BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING METRO CO	DE)	ORDINANCE NO. 95-601B
CHAPTER 2.08 RELATING TO THE)	
OFFICE OF GENERAL COUNSEL AND)	Introduced by Mike Burton,
DECLARING AN EMERGENCY)	Executive Officer, and
•	()	J. Ruth McFarland, Presiding
)	Officer

THE METRO COUNCIL ORDAINS AS FOLLOWS:

<u>Section 1</u>. Metro Code Chapter 2.08 is amended to read as follows:

OFFICE OF GENERAL COUNSEL

SECTIONS:

2.08.010	Purpose
2.08.020	General Counsel Office Created
2.08.030	Powers
2.08.040	Duties
2.08.050	Records
2.08.060	Attorney-Client Relationship
2.08.070	Employment of Outside Counsel
2.08.080	Opinions-[Regarding-Division-of-Powers]

2.08.010 Purpose: The purpose of this chapter is to establish an Office of General Counsel to provide legal services to Metro. [the District and its-Council, Executive Officer, and any eommissions].

2.08.020 General Counsel Office Created: There is hereby created an Office of General Counsel consisting of the General Counsel and such subordinate employees as the Council may provide. [The General Counsel and any subordinate employees shall be employed by the District subject to Personnel Rules adopted by the Council.]—Subordinate attorneys shall serve at the pleasure of the General Counsel. The General Counsel shall be appointed by the Executive Officer subject to the confirmation of a majority of the members of the Council. The General Counsel may be removed by the Executive Officer or by a vote of a majority of the members of the Council. [The Office of General Counsel is not a department of the District.]—In the event the Executive Officer removes the General Counsel, the Executive Officer shall report the occurrence to the Council at the next regularly scheduled Council

meeting. A decision to remove the General Counsel shall not be subject to review by any court or tribunal.

2.08.030 Powers: The General Counsel shall have:

- (a) General control and supervision of all civil actions and legal proceedings in which the District may be a party or may be interested.
- (b) Full charge and control of all the legal business of all departments and commissions of the District, or of any office thereof, which requires the services of an attorney or counsel in order to protect the interests of the District. No District officer, board, Council, commission, or department shall employ or be represented by any other counsel or attorney at law except as may be provided for in this chapter.

2.08.040 Duties: The General Counsel shall have the following duties:

- (a) Give legal advice and opinions orally and in writing and prepare documents and ordinances concerning any matter in which the District is interested in when [required]requested by the Council, the Executive Officer, the Auditor or any Metro commission;
- (b) Review and approve as to form all written contracts, ordinances, resolutions, executive orders, bonds, or other legally binding instruments of the District;
- (c) Except as provided by any insurance policy obtained by the District appear for, represent, and defend the District, and its departments, officers, commissions and employees and other persons entitled to representation under the Oregon Tort Claims Act in all appropriate legal matters except legal matters involving persons who after investigation by the office of the General Counsel, are found by the General Counsel to have been acting outside the scope of their employment or duties or to have committed malfeasance in office or willful or wanton neglect of duty.
- (d) Submit to the Council—and Executive Officer, and Auditor quarterly, a formal report of all suits or actions in which the District is a party. The report shall state the name of each pending suit or action and a brief description of the suit or action and the status of the suit or action at the date of the report. The report shall also state the name of each suit or action closed during the preceding calendar year and a brief description of the suit or action and the disposition of the suit or action including the amount of any money paid by the District. At any time the General Counsel shall at the request of the Council, Auditor or the Executive report on the status of any or all matters being handled by the General Counsel.
- (e) Appear, commence, prosecute, defend or appeal any action, suit, matter, cause or proceeding in any court or tribunal when fmutuallyl-requested by the Executive Officer.

[and]-the Council or any Metro commission when, in the discretion of the General Counsel, the same may be necessary or advisable to protect the interests of the District.—[The General Counsel shall not appear on behalf of the District, without the mutual consent of the Executive Officer and Council as appropriate in any action, suit, matter, cause or proceeding in any court or tribunal.]

[The Executive Officer may authorize Metro's General Counsel to commence litigation or settlement for the collection of a continuously delinquent credit account more than forty five (45) days past due when litigation or settlement is advisable to protect the interests of the District. General Counsel shall report all collection litigation or settlement activities to the Executive Officer and Council at the earliest opportunity.]

