 503 797 1700 | FAX 503 797 1797



METRO

MEETING: METRO COUNCIL WORK SESSION

DATE: November 2, 1995

DAY: Thursday

TIME: 12:30 p.m.

PLACE: Council Chamber

Approx

. Time

*

12:30 CALL TO ORDER AND ROLL CALL

PM

1. Discussion of Council Staffing Needs.

1:45 ADJOURN

PM

For assistance/Services per the Americans with Disabilities Act (ADA), dial TDD 797-1804 or 797-1540 (Council Office)

* All times listed on the agenda are approximate; items may not be considered in the exact order listed.

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1995-96)	ORDINANCE NO. 95-616
BUDGET AND APPROPRIATIONS)	
SCHEDULE FOR THE PURPOSE OF)	Introduced by Councilors
REORGANIZING THE STAFF OF THE)	McLain and Monroe
COUNCIL OFFICE, CREATING NEW)	
POSITIONS, REDUCING STAFFING LEVELS)	
FOR THE OFFICE OF CITIZEN)	
INVOLVEMENT, AND DECLARING AN)	
EMERGENCY)	

WHEREAS, The Metro Council has reviewed and considered the need to reorganize positions and transfer appropriations within the FY 1995-96 Budget; and

WHEREAS, There is a need for reconfiguration of office management staff in the Council Office; and

WHEREAS, There is a need for enhanced public and community outreach; now, therefore,

THE METRO COUNCIL ORDAINS AS FOLLOWS;

1. That the FY 1995-96 Budget and Schedule of Appropriations are hereby amended as shown in the column titled "Revision" of Exhibits A and B to this Ordinance for the purpose providing a net increase of 1.56 FTE in the Council Office, a reduction of .33 FTE in the Office of Citizen Involvement and a transfer of \$10,227 from the Office of Citizen Involvement Personal Services to the Support Services Fund Contingency, and
2. This Ordinance being necessary for the immediate preservation of the public health, safety or welfare of the Metro area in order to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Metro Council this ____ day of _____, 1995.

J. Ruth McFarland, Presiding Officer

ATTEST:

Approved as to Form:

Recording Secretary

Daniel B. Cooper, General Counsel

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10/11/95 11:08 AM

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ATTEST:

Approved as to Form:

Recording Secretary

Daniel B. Cooper, General Counsel

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11/1/95 2:34 PM

REVISED STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 95-616 AMENDING THE FY 1995-96 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF REORGANIZING THE STAFF OF THE COUNCIL OFFICE, CREATING NEW POSITIONS, REDUCING STAFFING LEVELS FOR THE OFFICE OF CITIZEN INVOLVEMENT, AND DECLARING AN EMERGENCY

Date: November 2, 1995

Presented by: Councilor McLain

FACTUAL BACKGROUND AND ANALYSIS

This ordinance provides the necessary changes in the FY 95-96 budget and appropriations schedule to reflect a new organizational structure and staffing pattern in the Council Office. Two new job classifications would be created (Office Manager and Council Assistant) and an existing vacant secretary position would be reclassified as a receptionist. In addition, the .45 FTE of support for the Office of Citizen Involvement provided from two existing Council staff positions would be eliminated. Two of the three budgeted council analyst positions and all of the budgeted administrative secretary positions would be eliminated.

The new Office Manager position would be responsible for general office administration, coordination of office work flow, monitoring of the office budget and supervision of committee support services provided by the Council Assistants. In addition, the Office Manager would serve as a backup to the Council Analyst during periods of increased Council activity, such as consideration of the budget. The position will be filled within an annual pay range of \$38,000 to \$42,000.

The ordinance would provide for a reduction in the compensation of the assistant to the Presiding Officer and for the hiring of council assistants by the council. The council assistants will provide various support services to the council which will include correspondence, constituent and general public relations, scheduling and policy analysis. The council assistants also will provide committee and committee chair assistance including agenda preparation, taping of committee meetings and preparation of minutes and committee staff reports. It is intended that the council assistants will be hired within non-represented salary range 8 within the adopted Metro Pay Plan. This salary range is \$23,296 to \$33,946 annually. The average starting salary for those initially hired to fill these positions will not exceed \$30,000. The salary of the Assistant to the Presiding Officer will be reduced to be within salary range 8, effective January 1, 1996. Each of these positions will be exempt from the payment of overtime.

