

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF CREATING THE)	RESOLUTION NO. 94-1933
DEPARTMENT OF GENERAL SERVICES AND)	
CONFIRMING THE APPOINTMENT OF)	INTRODUCED BY RENA CUSMA,
DOUGLAS E. BUTLER TO THE POSITION OF)	EXECUTIVE OFFICER
DIRECTOR OF GENERAL SERVICES)	

WHEREAS, The Executive Officer has proposed a reorganization and consolidation of the support services in four different departments, combining Graphics, Office Services, Reception, and Regional Facilities personnel and programs, eliminating the Regional Facilities Department and establishing a General Services Department; and

WHEREAS, The Metro Code requires that the Metro Council confirm the appointment of a candidate to the position of Director of General Services; and

WHEREAS, Douglas E. Butler has been appointed Director of General Services; NOW THEREFORE,

BE IT RESOLVED,

1. That the Regional Facilities Department is abolished and the General Services Department is created.
2. That the appointment of Douglas E. Butler to the position of Director of General Services is confirmed by the Metro Council.

ADOPTED by the Metro Council this 28th day of April, 1994.



Judy Wyers, Presiding Officer

DOUGLAS E. BUTLER
111 N.E. Graham Street
Portland, Oregon 97212
(503) 249-0906

ACCOMPLISHMENTS

MANAGEMENT

- Beginning in a non-supervisory project position, earned four promotions in less than five years to achieve the role of CEO for a \$50 million organization with 115 employees.
- Led the strategic reorganization, refinancing, and downsizing of a public agency in response to the immediate loss of 70% of agency's funding. This resulted in an initial 20% reduction in staff and a \$12 million reduction in budget.
- Significantly improved profitability and doubled construction/sales volume of a rowhouse/homebuilding business by reorganizing all aspects of administration and sales in both development/construction and realty companies.
- Re-engineered all City development agencies and programs to create: a new Permit Center; a clear vision, strategic plan, and unified budget; reduced processing time; and greater focus/effectiveness.

DEVELOPMENT

- Wrote and promoted a development plan which was adopted by the City Council. The development plan was unanimously accepted and used by the property owners/developers in a 2,800-acre commercial/industrial area.
- Managed development of 275,000 sf. of flex-industrial and 100,000 sf. of Class A office space while developing plans for another 165,000 sf. of industrial space during a one year period. The space was built on-time and on-budget and leased ahead of schedule.
- Developed a wide range of large-scale projects including a 96-unit luxury condominium, a cruise ship terminal and a master-planned university-related science park.

COMMUNITY LEADERSHIP

- Improved Board effectiveness for a program for emotionally disturbed youth which led to a 50% increase in revenue, national accreditation, expanded facilities and improved programs.
 - Directed strategic planning and construction of new facilities for a residential treatment center for severely disturbed children to achieve a 60% increase in the number of clients.
 - Expanded Special Olympics program from a one-day event to year-round training and competition in 8 sports for 250 retarded athletes supported by 300 volunteers.
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EMPLOYMENT HISTORY

METRO (REGIONAL GOVERNMENT)

Director, Regional Facilities Department - 1993-Present

PORTLAND DEVELOPMENT COMMISSION

Acting Executive Director - 1993
Deputy Director - 1992-1993
Project Manager, Development Department - 1991-1992
Project Coordinator, Development Department - 1988-1991

OREGON GOVERNOR'S FILM & VIDEO TASK FORCE - Director - 1988

METROPOLITAN HOMES & METROPOLITAN REALTY

Vice President - 1987-1988
Development Manager - 1987

SELF-EMPLOYED - Development Consultant - 1986

THE KOLL COMPANY - Development Manager - 1985-1986

PINNACLE DEVELOPMENT COMPANY - President - 1984-1985

REMBOLD CORPORATION

Vice President/Development - 1981-1983
Project Manager - 1980-1981

PORTLAND OFFICE OF PLANNING AND DEVELOPMENT

Deputy Administrator - 1976-1980
Administrative Services Officer II - 1973-1976

COMMUNITY LEADERSHIP

YOUTH ADVENTURES, INC.

President & Member, Executive Committee - 1991-Present
Chair, Buildings and Grounds Committee

CHRISTIE SCHOOL

Assistant Treasurer and Member, Executive and Finance Committees - 1984-Present
Chair, Buildings, Program and Long Range Plan Committees

COLUMBIA CORRIDOR ASSOCIATION BOARD OF DIRECTORS

Vice President and Member, Executive Committee - 1990-1992
Member, Marketing and Issues Committees

MULTNOMAH COUNTY JUVENILE COURT ADVISORY COUNCIL

Chairman - 1986-1987

SUNSET CORRIDOR ASSOCIATION BOARD OF DIRECTORS

Vice President and Member, Executive Committee - 1982-1983
Chair, Marketing Committee

