



METRO

2000 S.W. First Avenue
Portland, OR 97201-5398
503/221-1646

August 5, 1987

Richard G. Reiten
Director, Economic Development
Department
595 Cottage NE
Salem, Oregon 97310

Metro Council

Richard Waker
Presiding Officer
District 2

Jim Gardner
Deputy Presiding
Officer
District 3

Mike Ragsdale
District 1

Corky Kirkpatrick
District 4

Tom DeJardin
District 5

George Van Bergen
District 6

Sharron Kelley
District 7

Mike Bonner
District 8

Tanya Collier
District 9

Larry Cooper
District 10

David Knowles
District 11

Gary Hansen
District 12

Executive Officer
Rena Cusma

Dear Mr. Reiten:

I understand you are considering Marjie Lundell for the position of Director of the State film office. I highly recommend her.

As Cable Director for Multnomah County, Marjie reported directly to me when I was Director of Multnomah County's Department of Intergovernmental Relations. In that capacity, I had an opportunity to observe several qualities Marjie has which should qualify her for your position as well.

Marjie has the ability to understand both the big picture and the nuts and bolts of a complex project. Further, she is able to step in immediately and start work without requiring a long lead time. With Cable in the County, she had to start from ground zero in establishing the office; she worked with examples from other Cable Offices, she designed a process and established a structure uniquely suited to Multnomah County and its four eastern cities. Further, Marjie has been able to not only put the County Cable Office together but to run it for four years after the franchise was granted. The system in Multnomah County has received national recognition, particularly for the component dedicated to production of local video programs.

Other qualities Marjie brings with her to the job have to do with her own personal skills. She has very good political instincts and works very well with the local press. More importantly, she is a good facilitator and able to work with a diverse group of people -- and, bring them to consensus. In cases of the County's cable office, Marjie was asked to work with the four smaller cities in East County. She developed and maintained processes which made these smaller cities full partners, an accomplishment that rarely happens when the large urban governments try to work with the smaller cities and rural communities.

(next page please)

Richard G. Reiten
Director, Economic
Development Department

page 2

I hope this letter has been helpful. If you have any questions or would like to discuss Marjie's qualifications further, please don't hesitate to give me a call at 293-0011.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tanya Collier', with a long horizontal line extending to the right.

Tanya Collier
Metro Councilor
District 9



METRO

2000 S.W. First Avenue
Portland, OR 97201-5398
503/221-1646

Memorandum

Date: 29 October 1987

To: Management Committee

From: Councilor Tanya Collier

Regarding: Contract for Staff Services for Health Impact Panel

Please accept this memo as my position regarding this contract. I apologize for not appearing in person but I have to be out of town on business.

I am very opposed to the contract as suggested by Don Rocks, Executive Assistant, at the October 22, 1987 Council meeting because the amount to be paid is excessive for the type of services to be received. Twenty-seven thousand dollars for three months work to staff a committee is ridiculous. What is more ridiculous, Metro is also providing clerical assistance and other support services to the project.

Normally a consultant would provide overhead type services out of the fee. I recommend the Management Committee reject this contract and either have the Executive Officer renegotiate a new contract with a more reasonable fee or find a different contractor.



METRO

2000 SW First Avenue
Portland, OR 97201-5398
(503) 221-1646
Fax 241-7417

November 1, 1988

Mr. Michael Hill
P. O. Box 751
Portland State University
Portland, Oregon 97207

Dear Mr. Hill:

Executive Officer
Rena Cusma

Metro Council

Mike Ragsdale
Presiding Officer
District 1

Corky Kirkpatrick
Deputy Presiding
Officer
District 4

Richard Waker
District 2

Jim Gardner
District 3

Tom DeJardin
District 5

George Van Bergen
District 6

Sharron Kelley
District 7

Mike Bonner
District 8

Tanya Collier
District 9

Larry Cooper
District 10

David Knowles
District 11

Gary Hansen
District 12

Metro is inviting citizens to apply to serve on the Council's FY 1989-90 Citizen Budget Advisory Committee. The Committee will be comprised of five citizen and the five Council members serving on the Finance Committee.

As a result of a recommendation received when last year's Committee evaluated the FY 1988-89 budget review process, each citizen Committee member will be asked to participate in the program and budget quarterly review meetings of a Council standing committee. The first quarter's review meetings are anticipated for late November or early December. If appointed to the Budget Committee you will be asked to select at least one program area of interest. The standing committees and the program areas are listed below:

1. Convention Center Committee (Convention Center project, Metropolitan Exposition-Recreation Commission)
2. Intergovernmental Relations Committee (transportation, land use planning, builders' business license program, economic development)
3. Internal Affairs Committee (General Fund Programs including Executive Office, Council, Finance & Administration Department, Public Affairs Department, Office of General Counsel)
4. Solid Waste Committee (solid waste operations, planning, capital projects and administration)
5. Zoo Committee (zoo operations, capital projects and administration)

I am confident the quarterly program and budget review process will serve to orient each citizen member about one or more program areas and will reduce the time spent in general program overviews at the Budget Committee.

Page 2

The budget meeting schedule is still being developed, but regular budget review meetings will most likely be held from mid-March through mid-April. All meetings will be held in the evening. In addition, standing committees will be holding their program and budget review meeting of a standing Council committee in late November or early December.

Please submit the attached application no later than Tuesday, November 8. You may contact Jessica Marlitt, Council Analyst, at the Council offices between 8:00 a.m. and 5:00 p.m. weekdays.

Sincerely,

A handwritten signature in cursive script that reads "Tanya".

Tanya Collier
Chair, Council Finance Committee

amn
0305D/D5



METRO

2000 SW First Avenue
Portland, OR 97201-5398
(503) 221-1646
Fax 241-7417

November 1, 1988

Mr. Tom Balmer
2521 N.E. 24th Avenue
Portland, Oregon 97212

Dear Tom:

Metro is inviting citizens to apply to serve on the Council's FY 1989-90 Citizen Budget Advisory Committee. This invitation is being extended to you because of your valuable work as a member of the FY 1988-89 Committee and because of our desire to have the continuity of experienced citizen members. The Committee will be comprised of five citizen and the five Council members serving on the Finance Committee.

As a result of a recommendation received when last year's Committee evaluated the FY 1988-89 budget review process, each citizen Committee member will be asked to participate in the program and budget quarterly review meetings of a Council standing committee. The first quarter's review meetings are anticipated for late November or early December. If appointed to the Budget Committee you will be asked to select at least one program area of interest. The standing committees and the program areas are listed below:

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3. Internal Affairs Committee (General Fund Programs including Executive Office, Council, Finance & Administration Department, Public Affairs Department, Office of General Counsel)
4. Solid Waste Committee (solid waste operations, planning, capital projects and administration)
5. Zoo Committee (zoo operations, capital projects and administration)

Executive Officer
Rena Cusma
Metro Council
Mike Ragsdale
Presiding Officer
District 1
Corky Kirkpatrick
Deputy Presiding
Officer
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Richard Waker
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Please submit the attached application no later than Tuesday, November 8. You may contact Jessica Marlitt, Council Analyst, at the Council offices between 8:00 a.m. and 5:00 p.m. weekdays.

Sincerely,



Tanya Collier
Chair, Council Finance Committee

amn
0239D/D2



METRO

2000 S.W. First Avenue
Portland, OR 97201-5398
503/221-1646

Committees Application

APPLICATION FOR APPOINTMENT

NAME OF COMMITTEE: Budget Committee

This application must be completed in full and returned to Metro at the above address not later than 5:00 p.m., November 8, 1988.

NAME: _____ DATE: _____

ADDRESS: _____
 Street City State Zip

TELEPHONE: (Day) (Evening)

LIST EXPERIENCE, SKILLS OR QUALIFICATIONS WHICH YOU FEEL WOULD QUALIFY YOU FOR THE POSITION:

IN THE SPACE PROVIDED STATE YOUR REASONS AND PURPOSES FOR APPLYING FOR THE POSITION:

HIGH SCHOOL ATTENDED: _____

COLLEGE: Name _____ Major _____

Name _____ Major _____

VOCATIONAL TRAINING: Name _____ Course _____

Name _____ Course _____

OTHER FORMAL EDUCATION: _____

EMPLOYMENT HISTORY:

Present or Last Employer _____

Address _____

Position or Title _____ Phone _____

Duties _____

Dates of Employment _____

CERTIFICATE

I hereby certify that I am a resident of the Metropolitan Service District. I reside in District No. _____.

DATED _____

Applicant's Signature

RB/sm
6919C/390



METRO

2000 SW First Avenue
Portland, OR 97201-5398
(503) 221-1646
Fax 241-7417

December 23, 1988

Mr. Neil Saling
Construction Projects Manager
2000 S.W. First
Portland, OR 97201

Dear Neil:

Shirley Minor, a member of the Black Community, small business owner and associate, and personal friend, has brought a serious problem to my attention. Her charge is this: Hoffman is only paying lip service to minority contractors.

I would really appreciate it if you would have the appropriate person call Ms. Minor (288-1522 or 289-9519) to discuss the problem and her experience with Hoffman's process.

As you know, Council awarded the contract to Hoffman based on their demonstrated willingness to meet our Minority Contracting Code. I, and I am sure you, would be most distressed to learn that the spirit of "good faith" is not being adhered to. Even if the letter of the law is being met.

Please copy me with any correspondence to Ms. Minor, as I have promised her I would personally follow up on this. Likewise, please let me know the outcome of any conversations with Ms. Minor.

Sincerely,

Tanya Collier
Metro Councilor
District 9

TC:pa
TC:001

cc: David Knowles, Chair
Convention Center Committee
Rena Cusma, Executive Officer
Council

Executive Officer
Rena Cusma
Metro Council
Mike Ragsdale
Presiding Officer
District 1
Corky Kirkpatrick
Deputy Presiding
Officer
District 4
Richard Waker
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Jim Gardner
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Tom DeJardin
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George Van Bergen
District 6
Sharron Kelley
District 7
Mike Bonner
District 8
Tanya Collier
District 9
Larry Cooper
District 10
David Knowles
District 11
Gary Hansen
District 12

Oregon
Regional
Councils
Association

2000 S W First Avenue
Portland, Oregon 97201
Telephone: 503-221-1646

September 1, 1989

Chairperson
League of Oregon Cities Committee
for the Richards Memorial Award
Post Office Box 928
Salem, Oregon 97308

To the Committee:

As Chairperson of the Oregon Regional Councils Association, it is my pleasure to support the nomination by the City of Eugene of Councilor Emily Schue to receive the Jim Richards Memorial Award. ORCA is the State-wide organization of Regional Councils of Governments. It is made up of local elected officials from most parts of the State of Oregon. Emily Schue has been a long-time participant in ORCA as a representative from the Lane Council of Governments. She has served as Chairperson of ORCA and currently is a board member.

Emily is dedicated to finding ways for local governments to solve problems in a cooperative manner. She has done this in her own region and has carried this message to others in this State through the Oregon Regional Councils Association.

Emily would be a worthy recipient of the Jim Richards Memorial Award.

Sincerely,

Tanya Collier

Tanya Collier
Chairperson

TC:DEC:aeb\gpwb
A:\LOC-LTR.831



METRO

2000 SW First Avenue
Portland, OR 97201-5398
(503) 221-1646
Fax 241-7417

September 14, 1989

The Honorable Glenn Otto
23680 NE Shannon Court
Troutdale, Oregon 97060

Dear Senator Otto: *Glenn*

This letter is in response to our conversation on August 8, 1989 regarding a potential legislative proposal from the Oregon Regional Councils Association (ORCA). The ORCA Board met on August 10, 1989 and decided to discuss a specific proposal at its October 20, 1989 meeting. Assuming such schedule is met, we would be prepared to discuss a proposal with your Interim Committee in the late fall or early winter months. Thank you so much for undertaking a study of regional Councils in your Interim Committee.

If you have any questions, please contact either Don Carlson or myself at 221-1646 or 293-0011, respectively.

Sincerely,

Tanya
Tanya Collier
Councilor, District 9

Executive Officer
Rena Cusma

Metro Council

Mike Ragsdale
Presiding Officer
District 1

Sharron Kelley
Deputy Presiding
Officer
District 7

Lawrence Bauer
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Jim Gardner
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Richard Devlin
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George Van Bergen
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Judy Wyers
District 8

Tanya Collier
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Roger Buchanan
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Gary Hansen
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METRO

2000 SW First Avenue
Portland, OR 97201-5398
(503) 221-1646
Fax 241-7417

February 8, 1990

Mr. Fred Chown, President
Friends of the Washington Park Zoo
333 N.W. 16th
Portland, OR 97208

Dear Mr. Chown,

Executive Officer
Rena Cusma

Metro Council

Mike Ragsdale
Presiding Officer
District 1

Gary Hansen
Deputy Presiding
Officer
District 12

Lawrence Bauer
District 2

Jim Gardner
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Richard Devlin
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George Van Bergen
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Ruth McFarland
District 7

Judy Wyers
District 8

Tanya Collier
District 9

Roger Buchanan
District 10

David Knowles
District 11

As the new Presiding Officer for the Metro Council, effective January 11, 1990, I wanted to update you on Council Committee changes and Councilor assignments for 1990. Enclosed you will find two memos regarding these actions. First, the former Convention, Zoo & Visitors Facilities Committee has been separated into two committees: the Convention & Visitor Facilities Committee and a Zoo Committee. The Zoo Committee will be chaired by Councilor Jim Gardner, representative for Metro District 3.

Second, I have appointed Councilor David Knowles, Metro District 11, along with Councilor Gardner to represent the Council on the Friends of the Zoo Board of Directors. I am confident they will actively serve the Friends Board and provide good communication links between the Friends and the Metro Council.

Thank you for your continued support and work for the Zoo. If you ever have any questions or concerns regarding the Zoo or Metro, please do not hesitate to contact me.

Sincerely,

Tanya Collier

Enc.

jpmfour

b:\TCFCFOZ.MEM

c: Councilor Jim Gardner
Councilor David Knowles
Sherry Sheng, Zoo Director



METRO

2000 SW First Avenue
Portland, OR 97201-5398
(503) 221-1646
Fax 241-7417

March 8, 1990

Councilor Roger Buchanan
Chair, Composter Community Enhancement Advisory Committee
2000 S.W. First
Portland, OR 97210

Dear Roger:

After giving the subject of your Composter Enhancement Committee a great deal of thought, I have come to the following conclusion: this enhancement program is intended to be positive and encourage citizens to accept facilities in their neighborhood that are perceived to be less than desirable.

The Enhancement Committee was established by resolution and charged to make recommendations to the Metro Council regarding policies and the administration of the enhancement program for the composter area to include: 1) Specify the boundaries of the area to be enhanced; 2) The criteria for determining how funds will be used for community enhancement; and 3) Continuing public involvement (a permanent committee to recommend projects for funding).

Although the Enhancement Committee had worked hard on the task, it appears to be not yet complete, particularly the recommendation on the permanent Committee. Therefore, it is premature to bring Council an ordinance that is surrounded by controversy.

Please reconvene the Enhancement Committee to resolve the conflict and come forth with agreed-upon recommendations.