The ordinance also addresses the issue of the nature and level of support services for the MCCI. The .45 FTE council support staff for the MCCI would be eliminated and the funds for these positions would be divided between the Support Services Fund Contingency (\$10,227) and temporary help services (\$2,000) in materials and services for the MCCI. Councilor

McLain has held one meeting with the full MCCI (October 18) and one meeting with the MCCI Steering Committee (November 1) to discuss ways in which more effective, consistent and stable support services can be provided to the committee.

Exhibit A outlines the specific revisions in the budget schedule to accomplish the changes noted above. The totals shown in the revision and proposed columns for the General Fund are based on the following assumptions:

- 1) For new positions it is assumed that the Office Manager position will be filled by November 1, 1995, the council assistants will have an average starting date of October 15, 1995 and the receptionist position will have a starting date of October 15, 1995.
- 2) For eliminated positions, the totals in the proposed column represent the amount of FTE actually funded for the current fiscal year prior to the elimination of the positions.
- 3) The overtime line item is reduced to reflect actual expenditures to date and the assumption that no further overtime will be paid.
- 4) A "temporary help services" line item is created in materials and services to properly account for payments being made for the temporary employee currently providing receptionist and general office assistance services.
- 5) It is assumed that the proposed changes will have an expenditure-neutral affect on fringe benefits.

The changes in the Support Services Fund related to the Office of Citizen Involvement are based on the following assumptions:

- 1) Support services currently funded as a portion of two positions from the Council office will be eliminated. These positions are being eliminated from the Council budget.
- 2) A total of \$2,000 will be budgeted for "temporary help services" in materials and services to assist the office in addressing any unmet support service needs.
- 3) Savings from the net reduction in personal services expenditures will be transferred to the Support Service Fund Contingency (Exhibit B).

Exhibit A
Ordinance No. 95-616
General Fund

HISTORICAL DATA ACTUAL \$		FY 1994-95 ADOPTED BUDGET		FISCAL YEAR 1995-96		ADOPTED		REVISION		PROPOSED	
FY 1992-93	FY 1993-94	FTE	AMOUNT	ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Council											
<u>Personal Services</u>											
162,400	353,607		279,400	511110	ELECTED OFFICIALS						
					Councilors	7.00	203,200			7.00	203,200
67,568	70,261	0.95	66,748	511121	SALARIES-REGULAR EMPLOYEES (full time)						
0	0		0		Administrator		0				0
133,337	142,336	3.00	148,818		Assistant to the Presiding Officer	1.00	44,290		(4,290)	1.00	40,000
27,524	36,916		0		Council Analyst	3.00	169,699	(1.50)	(89,699)	1.50	80,000
0	0	0.00	0		Citizen Involvement Analyst		0				0
0	0	0.00	0		Council Assistant	0	0	4.35	134,905	4.35	134,905
0	0	0.00	0		Office Manager	0	0	0.67	30,000	0.67	30,000
29,608	33,456	1.00	33,385		Associate Service Supervisor		0				0
				511221	WAGES-REGULAR EMPLOYEES (full time)						
81,144	87,082	2.75	82,965		Administrative Secretary	2.75	89,679	(2.04)	(64,679)	0.71	25,000
19,292	21,954	0.80	18,836		Secretary	0.80	21,164	(0.63)	(16,164)	0.17	5,000
0	0		0		Receptionist		0	0.71	12,927	0.71	12,927
11,204	7,801		13,972	511400	OVERTIME		10,000		(8,000)		2,000
156,962	278,960		244,767	512000	FRINGE		150,649				150,649
695,691	1,032,373	8.50	888,891		Total Personal Services	14.55	688,681	1.56	(5,000)	16.11	683,681
<u>Materials & Services</u>											
7,281	7,214		4,420	521100	Office Supplies		4,420				4,420
4,264	1,662		3,000	521110	Computer Software		4,500				4,500
234	560		450	521310	Subscriptions		450				450
755	815		660	521320	Dues		1,100				1,100
59,997	35,000		30,000	524110	Accounting & Auditing Services		0				0
13,235	3,638		10,000	524190	Misc. Professional Services		10,000				10,000
183	420		1,000	525640	Maintenance & Repairs Services-Equipment		1,300				1,300
179	0		0	525710	Equipment Rental		0				0
13,778	11,696		3,898	525740	Lease Payments		0				0
2,470	1,433		1,500	526200	Ads & Legal Notices		1,500				1,500
2,722	134		2,900	526310	Printing Services		0				0
1,099	787		850	526410	Telephone		850				850
0	117		200	526420	Postage		7,000				7,000
1,057	126		465	526440	Delivery Services		500				500