PORTLAND SPECIAL OLYMPICS

Chairman - 1979-1982

EDUCATION

BS-Business Administration (with honors) Portland State University - 1969-1971
Oregon State University - 1963-1966

STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 94-1933 FOR THE PURPOSE OF CREATING THE DEPARTMENT OF GENERAL SERVICES AND CONFIRMING THE APPOINTMENT OF DOUGLAS E. BUTLER TO THE POSITION OF DIRECTOR OF GENERAL SERVICES

Date: March 17, 1994

Presented by: Dick Engstrom

Background

During the past two years' budget hearings, the Metro Council has suggested alternatives to the current Regional Facilities Department structure. In its hearing on the Regional Facilities Department on March 9, 1994, the Budget Committee considered the creation of a department of General Services and the abolishment of the Regional Facilities Department.

In addition, the Executive Officer has proposed, in the FY 1994-95 Budget, to combine Graphics, Office Services, Reception and Regional Facilities personnel and programs into a new General Services Department. This action places all day-to-day support services within one department. The current Regional Facilities Director feels it is difficult to organize and manage without a clear organizational structure, and that the benefits of such reorganization are worth considering immediately.

Therefore, the Metro Council should approve the abolishment of the Regional Facilities Department and the reorganization of said department into a new General Services Department. This creates the position of Director of General Services.

This position requires confirmation by the Metro Council pursuant to the Metro Code.

The position of Director of Regional Facilities is deleted as part of these actions.

Background and Qualifications

Douglas E. Butler has been employed by Metro for ninety days as Interim Director of Regional Facilities. In that time, Mr. Butler has prepared the 1994-95 Budget, and has suggested organizational changes to benefit the agency through downsizing, increased efficiency and detailed workplans.

Previously, Mr. Butler has held high-level management positions with the Portland Development Commission, Metropolitan Homes, The Koll Company, and the City of Portland Office of Planning and Development. See his attached resume.

The Executive Officer has determined that the Interim Director of Regional Facilities, having held this position for the past ninety days, is well qualified and has the background and experience necessary for this position.

The Executive Officer has appointed Douglas E. Butler as Director of General Services.

FINANCE COMMITTEE REPORT

RESOLUTION NO. 94-1933 CREATING THE DEPARTMENT OF GENERAL SERVICES AND CONFIRMING THE APPOINTMENT OF DOUGLAS E. BUTLER TO THE POSITION OF DIRECTOR OF GENERAL SERVICES

Date: April 19, 1994

Presented By: Councilor Washington

COMMITTEE RECOMMENDATION: At its April 13, 1994 meeting the Committee voted unanimously to recommend Council adoption of Resolution No. 94-1933. Committee members present and voting were Councilors Buchanan, Gardner, Kvistad, Monroe, Van Bergen and Washington. Councilors Devlin and McLain were absent.

COMMITTEE DISCUSSION/ISSUES: Dick Engstrom, Deputy Executive Officer, presented the Staff Report. He stated the resolution does two things: 1) it creates the Department of General Services; and 2) it confirms the appointment of Doug Butler to the position of Director of General Services. Mr. Engstrom stated that the new Department of General Services will replace the existing Regional Facilities Department and will include several additional functions or programs to be transferred from other existing departments. These include Graphics Services from the Public Affairs Department; Office Services from the Finance and Management Information Department, and the Receptionist from the Personnel Office. In response to a question from Council Staff, Mr. Engstrom stated the above functions would be transferred immediately upon adoption of the resolution for administrative purposes; but for financial management purposes the functions will remain in the existing budgets and appropriation units for the remainder of the fiscal year. He pointed out the new Department of General Services is included in the FY 94-95 Proposed Budget which is under consideration by the Budget Committee at the present time.

In response to a question from Councilor Van Bergen about the Council's authority to abolish and create departments, Council Staff stated that the Council has such authority in its legislative powers. Mr. Carlson indicated, however, that the preferable way to deal with this matter is with an ordinance and make it part of the Metro Code as is the case with the Office of General Council, the Office of Government Relations and the Office of Citizen Involvement. Mr. Carlson noted that Council Staff is in the process of preparing a draft master ordinance creating an Administration Chapter of the Code and will bring it to the appropriate committee following completion of the FY 94-95 Budget process.

Mr. Engstrom referred the Committee to the resume of Doug Butler and indicated the Executive Officer is very pleased to forward some one with his talents, knowledge and experience for confirmation for the Director's position. In response to a question from Councilor Washington about the timeliness of the appointment, Mr. Engstrom stated that historically Metro has not had an Interim Director serve for up to a year so the Executive felt it is appropriate to forward a candidate at this time. In response to another question regarding the salary for Mr. Butler, Mr. Engstrom stated he did not anticipate the appointment would cause an increase in Mr. Butler's salary, but no negotiations had occurred to date.