I would suggest that you would give adequate notice to all concerned Committee members and interested citizens before convening the committee.

Executive Officer
Rena Cusma

Metro Council

Tanya Collier
Presiding Officer
District 9

Gary Hansen
Deputy Presiding
Officer
District 12

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David Knowles
District 11

COUNCILOR ROGER BUCHANAN

March 8, 1990

Page 2

I will schedule this item as soon as final Committee recommendations are forthcoming.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Tanya Collier', with a long horizontal flourish extending to the right.

Tanya Collier
Presiding Officer

cc: Composter Community Enhancement Advisory Committee
Council Solid Waste Committee
Bob Martin, Director of Solid Waste
Keith Thomsen, Senior Management Analyst
Ray Barker, Council Analyst
Central Northeast Neighbors



METRO

2000 SW First Avenue
Portland, OR 97201-5398
(503) 221-1646
Fax 241-7417

March 21, 1990

Robert Liberty
1000 Friends of Oregon
300 Willamette Building
534 S.W. Third Avenue
Portland, Oregon 97204

Executive Officer
Rena Cusma
Metro Council

Tanya Collier
Presiding Officer
District 9

Gary Hansen
Deputy Presiding
Officer
District 12

Mike Ragsdale
District 1

Lawrence Bauer
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Roger Buchanan
District 10

David Knowles
District 11

Dear Mr. Liberty:

Thank you very much for offering to make a presentation to the Council on the interrelationship of land use and transportation planning.

As you know, we normally hear specific subject matter in our substantive committees in order to assist the Committee in formulating policy recommendations to Council. I have asked Councilor Ragsdale, Chair of the Intergovernmental Relations Committee, to schedule your presentation.

Thank you very much for your willingness to share your knowledge with us.

Sincerely,

Tanya Collier
Presiding Officer

TC:aeb

cc: Mike Ragsdale, District 1
Jim Gardner, District 3
Rich Carson, Planning & Development Director
Andy Cotugno, Transportation Director



METRO

2000 SW First Avenue
Portland, OR 97201-5398
(503) 221-1646
Fax 241-7417

March 28, 1990

Mrs. Erika Briggs
1300 N.E. 68th
Portland, Oregon 97213

Dear Mrs. Briggs:

Thank you very much for writing to the Metro Council regarding your position on banning disposable diapers. I tried to call you to discuss your letter, but found you had an unlisted telephone number.

While I appreciate your position, I must correct an error in your letter. I did not call you on this issue, nor have I made any effort to sway opinion on this issue. In fact, I have not formulated a position, as I am still in the information collecting stage myself.

If you are interested in participating in discussions about this issue, the Solid Waste Committee will be meeting on April 3, 1990, at 5:30 p.m. Also, I would appreciate a call from you to discuss who did actually call you regarding the disposable diaper issue. My office telephone number is 293,0011, home 774-4712. Thank you.

Sincerely,

Tanya Collier
Presiding Officer

TC:aeb

Executive Officer
Rena Cusma
Metro Council
Tanya Collier
Presiding Officer
District 9
Gary Hansen
Deputy Presiding
Officer
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District 11



METRO

2000 SW First Avenue
Portland, OR 97201-5398
(503) 221-1646
Fax 241-7417

May 25, 1990

Mr. Ted Runstein, Chairman
Metropolitan Exposition-Recreation Commission
707 S.W. Washington, Suite 1330
Portland, Oregon 97205

Dear Ted,

I understand that the Metro E-R Commission will meet on May 30 to discuss the FY90-91 Metro ERC budget. I thought you might be interested in having a copy of the minutes of the Metro Council/Metro E-R Commission Task Force which recently met to discuss the Metro ERC budget issues. The issues were discussed in a frank and forthright manner by all persons and at the end, all Councilors and Commissioners agreed with the recommendations to resolve these matters. The spirit of the Task Force at the end was excellent and all Councilors and Commissioners were in agreement that more contact between and among Councilors and Commissioners would be useful to help build a strong working relationship between the Council and the Commission.

I want you to know that Councilors Gardner, Knowles and I are committed to carry these recommendations to the Metro Council for approval and I would hope that other Commission members will join with their three colleagues in supporting these recommendations.

Councilors Gardner, Knowles and I are available to meet with you or to attend your meeting on May 30. If you would like us to attend the meeting or if you have any questions or would like additional information, please contact me.

Sincerely,

Tanya Collier, Presiding Officer

cc: Metro Council
Metro ERC
Rena Cusma, Executive Officer

Executive Officer
Rena Cusma

Metro Council

Tanya Collier
Presiding Officer
District 9

Gary Hansen
Deputy Presiding
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District 11

**MINUTES OF THE
AD HOC JOINT METRO COUNCIL/METRO ER COMMISSION
TASK FORCE**

The meeting of the joint task force was held on May 17, 1990. In attendance were Metro Councilors Collier, Gardner, and Knowles and Metro ER Commissioners Ares, Brooks and Waker (nominated).

The purpose of the meeting was to discuss unresolved budget issues and develop recommendations for resolving the issues. The issues identified include purchasing, legal and personnel services. Based on the discussions all persons agreed to the following recommendations:

1. The position of Purchasing/Contract Coordinator shall be restored to the MERC Management Fund budget with a budget note as shown in Exhibit A.
2. The legal services line items shall be restored to the Oregon Convention Center Fund Budget (\$3,000) and Spectator Facilities Fund Budget (\$25,000) with a budget note as shown in Exhibit B.
3. The budget for the Metro Personnel Office shall remain as approved by the Metro Council and services shall be provided to MERC based upon the budget note as shown in Exhibit C.

Prepared by

Donald E. Carlson
Council Administrator

May 18, 1990

Revised per Gardner/Brooks
Agreement

EXHIBIT A

BUDGET NOTE ON MERC PURCHASING/CONTRACT COORDINATOR POSITION

The purchasing/contract coordinator position is needed to meet anticipated work load for MERC facilities and programs. Final placement of the position (in central purchasing office or on MERC staff) shall be reviewed as a result of budgeted agency-wide purchasing study.

EXHIBIT B

BUDGET NOTE ON MERC LEGAL SERVICES

The legal services line items are restored with the understanding that the Metro General Counsel and the Metro E-R Commission must both approve requests for outside legal services.

EXHIBIT C

BUDGET NOTE ON PERSONNEL SERVICES TO THE METRO E-R COMMISSION

- The Council recognizes Metro ERC's authority to hire and fire personnel under Metro ERC adopted personnel policies.
- Metro's Personnel Office will provide personnel services to all Metro entities including the Metro ERC in an efficient, effective, and professional manner.
- The Council recognizes the special personnel service needs of the Metro ERC during fiscal year 1990-91 necessary to start-up the operation of the Oregon Convention Center and continue the operation of the other spectator facilities under its management.
- The Council understands and supports the Metro ERC's commitment to implement the economic opportunity policies for the area adjacent to the Oregon Convention Center.
- The Personnel Office shall, as a primary focus of its work this fiscal year, provide a personnel administration function to fully implement Metro ERC's personnel policies and associated economic opportunity program.
- The Personnel Officer shall assign two FTE (Asst. Personnel Manager and Personnel Clerk) to provide personnel services to the Metro ERC. These assigned staff shall be

located at the Metro ERC administrative offices, and shall be able to draw upon the Metro Personnel Office for administrative support. If experience shows that this staffing level is not adequate, additional resources will be provided.

- The Personnel Officer shall meet regularly with the Metro ERC General Manager to monitor the provision of personnel services to the Commission. Results of this monitoring shall be reported at least quarterly to the Metro Council Convention and Visitor Services Committee and the Metro ERC.

- The provision of personnel services to the Metro ERC will be a subject of the study budgeted in the Support Service Fund and the budgeting of these functions shall be reviewed during the FY 1991-92 budget process.



**U.S. Department of
Transportation**

Office of the Secretary Henry M. Jackson Federal Office Building
of Transportation Room 644
Seattle, Washington 98174

Office of Inspector General

Collier-File

June 27, 1990

Mike Ragsdale, Presiding Officer
Metropolitan Service District
2000 S.W. 1st Avenue
Portland, Oregon 97201-5398

Dear Mr. Ragsdale:

The U.S. Department of Transportation is the federal cognizant agency responsible for ensuring your audit report for the year ended June 30, 1989 meets Single Audit Act of 1984 requirements. Enclosed is a copy of our memorandum to the Urban Mass Transportation Administration (UMTA) and letter to the certified public accounting firm accepting your report. UMTA is responsible for followup to ensure corrective action is taken on the reported findings as identified in the memorandum.

Circular A-128 places the responsibility on grant recipients to distribute single audit reports to each federal agency providing grant funds and to each state or local agency providing flow-through federal assistance.

If you have any questions, please contact Mr. Jeff Mortensen of my staff at (206) 442-5720.

Sincerely,


L. M. Hiatt
Regional Manager

Enclosures

bcc: Metro Councilors



U.S. Department of
Transportation

Office of the Secretary
of Transportation

Office of Inspector General

Henry M. Jackson Federal Office Building
Room 644
Seattle, Washington 98174

June 27, 1990

Joseph F. Hoffman, Partner
Peat Marwick Main and Company
Certified Public Accountants
1211 South West Fifth Avenue, Suite 2000
Portland, Oregon 97204

Dear Mr. Hoffman:

As the cognizant federal agency for the Portland Metropolitan Service District (Metro), we accept your audit report for the year ended June 30, 1989 as meeting Office of Management and Budget Circular A-128 requirements. Copies of our acceptance notifications to our federal cognizant administrative agency and the recipient are enclosed.

Your "Letter to Management" identified findings which affect federal grant programs and are summarized in our memorandum to the Urban Mass Transportation Administration (UMTA). The findings are of a nature and significance which should have been identified as system weaknesses in the internal control report required by Circular A-128. In your next single audit report on Metro, please include the current status of these findings in a schedule for followup on previous audit findings. If corrective action is not completed, please note the findings as internal control findings in your report.

If you have any questions, please contact Mr. Jeff Mortensen of my staff at (206) 442-5720.

Sincerely,



L. M. Hiatt
Regional Manager

Enclosures



U.S. Department of
Transportation

Office of the Secretary
of Transportation

Office of Inspector General

Memorandum

Subject: ACTION: Single Audit Report for the
Portland Metropolitan Service District
Report No. YO-UM-0-096

Date: June 27, 1990

Reply to
Attn. of: JRA-10

[Signature]
L. M. Hyatt
Regional Manager

To: Regional Manager, UMTA, Region 10

The single audit report for the Portland Metropolitan Service District of Oregon (Metro) located at Portland, Oregon has been reviewed. The report, for the year ended June 30, 1989, was prepared by Peat Marwick Main and Company, Certified Public Accountants of Portland, Oregon, who indicated the examination was made in accordance with the Office of Management and Budget Circular A-128 which includes the Government Auditing Standards issued by the U.S. Comptroller General. The report was to be distributed to federal funding agencies in accordance with the Circular requirements. Please contact Metro for any copies your agency may need.

Our review was made to determine if the report meets the Circular requirements. Based on the review, we recommend the report be accepted as the required audit coverage for the reported time period.

The report was issued under two covers. The federally required portion, page three, provides a summary of revenue and expenditures for federal grant projects. Page 11 identifies one crosscutting finding which affects federal grant activity; specifically:

- A. Lobbyist vehicle costs should be excluded from the indirect costs allocated to federal grants.

Management responded that the lobbyist vehicle costs were inadvertently included in overhead charges to federal grants. The amount charged in error to federal grant programs was \$646.92.

Recommendation:

We recommend the Urban Mass Transportation Administration (UMTA):

1. have Metro amend their indirect cost allocation plan and rate to specifically exclude the costs resulting from the vehicle assigned to the lobbyist.

In addition to the above finding, the auditor's "Letter to Management" identified twelve findings. Six affect federal grant financial activity; specifically:

A. Improvements are needed in the data processing environment.

Four findings were identified where Metro needed to improve their data processing; specifically:

- A written disaster recovery plan should be developed.
- Limited access controls should be designed for downloading data files to personal computers.
- A uniform policy is needed for changing existing and developing new EDP systems and programs.
- The programming and equipment operating functions, including related duties, should be separated.

B. Financial accounting policies and practices should be developed into an operating manual.

C. Vendor invoice amounts should be recalculated to ensure the accuracy of amounts claimed for payment.

Recommendation:

We recommend UMTA:

1. Obtain and evaluate Metro's corrective action plan for these findings.
2. Ascertain the corrective action status for each finding.

Audits conducted in accordance with the Circular are not intended to determine the total impact of findings on cost or program compliance. Federal agencies which provide funds may find it necessary to determine the full impact.

UMTA is the cognizant administrative agency responsible in accordance with U.S. Department of Transportation Order 4600.15 to ensure corrective action is taken on the above findings. In accordance with DOT Order 8000.1C on audit followup, please provide our office by August 27, 1990 with the specific action taken as recommended above. If corrective action is not completed by the time of your response, please provide the date the corrective action will be completed.

If you have any questions, please contact Mr. Jeff Mortensen of my staff at 442-5720.



METRO

2000 SW First Avenue
Portland, OR 97201-5398
(503) 221-1646
Fax 241-7417

September 28, 1990

Rich Carson
Director of Planning & Development
Metro
2000 S.W. First
Portland, OR 97201

Dear Mr. Carson:

It is my understanding that you and your staff are working with Council staff and Washington County consultants to establish the format for the October 20 Council workshop with Washington County officials. I want to make certain that the workshop will focus on policy issues.

As you know, under Policy 16.0 of the Regional Solid Waste Management Plan, the Council's role is to determine whether the local government solution outlined in the Washington County concept plan is compatible with and achieves the objectives of the overall solid waste system. In making this determination, the Council will ask whether the Washington County approach is regionally balanced, cost effective, technologically feasible, environmentally sound, and publicly acceptable, when viewed as part of the regional solid waste system.

Several approaches favored by Washington County differ significantly from previous Metro approaches in designing parts of the regional system. The Council recognizes that the Plan does not require a particular approach, and that the Plan does not prohibit any of the proposed approaches. But sound public policy requires more: a local government solution must foster the underlying goals of the Plan. The Council believes that previous Metro approaches were selected because they promoted these goals; the Washington County portion of the system should be considered from the same perspective.

This does not preclude alternative approaches in Washington County. It simply means that the Council must determine that these approaches achieve fundamental Plan goals.

For this reason, I request that you structure the workshop format around these goals. For those areas in which Washington County has made a specific recommendation (such as ownership and vertical integration), we want to hear from Washington County the rationale behind this recommendation, and how the recommendation

Executive Officer
Rena Cusma

Metro Council
Tanya Collier
Presiding Officer
District 9

Gary Hansen
Deputy Presiding
Officer
District 12

David Saucy
District 1

Lawrence Bauer
District 2

Jim Gardner
District 3

Richard Devlin
District 4

Tom DeJardin
District 5

George Van Bergen
District 6

Ruth McFarland
District 7

Judy Wyers
District 8

Roger Buchanan
District 10

David Knowles
District 11

RICH CARSON
September 28, 1990
Page 2

meets the goals. For those areas in which the Concept Plan outlines options rather than making a specific recommendation, the discussion likewise should be focused in terms of the goals. We would appreciate a summarized presentation of any relevant technical information which can assist us in this effort, again in terms of the five basic goals.

