

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AMENDING THE FY)	ORDINANCE NO. 04-1067
2004-05 BUDGET AND APPROPRIATIONS)	
SCHEDULE FOR THE PURPOSE OF)	Introduced by Councilor Rex Burkholder
TRANSFERRING \$97,902 FROM)	
CONTINGENCY TO PERSONAL SERVICES IN)	
THE PLANNING FUND TO ADD 1.00 FTE)	
REGIONAL PLANNING DIRECTOR)	
(PROGRAM DIRECTOR II); AND DECLARING)	
AN EMERGENCY)	

WHEREAS, the Metro Council has reviewed and considered the need to transfer appropriations within the FY 2004-05 Budget; and

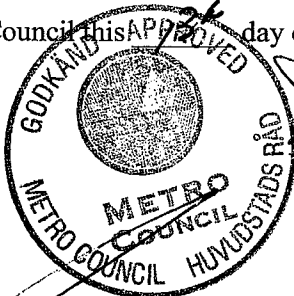
WHEREAS, the need for the transfer of appropriation has been justified; and

WHEREAS, adequate funds exist for other identified needs; now, therefore,

THE METRO COUNCIL ORDAINS AS FOLLOWS:

1. That the FY 2004-05 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibits A and B to this Ordinance for the purpose of transferring \$97,902 from contingency to personal services in the Planning Fund to add 1.0 FTE Regional Planning Director (Program Director II).
2. This Ordinance being necessary for the immediate preservation of the public health, safety or welfare of the Metro area in order to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Metro Council this APPROVED day of January, 2005.



[Signature]

 David Bragdon, Council President

Attest:
[Signature]

 Christina Billington, Recording Secretary

Approved as to Form:
[Signature]

 Daniel B. Cooper, Metro Attorney

**Exhibit A
Ordinance No. 04-1067**

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
Planning Fund							
<i><u>Personal Services</u></i>							
<i>SALWG Salaries & Wages</i>							
5010	Reg Employees-Full Time-Exempt						
	Director II	1.00	113,234	-	0	1.00	113,234
	Manager I	3.00	220,868	-	0	3.00	220,868
	Manager II	8.00	667,213	-	0	8.00	667,213
	Program Director II	1.00	108,880	1.00	73,143	2.00	182,023
	Program Supervisor II	6.00	460,771	-	0	6.00	460,771
	Administrative Assistant	2.00	72,434	-	0	2.00	72,434
	Assoc. Management Analyst	1.00	56,197	-	0	1.00	56,197
	Assoc. Regional Planner	7.00	386,112	-	0	7.00	386,112
	Assoc. Trans. Planner	5.00	276,099	-	0	5.00	276,099
	Asst. Regional Planner	4.00	187,671	-	0	4.00	187,671
	Asst. Trans. Planner	2.00	90,275	-	0	2.00	90,275
	Asst. Management Analyst	1.00	46,255	-	0	1.00	46,255
	Principal Regional Planner	5.00	365,926	-	0	5.00	365,926
	Principal Transportation Planner	3.00	230,928	-	0	3.00	230,928
	Program Analyst IV	1.00	65,056	-	0	1.00	65,056
	Program Analyst V	2.00	144,456	-	0	2.00	144,456
	Senior Management Analyst	1.00	61,958	-	0	1.00	61,958
	Senior Regional Planner	3.00	195,620	-	0	3.00	195,620
	Senior Trans. Planner	11.00	717,349	-	0	11.00	717,349
	Senior Public Affairs Specialist	2.00	110,498	-	0	2.00	110,498
5015	Reg Empl-Full Time-Non-Exempt						
	Administrative Secretary	3.00	107,281	-	0	3.00	107,281
	Program Assistant 2	1.00	39,964	-	0	1.00	39,964
5020	Reg Employees-Part Time-Exempt						
	Associate Regional Planner	1.50	84,423	-	0	1.50	84,423
	Assistant Management Analyst	0.75	33,014	-	0	0.75	33,014
	Asst. Regional Planner	0.90	41,630	-	0	0.90	41,630
5080	Overtime		5,000		0		5,000
	Salary Adjustments						
	Adjustment Pool (Non-Rep/AFSCME)		241,204		0		241,204
<i>FRINGE Fringe Benefits</i>							
5100	Fringe Benefits						
	Base Fringe		1,736,613		24,759		1,761,372
Total Personal Services		76.15	\$6,866,929	1.00	\$97,902	77.15	\$6,964,831
Total Materials & Services			\$8,795,515		\$0		\$8,795,515