Exhibit A
Ordinance No. 95-616
General Fund

HISTORICAL DATA ACTUAL \$		FY 1994-95 ADOPTED BUDGET		FISCAL YEAR 1995-96		ADOPTED		REVISION		PROPOSED	
FY 1992-93	FY 1993-94	FTE	AMOUNT	ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Council (continued)											
10,387	8,380		5,000	526500	Travel		8,700				8,700
0	0		0	526700	Temporary Help Services		0		5,000		5,000
2,625	3,246		4,000	526800	Training, Tuition, Conferences		4,000				4,000
7,576	11,900		8,700	528100	License, Permits, Payments to Other Agencies		9,000				9,000
117,692	0		0	528200	Election Expense		0				0
40,525	41		0	529110	Council Per Diem		0				0
27,905	15,013		19,200	529120	Councilor Expenses		21,000				21,000
16,737	5,577		6,000	529500	Meetings		10,000				10,000
12	0		0	529800	Miscellaneous		0				0
330,713	107,759		102,243		Total Materials & Services		84,320		5,000		89,320
<u>Capital Outlay</u>											
14,378	3,356		13,800	571500	Purchases-Office Furniture & Equipment		19,500				19,500
14,378	3,356		13,800		Total Capital Outlay		19,500		0		19,500
1,040,782	1,143,488	8.50	1,004,934		TOTAL EXPENDITURES		792,501	1.56	0		792,501
<u>Contingency and Unappropriated Balance</u>											
0	0		568,475	599999	Contingency		578,336				578,336
753,060	870,649		200,000	599990	Unappropriated Fund Balance		200,000				200,000
753,060	870,649		768,475		Total Contingency and Unappropriated Balance		778,336		0		778,336
5,244,871	6,257,731	13.50	6,664,018		TOTAL FUND REQUIREMENTS	19.55	7,379,395	1.56	0	21.11	7,379,395

Exhibit A
Ordinance No. 95-616

Support Services Fund

HISTORICAL DATA ACTUAL \$		FY 1994-95 ADOPTED BUDGET		FISCAL YEAR 1995-96		ADOPTED		REVISION		PROPOSED	
FY 1992-93	FY 1993-94	FTE	AMOUNT	ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Office of Citizen Involvement											
<u>Personal Services</u>											
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
0	0	0.05	3,513		Administrator		0				0
0	0	1.00	38,608		Associate Administrative Services Analyst	1.00	42,094			1.00	42,094
				511221	WAGES-REGULAR EMPLOYEES (full time)						
0	0	0.25	7,170		Administrative Secretary	0.25	8,436	(0.18)	(7,686)	0.07	750
0	0	0.20	4,709		Secretary	0.20	5,291	(0.15)	(4,541)	0.05	750
0	0		20,520	512000	FRINGE		15,630				15,630
0	0	1.50	74,520		Total Personal Services	1.45	71,451	(0.33)	(12,227)	1.12	59,224
<u>Materials & Services</u>											
0	0		780	521100	Office Supplies		800				800
0	0		115	521320	Dues		115				115
0	0		2,500	524190	Miso. Professional Services		2,500				2,500
0	0		200	525640	Maintenance & Repairs Services-Equipment		200				200
0	0		5,000	526200	Ads & Legal Notices		5,000				5,000
0	0		400	526310	Printing Services		400				400
0	0		150	526410	Telephone		200				200
0	0		0	526420	Postage		2,000				2,000
0	0		85	526440	Delivery Services		85				85
0	0		500	526500	Travel		500				500
0	0		0	526700	Temporary Help Services		0		2,000		2,000
0	0		500	526800	Training, Tuition, Conferences		500				500
0	0		500	529500	Meetings		500				500
0	0		10,730		Total Materials & Services		12,800		2,000		14,800
0	0	1.50	85,250		TOTAL EXPENDITURES	1.45	84,251	(0.33)	(10,227)	1.12	74,024

