

**MINUTES OF THE COUNCIL REGIONAL FACILITIES AND METRO OPERATIONS
COMMITTEE**

Thursday, November 15, 2001

Council Chamber

Members Present: Councilor Rex Burkholder (Chair), Councilor Carl Hosticka, and Councilor Rod Park

Chair Burkholder called the meeting to order at 10:07a.m.

1. Consideration of the Minutes

The minutes of the October 25, 2001, Regional Facilities and Metro Operations Committee meeting were moved by Councilor Hosticka, and approved without revision by Councilor Hosticka and Chair Burkholder. Councilor Park was out of the chamber.

Chair Burkholder suggested, because of the very close nature and relationship of these two resolutions, that they be presented to the committee at the same time.

2. Resolution No. 01-3117, For the Purpose of Confirming George Forbes to Replace Ben Middleton on the Metropolitan Exposition-Recreation Commission

Resolution No. 01-3119, For the Purpose of Confirming a Four-Year Appointment of George Forbes to the Metropolitan Exposition-Recreation Commission

Mike Burton, Executive Officer, addressed both of these resolutions. He introduced Mr. Forbes to the committee and provided a brief background of Mr. Forbes' experience and community involvement.

Chair Burkholder clarified that Resolution No. 01-3117 appointed Mr. Forbes to fill the remainder of Ben Middleton's term, while Resolution No. 01-3119 was the Executive Officer's nomination of Mr. Forbes to a four-year appointment.

Vote: Resolution No. 01-3117: Unanimous with Councilor Park to carry to Council.

Vote: Resolution No. 01-3119: Unanimous with Councilor Park to carry to Council.

3. Resolution No. 01-3118, For the Purpose of Confirming the Appointment of Don Trotter to the Metropolitan Exposition-Recreation Commission

Mike Burton, Executive Officer, introduced Mr. Trotter and briefly described his background and years of community service. Mr. Trotter was recommended to Mr. Burton by Commissioner Michael Jordan, Chair, Clackamas County Board of Commissioners.

Vote: The committee voted unanimously in support of Mr. Trotter's appointment.
Councilor Hosticka will carry the resolution to Council.

4. Resolution No. 01-3116, For the Purpose of Creating a New Classification of Records and Information Analyst

Pam Harpster, HR Classification/Compensation Manager, explained the purpose of the legislation. A corrected staff report was distributed at the meeting for committee consideration. It is attached and incorporated into the permanent record of this meeting. **Councilor Park** asked why a situation of an employee working out of class like this, could go on for such a long time. **Ms. Harpster** said that upon recent study of the Archive Technician position due to a reclassification request by the employee, it was determined that the work currently being performed had expanded beyond the original duties of Archive Technician, necessitating a new classification, entitled Records and Information Analyst, to accommodate the actual work of records retention and archiving that affects all Metro divisions. **Councilor Park** inquired why this error was not caught earlier necessitating the employee to make a request, and how the agency could be more proactive. **Ms. Harpster** replied that positions evolve over time and do not always need a new classification. She indicated that a non-represented employee classification study is done about every three to five years, and one is about due. But the longer apart the studies are, the greater the chance of employees duties changing.

Vote: Resolution No. 01-3116 was passed unanimously. **Councilor Burkholder** will carry it forward to Council.

5. Resolution No. 01-3121, For the Purpose of Adding a New Job Classification of Lead Cash Office Clerk at the Oregon Zoo

Kathy Kiaunis, Deputy Zoo Director, presented this resolution and stated that the Zoo was having an increase in cash duties, necessitating a lead position be created. **Chair Burkholder** asked what the difference was between the Cash Office Supervisor position and this new position. **Ms. Kiaunis** said the supervisor position is non-represented and is responsible for many different accounting functions and all of the cash clerks. The lead person is not a direct supervisor, but guides and directs the daily workflow.

Vote: The committee unanimously approved Resolution No. 01-3121 and **Chair Burkholder** will carry it to Council.

6. Dialogue Debriefing and Future Committee Workplan Development

Chair Burkholder introduced and asked the committee to review a document created by John Houser, Council Analyst and Peggy Coats, Council Chief Operations Officer. The document has been attached to and incorporated into the permanent record of this meeting. There was general discussion:

- Some items listed were on-going, continuous activities
- Sharing resources with responsibility, efficiency and cost effectiveness
- Future projects needs identified on a regional-local or private sector basis
- Foundation agreements be standard for all Metro facilities
- Review/restructure of how revenues are passed from MERC to Metro
- Marketing standards be coordinated
- Review issues related to the zoo parking lot
- Review overhead costs of ASD
- Review some budget/financial functions related to transition
- Ensure the validity/workability of the needs presented by IT
- Review IT training possibilities
- Review policies that change use of property under department supervision

It was suggested that policy issues, rather than operations issues, in REM and Planning Department be reviewed, since those departments did not make a formal presentation/overview to the committee.

Chair Burkholder suggested that once in final form, the Dialogue Points of Discussion document should be distributed to the Council. **Councilor Hosticka** asked that the committee consider how the Regional Facilities and Operations Committee would work under the new agency structure.

4. Councilor Communications

None.

The meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Patricia Mannhalter
Council Assistant

ATTACHMENTS TO THE PUBLIC RECORD FOR THE MEETING OF NOVEMBER 15, 2001

Document Number	Date	Document Description	RES/ORD
111501.01	November 15, 2001	Staff Report	Res. No. 01-3116
111501.02		Dialogue Points of Discussion	