2.08.050 Records:

- (a) The General Counsel shall have charge and custody of the Office of General Counsel and of all legal papers pertaining thereto, which shall be arranged and indexed in such convenient and orderly manner as to be at all times readily accessible;
- (b) The General Counsel shall keep in the office a complete docket and set of pleadings of all suits, actions, or proceedings in which the District, the Executive Officer, the Auditor, Council, or any Metro commission or employee thereof is a party, pending in any court or tribunal, unless the suits, actions, or proceedings are conducted by private legal counsel retained by the District in which case the General Counsel shall keep those records as the General Counsel deems advisable;
- (c) The General Counsel shall keep and record all significant written opinions furnished to [the-District or to any department, the Executive Officer, Council or any]-Metro [commission] and shall keep an index thereof; and shall keep a [chronological] file including all opinions and correspondence of the office.
- 2.08.060 Attorney Client Relationship: The relationship between the Office of General Counsel and [the District] Metro shall be an attorney-client relationship, with [the District] Metro being entitled to all benefits thereof. For the purpose of this chapter, Metro is recognized as a single entity whose elected officials and appointed commissioners collectively perform and exercise Metro's duties and authority. The General Counsel shall maintain a proper attorney client relationship with the elected officials of the District so long as such officials are acting within the scope of their official powers, duties and responsibilities.

2.08.070 Employment of Outside Legal Counsel:

[(a) — Whenever the General Counsel concludes that it is inappropriate and contrary to the public interest for the Office of General Counsel to concurrently represent more than one Metro-public officer in a particular matter or class of matters in circumstances which would create or tend to create a conflict of interest on the part of the General Counsel, the

General Counsel-may authorize-one-or both of such officers to employ its own-counsel-in-the particular-matter-or-class-of-matters-and-in-related-matters.—Such authorization-may-be terminated by the General Counsel whenever the General Counsel determines that separate representation-is-no-longer-appropriate;]

[(b)] When in the judgment of the General Counsel the General Counsel deems it necessary or appropriate to do so the General Counsel may [subject to budget and procedural requirements established by the Council] employ outside legal counsel on behalf of [any eommission, the Council, the Executive Officer, or any] Metro [commission] to handle such matters as the General Counsel deems advisable. Employment of outside counsel is subject to the general requirements of this Code.

2.08.080 Opinions-[Regarding-Division-of Powers]:

- (a) The General Counsel shall prepare formal written opinions regarding interpretations of federal and Oregon law, the Metro Charter and Metro ordinances [including-but-not-limited to ORS Chapter 268 as provided for herein]. These [O]opinions [prepared in conformance with this section]-shall be official guidance to the District except as superseded by courts of law, legislative action administrative rules, or actions of other superior tribunals or bodies. Formal opinion requests may be made by any Metro elected official. All requests for opinions shall be in writing. Upon receipt of a written request for a formal opinion the General Counsel shall furnish a copy of the request to the Executive Officer, Auditor, and all members of the Council. Upon completion, copies of all formal opinions shall be furnished to the Executive Officer, Auditor, and all members of the Council.
- (b) Neither the Executive Officer nor any member of the Council shall directly or indirectly by suggestion or otherwise attempt to influence or coerce the General Counsel in the preparation of any requested opinion. The General Counsel shall not be removed because of the rendering of any opinion. Nothing in this section prohibits, however, the Executive Officer or the Council from fully and freely discussing with the General Counsel the legal affairs of Metro.
- [(b) Requests for opinions regarding interpretations of Oregon-Law concerning the powers, duties, and authority of the Metro Council or the Metro Executive Officer as they relate to the division of powers, duties, and authorities, or jointly held powers, duties, and authorities, shall be made only by the Executive Officer, the Presiding-Officer, chairs of standing Council Committees, Committees acting by resolution, or the Council acting by resolution.]
- [(c) Prior-to-commencing to prepare any requested opinion subject-to-the provisions of paragraph (b) this section, the General Counsel-shall-refer the request-to-both the Executive Officer and the Council. The issuance of an opinion shall-require the concurrence of both the Council and the Executive Officer in the question to be answered.

Council concurrence shall be by resolution, except where an opinion request is originally approved by the Council and the Executive Officer concurs in the request. Executive Officer concurrence shall be in writing.]

- [(d) In the event the Council and the Executive Officer fail to concur in a request for an opinion, either the Council or the Executive Officer may direct that the Office of General Counsel refer the question to outside legal counsel approved by the General Counsel and the requestor of the opinion subject to the provisions of Metro Code Chapter 2.04 and available budget appropriations. In the event any requested opinion is rendered by outside counsel, it shall not be official guidance to the District but shall constitute legal advice to the requestor of the opinion only.]
- [(e) Nothing contained herein shall restrict the Office of General Counsel from effectively advocating the legal interests of the District in appearing before courts or tribunals. Such advocacy shall be consistent with opinions rendered pursuant to this section but the advocacy efforts of attorneys for the District shall not constitute official guidance to the District.]

