

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AMENDING THE)	RESOLUTION NO. 86-646
PAY AND CLASSIFICATION PLANS,)	
AUTHORIZING A NEW POSITION, AND)	Introduced by the
RATIFYING A VARIANCE TO THE)	Executive Officer
PERSONNEL RULES)	

WHEREAS, The Council of the Metropolitan Service District supports the effort to provide a convention center for the region; and

WHEREAS, Metro Code, Section 2.02.130, requires that any new classification amending the Classification Plan have Council approval; and

WHEREAS, The need has been established to amend the Pay and Classification Plans and add a Convention, Trade and Spectator Facilities (CTS) Director to the FY 1985-86 Budget; and

WHEREAS, The position of CTS Director has independent and concurrent policy impact on both the Council and Executive and should be confirmed by the Council like other similar positions under Metro Code, Section 2.02.040.

WHEREAS, Metro Code, Section 2.02.125, the Council must approve any positions added to the Budget; and

WHEREAS, Metro Code, Section 2.02.025, also requires Council ratification of variances to the Personnel Rules approved by the Executive Officer; now, therefore,

BE IT RESOLVED,

1. That the Metro Council approves the amendment of the Pay and Classification Plans to include addition of a CTS Director classification attached hereto as Exhibit A to the Metro position Classification Plan.

2. That the salary range for CTS Director classification shall be 16.0 in the Pay Plan.

3. That the FY 1985-86 Budget is amended to add a new position of CTS Director.

4. That the appointment of CTS Director shall be confirmed by the Council.

5. That the variance to the Personnel Rules, which has been approved by the Executive Officer, to waive the in-house posting requirement for the CTS Director recruitment is hereby ratified.

ADOPTED by the Council of the Metropolitan Service District
this 15th day of May, 1986.


Richard Waker, Presiding Officer

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05/19/86

EXHIBIT A

CONVENTION, TRADE, AND SPECTATOR
FACILITIES (CTS) DIRECTOR

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GENERAL STATEMENT OF DUTIES:

Responsible for establishing, coordinating, scheduling, and administering the development and construction of the convention center project from inception to completion. Coordinates and directs all efforts of the project teams involved with the project and works with the committee on Regional Convention, Trade, and Spectator Facilities to determine the size, costs, management, funding, location, and timing of activities associated with the convention center project. Oversees long-range studies for trade and spectator facilities.

SUPERVISION RECEIVED:

Works under the general direction of the Executive Officer and in accordance with the policies and objectives of the Metropolitan Service District Council.

SUPERVISION EXERCISED:

Directly supervises CTS project staff.

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Serves as the principal representative of Metro at all convention center Council meetings in public relations activities and in all contacts associated with overall convention center planning and development.
2. Uses independent judgment to complete the project in the most timely, economical and efficient manner.
3. Establishes scope and budget of project, coordinating with operating, planning and design teams.
4. Defines project resource requirements and establishes schedules.
5. Organizes project plans and activities within Metro and with private and government agencies.
6. Monitors and reports project progress utilizing detailed project status and project manager reports. Takes remedial actions where required in order to maintain the established schedule and budget.
7. Assists in the selection of consultants for the project; negotiates and prepares consultant service agreements.
8. Supervises, monitors and evaluates consultant performance.
9. Arranges and conducts conferences and negotiations with consultants, contractors, government agencies, and others involved in the project.

10. Prepares and presents project agenda items for Metro Council action.
11. Exercises initiative and judgment in evaluating alternative courses of action to accomplish project objectives.
12. Acts as project liaison with Metro and private and governmental agencies.
13. Organizes and directs technical studies regarding needs for trade and spectator facilities in the region.

RECRUITING REQUIREMENTS:
KNOWLEDGE, SKILL, ABILITY

Thorough knowledge of the convention center project and familiarity with the principles and practices associated with the design and development of a large facility; administrative principles and practices associated with budgeting, employee supervision and program development and implementation; organization, authority and function of government agencies at the federal, state and local levels as it relates to interjurisdictional planning and program management of the convention center project; and construction techniques and financing and bonding requirements of such a facility.

Ability to: establish and maintain effective working relationships with federal, state and local agencies as well as private business, citizen groups, employees, Executive Officer and the Council; comprehend and interpret codes and regulations and apply them to the routine and difficult inspection and enforcement programs; discern appropriate program direction, development and implement comprehensive program plans and supervise completion of projects in a timely fashion; comprehend and interpret laws, rules and regulations; negotiate complex business and intergovernmental agreements; plan, direct, supervise and evaluate the work of subordinate personnel; and to present written and oral reports clearly and concisely.

