

MEETING REPORT

DATE OF MEETING: March 17, 1980

GROUP/SUBJECT: Council Coordinating Committee

PERSONS ATTENDING: Couns. Kafoury, Deines, Rhodes, Schedeen,
Stuhr, Peterson, Kirkpatrick

Executive Officer Rick Gustafson
Staff: Denton Kent, Merle Irvine, Charlie Shell,
Sue Klobertanz, Caryl Waters, Jack Bails,
Priscilla Ditewig

SUMMARY:

Chairman Kafoury opened the meeting at 4:00 p.m. with a discussion of the Solid Waste proposal for authorization of the new positions of Solid Waste Operation Manager and Solid Waste Operation Assistant. Merle Irvine explained that these positions should be filled before June 1 because of Metro's planned takeover of the St. Johns landfill on that date and potential subsequent control of the Troutdale landfill and the gatehouse facility at the Nash Pit landfill.

Coun. Rhodes expressed the feeling that the salary classification of 13.5 seemed too high and asked for a more specific description of duties. Mr. Irvine indicated that the Operation Manager would have a very high level of responsibility. The position requires someone with a knowledge of landfill operation and the management of gates. The Operation Manager will be involved in specific contract monitoring - initially with the \$4 million St. Johns landfill contract and later with other landfill contracts.

Rick Gustafson pointed out that this request reflects the policy of the Council to franchise all landfills and to accept responsibility for management of the gates. Denton Kent added that the assignment of pay plans is not done on a random basis and that a debate over 5% salary levels would be unproductive.

Coun. Rhodes moved that the recommendation be approved and passed on to the Council. The motion was seconded and passed unanimously.

The discussion then focused on the two proposed Project Manager positions for the Westside Transit project and the Solid Waste Resource Recovery project. Coun. Rhodes stated that she and Coun. Kirkpatrick were concerned about the classification. Coun. Kirkpatrick said she disagrees philosophically with Project Managers being in the same classification as Department Heads. Rick Gustafson indicated that both projects represent major priorities for Metro and that requirements for both are equal to requirements for Department Heads. Denton Kent indicated that the qualifications required for Project Managers are identical to Department Heads and that if the salary were reduced, guidance should also be provided as to what qualifications should be reduced.

Coun. Rhodes moved to amend the recommendation to classify the two positions at level 14 - one grade behind Department Heads. Coun. Kirkpatrick seconded. The motion failed. Coun. Stuhr moved to approve the proposal at the recommended range of 14.5. The motion was seconded and passed unanimously. Chairman Kafoury asked that it be noted in the Project Manager job descriptions that these positions terminate at the end of the project.

An explanation of department budgets followed. Denton Kent explained that the reduction of 1.0 FTE in the Executive Management budget is due to the hiring freeze on the position of Executive Assistant to the Executive Officer. The major increase in the budget is reflected in the proposal to hire an external liaison by contract to represent Metro in Washington, D.C. and a lobbyist to the State legislature. In addition, there is a proposal to change the half time Legal Clerk position to a full time Assistant Legal Counsel position. Major funding for this position would come from funds for legal services in the Zoo and Solid Waste budgets. Denton Kent would advocate this position to assure continuity of our legal processes.

Charlie Shell discussed the Management Services budget. There is a decrease of 2.5 FTE due to the elimination of the positions of Office Manager, Cartographer and a CETA position. A Maintenance Aide has been hired at .5 FTE. The increase in Materials and Services is predominantly rent because of a 10% increase in existing rent and a need to expand to provide more space. The estimate for an additional 5,900 square feet is \$42,500. We are close to awarding a bid for the computer accounting system estimated at \$20,000. Mr. Shell stated that the major emphasis in Management Services is on improving personnel management. He has hired the Deputy Personnel Director of Marion County as the new Personnel Officer effective March 31. She has extensive experience in affirmative action and employee evaluation programs.

The major change in the Local Government and Citizen Involvement budget is an increase of 1.0 FTE. The CETA funds for the current secretarial position will run out in June and it is recommended that the new secretarial position will be shared by Local Government and Public Information. In the Materials and Services category there is \$10,000 eligible for recovery on federal grants which could be used to initiate the legislative liaison program in September.

In Public Information it is proposed that the secretarial position be transferred to Local Government and Citizen Involvement and that the vacant position be filled by a technical writer; therefore, there is no change in FTE or dollars. There is an additional \$20,000 in Materials and Services, which will provide room to use funds to implement recommendations made by the Public Relations Consultant.

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The Criminal Justice budget was presented by Jack Bails and Denton Kent. It was pointed out that the budget is for the existing staff levels, and that local dues matching funds have been reduced through using interest returned on investing the LEAA funds. Program one is the level needed to secure and manage the pass through funds for local agencies. Program two is flexible in that the Council can determine priorities.

The proposed meeting schedule was discussed. By unanimous recommendation it was decided that, starting in May, the regular Council meetings will be on the first and fourth Thursdays - both starting at 7:30 p.m. The meeting on the first Thursday will have an abbreviated business schedule, with the remainder of the meeting to be discussion. The meeting on the fourth Thursday will be the formal business session. In April the abbreviated session will be held on the 10th - with budget discussion following the formal session. Andy Jordan will prepare an ordinance for first reading on March 27 to set time and place of meetings and the agenda format by resolution.

The meeting adjourned at 5:50 p.m.

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