Section 2. This Ordinance being necessary for the health, safety, or welfare of the Metro area, for the reason that it is necessary to avoid additional expense and litigation, an emergency is declared to exist and the Ordinance takes effect upon passage.

J. Ruth McFarland, Presiding Officer

ATTEST:

Recording Secretary

gl 1222B

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- (d) Submit to the Council and Executive Officer, and Auditor quarterly, a formal report of all suits or actions in which the District is a party. The report shall state the name of each pending suit or action and a brief description of the suit or action and the status of the suit or action at the date of the report. The report shall also state the name of each suit or action closed during the preceding calendar year and a brief description of the suit or action and the disposition of the suit or action including the amount of any money paid by the District. At any time the General Counsel shall at the request of the Council, Auditor or the Executive report on the status of any or all matters being handled by the General Counsel.
- (e) Appear, commence, prosecute, defend or appeal any action, suit, matter, cause or proceeding in any court or tribunal when [mutually]-requested by the Executive Officer.

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General Counsel may authorize one or both of such officers to employ its own counsel in the particular matter or class of matters and in related matters. Such authorization may be terminated by the General Counsel whenever the General Counsel determines that separate representation is no longer appropriate;]

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General Counsel refer the question to outside legal counsel approved by the General Counsel and the requestor of the opinion-subject to the provisions of Metro Code Chapter 2.04 and available budget appropriations. In the event any requested opinion is rendered by outside counsel, it shall not be official guidance to the District but shall constitute legal advice to the requestor of the opinion only.]
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ADOPTED by the Metro Council this day of, 1995.
J. Ruth McFarland, Presiding Officer ATTEST:

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- (d) Submit to the Council and Executive Officer, quarterly, a formal report of all suits or actions in which the District is a party. The report shall state the name of each pending suit or action and a brief description of the suit or action and the status of the suit or action at the date of the report. The report shall also state the name of each suit or action closed during the preceding calendar year and a brief description of the suit or action and the disposition of the suit or action including the amount of any money paid by the District. At any time the General Counsel shall at the request of the Council or the Executive report on the status of any or all matters being handled by the General Counsel.
- (e) Appear, commence, prosecute, defend or appeal any action, suit, matter, cause or proceeding in any court or tribunal when [mutually]-requested by the Executive Officer [and]-the Council or any Metro commission when, in the discretion of the General Counsel,

the same may be necessary or advisable to protect the interests of the District.—[The General Counsel shall not appear on behalf of the District, without the mutual consent of the Executive Officer and Council as appropriate in any action, suit, matter, cause or proceeding in any court or tribunal.]

[The Executive Officer may authorize Metro's General Counsel to commence litigation or settlement for the collection of a continuously delinquent credit account more than forty five (45) days past due when litigation or settlement is advisable to protect the interests of the District. General Counsel shall report all collection litigation or settlement activities to the Executive Officer and Council at the earliest opportunity.]

2.08.050 Records:

- (a) The General Counsel shall have charge and custody of the Office of General Counsel and of all legal papers pertaining thereto, which shall be arranged and indexed in such convenient and orderly manner as to be at all times readily accessible;
- (b) The General Counsel shall keep in the office a complete docket and set of pleadings of all suits, actions, or proceedings in which the District, the Executive Officer, Council, or any Metro commission or employee thereof is a party, pending in any court or tribunal, unless the suits, actions, or proceedings are conducted by private legal counsel retained by the District in which case the General Counsel shall keep those records as the General Counsel deems advisable;
- (c) The General Counsel shall keep and record all significant written opinions furnished to [the District or to any department, the Executive Officer, Council or any] Metro [commission] and shall keep an index thereof; and shall keep a [chronological] file including all opinions and correspondence of the office.
- 2.08.060 Attorney Client Relationship: The relationship between the Office of General Counsel and [the District] Metro shall be an attorney-client relationship, with [the District] Metro being entitled to all benefits thereof. For the purpose of this chapter, Metro is recognized as a single entity whose elected officials and appointed commissioners collectively perform and exercise Metro's duties and authority. The General Counsel shall maintain a proper attorney client relationship with the elected officials of the District so long as such officials are acting within the scope of their official powers, duties and responsibilities.