This format will give Washington County the opportunity to fully explain the basis for its recommendations. To the extent that the discussion concludes with divergent views, this format will have placed the discussion in a larger policy context.

Please continue to coordinate with Council staff in developing the workshop along these lines.

Sincerely,



Tanya Collier
Presiding Officer

TC:KF:pa
K1:WACOWKSP

cc: Rena Cusma
Metro Council
Steve Larrance
Council Staff
Mike McKeever



METRO

2000 S.W. First Avenue
Portland, OR 97201-5398
503-221-1646

Memorandum

TO: Bob Martin, Solid Waste Director

FROM: Tanya Collier, Presiding Officer *TC*

DATE: November 15, 1990

SUBJ: Information Request

It is my understanding that the Solid Waste Committee will be reviewing a resolution at its November 20, 1990 meeting which will include a statement of preference for the plan proposed by the Washington County Steering Committee for solid waste disposal facilities. I would appreciate it if you could provide the following information to me on the Monday prior to the meeting:

1. The Regional Solid Waste Management Plan (RSWMP) states that the solid waste system shall support a uniform level of service throughout the region. This policy has been implemented for the North, South and East parts of the region through the operation or acquisition of Metro South, Metro "Northwest," and the composter. Based on the projections for waste generated in the region for the next twenty years, what is the minimum number of facilities needed in the West part of the region to provide a level of service consistent with that provided in the rest of the region?

2. In regard to the answer to the first question, what are the physical requirements for such station(s), in terms of number of acres required, building size, and comparability to other District facilities? What is your best estimate of the capital and operating costs of such a facility/facilities? The answer to the latter question should be coordinated with information provided by ECO Northwest.

3. It has been suggested that the District has made a commitment to permit continued operation of the solid waste facility at Forest Grove. Is there an absolute requirement that Forest Grove must be renovated and incorporated into the District's solid waste disposal system? Is this facility needed to provide for an adequate level of service to the western part of the region?

4. It has been suggested by Councilor Saucy that the best way of serving the West part of the region would be to emphasize composting. Assuming the Riedel facility proves successful, if the District decided to incorporate composting technology within the next five years, how would this decision impact tonnage and operations at the proposed Wilsonville station and at the Forest Grove facility (assuming it is renovated)? Will tonnage generate sufficient revenue to support these

BOB MARTIN
November 15, 1990
Page 2

facilities if recycling rates continue to increase and if composting is emphasized? Are there alternate facility configurations using Washington County sites that will better facilitate implementation of a composter (such as building an initial station at Wilsonville and delaying a decision on a second facility upgrade at Forest Grove until a final decision can be made regarding a compost facility)?

TC:KF:pa
K2:TC111590.MEM

cc: Council Solid Waste Committee
Rena Cusma
Rich Carson



METRO

2000 S.W. First Avenue
Portland, OR 97201-5398
503 221-1646

Memorandum

DATE: January 24, 1991

TO: Local Government Elected Officials and Interested Parties

FROM: Tanya Collier, *TC* Presiding Officer, Metro

RE: 3rd METROPOLITAN AREA LOCAL GOVERNMENT FINANCE FORUM

Our next Ballot Measure 5 meeting will be held on
Monday, February 11, 1991 at 7:00 p.m. in the Council Chamber,
Metro Center Building (2000 S.W. First Avenue, Portland).
The January 28th meeting is cancelled.

At the first two meetings we met with state officials to discuss legislation to implement the new property tax system. Many of you have participated in the process to prepare the proposed legislation which the House Revenue Committee will soon consider.

The focus of this third forum will be the issue of competition for property tax revenue within the \$10 tax limitation on non-school local governments.

I am told that the issue of competition will be addressed in legislation that is yet to be drafted. Senator Jane Cease and Representative Delna Jones, Chairs of the Senate and House Revenue Committees, have encouraged local governments to comment on proposals that are being drafted to develop workable alternatives to encourage cooperation rather than competition among overlapping taxing agencies.

Please come prepared to discuss

- o ways to control competition at the local level, and
- o appropriate steps to take if an agency seeks to compete rather than cooperate.

We encourage you and your financial people attend and participate!

Please respond by February 6 to Martin Winch (221-1646, ext. 286) to say whether you will be coming, and to tell us what we can do to make the forum most useful to you.



METRO

2000 SW First Avenue
Portland, OR 97201-5398
(503) 221-1646
Fax 241-7417

April 12, 1991

Vicki Ervin, Director of Elections
Multnomah County Elections Office
1040 S.E. Morrison Street
Portland, OR 97214

Dear Ms. Ervin,

This is to notify you that Metro Councilors Tanya Collier (District 9) and Judy Wyers (District 8), in accordance with Section 2.(1)(f) of Senate Bill 298, hereby make the following appointment to the Metro Charter Committee:

Mr. Hardy Myers
132 N.E. Laurelhurst Place
Portland, Oregon 97232

Executive Officer
Rena Cusma

Metro Council

Tanya Collier
Presiding Officer
District 9

Jim Gardner
Deputy Presiding
Officer
District 3

Susan McLain
District 1

Lawrence Bauer
District 2

Richard Devlin
District 4

Tom DeJardin
District 5

George Van Bergen
District 6

Ruth McFarland
District 7

Judy Wyers
District 8

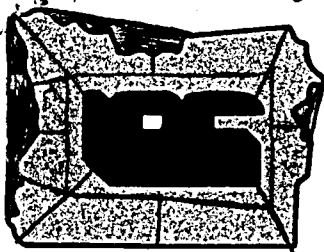
Roger Buchanan
District 10

David Knowles
District 11

Sandi Hansen
District 12

Presiding Officer Tanya
Collier

Councilor Judy Wyers



o WANT A STANDARDIZED PROCEDURE.

o NEED TO RECOGNIZE EXISTING
APPOINTING MECHANISM

League of Oregon Cities

90-1261

90-1324

Local Government Center, 1201 Court St., N.E., P.O. Box 928, Salem 97308 • Telephone: (503) 588-6550; 1-800-452-0338 toll free; FAX: 378-5859

METRO MANAGERS
AGENDA
MAY 2, 1991 - 2:00-4:00 PM

WEST LINN CITY HALL
COUNCIL CHAMBERS

DICK

o ESTABLISH
A SUB-COMMITTEE
OF MANAGERS GROUP
TO TALK ROADS

- 1) FOCUS II
- 2) Metro's Green Space Program
- 3) Other Items
GAS TAX
URBAN RENEWAL

SEND OUT

o PARR PAC
LIST TO DISSEMINATE

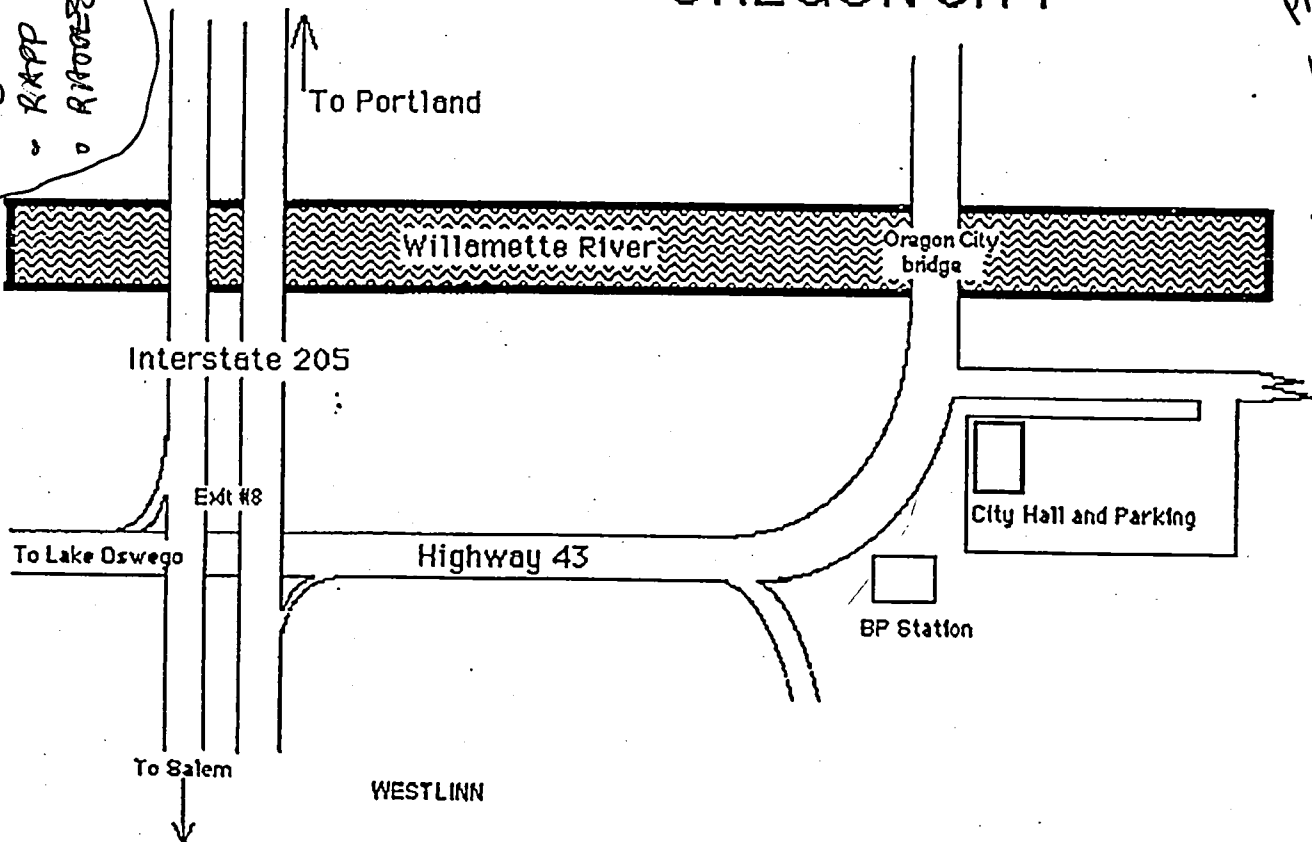
o FIND ~~THE~~ OUT
IF MONEY IS
AVAILABLE FOR

o INFO FLOW
PARR FROM
LOCAL GOVTS

TRAINING VOLUNTEERS

Attachment: Memo from Jerry Taylor, RE: FOCUS II

OREGON CITY



OFFICERS: Candace Bartow, Mayor, Grants Pass, President • Joe McLaughlin, Mayor, Pendleton, Vice-President • Mike Lindberg, Commissioner, Portland, Treasurer • Richard Townsend, Executive Director.

DIRECTORS: Jerry Edwards, Mayor, Tigard • Pete Harvey, City Manager, Lake Oswego • Jerry Huff, Councilor, Madras • Bill Morrisette, Mayor, Springfield • Bill Peterson, City Manager, Hermiston • Marion Rossi, Mayor, Independence • Charles Vars, Mayor, Corvallis • Loran Wiese, Mayor, Coquille.



City of Cornelius
1355 N. Barlow Street
P.O. Box 607
Cornelius, Oregon 97113

(503) 357-9112

MEMORANDUM

TO: Metro Managers

FROM: Jerry Taylor, Chair, FOCUS II Committee *JS*

DATE: April 16, 1991

RE: FOCUS II - PROPOSAL FOR FORMATION OF ASSOCIATION OF
COOPERATIVE GOVERNMENTS

=====

On April 11, the FOCUS II Committee met with faculty from Lewis and Clark College to solicit their help in developing a proposal for the formation of a new organization which would facilitate the coordination between local governments in the Portland Metropolitan Area. Doug Morgan from Lewis and Clark is in the process of developing a draft proposal for your consideration and discussion at the next Metro Managers meeting on May 2.

In short, the proposal would seek out an established institution to house an organization whose working title is the "Association of Cooperative Governments." In the beginning this association would be a neutral secretariat to bring together local governments from the region to discuss issues and develop common approaches to service delivery. In the future, this organization could further provide an analytical capability to review and develop recommendations on issues presented by other levels of government. A legislative lobbying capability might also be added in the future. The initial makeup of the organization would be general purpose local governments with means to include special districts in discussions where appropriate. The proposal would seek to identify the costs of providing these levels of service. The selection process for an institution to provide these services would be simplified to hold down the cost in time and resources of making a selection. It would be the goal of the process to have something up and running by September 1, 1991.

I should emphasize that this is only a thumbnail sketch, and the proposal being developed by Doug Morgan will describe the proposed organizational approach in more detail.

The Committee envisions that after any fine tuning at the May 2 Metro Managers meeting, a FOCUS II meeting would be held on the tentatively scheduled date of Thursday, May 16, from 3:00 p.m. to 5:00 p.m. At this meeting, one elected representative and the chief administrative officer from each general purpose local government in the region would meet to review the proposal. It would be this group that would formally call for proposals to be made.

Metro Managers

Page 2

April 16, 1991

The draft proposal is scheduled to be completed by April 25. If time permits, I will try to circulate the proposal prior to the May 2 Metro Managers meeting.

I would also appreciate your checking your calendars to see if the tentative date for FOCUS II will work.

DEC

RECEIVED APR 29 1991

MEMORANDUM

TO: Metro Managers
FROM: Jerry Taylor, Chair, FOCUS II Committee *of*
DATE: April 25, 1991
RE: Draft proposal to establish a metropolitan association
of cooperative governments.

=====

Attached is a copy of the draft proposal to be discussed at the May 2 Metro Managers meeting in West Linn.

PURPOSE

1. NEED FOR A NEUTRAL FORUM DISCUSS MATTERS OF COMMON INTEREST
 2. FACILITATE COOPERATIVE EFFORT
- HOW MORE TO { AND CASES
LOC AS POTENTIAL
STAFF*

*PUT OUT AN
RFP FOR
STAFFING*

- ISSUES: MEMBERSHIP
- SPECIAL PROBLEMS

NEXT MTG.

MAY 14,

3:00 TO 5:00 PM.

BERNARD
LIBRARY

~~LAST~~
~~LIBRARY~~

BRING AN
ELECTED OFFICER

DRAFT

PROPOSAL TO ESTABLISH A METROPOLITAN ASSOCIATION OF
COOPERATIVE GOVERNMENTS

SUMMARY OVERVIEW

The purpose of this proposal is to establish a voluntary association of general purpose governments in the Portland metropolitan area. The Association of Cooperative Governments (ACG) would provide its members with a forum to collect and share common information, to discuss and debate issues of mutual interest, and to engage in action for the common benefit of the residents of member communities.

Membership in the ACG would be open to all general purpose governments and supported by dues based on a formula to be determined by the ACG members. Since the primary purpose of the ACG is to provide for the mutual benefit of general purpose governments in the Portland metropolitan geographic area, we recommend that membership by local special service districts and general purpose governments from Vancouver and Clark County, Washington, be addressed in the future on an "as needed" basis. Because of the unique special district role of the Metropolitan Service District, we recommend that it be invited to become a member of the ACG.