Exhibit A
Ordinance No. 95-616

Support Services Fund

HISTORICAL DATA ACTUAL \$		FY 1994-95 ADOPTED BUDGET		FISCAL YEAR 1995-96		ADOPTED		REVISION		PROPOSED	
FY 1992-93	FY 1993-94	FTE	AMOUNT	ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
General Expenses											
					<u>Contingency and Unappropriated Balance</u>						
0	0		200,000	599999	Contingency * General		231,726		10,227		241,953
216,645	612,628		673,151		Total Contingency and Unappropriated Balance		1,323,332		10,227		1,333,559
5,992,132	6,736,104	81.25	7,668,704		TOTAL EXPENDITURES	85.81	8,390,740	(0.33)	0	85.48	8,390,740

Exhibit B
FY 1995-96 SCHEDULE OF APPROPRIATIONS
Ordinance No. 95-616

	<u>Adopted Budget</u>	<u>Revision</u>	<u>Proposed Budget</u>
SUPPORT SERVICES FUND			
Office of Citizen Involvement			
Personal Services	71,451	(12,227)	59,224
Materials & Services	12,800	2,000	14,800
Capital Outlay	0		0
Subtotal	84,251	(10,227)	74,024
General Expenses			
Interfund Transfers	732,472		732,472
Contingency	653,419	10,227	663,646
Subtotal	1,385,891	10,227	1,396,118
Unappropriated Balance	669,913		669,913
Total Fund Requirements	\$8,390,740	\$0	\$8,390,740
GENERAL FUND			
Council			
Personal Services	688,681	(5,000)	683,681
Materials & Services	84,320	5,000	89,320
Capital Outlay	19,500		19,500
Subtotal	792,501	0	792,501
Total Fund Requirements	\$7,379,395	\$0	\$7,379,395

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

<p>Council</p>	<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
<p>Executive</p>	<ul style="list-style-type: none"> ■ Create and present a budget based on Council policies ■ Implement policy based on Council direction ■ 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
<p>Both</p>	<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

ASSISTANT TO THE PRESIDING OFFICER

PRE-LEGISLATION

1. Assign res/ord numbers to proposed legislation
2. Receive and file proposed res/orders from the executive office
3. Check blue sheet to ensure it is completely filled out
4. Check incoming legislation to ensure it meets Council office requirements
5. Review probable committee and meeting date assignments with department staff
6. Explain legislative process to department staff as needed
7. Review all legislation received for the week with presiding officer, who assigns legislation to committee, sets date, and completes blue sheet
8. Make copies of legislation and distribute to council staff/committee chair
9. Notify department staff of committee assignment and date it will be heard
10. Meet with presiding officer to set Council agenda
11. Produce written Council agenda and agenda packet
12. Provide a copy of Council agenda cover page to public affairs for public notice

COUNCIL/COMMITTEE MEETINGS

None.