EXPERIENCE AND TRAINING:

Five years of progressively responsible experience in project development and management and related administrative experience with some experience in construction of a large facility preferred. Graduation from an accredited four-year college in engineering, planning or public administration or related field, or a Master's degree and three years of experience preferred. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

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05/19/86

CONSIDERATION OF AMENDING THE PAY AND CLASSIFICATION PLAN, AUTHORIZING A NEW POSITION, AND RATIFYING A VARIANCE TO THE PERSONNEL RULES

Date: May 6, 1986

Presented by: Randy Boose

FACTUAL BACKGROUND AND ANALYSIS

As of this writing, the Regional Convention, Trade, and Spectator Facilities Committee (CTS) is scheduled to meet on May 12, 1986, to recommend a convention center site and lead agency. It is anticipated that Metro will be recommended as the lead agency to oversee the planning, financing and construction of a new convention center facility in Portland. In order to be fully prepared for this responsibility, Resolution No. 86-646 is proposed which will accomplish the following:

1. Indicate Council support for the effort to provide a convention center for the region;
2. Amend the Pay and Classification Plans to add a new classification of CTS Director;
3. Authorize the addition of a new position of CTS Director in the FY 1985-86 budget; and
4. Ratify a waiver of the Personnel Rules for in-house recruitment.

Approval and hiring for this position is critical at this time due to anticipated project timelines. Specifically, it is necessary to prepare for a November ballot measure for bonds, do technical work on other finance issues, establish design criteria and select a design team and construction management team. Because of the policy impact this position will have on the Council, the Executive Officer will have the person selected as CTS Director confirmed by the Council prior to the effective date of such an appointment.

A complete classification and salary study has been conducted (Attachment A). The proposed new classification is attached to the Resolution as Exhibit A. The recommended salary level is in line with other Metro department heads. The salary range for this position is \$43,638 to \$58,531 per year.

Due to the level of responsibility, the unique requirements and the need to hire a person as quickly as possible the Executive Officer has approved a variance of the Personnel Rules which requires a five (5) day in-house recruitment period prior to any outside recruitment process. Waiving this requirement will not

prevent in-house candidates from applying for the position. Approving this variance will allow Metro to complete a recruitment and selection process in a timely manner.

Assuming a June 1, 1986, hire date and a mid-range starting salary, about \$5,600 in discretionary Metro funds will be needed to pay for this position in FY 1985-86. Needed budget amendments will be submitted for Council action on June 12, 1986, in conjunction with other FY 1985-86 final changes. In FY 1986-87 this position will be funded by the Multnomah County hotel/motel tax. This resource has not been secured at this time. Until this funding is committed to the convention center project, Metro will make no employment commitments for CTS Director. A supplemental budget for FY 1986-87 is planned for Council consideration within the next four months to establish the funding and expenditure plan for this effort.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Office recommends approval of Resolution No. 86-646 amending the current Pay and Classification Plans by adding the classification of CTS Director at the 16.0 salary range in the Pay Plan and adding this position in the FY 1985-86 budget. It is also recommended that the Council ratify the waiver of the Personnel Rules for in-house recruitment.

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ATTACHMENT A

METRO PERSONNEL CLASSIFICATION STUDY SUMMARY

CONVENTION, TRADE, AND SPECTATOR (CTS) DIRECTOR

REASON FOR STUDY:

The Executive Officer requested the creation of this classification in anticipation of Metro being selected to direct the convention center project.

SUMMARY OF CURRENT RESPONSIBILITIES:

A description of position duties for CTS Director was completed and approved by the Executive Officer. This is a new classification, so there is no incumbent.

METHODOLOGY:

Responsibilities and required qualifications were compared with the Zoo Director and Director of Solid Waste and other similar positions in the Portland area. This information was rated against Metro's point factor system and a salary survey of comparable positions in other agencies, to determine an appropriate salary range.

FINDINGS:

The complexity and size of the convention center project requires the creation of this level of position. Managing this type of project cannot be done by existing Metro staff. The Director position will be required to add additional support staff and consultants to complete the project. The project requires someone to devote their entire attention to the administration and planning duties related to building a convention center.

This position requires considerable knowledge of project development and management, and a background in working with the business and governmental infrastructure of Portland.

RECOMMENDATION:

Add the CTS Director classification to the Metro Pay and Classification Plans at the 16.0 salary range. A position description is attached (Exhibit A).

ACTION REQUIRED:

Amend the Pay and Classification Plans to include the new class of CTS Director which requires Council approval. Funding for the position will come from the Multnomah County Hotel and Motel tax in FY 1986-87. Necessary amendments to the FY 1985-86 budget will be presented on May 29, 1986, in conjunction with other final FY 1985-86 budget changes.

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Ayes: Councilors Cooper, DeJardin, Frewing, Hansen, Kafoury, Kirkpatrick, Myers, Oleson, Van Bergen and Waker

Absent: Councilors Gardner and Kelley

The motion carried and the minutes were approved.