Staff support for ACG would be expanded commensurate with the services required by its membership. It is

anticipated that ACG would begin with the initial secretarial support to staff regular meetings and to collect and analyze information of mutual interest to its members. To maintain the neutrality of this support, we recommend that staff support be contracted out to an independent party who has the capacity to meet the expanding needs of the Association.

PURPOSE OF THE ASSOCIATION OF COOPERATIVE GOVERNMENTS

The purpose of the ACG is to facilitate the mutuality of interests of general purpose governments in the Portland Metropolitan geographic area. The confluence of common demographic influences, geographic proximity, and the special interests of general purpose governments in the metropolitan area create the need for a neutral forum to facilitate cooperation, mutual collaboration, and common, coordinated action on a wide variety of issues. We envision the need for a metropolitan area organization that can potentially provide its members with a full range of services. These services would include, but not be limited to the following:

FIRST STAGE: Staff support for regular meetings to discuss and exchange information.

Representatives (chief elected/appointed) of the ACG jurisdictions would meet on a regular basis to exchange information and discuss issues of mutual concern.

Organizing these meetings, preparing agendas, keeping

minutes, and following through on initiatives taken at the regular meetings would be the responsibility of the ACG staff. The staff would also be responsible for collecting and providing any background information that may be necessary for an adequate and full discussion of the issues that are placed on the ACG meeting agendas.

SECOND STAGE

2.a. Developing, collecting and sharing information of mutual interest.

The ACG staff would be responsible for developing, collecting and analyzing available information that may be of common interest to the ACG membership. The ACG would become a common information clearing house for metropolitan area issues and jurisdictional practices of mutual interest to its members. A typical project might be the development of a proposal for two or more jurisdictions to share resources to provide a particular service. The ACG would operate as a consultant, guided by the members, to produce a final proposal.

2.b. Analyzing and assessing external proposals and initiatives that may be of potential interest to ACG members.

In addition to serving as a local government clearing house in the Portland metropolitan area, the ACG would collect and analyze external proposals at the federal, state, and local levels that are likely to have an

impact on the mutual interests of ACG members. This may include analysis of pending state, federal or local legislation or it may include an assessment of initiatives for mutual cooperation.

THIRD STAGE

3.a. Common action on issues that will promote the interests of ACG members.

The ACG will not only discuss and debate issues of common concern, it will also take positions on issues that reflect the mutual interests of its members. On occasion this may take the form of voting on proposals, sending common communications, and or making use of other appropriate vehicles for expressing the common voice of the ACG membership through the ACG staff.

3.b. A communication and information linkage to various external state, federal and local agencies whose actions impact the interest of ACG members.

As the ACG gains greater clarity of purpose, voice and stature, we anticipate the association becoming an increasingly important forum for linking local metropolitan governments with a variety of external federal, state and local governments. We anticipate the ACG will be used as an access point for external organizations to discuss initiatives and proposals that are likely to have important consequences for ACG members.

ELIGIBILITY FOR MEMBERSHIP IN ACG

Eligibility for membership in the ACG ought to reflect the primary purpose of the organization: to facilitate the mutuality of interests of the residents of general purpose governments in the Portland Metropolitan geographic area. Given the primacy of this purpose, we recommend that membership by local special service districts and general purpose governments in Vancouver and Clark County, Washington, be addressed in the future on an "as needed" basis. However, because of the unique special district role of the Metropolitan Service District in the larger Portland area, we recommend that it be invited to become a member at the formative stages of ACG.

RESOURCES NECESSARY TO SUPPORT THE ACTIVITIES OF ACG

If the ACG is to become an important voice for Portland area general purpose governments, its members must provide the resources necessary to accomplish this goal. These resources are not only financial. They also include the capacity for maintaining fairness and neutrality among members with great disparities in resources and the scale of government functions. With these needs in mind, we believe two conditions must be met for the long term viability of ACG.

The first condition is that neutral staff support be provided for the activities of ACG. In order to ensure this neutrality, no potential first or second tier members of ACG

should be permitted to house the ACG or provide significant "contributions in kind" unless this can be done without jeopardizing the perceived neutrality of a particular project or piece of analysis.

The second condition is that membership fees be assessed on a formula that reflects the varying capacity of members to pay and provides sufficient income to ensure support for all of the activities undertaken by the Association.

We believe the financial resources necessary to support the goals of ACG can easily be provided by a modest annual membership fee. We also believe that the goals of ACG can best be achieved by contracting for the service it needs from a neutral party who understands and is sympathetic to the goals of ACG. We recommend this assumption be tested by soliciting proposals from potential service providers subject to the following conditions:

1. that the provider can supply the service requested in a neutral fashion.
2. that the provider has the capacity to expand its services to ACG if the association chooses to enlarge the scale and breadth of its activities.

TIMETABLE FOR ESTABLISHMENT OF ACG

We recommend the formation of ACG as soon as possible with the goal of having the first meeting of its membership

in early September, 1991. We envision the establishment of the ACG as a three-stage process.

Stage I: Preparation of a final Draft Proposal for discussion by local elected officials - Mid May

Stage II: Preparation of Letter of Intent to contract for the services to be provided to ACG. - Mid-June

Stage III: Selection of service provider - Mid-July.

ACG/P17



METRO

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

Memorandum

DATE: June 4, 1991

TO: METRO COUNCIL

FROM: Councilor Ruth McFarland *R.M.F.*
Councilor Susan McLain *S.McL.*
Presiding Officer Tanya Collier *T.C.*

RE: ORDINANCE NO. 91-407 AND RESOLUTION NO. 91-1467

Please find attached copies of Ordinance No. 91-407 and Resolution No. 91-1467 which revise the rules of procedure for the conduct of Council business. The initial impetus for such action came from the February 9, 1991 Council retreat, at which time the Council agreed that we would draft rules of debate for Council meetings. The effort has been broadened to deal with other procedural items which are out of date or which have been changed by state law.

Ordinance No. 91-407 for the most part sets forth the requirement that the Council adopt rules of procedure for certain matters by resolution. Resolution No. 91-1467 either establishes new rules of procedure (in the case of Exhibits A and B) or revises existing rules of procedure (in the case of Exhibits C, D and E). The ordinance also revises several existing procedures such as 1) changing the effective date of ordinances to conform with the requirements of SB 299 recently enacted by the Legislature (see Section 1); 2) requiring the rotation of roll call votes (see Section 2(g)); 3) authorizing the suspension of rules (see Section 2(i)); and 4) clarifying what action a standing committee can take regarding a resolution and ordinance and providing a method of disposing of ordinances and resolutions which do not get out of committee (see Section 5(h)).

Please review these matters carefully since they affect how the Council does its business. It is our understanding that the ordinance and resolution will be referred to the Governmental Affairs Committee and that the Chair will tentatively schedule them for consideration on June 20, 1991.

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AMENDING)
METRO CODE SECTIONS 2.01.070,)
2.01.090, 2.01.120, 2.01.130)
AND 2.01.140 RELATING TO)
CONDUCT OF DEBATE AT COUNCIL)
MEETINGS, RECEIPT OF PUBLIC)
TESTIMONY AT COUNCIL MEETINGS)
AND CONSIDERATION OF A CONSENT)
AGENDA AT COUNCIL MEETINGS AND)
STANDING COMMITTEES OF THE)
COUNCIL)

ORDINANCE NO. 91-407

Introduced by Councilors
McFarland and McLain and
Presiding Officer Collier

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

Section 1. Metro Code Section 2.01.070 is hereby amended as follows:

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 rules establishing 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.]~~

(i) Unless otherwise specified by the Council in the ordinance, an ordinance shall become effective on the 90th day after its adoption. If an ordinance is vetoed by the Executive Officer and the veto is overridden by the Council, the date of adoption shall be the date on which the veto is overridden. Except as provided in ORS 268.465 and 268.507, the Council by a majority vote of its members may declare that an emergency exists in which case an ordinance may take effect immediately or in less than 90 days. The Council by a majority vote of its members may prescribe that an ordinance take effect later than the 90th day after its adoption. If the Council refers an ordinance to the electors, the ordinance shall become effective on the 30th day after its approval by a majority of the electors voting on the measure or on a later date specified in the ordinance. If a referendum petition, other than a petition referring an ordinance declaring an emergency, is filed with the filing officer not later than the 90th day after the adoption of the ordinance and before the ordinance takes effect, the effective date of the ordinance shall be suspended. An ordinance referred by a proper referendum petition shall become inoperative and shall not take effect if a minority of the electors voting on the measure reject the ordinance.

(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, the 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 [→] and shall have an effective date as described in subsection (i) of this section.

Section 2. Metro Code Section 2.01.090 is hereby amended as follows:

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) The Council shall by resolution adopt rules establishing procedures governing conduct of debate on matters considered by the Council at Council meetings.

(f) [(+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.

(g) [(+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. At each meeting the Clerk of the Council shall rotate the order for each roll call vote so that the Councilor who voted first shall vote last on the next roll call vote. EXCEPT THAT THE PRESIDING OFFICER SHALL ALWAYS VOTE LAST.

(h) [(+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.

(i) [(+h)] Any matter not covered by this chapter or a rule adopted by the Council shall be determined by "Roberts Rules of Order," latest revised edition. The Council may by a positive vote of eight (8) members authorize the suspension of any rule adopted by the Council.

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

Section 3. Metro Code Section 2.01.120 is hereby amended as follows:

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, order and number of appearances[-] in accordance with rules establishing procedures adopted by resolution by the Council.

Section 4. Metro Code Section 2.01.130 is hereby amended as follows:

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~~] consent agenda shall be presented for the consideration and vote of the Council only at regular meetings. Items may be placed on the consent agenda pursuant to rules establishing criteria adopted by the Council by resolution. Copies of the consent [~~calendar~~] agenda shall be printed and distributed prior to consideration.

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

Section 5. Metro Code Section 2.01.140 is hereby amended as follows:

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 or rules adopted by the Council, all standing committees of the Council shall be governed by "Roberts 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 the standing committees are to:

- (1) Make studies of and inquiries into areas into concern and interest to 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 chair 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 committee 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) A standing committee may take the following action on an ordinance or resolution:

- (1) Refer the ordinance or resolution to the Council or another Committee, if it has received a subsequent referral by the Presiding Officer, either as originally submitted or as amended with a recommendation for approval or with no recommendation; or
- (2) Table the ordinance or resolution; or
- (3) Continue the ordinance or resolution to another committee meeting.

Any ordinance or resolution which remains in a standing committee over six (6) months from the date it was introduced shall be considered to be defeated and shall be filed with the Council Clerk and receive no further consideration. 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["] and Committee Reports" 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, 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 agenda item shall take place under the "Councilor Communication["] and Committee Reports" agenda item.

ADOPTED by the Council of the Metropolitan Service District
this _____ day of _____, 1991.

Tanya Collier, Presiding Officer

Agenda Item No. 4
June 20, 1991

**Consideration of Resolution No. 91-1467,
Adopting Rules Establishing Procedures Relating to
the Conduct of Council Business**

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF ADOPTING)	RESOLUTION NO. 91-1467
RULES ESTABLISHING PROCEDURES)	
RELATING TO THE CONDUCT OF)	Introduced by Councilors
COUNCIL BUSINESS)	McFarland and McLain and
)	Presiding Officer Collier

WHEREAS, Ordinance No. 91-407 amends Metro Code Section 2.01.090 to require the Council to adopt rules establishing procedures governing the conduct of debate on matters considered by the Council;

WHEREAS, Ordinance No. 91-407 amends Metro Code Section 2.01.120 to require the Council to adopt rules establishing procedures relating to the receipt of communications from the public at Council meetings;

WHEREAS, Metro Code Sections 2.01.070 and 2.01.080 require the Council by resolution to adopt a rule establishing procedures for the introduction and consideration of ordinances and resolutions respectively which current procedures have been adopted by the Council through Resolution No. 88-874;

WHEREAS, Metro Code Section 2.01.130 requires the Council by resolution to adopt the general order of business which current general order of business has been adopted through Resolution No. 88-898; and

WHEREAS, Ordinance No. 91-407 requires the Council by resolution to adopt a rule establishing criteria for the presentation of a consent agenda for consideration and vote at a regular Council meeting which current criteria have been adopted by the Council through Resolution No. 84-499; now, therefore,

BE IT RESOLVED,

That the Council of the Metropolitan Service District hereby rescinds and adopts the following rules establishing criteria and/or procedures:

1. Adopts the rules of procedure governing debate on matters before the Council as shown in Exhibit A attached hereto;

2. Adopts the rules of procedure relating to receipt of communications from the public at Council meetings as shown in Exhibit B attached hereto;

3. Rescinds the procedures for the introduction and consideration of ordinances and resolutions set forth in Resolution No. 88-874 and adopts the rules of procedure for ordinances and resolutions as shown in Exhibit C attached hereto;

4. Rescinds the general order of business for Council meetings set forth in Resolution No. 88-898 and adopts the rules establishing the general order of business for Council meetings as shown in Exhibit D attached hereto; and

5. Rescinds the consent agenda criteria set forth in Resolution No. 84-499 and adopts the rule establishing consent agenda criteria and procedures as shown in Exhibit E attached hereto.

6. The Council may by a positive vote of eight members authorize the suspension of any rule adopted herein.

ADOPTED by the Council of the Metropolitan Service District this _____ day of _____, 1991.

Tanya Collier, Presiding Officer

EXHIBIT A

RULES OF PROCEDURE GOVERNING DEBATE ON MATTERS BEFORE THE COUNCIL

To conduct Council business in an orderly and expeditious manner the following rules of procedure are established:

1. All Councilors have a right to debate each matter brought before the Council. There shall be no debate on any matter unless there is a question before the Council. On each matter brought before the Council for a decision, the Presiding Officer shall ask for a motion on the matter which must be seconded for it to be a proper question. For matters referred to the Council from a standing committee the Presiding Officer shall first recognize the Councilor designated to present the committee report for a motion and presentation of the committee report. If there is a minority report on any matter referred from a standing committee, the Presiding Officer shall recognize the Councilor presenting the minority report for a motion and presentation of the minority report immediately after the presentation of the committee report.

NEED A QUESTION
BEFORE COUNCIL
TO HAVE A
DEBATE

2. A Councilor speaking on a motion must confine his or her remarks to the matter under consideration by the Council. The Presiding Officer may direct any Councilor to

STAY TO
THE MATTER
AT HAND
P.O. TERMINATE
SPEAKING

discontinue speaking if he or she resorts to persistent irrelevance or to persistent repetition.

3. A Councilor may speak only once for not more than five (5) minutes on each main motion and substantive amendment to a main motion before the Council. A Councilor may speak more than the allotted time with unanimous consent of the Council or if another Councilor yields his or her right to speak and time on the question at hand. A member may be permitted to speak a second time to clear up a matter of fact, to explain a point misunderstood, or to clear up a question that has arisen in the debate. A Councilor may be recognized by the Presiding Officer to question any person appearing before the Council. When a Councilor has been recognized he or she is considered to have the floor and need not be recognized for each subsequent question until he or she is finished with the questioning.