2.08.070 Employment of Outside Legal Counsel:

[(a) Whenever the General Counsel concludes that it is inappropriate and contrary to the public interest for the Office of General Counsel to concurrently represent more than one Metro-public officer in a particular matter or class of matters in circumstances which would create or tend-to create a conflict of interest on the part of the General Counsel, the General Counsel may authorize one or both-of such officers to employ its own counsel in the

particular-matter-or-class of-matters and in-related-matters. Such authorization-may-be terminated by the General-Counsel whenever the General-Counsel determines that separate representation is no longer appropriate;

[(b)] When in the judgment of the General Counsel the General Counsel deems it necessary or appropriate to do so the General Counsel may [subject to budget and procedural requirements established by the Council]-employ outside legal counsel on behalf of [any eommission, the Council, the Executive Officer, or any] Metro [commission] to handle such matters as the General Counsel deems advisable. Employment of outside counsel is subject to the general requirements of this Code.

2.08.080 Opinions-[Regarding-Division of Powers]:

- (a) The General Counsel shall prepare written opinions regarding interpretations of federal and Oregon law, the Metro Charter and Metro ordinances-[including-but not limited to ORS Chapter 268 as provided for herein]. These [O]opinions [prepared in conformance with this section] shall be official guidance to the District except as superseded by courts of law, legislative action administrative rules, or actions of other superior tribunals or bodies.
- (b) Neither the Executive Officer nor any member of the Council shall directly or indirectly by suggestion or otherwise, attempt to influence or coerce the General Counsel in the preparation of any requested opinion. The General Counsel shall not be removed because of the rendering of any opinion. Nothing in this section prohibits, however, the Executive Office or the Council from fully and freely discussing with the General Counsel the legal affairs of Metro.
- [(b) Requests for opinions regarding interpretations of Oregon Law concerning the powers, duties, and authority of the Metro Council or the Metro Executive Officer as they relate to the division of powers, duties, and authorities, or jointly held powers, duties, and authorities, shall be made only by the Executive Officer, the Presiding Officer, chairs of standing Council Committees, Committees acting by resolution, or the Council acting by resolution.]
- [(c) Prior to commencing to prepare any requested opinion subject to the provisions of paragraph (b) this section, the General Counsel shall refer the request to both the Executive Officer and the Council. The issuance of an opinion shall require the concurrence of both the Council and the Executive Officer in the question to be answered. Council concurrence shall be by resolution, except where an opinion request is originally approved by the Council and the Executive Officer concurs in the request. Executive Officer concurrence shall be in writing.]
- [(d) In the event the Council and the Executive Officer fail to concur in a request for an opinion, either the Council or the Executive Officer may direct that the Office of General Counsel refer the question to outside legal counsel approved by the General Counsel

and the requestor of the opinion subject to the provisions of Metro-Code Chapter 2.04 and available budget appropriations. In the event any requested opinion is rendered by outside eounsel, it shall not be official guidance to the District but shall constitute legal advice to the requestor-of the opinion only.]
[(e) Nothing contained herein shall restrict the Office of General Counsel from effectively advocating the legal interests of the District in appearing before courts or tribunals. Such advocacy shall be consistent with opinions rendered pursuant to this section but the advocacy efforts of attorneys for the District shall not constitute official guidance to the District.]
Section 2. This Ordinance being necessary for the health, safety, or welfare of the Metro area, for the reason that it is necessary to avoid additional expense and litigation, an emergency is declared to exist and the Ordinance takes effect upon passage.
ADOPTED by the Metro Council this day of, 1995.
J. Ruth McFarland, Presiding Officer
ATTEST:
Recording Secretary

gl 1222 O NORTHEAST GRAND AVENUE | PORTLAND, OREGON 97232 2736



DATE:	May 5.	1995

TO: Mike Burton, Executive Officer

FROM: Cathy Ross, Assistant to the Presiding Officer

RE: Transmittal of Ordinance No. 95-601B

Attached for your consideration is a true copy of the ordinance referenced above adopted by the Council on May 4, 1995.

If you wish to veto the ordinance, I must receive a signed and dated written veto message from you no later than 5:00 p.m., Thursday, May 11, 1995. The veto message, if submitted, will become part of the permanent record. If no veto message is received by the time and date stated above, this ordinance will be considered finally adopted.

Please complete the acknowledgment below and return to me.

Thank-you.	•
********	***************
	, received this memo and a true copy of Ordinance
No. 95-595 from the Assistant to the President	_, received this memo and a true copy of Ordinance ding Officer on