7. RESOLUTIONS

7.1 Consideration of Resolution No. 86-643, for the Purpose of Exempting Vehicle Leases from the Public Bidding Procedure for One Year

Judy Munro, Support Services Supervisor, explained that by adopting the Resolution, Metro would save money on car leasing costs. Staff had determined the leased cars could be driven another year without seriously impacting their resale value; selling the cars at this time could result in a loss due to falling gas prices; car prices had increased and payments would be higher if new cars were leased; and extending the contract another year would result in lower payments and a lower termination value. She said if the Council adopted the Resolution, the current contract could be extended from July 1986 to July 1987 and the total contract sum would be increased by \$6,144.

Motion: Councilor Van Bergen moved to adopt the Resolution and Councilor Kelley seconded the motion.

Councilor Frewing asked if it would be possible to renew the contract for one additional year. Ms. Munro said it would be possible with Council approval.

Vote: A vote on the motion resulted in:

Ayes: Councilors Cooper, DeJardin, Frewing, Hansen, Kafoury, Kelley, Kirkpatrick, Myers, Oleson, Van Bergen and Waker

Absent: Councilor Gardner

The motion carried and the Resolution was adopted.

7.2 Consideration of Resolution No. 86-646, for the Purpose of Amending the Pay and Classification Plans, Authorizing a New Position (Convention, Trade, and Spectator Facilities Director), and Ratifying a Variance to the Personnel Rules

Randy Boose, Personnel Officer, explained the process for classifying

the CTS Director position and reviewed proposed responsibilities of the position.

Executive Officer Gustafson explained that by adopting the Resolution, the Council would be taking its first step in accepting responsibility for the CTS project.

Councilor Kafoury asked if the position would be ratified by the Council. Mr. Boose said the Council would ratify the position although that provision had been inadvertently omitted from the Resolution.

Motion: Councilor Gardner moved to adopt the Resolution and Councilor DeJardin seconded the motion.

A discussion followed about the recruitment and selection procedure for the position. Councilor Kafoury said she was concerned no women had served on the CTS Committee and encouraged recruitment of women candidates for the position. Councilor Kirkpatrick asked what specific steps to ensure equal opportunity employment would be taken.

Executive Officer Gustafson assured the Council the Personnel Officer was recruiting candidates from all sectors of the community.

Councilor Gardner said he was concerned the short recruitment period would exclude candidates from outside the region. He explained because of the project's importance, it would be desirable to recruit candidates with related experience and those candidates would likely be from outside the area.

Presiding Officer Waker stressed the importance of acting quickly to recruit a candidate. He reviewed major tasks to be accomplished including having a General Obligation bond for the convention and trade show center on the November ballot. He said a delay in recruitment would jeopardize the project.

Motion to Amend: Councilor Myers moved to amend the Resolution to add a provision that the recommended candidate for the CTS Director position be confirmed by the Council. Councilor Kafoury seconded the motion.

Vote on the Motion to Amend: The vote resulted in:

Ayes: Councilors Cooper, DeJardin, Frewing, Gardner, Hansen, Kafoury, Kelley, Kirkpatrick, Myers, Oleson, Van Bergen and Waker

The motion carried and the Resolution was amended.

Councilor Gardner requested the position description be revised to broaden the scope of educational requirements. For example, he thought a degree in public administration could be included as an applicable educational background. Mr. Boose agreed to revise the description to include the words "and other appropriate areas" at the end of the paragraph listing desired educational backgrounds.

Vote on Motion to Adopt the Resolution: The vote resulted in:

Ayes: Councilors Cooper, DeJardin, Frewing, Gardner,
Hansen, Kafoury, Kelley, Kirkpatrick, Myers, Oleson,
Van Bergen and Waker

The motion carried and Resolution No. 86-646 was adopted as amended.

8. CONTRACTS

8.1 Consideration of a Contract with the City of Portland to Operate the St. Johns Landfill

Doug Drennen first introduced John Lang and Delyn Kies representing the City of Portland. He then reviewed terms of the new agreement, pointing out changes from the previous agreement which had expired last fall. Provisions of the proposed new contract were discussed in detail in the staff report.

Councilor Frewing asked how the costs of grading the landfill for six years after completion would be funded. Mr. Drennen said those costs would be financed from the post-closure fund.

Referring to contract termination provisions, Councilor Gardner asked why provisions were included if Metro desolved and not for the dissolution of the City. Ms. Baxendale explained the language did not assume the abolition of Metro as a regional government but was included in the event Metro changed to assume new responsibilities.

Motion: Councilor Hansen moved to approve the agreement and Councilor Kirkpatrick seconded the motion.

Ms. Baxendale discussed changes to the contract not included in the version printed in the agenda packet. These changes included:

1. Pages 5, 8 and 10 -- change the words "metropolitan area" to read "Metro's solid waste planning area;"