4. The Councilor who moves and presents the committee or minority report on a matter before the Council is entitled to close the debate after other Councilors wishing to speak have spoken. The closing comments shall be limited to no more than three minutes unless extended by unanimous consent of the Council.

EXHIBIT B

RULES OF PROCEDURE RELATING TO COMMUNICATIONS FROM THE PUBLIC

The Council shall encourage the appearance of members of the public both for matters on the agenda and not on the agenda. To facilitate the orderly transaction of business the following procedures shall apply:

1. At the beginning of each Council meeting and periodically during the meeting, the Presiding Officer shall announce that public testimony is allowed on matters before the Council and shall instruct members of the public to fill out sign-up cards and submit them to the Clerk of the Council. The sign up card shall indicate the name and address of the person to testify, the agenda item on which the person wishes to speak and whether the person is speaking in favor or against the matter before the Council.
2. A member of the public may appear only once on each separate matter before the Council and shall be limited to three (3) minutes of testimony, exclusive of answers to questions from Councilors. A member of the public may speak longer than three (3) minutes only with unanimous consent of the Council or if a member of the public who has also signed up to speak yields his or her time and opportunity to speak.

3. On matters before the Council on which a decision is to be made the Presiding Officer shall alternate the testimony between those speaking in favor of the matter and those speaking in opposition to the matter, starting with a person in favor of the matter. If there are no persons remaining to alternate, the Presiding Officer shall call the remaining persons to testify in which ever order he or she determines is best. The Presiding Officer shall request members of the public to avoid providing repetitive or irrelevant testimony.
4. A person addressing the Council shall do so from the rostrum or table upon first gaining recognition of the Presiding Officer and after stating his or her name and address for the record.

EXHIBIT C

RULES OF PROCEDURE AND CONSIDERATION OF ORDINANCES AND RESOLUTIONS

1. Introduction: An ordinance or resolution may be introduced by the Council, a Councilor or Councilors, a Council standing committee, or the Executive Officer. Each ordinance or resolution shall designate the person, persons, or committee introducing the ordinance or resolution.
2. Filing: The Clerk of the Council (Council Clerk) shall assign numbers and approve titles for all proposed ordinances or resolutions. The Council Administrator may establish requirements for filing supporting materials with ordinances and resolutions to assist the Council and its committees in deliberating on matters brought before it. A proposed ordinance shall be filed with the Council Clerk at least eight (8) days prior to the next regular Council meeting for which it is requested to be considered for first reading. A proposed resolution shall be filed with the Council Clerk at least eight (8) days prior to consideration by a Council standing committee.
3. Disposition and Referral: An ordinance or resolution timely filed with the Council Clerk and in proper form (including all required supporting materials) shall be 1) in the case

an ordinance placed on the next available Council agenda for first reading and referral by the Presiding Officer to one or more standing committee(s); or, 2) in the case of a resolution referred to one or more standing committee(s) by the Presiding Officer except for a resolution introduced and recommended by a standing committee. A resolution introduced and recommended by a standing committee shall be filed with the Council Clerk and shall be placed on a Council agenda at the discretion of the Presiding Officer. If the Presiding Officer refers an ordinance or resolution to more than one standing committee, the standing committees shall consider and act upon the ordinance or resolution in the order specified by the Presiding Officer at the time of referral. The Council Clerk shall notify Councilors and the Executive Officer on a weekly basis of the referral status of ordinances and resolutions.

4. Items Considered by the Council as a Whole: The following items shall not be referred to a committee by the Presiding Officer but shall be considered and acted upon the Council as a whole:
 - a. Any ordinance placed on a Council agenda as provided in Section 2.01.070(1) of the Metro Code for which one reading only is required;

- b. Any ordinance, order or resolution proposed for Council action as a result of a contested case proceeding as provided in Chapter 2.05 of the Metro Code;
 - c. Any item placed on the agenda for any emergency meeting of the Council as provided in Section 2.01.050 of the Metro Code; and
 - d. Any action of the Metropolitan Exposition Recreation Commission placed on the Council agenda as provided by Section 6.01.080 of the Metro Code.
5. Committee Consideration: An ordinance or resolution referred to a standing committee shall be scheduled for public hearing and committee consideration at the discretion of the chair of the committee. The committee may take the following action on an ordinance or resolution:
- a. Refer the ordinance or resolution to the Council or another committee, if it has received a subsequent referral by the Presiding Officer, either as originally submitted or as amended with a recommendation for approval or with no recommendation; or
 - b. table an ordinance or resolution; or

- c. continue the ordinance or resolution to another committee meeting.

Any ordinance or resolution which remains in a standing committee over six (6) months from the date it was introduced shall be considered to be defeated and shall be filed with the Council Clerk and receive no further consideration. The Council by a majority vote of a quorum or the Presiding Officer may remove any ordinance or resolution from a committee for re-referral by the Presiding Officer or consideration by the Council at a subsequent meeting. Announcement of or Council consideration of such removal shall take place under the "Councilor Communication and Committee Reports" agenda item at Council meetings.

6. Committee Report: An ordinance or resolution referred to the Council with or without a favorable committee recommendation shall be placed on a Council agenda at the discretion of the Presiding Officer for second reading and/or Council consideration. There shall be a committee report for each ordinance or resolution referred to the Council. The Committee chair shall assign a member of the committee to present the report to the Council. The report shall state the committees recommendation, a record of the vote, the major issues discussed by the committee and any other pertinent information of use to the Council.

7. Minority Report: A minority report on any ordinance or resolution recommended by the committee may be submitted for Council consideration at the same Council meeting that the committee report is considered. Any committee member present at the committee meeting at which an ordinance or resolution was considered and voting against the prevailing side may serve notice at that committee meeting of his or her intent to file a minority report for Council consideration. Upon such notice and in order for the minority report to be considered by the Council the Councilor who had served notice shall prepare a written minority report which shall be submitted to the Clerk of the Council prior to the Council meeting at which the ordinance or resolution is scheduled for a second reading and/or consideration. The Council shall hear and consider the minority report immediately after the presentation of the committee report.

EXHIBIT D

A RULE ESTABLISHING THE GENERAL ORDER OF BUSINESS FOR COUNCIL MEETINGS

1. The general order of business for regular council meetings shall be as follows:
 - o Call to order
 - o Introductions
 - o Citizen Communications on Non-Agenda Items
 - o Executive Officer Communications
 - o Consent Agenda
 - o Ordinances
 - First Readings and Referrals
 - Second Readings
 - o Orders
 - o Resolutions
 - o Other Business
 - o Councilor Communications and Committee Reports
 - o Adjourn
2. The Presiding Officer shall follow the above general order of business in preparing regular Council meeting agendas and shall include approximate times for the consideration of each item on the agenda.

3. The Presiding Officer may change the order of business in preparing a regular Council meeting ^{AGENDA} to meet special circumstances and shall notify the Council of such change in the general order of business at the beginning of the Council meeting.

EXHIBIT E

RULES OF PROCEDURE AND CRITERIA FOR THE CONSENT AGENDA

The following criteria and procedures shall apply to the consent agenda:

1. Agenda items may be placed on the consent agenda if they conform to the following:
 - a. The agenda item has received a unanimous favorable recommendation from a Council standing committee or committees if it has been considered by more than one standing committee;
 - b. The standing committee chairperson(s) request that the item be placed on the Council consent agenda, and
 - c. No public hearing is required by law or Metro ordinance before the Council.
2. Ordinances may not be included on the consent agenda.
3. A consent agenda may only be presented at a regular Council meeting and shall be included as part of the regular meeting agenda.
4. The Presiding Officer shall have final approval of which items shall be placed on the consent agenda and the Council Administrator shall certify that consent agenda items meet the criteria listed in Section 1 above.
5. If a Councilor objects to any item on the consent agenda, that item shall be removed from the consent agenda and

placed on the regular agenda of the Council at a time or place to be determined by the Presiding Officer.

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ORDINANCE 91-407

DESCRIPTION OF CHANGES BY SECTION

SECTION 1

- o Subsection (C) Adds clarifying language regarding rules of procedure
- o Subsection (i) Replaces the current language on effective date of ordinances with language that is required by State law. The new subsection (i) is substantially the same as language in SB 299.
- o Subsection (l) Adds language to clarify the new effective date provisions apply to emergency ordinances.

SECTION 2

- o Subsection (e) Adds language to require the Council to adopt rules of procedure governing the conduct of debate at Council meetings.
- o Subsection (g) Adds language to require the Council Clerk to rotate the order of roll call votes at each Council meeting.
- o Subsection (i) Adds clarifying language about the relationship of Council adopted rules of procedure and "Roberts Rules of Order" and authorizes the Council by a vote of eight members to suspend any rule adopted by the Council.

SECTION 3

- o Subsection (b) Adds language to require the Council to adopt rules of procedure relating to the appearance of members of the public at Council meetings.

SECTION 4

- o Subsection (c) Revises the language regarding the consent agenda. Requires the adoption of rules establishing criteria for the placing of items on the consent agenda.
- o Subsection (d) Revises language regarding removal of matters from the consent agenda.

SECTION 5

- o Subsection (c) Adds clarifying language regarding rules of procedure for standing committees.
- o Subsection (h) Adds language which states those actions which a standing committee may take on an ordinance or resolution and provides a method of terminating consideration of an ordinance or resolution which is not referred from a standing committee.

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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 Collier, 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 1% 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)

CONTENTS

		PAGE
	<u>Title I. General Provisions. . .</u>	1.01 - 1
Chapter	1.01 Code Adoption and Application	1.01 - 2
	<u>Title II. Administration and Procedures</u>	2.01 - 1
Chapter	2.01 Council Organization and Procedure . .	2.01 - 2
	2.02 Personnel.	2.02 - 1
	2.03 Civil Penalties.	2.03 - 1
	2.04 Public Contract Procedures	2.04 - 1
	Disadvantaged Business Program	2.04 - 8
	2.05 Contested Case Procedures.	2.05 - 1
	2.06 Investment Procedures.	2.06 - 1
	2.07 One Percent for Art Program.	2.07 - 1
	2.08 Office of General Counsel.	2.08 - 1
	2.09 Builder's Business License Program . .	2.09 - 1
	2.10 Voters' Pamphlet	2.10 - 1
	<u>Title III. Planning</u>	3.01 - 1
Chapter	3.01 Urban Growth Boundary Locational Adjustments	3.01 - 2
	3.02 Waste Treatment Management Plan . . .	3.02 - 1
	3.03 Housing Goals and Objectives	3.03 - 1
	3.04 Regional Stormwater Management Plan .	3.04 - 1
	3.05 Phosphorus Ban	3.05 - 1
	<u>Title IV. Metro Washington Park Zoo</u>	4.01 - 1
Chapter	4.01 Metro Washington Park Zoo Regulations	4.01 - 2
	<u>Title V. Solid Waste</u>	5.01 - 1
Chapter	5.01 Disposal Site Franchising	5.01 - 2
	5.02 Disposal Charges and User Fees	5.02 - 1
	5.03 Disposal Site Franchise Fees	5.03 - 1
	5.04 One Percent for Recycling Program . .	5.04 - 1
	5.05 Solid Waste Flow Control	5.05 - 1

		<u>Title VI. Commissions</u>	6.01 - 1
Chapter	6.01	Metropolitan Exposition-Recreation Commission	6.01 - 2
		<u>Title VII. Excise Tax</u>	7.01 - 1
Chapter	7.01	Excise Tax	7.01 - 1
		Table of Metro Ordinances	T-1
		Table of Metro Rules	T-42
		Table of CRAG Rules	T-43

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

ADMINISTRATION AND PROCEDURES

CHAPTERS:

- 2.01 Council Organization and Procedure
- 2.02 Personnel
- 2.03 Civil Penalties
- 2.04 Public Contract Procedures
- 2.05 Contested Case Procedures
- 2.06 Investment Procedures
- 2.07 One Percent for Art Program
- 2.08 Office of General Counsel
- 2.09 Builder's Business License Program
- 2.10 Voters' Pamphlet

CHAPTER 2.01

COUNCIL ORGANIZATION AND PROCEDURE

SECTIONS:

2.01.001	Definitions
2.01.010	Officers
2.01.020	Clerk of the Council
2.01.030	Regular Meetings
2.01.040	Special Meetings
2.01.050	Emergency Meetings
2.01.060	Notice and Agenda
2.01.070	Ordinances
2.01.080	Motions and Resolutions
2.01.090	Conduct of Meetings
2.01.100	Adoption and Amendment of Rules
2.01.110	Reconsideration
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

A:PROD\DPOVER91.BUD



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	<u>2,000</u>
TOTAL	\$251,133

* <u>FTE</u>	
Administrator	.40
Clerk	.50
Administrative Secretary	.75
Secretary	<u>.75</u>
TOTAL	2.40

** <u>INCLUDES:</u> (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

* <u>FTE</u>	
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

A:PROD\PROVER91.BUD

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											
				511121	SALARIES-REGULAR EMPLOYEES (full time)						
57,495	60,114	1.00	63,120		Council Administrator	1.00	66,276	1.00	66,276		
73,518	78,458	3.00	117,721		Sr. Management Analyst	3.00	124,243	3.00	124,243		
24,468	25,945	1.00	27,310		Clerk of the Council	1.00	27,405	1.00	27,405		
				511221	WAGES-REGULAR EMPLOYEES (full time)						
48,089	59,650	3.00	67,775		Administrative Secretary	3.00	72,142	3.00	72,142		
0	0		0		Secretary	0.75	13,832	0.75	13,832		
				511235	WAGES-TEMPORARY EMPLOYEES (part time)						
0	0	0.20	3,055		Temporary Intern		0		0		
0	8,129	0.30	6,000		Temporary Administrative Support	0.30	4,176	0.30	4,176		
7,216	0		0		Temporary		0		0		
53	208		0	511400	OVERTIME		0		0		
59,229	65,868		82,785	512000	FRINGE		95,503		95,503		
			5,557		Service Reimbursement-Workers' Comp		0		0		
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		



METRO

2000 S.W. First Avenue
Portland, OR 97201-5398
503-221-1646

Memorandum

Date: July 31, 1991
To: Metro Council
From: Councilor Richard Devlin 
Regarding: Charter Committee

As you know, the Charter Committee has been meeting for almost three months and has just completed three community meetings. They have recently hired their Committee Administrator, Janet Whitfield. Within the near future I expect that they will decide on an election date and formulate a work plan.

Within the next two weeks, I believe it would be a good idea for us to contact our appointees for the purpose of answering any questions and listening to any comments or observations they have developed to date.

Attached are summaries of the three public meetings for your reference.

I will contact you shortly to hear your reports.

If you have any questions, please call me.



METRO

2000 S.W. First Avenue
Portland, OR 97201-5398
503/221-1646

Memorandum

Date: July 3, 1991
To: Metro Council, Executive, Staff, Interested Parties
From: Betsy Bergstein *JB*
Regarding: Charter Committee - Public Hearing #1

The Charter Committee held its first meeting Tuesday July 2 at Smith Center on the campus of Portland State University.

