

**A G E N D A**

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**METRO**

**Agenda**

MEETING: METRO COUNCIL/EXECUTIVE OFFICER INFORMAL MEETING  
DATE: June 29, 1999  
DAY: Tuesday  
TIME: 2:00 PM  
PLACE: Council Annex

**CALL TO ORDER AND ROLL CALL**

- I. LEGISLATIVE UPDATE
- II. UPCOMING METRO LEGISLATION
- III. AIR RIGHTS OVER PARKING STRUCTURE
- IV. EXECUTIVE SESSION HELD PURSUANT TO ORS 192.660 (1) (d)  
FOR THE PURPOSE OF DELIBERATING WITH PERSONS  
DESIGNATED TO CONDUCT LABOR NEGOTIATIONS.
- V. EXECUTIVE OFFICER COMMUNICATIONS
- VI. COUNCILOR COMMUNICATIONS

**ADJOURN**

## Classification/Compensation Survey Process

As organizations grow and change over time, classification and pay plans become outdated as jobs change to meet the needs. Every three to five years, conducting a classification/compensation study is a good way to bring classification specifications up to date and to survey the salaries and benefits paid for similar skills in similar organizations and to make necessary adjustments to the pay plan. This enables Metro to compete in recruiting and retaining a workforce and ensures that Metro neither leads nor lags the market.

- ⇒ All employees in the jobs to be studied complete a Job Information Questionnaire describing their job in detail.
- ⇒ Supervisors review the questionnaires for the employees who report to them and may add comments but do not change what the employee has written.
- ⇒ Based on the information gathered in the Job Information Questionnaire Human Resource staff or outside consultants design and produce a salary and benefits survey that is sent to comparable organizations. Typically, comparable organizations include other government/public sector organizations and, when possible, private sector organizations.
- ⇒ Classification and salary data collected from other organizations is analyzed:
  1. To tell us if Metro's classifications are aligned with the survey responses (based on complexity, the assigned responsibilities and the skills needed for job performance).
  2. To tell us if Metro's pay for similar work is competitive with the market
- ⇒ A new salary structure based on current market data is designed and classifications are recommended to an appropriate salary range in the structure. Designing a salary structure means following well-established compensation administration rules for maintaining the distances between a classification's minimum and maximum salary and between one classification and another. This process is helped by benchmarking positions for which we receive the most survey data and by maintaining an appropriate internal relationship between benchmarked classifications and those classifications that were not surveyed or for which little or no data was received.

M E M O R A N D U M

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METRO

TO: Presiding Officer Rod Monroe and Metro Council

FROM: Susan McLain, Deputy Presiding Officer *SMc/sm*  
Chair, Growth Management Committee

DATE: June 29, 1999

SUBJECT: Metro Air Rights Projects

On October 21, 1997, the Growth Management Committee invited Gary Reddick of Sienna Architects in Portland, to give a presentation on infill and redevelopment activity in the metropolitan area. During his presentation, Mr. Reddick spoke about capturing "air rights" over parking lots for multi-family housing as a way to put housing near transportation and employment, and reduce the number of parking spaces needed per housing unit.

I came away from Mr. Reddick's presentation excited about the opportunity to employ an untapped resource in our efforts for increased affordable housing and connections between transportation and land use planning for efficient and vital communities.

I am excited that staff has looked into the possibility of capturing the air rights above Metro's parking garage for affordable high-rise housing. I believe this project could be another vital project in the development of the east side and the Martin Luther King Jr. Blvd. area, and would allow infill and redevelopment to take its natural course.

If as a Council, we choose to explore this opportunity further, I feel we should carefully research and consider any liability issues. While Metro is not in the development business, I believe we should make the most of this resource.