Exhibit A
Ordinance No. 04-1067

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
Planning Fund							
Total Capital Outlay			\$47,000		\$0		\$47,000
Total Interfund Transfers			\$2,189,991		\$0		\$2,189,991
<u>Contingency and Ending Balance</u>							
<i>CONT Contingency</i>							
5999	Contingency						
	* General contingency		474,577		(97,902)		376,675
	* Prior Year PERS Reserve		150,000		0		150,000
	* Current Year PERS Reserve		162,263		0		162,263
<i>UNAPP Unappropriated Fund Balance</i>							
5990	Unappropriated Fund Balance						
	* Computer Replacement Reserve		90,000		0		90,000
Total Contingency and Ending Balance			\$876,840		(\$97,902)		\$778,938
TOTAL REQUIREMENTS		76.15	\$18,776,275	1.00	\$0	77.15	\$18,776,275

Exhibit B
Ordinance No. 04-1067
FY 2004-05 SCHEDULE OF APPROPRIATIONS

	<u>Current</u> <u>Appropriation</u>	<u>Revision</u>	<u>Amended</u> <u>Appropriation</u>
PLANNING FUND			
Operating Expenses (PS & M&S)	\$15,662,444	\$97,902	\$15,760,346
Capital Outlay	47,000	0	47,000
Interfund Transfers	2,189,991	0	2,189,991
Contingency	786,840	(97,902)	688,938
Unappropriated Balance	90,000	0	90,000
Total Fund Requirements	\$18,776,275	\$0	\$18,776,275

All Other Appropriations Remain as Previously Adopted

STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 04-1067, FOR THE PURPOSE OF TRANSFERRING \$97,902 FROM CONTINGENCY TO PERSONAL SERVICES IN THE PLANNING FUND TO ADD 1.00 FTE REGIONAL PLANNING DIRECTOR (PROGRAM DIRECTOR II); AND DECLARING AN EMERGENCY

Date: November 4, 2004

Prepared by: Andy Cotugno

BACKGROUND

This is a critical leadership position that assists the Planning Director by ensuring progress on and completion of the Division's work programs. Inclusion of this key leadership position will ensure work programs are consistent with the Council goals and objectives included in Council's Strategic Planning Process and reflected in the annually adopted budget. This position ensures a high level interface with the Metro Council, Joint Policy Advisory Committee on Transportation and will have contact with elected officials at the federal, state and local level, and with the Metro Policy Advisory Committee, which are comprised of local elected officials. Planning's previous Regional Director was transferred and appointed as Director of Solid Waste and Recycling Department early in 2003. This request is for the addition of 1.00 FTE and the funding of a Program Director II, reporting to the Planning Director.

ANALYSIS/INFORMATION

- 1. Known Opposition** None Known
- 2. Legal Antecedents** ORS 294.450 provides for transfers of appropriations within a fund, including transfers from contingency, if such transfers are authorized by official resolution or ordinance of the governing body for the local jurisdiction
- 3. Anticipated Effects** This is a critical leadership position in the Planning Department. Re-filling this position will add 1.00 FTE, ensure more divisional effectiveness, create more efficiency and free up the Director's schedule.
- 4. Budget Impacts** This action would reinstate 1.00 FTE Program Director II in the Regional Planning Division of the Planning Department. In addition, this action would transfer \$97,902 from the Planning Department's contingency for the salary and fringe benefits for the position for seven months, through the end of the current fiscal year. This is a permanent position, and would add \$175,379 in salary and fringe to the Planning Department budget in fiscal year 2005-06.

RECOMMENDED ACTION

The Chief Operating Officer recommends adoption of this Ordinance.