The full committee attended. Councilor Buchanan, Don Carlson, Dan Cooper and Betsy Bergstein attended from Metro. Mayor Bud Clark, Mayor Hohnbaum from the City of Sherwood, Teace Adams, representing the League of Women Voters and Bob Goldstein all testified.

Tom Walsh from Tri-Met, Blanche Schroeder from the Portland Chamber and various candidates for the Committee Administrator position also attended.

I'd estimate that there were approximately 25 people in the audience; I did not see any press. The meeting lasted roughly an hour and one-half.

Key points of the testimony are as follows:

- o Mayor Hohnbaum (copy of testimony attached) stated that he didn't see a need for "another layer of government."
- o Acknowledged that some public services could be provided by a regional government but that the trend nation-wide was towards smaller city-states.
- o Stated that Metro did not have a "purpose" and "need" that it was filling.
- o Proposed to disband Metro and form a regional government made up of local jurisdictions.
- o Isaac Regenstreif asked him to identify what services he felt needed a regional perspective.
- o He stated "natural resource services", eg. water.
- o Charlie Hale stated that he used "fear" in his opening remarks and ask how can we make Metro less threatening?
- o Mayor Hohnbaum responded by placing limitations on "their expansive capability" -- "how far Metro can be self-expansive."
- o He asked for structural limitations in the Charter.
- o Structural, rather than financial? Hales asked.

- o Limitations on other service areas Metro can expand into, Hornbaum responded.
- o Jon Egge asked whether he made a distinction between service delivery and policy?
- o Hornbaum responded by saying that transportation needed a regional plan and financing.
- o In response to Ned Looks query about facilities, he said "any facility where it takes one of" eg. one convention center, one memorial coliseum, etc.
- o Ron Cease stated that maybe Mayor Hornbaum was more of a regionalist than he admitted and the Mayor acknowledged he was a former student of Rep. Cease.
- o Teace Adams from the League gave a short overview (attached) and presented the Committee with the recently completed work by the League on regional government.
- o Because the League had not yet reached "consensus" on the report - they had not reviewed it, she did not want to comment.
- o The report was criticized by Ray Phelps for not having enough elected official input.
- o Mayor Clark acknowledged that the Committee had a difficult task. Stated he was for regional government but that there should only be one county serving the cities within the U.G.B.
- o The rural areas should be spun off to other counties outside of Multnomah.
- o Not a question of less government, but of more efficient government stated Mayor Clark. We have more citizen participation here than any other area in the country.
- o "The best managed cities elect the best people and it has nothing to do with the structure of government."
- o Metro needs vision, consensus, follow-thru.
- o Business community constantly tells the Mayor that it is the "cumulative effect of all the governments that hurt them."
- o Must prepare to compete in a global economy.
- o Frank Josselson asked the Mayor what can the Committee do to make a charter that would allow water, for example, to be handled regionally?
- o State what is best for the area and then try to get consensus, replied the Mayor.



METRO

2000 S.W. First Avenue
Portland, OR 97201-5398
503/221-1646

Memorandum

Date: July 11, 1991
To: Metro Council, Executive, Staff, Interested Parties
From: Betsy Bergstein *B*
Regarding: Charter Committee - Public Meetings in Clackamas and Washington Counties

The Charter Committee held two subsequent public meetings this week in Clackamas and Washington counties.

The Committee had fairly good attendance at both meetings. There were roughly 35-45 people and 9-12 committee members at both meetings.

Councilors DeJardin, Van Bergen, Devlin, Buchanan, McClain, Bauer attended one or both of these meetings. I did not see any press although I did receive a call from an Oregonian reporter who covers Clackamas county.

These meetings were considerably more acrimonious than the Multnomah County meeting. Common themes included:

- o Regional government should be a coordinator of service, not a direct provider;
- o Metro's functional planning power gives it an "unaccountable, unresponsive power" that undermines local government;
- o Desire to hold the implementation of the regional urban growth goals and objectives in "abeyance" until the Charter process is completed;
- o The consensus model exemplified by JPACT should be continued and replicated;
- o District councilors should be elected but the Executive should be appointed by the Council;
- o Regional services and government should be a "bottoms up" process rather than "tops down."

(The former is from the Clackamas County public meeting which focused consistently on a discussion of the RUGGOs and a functional plan for the Greenspaces programs.)

- o The Charter should be clear and give Metro specific authority in particular areas, not general authority;
- o Metros authority should be limited to duties which require regional action;

- o Some of Metro's officials should be accountable to the entire region;
- o Financing should be more fiscally accountable than it is now through dues and interfund transfers;
- o Local government officials should have some voting seats on the Metro Council;
- o Separation of powers is critical at the national level but fosters inefficiency at the regional level; Council-Manager form is most appropriate for Metro.

The above is from the Washington county meeting which focused more on Metro, its structure, powers, financing than Clackamas county, which was very preoccupied with Metro's planning functions.

Councilor Devlin and former Councilor Mike Ragsdale testified at the Washington County meeting and both did a really good job.

Copies of the testimony that were available and a list of those speaking is attached.

Please phone me (220-1540) if you have any questions.



WASHINGTON
COUNTY,
OREGON

*Janya
FVLT + Comment
Rena*

September 18, 1991

Rena Cusma, Executive Officer
Metropolitan Service District
2000 SW 1st Avenue, Building #128
Portland, Oregon 97201

Washington County, through the Facilities Management Division of the Department of Support Services, manages approximately 400 parcels of real property. In addition to those required for direct County services, are properties acquired through tax foreclosure, civil seizure, right-of-way and road fund acquisition, and in some cases outright donation. Many of those properties are being held for possible future use such as open spaces, parklands, timberlands and potential sites for County operations.

Most, however, have no current or future anticipated use within the County organization. They have typically been offered to other public agencies. If there was no interest from other public agencies, they were sold through auction, or in the case of small value properties (under \$5,000), sold by negotiation, usually to the adjacent owner.

The attached memo dated July 23, 1991, to the Board of Commissioners summarizes the more immediate issues relative to transfers and sale of parcels of real property. As you can imagine, the subject is quite complex as there are a wide variety of properties in the County's inventory. The County is in the process of hiring a professional real property manager who can devote full time to this subject.

In the meantime, however, County staff needed a reaffirmation from the Board relative to its current practice of managing and disposing of real property. While there has not been a public auction for several years, due in part to a change in the redemption period for tax foreclosed properties, a number of properties have been transferred to cities, school districts, and other public agencies within the County. Several have also been returned to prior owners of record upon payment of back taxes and fees. However, several hundred remain in the County's inventory.

The single most important question before the Board of Commissioners was relative to preference of public agencies over a private interest. Additionally, there are a variety of related issues such as preference of County wide organizations over smaller agencies, local versus regional versus State, etc.

September 18, 1991

Page 2

In any event, the attached memo was presented to the Board for their consideration. They reviewed the questions and recommendations of staff and generally agreed with the recommendations and the case-by-case approach that staff currently employs. However, the Board asked that the current practice be modified to include both additional public notice and potential hearings which is spoken to in paragraph "f" on page of three; and, also, that the history and method of acquisition of the property be provided, which is spoken to in paragraph "g" on page four.

The Board also asked that every public agency within the County review the present process and provide comments to County staff. This will be forwarded to the Board of Commissioners.

In order to complete the Board's request, I ask that you administratively review the enclosed material and offer your comments to me not later than Monday, October 7, 1991. County staff will summarize your remarks and present them to the Board of Commissioners in mid October.

Please remember that the attached memo for your review only scratches the surface of an extremely broad and complex subject. I am sure we will invite your participation in the near future as this process becomes more refined.

If you have any questions or informal comments, feel free to call me at 648-8661 or Mr. Doug Olson, Facilities Manager, at 648-8829.

Thank you for your cooperation.

Sincerely,


Robert E. Deis
Support Services Director

DSO/km
Attachment

WASHINGTON COUNTY

Inter-Department Correspondence

Date: July 23, 1991

To : Washington County Board of Commissioners

From : Robert Deis, Director, Support Services
Doug Olson, Facilities Manager, Support Services

Subject: REAL PROPERTY - MANAGEMENT, TRANSFER AND SALE POLICY ISSUES

INTRODUCTION

Last month your Board reviewed a proposal to transfer two parcels of land (one with a structure) to the County Housing Authority. Those parcels were required as part of two Major Streets Transportation Improvement Program (MSTIP) projects. The Housing Authority, as a separate action, proposed to acquire these parcels for use by low income and/or disabled residents. As part of your Board's deliberation on this issue, staff received direction to present to your Board on July 23, 1991 recommended policies regarding the disposal of County owned real property.

This report addresses the basic policy issues to develop ground rules in our real property management program. Some issues relative to the Housing Authority are discussed in this report. Further discussion will likely be required in future Board worksessions.

POLICY ISSUES

I. Question:

The largest single issue (question) facing the Board of Commissioners is relative to ownership and disposition of real property. Specifically, when contemplating disposing of property should public use be generally favored over sale to a private interest?

Recommendation:

Staff should examine all properties at least annually (and report to your Board) to determine if property should be held for some purpose, transferred, or sold consistent with the following guidelines.

Due to the increasing land values and overall scarcity of undeveloped land, the public sector use will be generally favored over potential private use.

- A. Public Use - If there are potential public uses for a County owned parcel then the following issues (Questions) need to be addressed and the following Recommendations will apply:

- A.1. Question: Should certain public agencies receive preference over others? For example: should those agencies for which your Board acts as the Board of Directors be given preference as to ultimate use of a property? Should County or City government have preference over regional or state government?

Recommendation: The County or those agencies for which the Washington County Board of Commissioners serves as the Board of Directors will receive preference.

If there are competing public uses for a County owned parcel (local versus regional versus state) then the use that provides the greatest benefit to the original payers (County taxpayers) will generally receive preference.

- A.2. Question: Should there be certain restrictions or other criteria that may eliminate a proposed public use before the property is ultimately transferred to some other agency.

Recommendation: Before the County agrees to transfer property to a public agency the following criteria and direction will be used:

- a. Is there predetermined funding?

The interested public agencies should have a reasonable expectation that their intended use/project will come to fruition. This includes the appropriate funding.

- b. Is there relatively short timelines for development or ultimate use or does it fall into the speculative category?

The proposed project should be a near term use (0 to 3 years) with little speculation.

- c. Will the ultimate use be consistent with the County 2000 philosophies?

The underlying County 2000 philosophies should provide direction for ultimate disposition. For example, pursuant to County 2000, the County organization will not be in the park expansion business; yet, other more proper agencies may have a need for a potential park site.

- d. Is there adequate reimbursement for certain properties that legally require it (e.g. MSTIP)?

Financial reimbursement to the County will be consistent with federal, state or local laws. County may seek some other form of reimbursement directly or indirectly.

- e. Should the proposed use be evaluated in detail against the development code?

Support Services with assistance from Land Use and Transportation staff will only generally review a proposed use against the code. Staff will not review the specific criteria in the code (access, setbacks, etc.) against the proposed use. This will be the responsibility of the acquiring agency and the Land Use and Transportation (or respective City) staff at the time of development application. All potential public use including the County, cities or special districts will be held to the same standards for development as any private organization.

- f. Should the County solicit public input before the transfer of property?

If a public agency wishes to add an additional level of public involvement (beyond the County development code) before it accepts title to a piece of property, that is their choice. Otherwise, the current County code (at the time of development application) will provide adequate direction on public input.

However, prior to any contemplated transfer, County staff will notify adjacent property owners of the potential transfer. The notice will specify the time and place the matter will be considered by the Board of Commissioners. It will also contain information relative to appropriate staff contacts and where one may obtain additional information.

- g. Should the history or method of acquisition of a parcel be considered in the decision to transfer?

Each parcel of real property recommended for transfer will have the history of ownership, including method of acquisition, contained in the recommendation to the Board of Commissioners. This history will include whether the property was obtained through tax foreclosure, outright purchase, right-of-way purchase, civil seizure, donation or other means. It will also provide any known information relative to commitments made at the time of acquisition such as open space, parks, sale to a homeowner's association, etc.

Finally, the transfer of property to a public agency must be designed to minimize liability or risk to the County. As a result, certain additional restrictions may apply before transferring property to another public agency.

- A.3. Question: Should the County retain ownership in property that may serve some long term public good and when there is no public agency that can adequately fund or develop its ultimate use (parks, open space, etc.) in the near term?

Recommendation: On occasion, the County may wish to retain ownership (and the related operating expenses) in a property that may serve some future preeminent public good even though there is no public agency that can adequately fund and develop its ultimate use (parks, open space, etc.) in the near term. This will only be done on a case-by-case situation. Before this is done, the public agency that ultimately would use the property must show a strong interest and preferably will have long term formal plans that point to such property.

- B. Private Use - Notwithstanding the private versus public ownership decision, the following issues need to be addressed as part of selling property to private interests.

- B.1 Question: If there is a known private sector interest in a piece of property; should the County act as a fiduciary agent to public agencies by simply returning the parcel back to the tax rolls or should we develop the property ourselves and earn the largest return on our equity?

Recommendation: The primary goal for disposing of property to the private sector is to receive a satisfactory financial return relative to the value of the property. Due to the inherent risks and operating costs of maintaining a large inventory of property, property should be disposed of as quickly as possible.

The County will not be in the development business (competing with private sector).

B.2. Question: Should the proposed use be reviewed (against the code) before selling the property to a private interest?

Recommendation: In order to dispose of property in a timely manner, Support Services staff will continue to not request that buyers divulge what they intend to do with a parcel. We assume the County's development code will provide guidance as to its ultimate use and the degree of neighborhood notification as to any change in use.

The disposition of property to the private sector will follow state and federal guidelines. Except for those properties less than \$5,000 in value, an auction will be used along with a proactive marketing plan in order to generate interest and competition. The lesser valued (less than \$5,000) properties can be sold in a negotiated sale. If an auction does not sell a property, a negotiated sale may be used on all other properties as well.

RD/caa



METRO

2000 SW First Avenue
Portland, OR 97201-5398
(503) 221-1646
Fax 241-7417

November 6, 1991

The Honorable Gladys McCoy, Chair
Multnomah County Board of Commissioners
1021 SW Fourth Avenue
Portland, Or 97204

Dear Gladys:

This letter is in response to your Board Resolution No. 91-147 regarding the regionalization of county services. The resolution was ably presented to the Metro Council at its October 24, 1991 meeting by Commissioners Hansen and Kelley. While it was discussed as a non-agenda item, there was substantial interest expressed by Council members to join with your Board to explore the transfer of the various public services mentioned in the resolution. This matter has been referred to the Council's Governmental Affairs Committee chaired by Councilor Richard Devlin.

It will be our recommendation to the Governmental Affairs Committee that on a function by function basis we jointly create staff level task forces to investigate each function and develop recommended courses of action for each governing body to consider. Such recommendations may include the necessary intergovernmental agreement to implement the transfer of a function. We suggest that a 90 day time limit be placed on each task force. We will further recommend that initial task forces be established to explore 1) parks and open spaces; 2) the Expo facility; 3) local aspects of land use planning; 4) emergency services; and 5) administrative services such as mail delivery. In regard to the arts, it is our understanding that this function is currently being studied under a separate process.