POST-LEGISLATION

1. Present adopted legislation to presiding officer for signature
2. Make certified copies for department staff
3. Place signed original legislation in permanent files, ensuring all related documentation is included
4. Maintain a res/ord index with councilor voting record

OFFICE ADMINISTRATION

1. Oversee placement of legal notices for office vacancies
2. Set up swearing-in ceremony, retirement parties
3. Maintain official documents -- notice of election, financial reports to Secretary of State
4. Maintain historic councilor data -- terms of office
5. Conduct regular support staff meetings
6. Write updated job descriptions for support staff
7. Coordinate work/vacation schedules of support staff
8. Perform performance reviews of support staff, soliciting full input from councilors
9. Conduct cross-training with support staff
10. Research low-cost educational/training opportunities for support staff
11. Oversee and maintain clean office environment
12. Manage fiscal operations of department

13. Administer Council contracts

14. Participate in Metro-wide computer network strategy team

COUNCILOR SUPPORT

1. Provide clerical assistance to presiding officer
2. Address constituent correspondence/outreach needs of presiding officer
3. Provide expense account information to presiding officer.
4. Make travel arrangements for presiding officer
5. Other duties as required

ANALYST

PRE-LEGISLATION

1. Meet with councilor to prepare/research for committee meetings
2. Following committee meeting, communicate with asst. to presiding officer regarding legislation passed out of committee

COUNCIL/COMMITTEE MEETINGS

1. Attend meeting providing analytical assistance to Council/committee
2. Record disposition of res/ords and refer to assistant to presiding officer

POST-LEGISLATION

1. Notify asst. to presiding officer of res/ords referred to Council agenda
2. Notify asst. 1,2,3 if res/ord is referred to another committee
3. If legislation amended, communicate with department staff to get amended version of res/ord for Council agenda/permanent record

OFFICE ADMINISTRATION

None.

COUNCILOR SUPPORT

1. Provide policy analysis as needed
2. Draft legislation at request of councilors
3. Monitor and recommend changes to departmental budgets
4. Other duties as required
5. Representation on internal technical and evaluation committees
6. Maintain communications between analysts and Council

ASSISTANT 1.2.3

PRE-LEGISLATION

1. Receive legislation from assistant to presiding officer
2. Meet with committee chair to set agenda
3. Produce committee agenda and agenda packet
4. Provide a copy of committee agenda cover page to public affairs for public notice
5. Set up chamber/meeting room
6. Work with department staff/public presenters for audio visual presentation needs

COUNCIL/COMMITTEE MEETINGS

1. Maintain the official meeting record by retaining one copy of every document handled in the meeting
2. Take minutes as required by ORS
3. Assist public in signing up to testify
4. Operate sound system
5. Distribute materials to councilors as received during meeting

POST-LEGISLATION

1. Clean chamber
2. Prepare and file meeting packet for official meeting record
3. Place hard copy of minutes in master file
4. Prepare a committee report for each piece of legislation referred out of committee
5. Prepare meeting tape copies at request of department staff and public
6. Prepare verbatim transcripts at request of councilor/executive

OFFICE ADMINISTRATION

1. Answer constituent questions regarding district, councilor vacancies, election process
2. Take new co-workers on Metro tour
3. Clean and maintain neat office environment
4. Put together a computer hardware/software inventory

COUNCILOR SUPPORT

1. Provide clerical assistance to councilors
2. Address constituent correspondence/outreach needs of councilors
3. Provide expense account information to presiding officer
4. Make travel arrangements for councilors
5. Other duties as required

RECEPTIONIST

PRE-LEGISLATION

1. Make copies of agenda packets
2. Deliver in-house, mail, and fax agendas

COUNCIL/COMMITTEE MEETINGS

None.