METRO

PEOPLE PLACES
OPEN SPACES

Title: **Regional Planning Director (Program Director I or II**)**
Planning Department

Annual Salary (PD I): *Min: \$89,000; Mid: \$106,650; Max: \$124,300, annually, FT, exempt
(Program Director I)

Annual Salary (PD II): *Min: \$97,600; Mid: \$119,450; Max: \$141,290, annually, FT, exempt
(Program Director II)

Internal Deadline: _____, 5:00 p.m.

General Deadline: _____, 5:00 p.m.

This position is not represented and is exempt.

Recruitment Number: Planning-1720-Nov04

***Note:** This position is not represented and is exempt. For non-represented classifications, Metro encourages and rewards excellent performance with increases in base salary to the mid point of the salary range at this time, and an annual bonus of up to 3 percent, at this time, for employees whose salary is at the midpoint, but below the maximum. Therefore, the incumbent in this position at this time can earn up to \$106,650 in base salary for Program Director I, and \$119,450 in base salary for Program Director II.

Summary: Provides overall direction and supervision to the Long Range Planning and Policy Division of the Planning Department. The division is composed of sections that are assigned key agency tasks of: Regional Transportation Planning (includes the federally designated Metropolitan Planning Organization, maintains the Regional Transportation Plan and the Metropolitan Transportation Improvement Program); planning and administrative oversight of the region's Urban Growth Boundary and the 2040 Growth Concept; administration and update to the Regional Framework Plan and planning for the protection and enhancement of natural resources. Ability to inspire and motivate assigned staff in these sections is essential.

This position is a key leadership position for the department. It is expected that the individual will work closely with the Metro Council and elected officials at the federal, state and local level. In addition, it is expected that there will be close coordination and cooperation with private sector business and environmental advocacy groups. Ability to work with elected and citizen policy groups to implement Metro's program is essential.

This position ensures progress on and completion of the Division's work program consistent with the objectives and measures included in the adopted budget. Oversees a team of managers, a supervisor, and project managers and team leaders to develop and maintain budgets, schedules, timelines and work quality. Interfaces closely with Joint Policy Advisory Committee on Transportation (JPACT) and Metro Policy Advisory Committee (MPAC), which are comprised of local elected officials. This position reports directly to the Planning Director, and works closely with the Metro Chief Operating Officer and the Metro Council. This position is responsible for 23 full time equivalents and an annual budget of approximately \$5 million.

The key project this position will be responsible for is the re-evaluation of Metro's 2040 Growth Concept. Adopted in 1995, the 2040 Growth Concept has provided the vision for growth in the region and has galvanized numerous public and private organizations to support a transportation and growth strategy that is unique in the U.S. A decade later, Metro is interested in evaluating the successes and failures in order to renew and refine this essential policy framework. This position will be expected to guide Metro staff,

provide policy support to the Metro Council and effectively engage business and community interests through this important process.

Essential Job Duties:

An employee in this position must be able to perform all of the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Plans, organizes and directs Long Range Planning and Policy Division program area priorities encompassing transportation, land use and natural resources planning. Establishes, implements and monitors policies and procedures for the effective, efficient operation of assigned areas.
- Provides leadership in the development and implementation of policies and programs for Metro's transportation and growth management planning programs.
- Consults with elected officials and senior management on issues; establishes strategic direction, and guides processes for critical functions/programs for a department.
- Develops partnering relationships with external entities in support of Metro programs; meets with high level, internal & external, public & private officials to represent programs.
- Chairs or co-chairs regional technical and policy committees related to transportation and growth management planning. Represents Metro in various outreach activities, including participation in committees organized by state and local agencies, business and neighborhood organization meetings, speaking engagements, and conferences and training events.
- Provides full supervision over supervisory, professional and technical positions with primary responsibility for hiring, promoting, transferring, assigning, evaluating performance, initiating salary action, handling grievances, disciplining, and discharging employees.
- Assists in short- and long-range planning of the department; manages special projects or studies to meet the overall direction and objectives of the department.
- Develops and implements the budget for assigned areas of responsibility; oversees controls to ensure expenditures are in legal compliance and within limits authorized through the budget.
- Ensures compliance with relevant federal and state transportation, land use and air quality statutes, rules and regulations.
- Evaluates internal departmental systems to ensure maximum efficiency and effectiveness: develops and establishes department policies and code revisions.
- Responds to various department's operational problems and determines appropriate action or resolutions.
- Prepares documents and reports, interprets department rules and directives, reviews all contracts and resolves contract disputes; ensures compliance with Metro Code and relevant laws.
- Performs other related duties, as assigned.