We commend your board for its willingness to broach sensitive policy issues such as these. We will cooperate with you to work through these reorganization matters to mutual satisfaction of our respective governing bodies.

Sincerely,

Tanya Collier
Presiding Officer

Rena Cusma
Executive Officer

cc: Multnomah County Board of Commissioners
Metro Councilors



METRO

2000 SW First Avenue
Portland, OR 97201-5398
(503) 221-1646
Fax 241-7417

October 24, 1991:

Maureen Karigan
Supported Employment Resouce Project
225 SW Third Street, Suite 170
Portland, Oregon 97201-4950

Dear Ms. Karigan:

My staff has contacted Bob Prinslow of Intergovernmental Relations and determined that review by our agency is not necessary in the case at hand. You should mark the appropriate section of the application "not applicable" and return the document to the State.

Sincerely yours,

Tanya Collier
Presiding Officer
Metro Council

Executive Officer
Rena Cusma

Metro Council

Tanya Collier
Presiding Officer
District 9

Jim Gardner
Deputy Presiding
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Ruth McFarland
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Roger Buchanan
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David Knowles
District 11

Sandi Hansen
District 12

Metropolitan Exposition-Recreation Commission

P.O. Box 2746 • Portland, Oregon 97208 • 503/731-7800 • Fax #731-7870 • 777 NE Martin Luther King Jr. Blvd.

November 11, 1991

Tanya Collier, Council Presiding Officer
Metropolitan Service District
2000 S.W. First Avenue
Portland, Oregon 97201

Dear Tanya:


The METRO E.R. Commission and its staff have reviewed the recent additions to the Proposed Arena Memorandum of Understanding. After discussing the terms of the Memorandum of Understanding with the Arena Task Force Staff, we believe that the Memorandum of Understanding should provide that certain provisions of the existing agreement between MERC and the Trail Blazers need to be renegotiated for fiscal year 1992-1993 to reflect the loss of parking at the Memorial Coliseum.

Under the present terms of the Trail Blazers use agreement, they are guaranteed the use of a certain number of parking spaces (475) as well as minimum payment from the Commission from all parking and concessions revenues (\$475,000). With the dramatic loss of parking spaces during construction, these provisions need to be modified. We request that the following provisions be added to page 11, paragraph 6(a) of the Memorandum of Understanding:

"However, the provisions of the existing Blazer Coliseum lease relating to parking and concessions revenues shall be modified as provided for in the Operations Agreement."

Your consideration of this request is greatly appreciated and should you have any questions, please give me a call.

Sincerely,



Ted Runstein, Chair
METRO E.R. Commission

cc. MERC
Negotiating Team (ATF)
Dan Cooper
Lee Fehrenkamp

TR/dp



METRO

2000 SW First Avenue
Portland, OR 97201-5398
(503) 221-1646
Fax 241-7417

November 14, 1991

Hon. Ron Wyden
2452 Rayburn House Office Building
Washington, D.C. 20515

Dear Congressman Wyden:

The Metropolitan Service District has a program for employing Minority- and Women-Owned Businesses in our construction projects. Our counsel has recently advised us that the 9th Circuit Court of Appeals' judgment in Coral Construction Co. v. King County raises questions about the program's continued legality for locally-funded projects. Projects paid for in whole or in part by the federal government are treated differently, and we could use our program for those projects.

I am writing to you to ask you to consider appropriating a nominal amount of federal money for Metro projects, in order to allow us to promote the utilization and advancement of Minority- and Women-Owned Businesses here in the Portland metropolitan region. Such federal appropriations could be as little as \$1. We are not asking for federal support of projects to reduce our costs; we are asking for a token amount of federal money to allow us to be governed by the rules on Disadvantaged Business Enterprises for federally-funded projects rather than the increasingly restrictive rules for locally-funded projects.

We on the Metro Council believe it is vitally important for public agencies to support and encourage the development and growth of business enterprises owned and operated by women and ethnic minorities. That was our goal when we enacted our ordinance on DBE utilization in 1987, and it has not changed in the intervening years. The inclusion of a token amount of federal funds in the budget for Metro construction projects will not affect the federal deficit nor the local funding requirement. It will, however, allow us more actively to solicit minority participation and make such participation a requirement of our prime contractors.

Please do not hesitate to contact me if you need more information on our program. Thank you for your consideration.

Sincerely,

Tanya Collier
Presiding Officer

*Hi Ron -
How are you?
J.*



METRO

2000 SW First Avenue
Portland, OR 97201-5398
(503) 221-1646
Fax 241-7417

November 14, 1991

Hon. Les AuCoin
2159 Rayburn House Office Building
Washington, D.C. 20515

Dear Congressman AuCoin:

The Metropolitan Service District has a program for employing Minority- and Women-Owned Businesses in our construction projects. Our counsel has recently advised us that the 9th Circuit Court of Appeals' judgment in Coral Construction Co. v. King County raises questions about the program's continued legality for locally-funded projects. Projects paid for in whole or in part by the federal government are treated differently, and we could use our program for those projects.

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Please do not hesitate to contact me if you need more information on our program. Thank you for your consideration.

Sincerely,

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Presiding Officer

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Metro Council
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METRO

2000 SW First Avenue
Portland, OR 97201-5398
(503) 221-1646
Fax 241-7417

November 14, 1991

Hon. Bob Packwood
259 Russell Senate Office Building
Washington, D.C. 20510

Dear Senator Packwood:

The Metropolitan Service District has a program for employing Minority- and Women-Owned Businesses in our construction projects. Our counsel has recently advised us that the 9th Circuit Court of Appeals' judgment in Coral Construction Co. v. King County raises questions about the program's continued legality for locally-funded projects. Projects paid for in whole or in part by the federal government are treated differently, and we could use our program for those projects.

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METRO

2000 SW First Avenue
Portland, OR 97201-5398
(503) 221-1646
Fax 241-7417

November 14, 1991

Hon. Mike Kopetski
1520 Longworth House Office Building
Washington, D.C. 20515

Dear Congressman Kopetski:

The Metropolitan Service District has a program for employing Minority- and Women-Owned Businesses in our construction projects. Our counsel has recently advised us that the 9th Circuit Court of Appeals' judgment in Coral Construction Co. v. King County raises questions about the program's continued legality for locally-funded projects. Projects paid for in whole or in part by the federal government are treated differently, and we could use our program for those projects.

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METRO

2000 SW First Avenue
Portland, OR 97201-5398
(503) 221-1646
Fax 241-7417

November 14, 1991

Hon. Mark O. Hatfield
711 Hart Senate Office Building
Washington, D.C. 20510

Dear Senator Hatfield:

The Metropolitan Service District has a program for employing Minority- and Women-Owned Businesses in our construction projects. Our counsel has recently advised us that the 9th Circuit Court of Appeals' judgment in Coral Construction Co. v. King County raises questions about the program's continued legality for locally-funded projects. Projects paid for in whole or in part by the federal government are treated differently, and we could use our program for those projects.

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District 12



Citizen Involvement Committee

2115 SE MORRISON

PORTLAND, OREGON 97214

248-3450

November 25, 1991

Ms Tanya Collier, Presiding Officer
Metro Council
2000 S.W. First Avenue
Portland, Oregon 97201-5398

Dear Ms Collier:

Representatives of the citizen involvement committees of Clackamas, Multnomah, and Washington counties met for the second time on November 22, 1991 to continue formation of a Metro citizen involvement process, per Goal 1 of RUGGO.

An expanded citizen group will meet on December 10, 1991 at 2115 S.E. Morrison, Rm. 215, at 10 a.m. This group will include both county and city citizen participation organizations.

Working with Ethan Seltzer, the expanded group will develop proposed mission statement, purpose, and bylaws for Metro's Regional Citizen Involvement Coordinating Committee, by February, 1992.


Additionally, the three county organizations will nominate citizen participants for appointment to RPAC, for the interim period prior to a formal Regional Citizen Involvement Coordinating Committee.

Thank you for working with us. Our shared concern for a fully-involved citizenry, and for responsive and responsible government, serve each other well in this cooperative effort.

We look forward to a long and successful association.

Sincerely,

 Jacqueline Tommas, Chr., Clackamas County CCI

 Mike Schultz, Chr., Multnomah County CIC

 Peggy Lynch, Chr., Washington County CCI

CC: Ethan Seltzer
BCC - Clackamas, Multnomah, Washington counties
CCI/CIC - Clackamas, Multnomah, Washington counties

United States Senate

WASHINGTON, DC 20510-3701

December 6, 1991

Ms. Tanya Collier
2000 S.W. First Avenue
Portland, Oregon 97201

Dear Ms. Collier:

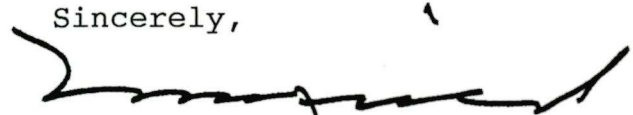
Thank you for your recent correspondence regarding an appropriation for minority and women-owned business. I was interested to learn of your views and appreciate the time you took to write.

As you may know, the last of the general appropriations bills passed just prior to receipt of your letter. I hope you will communicate with the Appropriations Committee over the coming year so that we can give consideration to your request for fiscal year 1993 legislation.

Thank you again for getting in touch with me. Please do not hesitate to let me know if I can be of further assistance.

Kind regards.

Sincerely,



Mark O. Hatfield
United States Senator

MOH/dpj
16287



METRO

2000 SW First Avenue
Portland, OR 97201-5398
(503) 221-1646
Fax 241-7417

March 20, 1992

Commissioner Gladys McCoy, Chair
Multnomah County Board of Commissioners
1021 SW 4th Ave.
Portland, OR 97204

Dear Gladys:

As you know, staff from Metro and Multnomah County have been meeting in small groups since December to discuss possibilities for the regionalization of certain County services. These meetings were begun in response to a request from Commissioners Hansen and Kelley following the Board's adoption of Resolution 91-147, in the matter of the Regionalization of County Services.

At its March 19 meeting, the Metro Council's Governmental Affairs Committee heard a report from our staff recommending that our two governing bodies proceed to develop a memorandum of understanding for the purposes of transferring the Multnomah County Parks Department and the Expo Center to Metro. The report also recommended that discussions continue regarding emergency planning services and certain administrative services, and that discussions regarding planning functions be deferred until a future date determined by Multnomah County.

Hank Miggins of your staff advised our committee that the administration's position is that the County would not conclude any agreements on transfer of governmental functions until the proposed Citizens' Convention is convened and its recommendations voted on in November.

We are disappointed that this effort to consolidate government services seems to have been cut short, just when there was momentum to implement changes that have been on the table for a long time. We believe there is a narrow window of opportunity to effect these changes which we will miss if we delay. Our staffs have put in a lot of good work to get us to the point of being able to discuss the specifics of a potential transfer, and it would be very difficult to get the process started again after an interruption of several months.

We at Metro are excited about the potential to incorporate the County parks system as a cornerstone of our developing Greenspaces program and further a long-standing community goal of bringing the major trade and spectator facilities into one system. However, we want to stress that we have reached no conclusion in these matters - any such consolidation must be acceptable to both jurisdictions and be of benefit to our

Executive Officer
Rena Cusma

Metro Council

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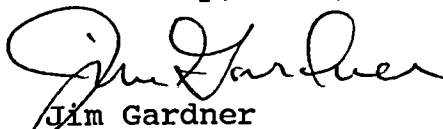
citizens. There are numerous details to work out, but if we can continue our efforts now, while the expertise and resources of both our agencies are dedicated to the project and the interest is high, we can see the best proposal for a mutually beneficial agreement and determine whether it is workable.


We believe we can reach such an agreement, but in any case, we should continue the efforts put forward to date to bring something to the table for scrutiny, discussion, and action. The opportunity is there now for us collectively to seize; it will slip through our grasp if we delay.

On behalf of the Metro Council, we strongly encourage you to take advantage of the opportunity before us and continue the work that has brought us close to realizing goals of consolidation and efficiency that have long been on the public agenda. Please encourage your fellow Board members to take the necessary action to revive this project which has great potential benefit for all our citizens.

We look forward to hearing from you soon. Thank you.

Sincerely,


Jim Gardner
Presiding Officer


Tanya Collier, Chair
Governmental Affairs Committee

cc: County Commissioners
Metro Council
Executive Officer



METRO

2000 SW First Ave.
Portland, OR 97201-5398
(503) 221-1646

Memorandum

SANDI -
HERE IS MY
MEMO TO D. COOPER
TO WHICH HE RESPONDED
WITH THE DRAFT ORDINANCE
THAT YOU GOT THE
OTHER DAY.
JL

Date: March 2, 1993
To: Dan Cooper, General Counsel
From: Donald E. Carlson, Council Administrator
Re: Assumption of Functions and Operations of Mass Transit District

I have been requested by Councilor Monroe to assist him in the preparation of an ordinance(s) to effect the merger of Metro and Tri-Met. I would like your assistance in preparing a draft of the necessary implementing instrument(s). Both state law and the Metro Charter provide for the merger. ORS 268.370 states as follows:

"When a metropolitan service district organized under this chapter functions in a mass transit district organized under ORS 267.010 to 267.390, the governing body of the metropolitan district may at any time order transfer of the transit system of the transit district to the metropolitan district, whereupon:

(1) The governing body of the transit district shall transfer title to, and possession of, the transit system and of all books, records, files, documents, and other property of the district to the metropolitan district.

(2) The metropolitan district shall be responsible for all the liabilities and obligations imposed upon or assumed by the transit district.

(3) For purposes of mass transit the metropolitan district shall have all the rights, powers, privileges, and immunities, and be subject to all the duties and obligations, of a mass transit district under ORS 267.010 to 267.390, insofar as those rights, powers, privileges, immunities, duties, and obligations are consistent with this chapter.

(4) The boundaries of the metropolitan district shall, for purposes of mass transit, be extended to encompass all the territory of the transit district.

(5) The transit district shall be dissolved and the offices of its directors terminated."

The Metro Charter (Section 7, subsection 4) states the following regarding the merger with Tri-Met:

"Notwithstanding subsection (2) of this section, Metro may at any time assume the duties, functions, powers and operations of a mass transit district by ordinance. Before adoption of this ordinance the council shall seek the advice of the Joint Policy Advisory Committee on Transportation or its successor. After assuming the functions and operations of a mass transit district, the council shall establish a mass transit commission of not fewer than seven members and determine its duties in administering mass transit functions for Metro. The members of the governing body of the mass transit district at the time of its assumption by Metro are members of the initial Metro mass transit commission for the remainder of their respective terms of office."

