

MINUTES OF THE COUNCIL INTERNAL AFFAIRS COMMITTEE
OF THE METROPOLITAN SERVICE DISTRICT

May 12, 1988

Committee Members Present: Councilor Mike Ragsdale (Chair), Gary Hansen (V. Chair), Tanya Collier, Larry Cooper, and Richard Waker

Committee Members Absent: Sharron Kelley and David Knowles

Chair Mike Ragsdale called the meeting to order at 4:12 p.m. and read into the record the names of councilors who had requested expense and per diem account transfers and the amounts requested. A copy of the request has been filed with the meeting record.

Motion: Councilor Collier moved approval of the fund transfers and amounts as announced by the chair.

Vote: All committee members present voted aye. Councilors Kelley and Knowles were absent.

The motion carried unanimously.

1. Consideration of Resolution No. 88-894, for the Purpose of Amending the Classification and Pay Plans of the Metropolitan Service District

Council Administrator Donald Carlson reviewed the sequence of deliberations on the resolution by the Internal Affairs Committee. He said when the resolution was last considered by the Committee, the Finance and Administration Department was asked to provide attachments for the resolution. The department had provided attachments referenced in the resolution as Attachment A: new and revised classification descriptions recommended by the consultant, Attachment B: 1987-88 Pay Plan, Attachment C: 1988-89 Proposed Pay Plan, Attachment D: Executive Officer's proposed Implementation Strategy, and Attachment E: the Position Evaluation System recommended by the consultant. Mr. Carlson referred the committee to a memo included in the agenda packet addressed to the Committee, from him, dated May 11, 1988, regarding Consideration of Resolution No. 88-894. The memo recommended: changes in the Deputy Executive Officer's and Department Directors' position descriptions, addition of a position description for the Council Administrator and changes to the Implementation Plan. Mr. Carlson also said a substitute version of Resolution No. 88-894 was attached to his memo and identified as Resolution No. 88-894A.

Motion: Councilor Waker moved to amend the Deputy Executive Officer's and Department Directors' position descriptions as noted in Exhibit A of Mr. Carlson's May 11, 1988 memorandum.

Councilor Waker said the amendments proposed reflected discussions which had occurred during the budget process. He suggested the revised Deputy Executive Officer position description be evaluated by the Personnel Office to determine salary range placement. He stated the amended position descriptions would provide for department directors to report directly to the Executive Officer instead of the Deputy Executive Officer. Mr. Ray Phelps, Director of Finance and Administration, said the Personnel Office had evaluated the Deputy Executive Officer position, as proposed in Mr. Carlson's memo, and the evaluation indicated the position responsibilities were commensurate to a salary range 25.

Councilor Waker restated his motion more specifically:

Motion: Councilor Waker moved: 1) to amend the Deputy Executive Officer's position description under the heading "Supervision Exercised," to read: "Assists the Executive Officer in supervising the Department Directors . . .," and to place the position salary range at range 25; and 2) to amend the Director of Finance and Administration, Zoo Director, Director of Solid Waste, Public Affairs Director, Convention Center Project Director, Director of Transportation Planning, Government Relations Manager, Director of Planning and Development and General Counsel position descriptions under the heading "Supervision Received" to read: "General supervision is received from the Executive Officer and Metro Council."

Vote: The vote on the motion resulted in all Committee members present voting aye. Councilors Kelley and Knowles were absent.

The motion carried unanimously.

Motion: Councilor Waker moved to adopt the Council Administrator position description as shown in Exhibit C of Mr. Carlson's May 11, 1988 memo.

Vote: The vote on the motion resulted in all Committee members present voting aye. Councilors Kelley and Knowles were absent.

The motion carried unanimously.

Motion: Councilor Waker moved to adopt the Implementation Strategy as amended and shown in Exhibit B of Mr. Carlson's May 11, 1988 memo and to additionally amend

Exhibit B in section 5c. to read "A COLA will be awarded in fiscal year 1988-89 on the basis of . . ."

Councilor Collier asked that the record reflect the Committee's intent to award a cost of living adjustment (COLA) in fiscal year 1988-89 and thereafter review the issue annually. Mr. Phelps urged the Committee to reconsider awarding a COLA and said neither the Executive Officer nor he favored a COLA, but rather favored a pure merit system.

Vote: A vote on the motion resulted in all Committee members present voting aye. Councilors Kelley and Knowles were absent.

The motion carried unanimously.

Motion: Councilor Waker moved to recommend the Council adopt Resolution No. 88-894A as amended.

Vote: A vote on the motion resulted in all Committee members present voting aye. Councilors Kelley and Knowles were absent.

The motion carried unanimously.

2. Consideration of Resolution No. 88-912, for the Purpose of Approving an Agreement Between Clark County, Washington, and the Metropolitan Service District

Councilor Waker introduced the resolution and stated Clark County desired to purchase data consulting services from Metro. Keith Lawton, Technical Manager, said the agreement proposes for Clark County to supply computer hardware and Metro to assist in setting up the system and training staff. Councilor Waker noted the Intergovernmental Relations Committee had unanimously approved a motion to recommend adoption of the resolution. Councilor Hansen requested a presentation be made at the next Bi-State Committee meeting.

Motion: Councilor Waker moved approval of Resolution No. 88-912.

Vote: A vote on the motion resulted in all Committee members present voting aye. Councilors Kelley and Knowles were absent.

The motion carried unanimously.

Other Business

Mr. Phelps announced he would soon have new information on employee benefits and requested guidance from Council on reporting the

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information. Councilor Ragsdale said Mr. Phelps should report to the proper Council committee as appropriate. Councilor Ragsdale also said he and Councilor Collier would be reviewing the budgetary impact of recommendations.

Council Administrator Carlson listed upcoming agenda items. He said the Committee would review organizational issues and adopt resolutions for procedures for setting the Council agenda and for handling resolutions and ordinances, and would develop expenditure guidelines.

There was no further business, and the meeting was adjourned at 4:50 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gwen Ware-Barrett".

Gwen Ware-Barrett
Council Committee Clerk

gpwb
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