POST-LEGISLATION

1. Maintain minutes master binder, agenda cover sheet binder

OFFICE ADMINISTRATION

1. Provide telephone/receptionist support to council office
2. Remove recycled materials regularly
3. Order office supplies, new employee items
4. Maintain office equipment in good working order

COUNCILOR SUPPORT

1. Take phone messages for councilors as needed

PROPOSED PROJECTS/TASKS

- Conduct a councilor needs survey regarding staff support
- Invite councilors individually to "Get to know your councilor" council staff meetings
- Establish new councilor orientation sessions
- Establish procedural guidelines for distribution of legislative materials
- Set-up style guidelines for agendas, minutes, other public documents
- Review system for storage of agenda packets, minutes, meeting tapes
- Review system for indexing legislation
- Put together off-site meeting kits for each assistant. Update meeting recording equipment
- Oversee placing recently archived materials on Metro's microfiche system
- Research permanent good quality sound system for meetings in conference rooms (coordinate with Administrative Services department)
- Public relations support
 - Write press releases of council/councilor actions
 - Answer questions of the media
 - Set up press conferences
 - Develop and maintain updated councilor bio's
 - Coordinate and maintain councilor press photos
- Develop procedures manual for support staff
- Develop council staff orientation program
- Purchase artwork for reception area/councilor office hallways
- Arrange for display of former councilor photographs
- Purchase shelving for basement archives area

ANNUAL ORGANIZING TASKS

Draft Council organizing resolution, which sets forth the following (as established by the presiding officer):

- Council standing committees (i.e., Finance, Regional Facilities)
- Description of purpose of standing committees
- Council standing committee membership
- Councilor ancillary appointments to various committees
- Standing committee/Council meeting calendar

Publish an intra-departmental schedule of Council meeting staffing

Notify department staff of staffing assignments

Provide department staff with calendar of council/committee meeting dates and filing deadlines

DRAFT PROPOSALS

PROPOSAL #1

PROPOSAL #2

TWO ANALYSTS

- transmit legislation

TWO ANALYSTS

- transmit legislation

OFFICE MANAGER/CLERK

- permanent hire
- 1/2 office administration
- 1/2 pre/post legislation
- no council meeting duty

THREE ASSISTANTS TO COUNCIL

- meetings/committees
- other duties: MCCI, Council minutes, public outreach
- staff council

THREE ASSISTANTS TO COUNCIL

- meetings/committees
- other duties: MCCI, Council minutes, public outreach
- staff council

ASSISTANT TO PRESIDING OFFICER

- permanent hire
- 1/4 office administration
- 1/4 pre/post legislation
- eliminate council meeting duty
- 1/2 assistance to presiding officer

ASSISTANT TO PRESIDING OFFICER

- duties to be determined by presiding officer

RECEPTIONIST

- real person/voice
- agendas/notice mailings

RECEPTIONIST

- real person/voice
- agendas/notice mailings

TEMPORARY HELP

- with presiding officer authorization 60 days

TEMPORARY HELP

- with presiding officer authorization 60 days

MCCI

MCCI

NEWSLETTER

7 FTE

8 FTE

DRAFT PROPOSAL

- TWO ANALYSTS
 - transmit legislation
- THREE ASSISTANTS TO COUNCIL
 - meetings/committees
 - other duties: MCCI, Council minutes, public outreach
 - staff council
- ASSISTANT TO PRESIDING OFFICER
 - permanent hire
 - 1/4 office administration
 - 1/4 pre/post legislation
 - eliminate council meeting duty
 - 1/2 assistance to presiding officer
- RECEPTIONIST
 - real person/voice
 - agendas/notice mailings
- TEMPORARY HELP
 - with presiding officer authorization 60 days
- MCCI
- NEWSLETTER

**TESTIMONY BEFORE THE METRO COUNCIL
NOVEMBER 2, 1995
BY RIC BUHLER**

REGARDING ORDINANCE NO. 95-616-A

An Ordinance Amending the FY 1995-96 Budget and Appropriations Schedule for the Purpose of Reorganizing the Staff of the Council Office, Creating New Positions, Reducing Staffing Levels for the Office of Citizen Involvement and Declaring an Emergency.

Madam Presiding Officer and Members of the Metro Council:

I am before you today to relay the kernel of the discussion and the recommendations from the Steering Committee meeting of the Metro Committee for Citizen Involvement last night. We had a lengthy discussion about this Ordinance and its impact on the work of the committee. Councilor McLain attended the first portion of the meeting and offered her personal assurances that her intent is to assure the provision of: 1) stable and 2) full services for the support services to the committee.