Based upon the above cited authorities is it possible to achieve the merger of Tri-Met with Metro and establish the transit commission with a single ordinance? Assuming it is would you prepare a draft ordinance which does the following:

1. Provides for the assumption and functions and operations of the mass transit district by Metro.
2. Provides for the continuance of all Tri-Met rules, regulations, ordinances, fees, taxes, contracts, etc.
3. Provides for the continuance of the current Tri-Met Board of Directors to the end of their terms of office. Further provides for Metro Councilors to be added to the Tri-Met Board as of January 1995. Should a vacancy occur between date of merger and January 1995 provides for the Metro Council to appoint the replacement board member. Provides for the appointed board members to drop off the board as terms of office expire.
4. Provides for all central service functions (financial, legal, personnel, risk management etc.) to remain at Tri-Met until further study. Provides for the Tri-Met Commission to retain personnel and contract policies.
5. Provides for the Tri-Met budget to be reviewed and approved by the Metro Council. Further provides for the Metro Council to review and approve significant revenue raising measures by ordinance.
6. Provides for the filing of Tri-Met Board actions (resolutions) with the Metro Council and provides for a majority of the Metro Council to formally review an action of the Board.

As you can see this gives you a feeling for the approach to this merger. It's similar to the approach taken with the MERC. It would be less disruptive to both governments than a merger requiring the integration of central services. It will make it possible that such integration can be achieved gradually over time as the Metro Council determines it to happen.

As you prepare the draft ordinance, please feel to include or point out language necessary to make this merger go smoothly. After you get an initial draft outlined, let's meet with Rod to go over it. Thanks for your help.

cc: Rod Monroe
Judy Wyers

Tri-Met Merger.memo



METRO


2000 S.W. First Avenue
Portland, OR 97201-5398
503/221-1646

Memorandum

*SANDBOX -
PER YOUR
REQUEST -
DCL*

Date: March 18, 1993

To: Don Carlson, Council Administrator

From: Daniel B. Cooper, General Counsel 

Regarding: TRI-MET
Our file: 2.§6

Attached is a rough draft of an ordinance regarding Metro assuming the duties, functions, powers, and operations of Tri-Met. The format I have used structures the ordinance as follows:

Section 1 contains whatever findings the Metro Council will make. I have included three findings which I would assume are the minimum we would need to make and any additional findings the Council desires, or which I would recommend upon further review, would be included here.

Section 2 of the ordinance repeats the statutory language of ORS 268.370 and has the legal effect of triggering every event that the statute allows.

Section 3 of the ordinance would be the place where the provisions pertaining to the Metro Mass Transit Commission would be added to the Metro Code. In this draft I have roughed up the present Code chapter pertaining to Metro ERC and modified it to create the commission that you have described in your memorandum to me. The request you made to transition the commission at some future time to being a commission that consists only of Metro Councilors presents many complicated legal question which will need to be resolved. Rather than wait until I had reached my final conclusions to share with you and Councilor Monroe on that issue, I thought it would be useful to try to deal with as many other issues as possible while I continue to work on that. Therefore, please consider this draft of the format of the commission to be preliminary and let me know what further provisions you would suggest.

Section 4 of the ordinance refers to an as yet undrafted set of transition provisions. What is intended here is to put a space-holder for a detailed schedule that would, among other things, clearly indicate that upon dissolution of Tri-Met and the assumption of its functions by Metro, a specific reference would be made to things

Don Carlson
Page 2
March 18, 1993

like (1) Metro assuming the liability for any existing bonded indebtedness issued by Tri-Met and pledging and coveting to honor all of the bond covenants that Tri-Met has made guaranteeing the payment of such debt, (2) specifically affirming and ratifying all existing outstanding collective bargaining agreements, (3) clearly stating that all current Tri-Met employees are to be transferred to Metro at the exact same salary, benefits, etc., that they were receiving on the date of the transfer, and (4) a continuing list of additional things as I think of that I would recommend that should specifically be including in the ordinance. We would obviously end this with a catchall to cover anything we hadn't specifically included.

Section 5 of the ordinance would simply state the intent that the Council wants the ordinance to be construed very broadly to accomplish its purpose.

I will be on vacation through March 29, 1993, and want to leave you with this draft for you and Councilor Monroe to have an opportunity to review and get back to me with any further thoughts or requests you might have so we can proceed to finalize this as soon as possible.

gl
1680

Attachment

BEFORE THE METRO COUNCIL

AN ORDINANCE FOR THE PURPOSE)	ORDINANCE NO. _____
OF ASSUMING THE DUTIES, FUNCTIONS,)	
POWERS, AND OPERATIONS OF THE)	Introduced by
TRI-COUNTY METROPOLITAN TRANSPOR-)	Councilor Rod Monroe
TATION DISTRICT OF OREGON)	

THE METRO COUNCIL HEREBY ORDAINS:

Section 1. The Metro Council finds:

1. Pursuant to ORS 267.020 and ORS 268.370, and Section 7(2) of the 1992 Metro Charter, Metro is authorized to assume the duties, functions, powers, and operations of the Tri-County Metropolitan Transportation District of Oregon (hereinafter referred to as "Tri-Met"), and the Metro Council may order transfer of the transit system of Tri-Met to Metro.

2. Before the adoption of this Ordinance the Metro Council has referred this matter to the Joint Policy Committee on Transportation for its advice.

3. Pursuant to the 1992 Metro Charter, Section 7(2), after assuming the functions and operations of Tri-Met, the Metro Council must establish a mass transit commission.

Section 2. Upon the effective date of this Ordinance:

1. The governing body of the transit district shall transfer title to, and possession of, the transit system and of all books, records, files, documents, and other property of the district to the metropolitan district.

2. The metropolitan district shall be responsible for all the liabilities and obligations imposed upon or assumed by the transit district.

3. For purposes of mass transit the metropolitan district shall have all the rights, powers, privileges, and immunities, and be subject to all the duties and obligations, of a mass transit district under ORS 267.010 to 267.390, insofar as those rights, powers, privileges, immunities, duties, and obligations are consistent with this chapter.

4. The boundaries of the metropolitan district shall, for purposes of mass transit, be extended to encompass all the territory of the transit district.

5. The transit district shall be dissolved and the offices of its directors terminated.

Section 3. The following chapter creating the Metro Mass Transit Commission is hereby added to the Metro Code:

TITLE VI

COMMISSIONS

CHAPTERS:

6.02 Mass Transit Commission

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CHAPTER 6.02

MASS TRANSIT COMMISSION

SECTIONS:

6.02.010	Purpose
6.02.020	Definitions
6.02.030	Commission Created
6.02.040	Powers
6.02.050	Budget
6.02.060	Form of Action
6.02.070	Delegation
6.02.080	Review

6.02.010 Purpose: The purpose of this chapter is to establish a commission to administer mass transit functions for Metro.

6.02.020 Definitions: As used herein:

- (a) "Commission" means the Metro Mass Transit Commission established hereunder;
- (b) "Council" means the Council of Metro;
- (c) "Councilor" means a member of the Council;
- (d) "District" means Metro;

(e) "Executive" means the Executive Officer of Metro.

(f) "Final action" means an action taken by resolution of the Commission that is not a ministerial action and that is not a tentative or preliminary action that:

(1) Precedes final action; or

(2) Does not preclude further consideration of the action.

6.02.030 Commission Created:

(a) There is hereby created a Metro Mass Transit Commission initially consisting of seven members.

(b) The initial members of the Commission shall consist of the seven members of the Tri-Met Board holding office on _____ (the effective date of this chapter). Those members shall serve for a term that is equal in length to the remainder of the term they have been appointed to serve on the Tri-Met Board.

(c) Effective January 15, 1995, there shall be an additional seven members added to the Commission. The new members shall be the members of the Metro Council holding office at such time.

(d) In the event a vacancy occurs in any Commission position filled pursuant to subsection (b) prior to January 1, 1995, the vacancy shall be filled by _____, 19___. If a vacancy occurs in a position created under subsection (b) after January 1, 1995, the vacancy shall not be filled and the number of Commission members shall be reduced accordingly.

(e) The Commission may adopt its own rules of organization and procedure and may elect its own officers for such terms and with such duties and powers necessary for the

performance of the functions of such offices as the Commission determines appropriate.

Note: This section will need refinement, having Councilors serve as commissioners may create legal issues regarding intent of Charter language mandating a commission.

6.02.040 Powers: The Commission shall have the following power and authority:

Note: This section will require more work. This is where would limit power to adopt significant revenue-raising measures.

6.02.050 Budget and Accounts: The Commission accounts shall be kept in conformity with the accounting practices of the District, and the accounts shall be audited yearly at the same time and by the same auditor as are the District's accounts. The Commission annually shall prepare a proposed budget in accordance with the local budget law and the schedule and requirements of the District and shall submit the budget to the Executive for inclusion in the Executive's budget submission to the Council. The Commission's budget shall be subject to adoption by the Council.

6.02.060 Form of Action: All final actions of the Commission shall be by resolution.

6.02.070 Delegation: The Commission may delegate to its employees any of the

power and authority of the Commission subject to those limitations the Commission deems appropriate. Any delegation shall be by resolution of the Commission.

6.02.080 Review:

(a) Within five (5) days after the passage of any resolution, the Commission shall file a copy of the resolution with the Council Clerk, who shall maintain a special record of the Commission's resolutions which shall be accessible to the public under like terms as the ordinances of the District. Except as provided in subsection (c) of this section, no resolution of the Commission shall become effective until 5:00 p.m. on the 10th day following the filing of a copy thereof with the Council Clerk. The Council Clerk shall immediately notify the Executive and Council of the receipt of the resolution.

(b) A resolution of the Commission shall not become effective if, within ten (10) days after the filing by the Commission of a copy of the resolution with the Council Clerk, either the Executive, or _____ members of the Council acting jointly, files a request with the Council Clerk for Council review of the Commission resolution. All requests for review shall be in writing and shall include (1) a description of the resolution to be reviewed including the resolution number; and (2) a clear statement of the specific reasons for the review and the requested Council action. Upon receipt of a request for Council review of Commission action, the Council Clerk forthwith shall notify the Commission of the request for review and shall deliver to the Commission a copy of the request for review. The resolution to be reviewed shall be placed on the agenda for the next regular Council meeting, subject to compliance with rules for placing items on the agenda; provided, however, that the Council may review the resolution at any meeting under a suspension of the rules. For any

review, the Executive may submit a recommendation as to the action to be taken by the Council on review. In conducting the review the Council shall hear and consider statements from the person requesting the review, the Executive, the Commission and other interested persons. After hearing the matter, the Council shall upon motion act to approve the Commission action, modify the action or return the matter to the Commission.

If the Council approves or modifies the Commission resolution it shall become effective immediately. If the Council returns the resolution to the Commission it shall not become effective until such time as the Commission takes further action on the matter subject to the Review procedures of this Code.

(c) The Council may on its own initiative or at the request of the Executive, by regularly adopted ordinance, repeal, amend, or alter any resolutions adopted by the Commission. Any repeal, amendment, or alteration may be made retroactive or prospective in effect but shall not invalidate any contract or agreement that has become effective under this section prior to adoption of the ordinance.

Note: This is basically the Metro ERC resolution review process minus an aggrieved party having standing to seek review.

Section 4. Transition Provisions. The transition provisions of Schedule "A" shall apply.

Section 5. Construction. This Ordinance shall be construed liberally to affect its purpose which is to accomplish to the full extent provided by law for the dissolution of

Tri-Met and the complete transfer of all duties, functions, powers, operations, liabilities, and assets of Tri-Met to Metro so that Tri-Met is extinguished as a separate legal entity, and Metro assumes is responsible for and has complete control over subject only to the provisions of Section 3 hereof of all of the rights, duties, responsibilities, debts, obligations, assets tangible and intangible including causes of actions and power to initiate, prosecute or defend any litigation of whatsoever nature upon the effective date of this Ordinance.

ADOPTED by the Metro Council this ____ day of _____, 199__.

Judy Wyers, Presiding Officer

ATTEST:

Clerk of the Council

gl
1119

TAX SUPERVISING & CONSERVATION COMMISSION
MULTNOMAH COUNTY, OREGON

724 Mead Building 421 S.W. Fifth Avenue
Portland, Oregon 97204-2189 Voice (503) 248-3054
FAX (503) 248-3053 E Mail TSCC@aol.com

April 14, 1995

Councilors
Metro
600 NE Grand Avenue
Portland, Oregon 97232

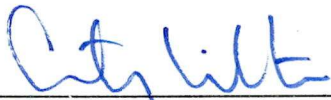
Dear Councilors:

This is to certify that the Tax Supervising and Conservation Commission met on Thursday, April 13, 1995 to review, discuss and conduct a public hearing on the proposed \$135,600,000 General Obligation bond election scheduled for May 16, 1995.

The public hearing was conducted in compliance with ORS 294.655.

Yours very truly,

TAX SUPERVISING & CONSERVATION COMMISSION



Courtney Wilton
Administrative Officer

CW:pj

Commissioners

Richard Anderson, Tom Novick, Clarence Parker,
Charles Rosenthal, Ann Sherman

TO: Councilor Tanya Collier

FROM: Janet Whitfield

CHARTER COMMITTEE PROCESS
draft

These past six years I have been very proud to be a Metro councilor because this is a regional government like no other in the United States. It is not a council of mayors, nor it is a commission appointed by the governor. Metro councilors are truly representative of the people, since each and every one of us is directly elected by the voters.

Oregonians have always been innovators and in 1990 voted to allow this regional government of the people to take another forward step. Metro may now write a home rule charter, or constitution, so that citizens in the area will have still more authority over the shape and future this government is to take.

The Metro Charter Committee has the duty of writing the charter. Its members are not people who think only regionally, rather they speak for the broad interests of citizens and governments throughout the region. The 16 committee members represent selections from each of the three county governments, the cities from each of the counties, the Speaker of the State House of Representatives, the President of the Senate, the Metro executive officer, and also selections made by pairs of Metro councilors.

The committee has been meeting weekly since July, under the steady direction of their Chair, Hardy Myers. It is a difficult

task. There are members who see a strong regional government that could possibly in the future replace other governments. And some members envision a Metro reduced from its current role, and they would allow local governments some authority in determining the functions Metro is to undertake.

At this point, the Charter Committee is deliberating on provisions to be included in its first draft. They have indicated that they see urban growth planning as the primary function of this government. The committee has also decided that if Metro is to take on a function already provided by a local government, it may do so with a vote of the people or it may seek the approval of a representation of area governments.

This week, March 19, the committee will make decisions on Metro's structure. Should it continue with 13 councilors, or possibly a reduction, or even an increase in number? The Executive Officer, Rena Cusma, is elected by the people. Some committee members support the idea of a manager appointed by the Council. Under the present structure the executive officer directly manages most of Metro's operations, subject to the approval of the Council. Should these operations be spun off into separate commissions? These are all possibilities to be discussed by the Charter Committee.

They will also make decisions on Metro's financial structure. Currently, the ability of this regional government to fund its operations is very limited by statute. Our efforts to provide for the Performing Arts Center will be increasingly

strained in the years to come without the ability to use other revenue sources. The Charter Committee will soon be discussing these options, and will begin by asking for input from the public on March 30 and 31.

Decisions at this state are preliminary. There will be a first and second draft before the Charter is completed by July 30. Along the way there will be public hearings for citizen input.

But that is certainly not the end of the process. In November it will be up to you, the voters, to approve the Charter. The duties of this regional government, and the way in which they are to be carried out, are for you, finally, to decide.

590 words