Minimum Requirements for Program Director I: Bachelor's degree in planning or a related field, and seven years of specialized experience or operational management in area of responsibility; or any combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. Experience in the private sector is a plus. Certification from the American Institute of Certified Planners is a plus. May require the possession of or ability to obtain a valid driver's license issued in the incumbent's state of residency, for travel to meetings.

Minimum Requirements for Program Director II: Bachelor's degree in planning or a related field, and eight to ten years of specialized experience or operational management in area of responsibility; or any combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. Experience in the private sector is a plus. Certification from the American Institute of Certified Planners is a plus. May require the possession of or ability to obtain a valid driver's license issued in the incumbent's state of residency, for travel to meetings.

Required Knowledge, Skills and Abilities:

- Executive level knowledge of the principles and practices, legal requirements, regulations, and laws applicable to area of assigned responsibility.
- Knowledge and understanding of market forces affecting land use and transportation decisions.
- Thorough knowledge of fiscal management, including budget preparation and expenditure control.
- Knowledge of management theory and the principles and practices of supervision.
- Knowledge of and experience with a balanced mix of regulatory programs and economic incentives to implement desired land use and transportation outcomes.
- Strong leadership skills with the ability to build consensus among diverse groups.
- Skill and ability in using computers, and major business and specialized software programs.
- Ability to communicate successfully with elected officials, the media, the public, and various interest groups regarding sensitive and/or complex issues.
- Ability to work with elected and citizen policy groups to implement Metro's program is essential.
- Ability to understand and articulate the "Big Picture" and oversee and engage in the details.
- Ability to inspire and motivate assigned staff in these sections is essential.
- Ability to analyze and evaluate operations and develop and implement corrective action.
- Demonstrated ability to plan, organize and oversee assigned work programs, monitor work schedules, and evaluate the work of others.
- Ability to develop departmental goals and objectives and perform strategic and operational planning activities.
- Ability to establish and maintain effective working relationships with managers and non-managers, elected officials, other agencies, and the general public.
- Demonstrated ability to facilitate large and small groups dealing with a wide variety of issues.

Working Conditions: Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Employees in this series may encounter the hazardous chemicals, equipment and situations normally found in such an environment. Travel, extensive overtime and evening meetings may be required. Physical requirements include continuous sitting and hearing; frequent talking, walking, fingering, repetitive motions of the hand and wrist and handling; and lifting, pushing, carrying and/or pulling of up to 25 pounds. Mental activities required by jobs in this series include continuous use of discretion, decision-making and interpersonal skills. Depending on the area of responsibility, advanced math and programming may be required. Customer Service, negotiations, mentoring, training and supervision, presentations and teaching are frequently performed. Reading, writing, understanding and speaking English is required.

Benefits: Metro participates in the Public Employees Retirement System (PERS), contributing both the employer and employee portion; eligibility generally begins after working 600 or more hours in a 12-month period. Metro provides generous health care benefits that vary depending on the plan the employee chooses, bargaining unit affiliation, and employment status.

Immigration law notice: Only US citizens and aliens authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, veteran status, political affiliation, disability, or sexual orientation. Assistance will be gladly provided upon request, for any applicant with sensory or non-sensory disabilities.

Application Procedure: This position opens on _____. To apply, submit a resume with a cover letter describing why your background and experience make you the ideal candidate, in addition to completing our AA/EEO form, to: Metro Human Resources, 600 NE Grand Avenue, Portland, OR 97232; or fax to (503) 797-1798; or email jobs@metro.dst.or.us.

Your resume and cover letter must be received at the Human Resource Department, 600 NE Grand Avenue, Portland, OR 97232, by 5:00 p.m., on _____ (for internal candidates), and _____ (for general candidates).

**** This position will be filled at either a Program Director I or II,
depending upon qualifications.**

An Equal Opportunity/Affirmative Action Employer