We recognize your need to fill openings and to take action on the important issues that are before you, issues that are vital to our region. We also recognize that .45 of our staffing is tied directly to at least two positions to be replaced by staff identified in this Ordinance. Although the money for the .45 does come out of a separate fund, the other half of this "person" is paid for out of the Council Office budget.

What we are asking for today is only that you add in a formal acknowledgment of what staffing you intend for us to have and indicate that you really don't intend, as your summary statement in the Ordinance says, to reduce "Staffing Levels for the Office of Citizen Involvement".

We respectfully request that as you consider this Ordinance, you also consider the needs for assistance for the Office of Citizen Involvement. We are asking that you restore the funding for the .45 FTE support staff. Rather than moving the \$10,227 funding to Support Services Fund contingency, leave it in the line item for personal services. This will not impact the funding for your reorganization of staff by a penny. A potential benefit to you would be that we would not have to impose on staff, who presumably will have many other responsibilities within the Council Office. Even if we did rely on our Council Liaison's staff person, our liaison would come up with less, and how fair is that? And would this continue should a new assignment be made?

If, for whatever reason you may have, you choose not to keep this funding in this line item, we respectfully ask that you move the funding into the temporary help services line. Again, this will not effect the budgeting balance that has been achieved in the proposal.

Just as I am sure the Metro Council desires to be accountable for the wise use of public funds, we are in the process of developing our work plan for the coming year, as well as our goals and budget request for the next fiscal year. We plan to have our work plan completed and ready for approval by the MCCI at our next full committee meeting. Immediately after the meeting of the 15th, we will forward copies to each of you and your Council Analyst for your consideration.

WASHINGTON COUNTY COMMITTEE FOR CITIZEN INVOLVEMENT

Linda Gray, CPO Coordinator
(503) 681-7073
(503) 681-7028 fax

OSU Extension Bldg.
Courthouse
Hillsboro, OR 97124

October 18, 1995

To: Metro Council
fax: 797-1793 - one page only

cc: Washington County Board of Commissioners
fax: 693-4545

Re: Proposed Ordinance 95-616, including "Reducing Staffing Levels for the Office of Citizen Involvement"

After discussion of the above issue at our October meeting, the Washington County Committee for Citizen Involvement wishes to express concern over any reduction in staffing level for Metro CCI.

We rely on our Metro partners to keep us informed of issues of region-wide concern and, with your new goals for early implementation of the 2040 Growth Concept, we must be able to depend on Metro CCI to assure that an appropriate citizen involvement plan is in place and that Metro CCI continues its networking responsibilities with your regional partners. Our Citizen Participation Organization (CPO) leaders shared that they often use the Metro CCI newsletter as the best source of information to re-publish in their individual newsletters.

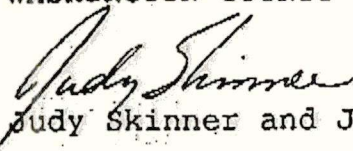
Metro CCI's role is defined in Metro's Charter and by Bylaws approved by you. That role needs an adequate level of staffing to help your citizen volunteers fulfill their responsibilities.

Recently, the Washington County Board of Commissioners agreed to enhance its citizen involvement program staffing levels as an outcome of a Citizen Involvement Task Force recommendation--with stated goals including enhanced levels of citizen outreach and involvement. We are disappointed that Metro Council is considering a reduction in staffing at a time when involving citizens in Metro decisions will either make or break those decisions at the local level. Your help is greatly needed to reach all Metro citizens.

We encourage your reconsideration of the above Ordinance as it relates to staffing levels for Metro CCI.

Sincerely,

WASHINGTON COUNTY COMMITTEE FOR CITIZEN INVOLVEMENT



Judy Skinner and Jack Young, Co-Chairs

Post-it* Fax Note	7671	Date	10/31	# of Pages	1
To	JUDY SHIOSHI	From	LINDA GRAY		
Co./Dept.		Co.			
Phone #		Phone #			
Fax #	797-1793	Fax #	681-7028		