

DATE: June 4, 2014
TO: Board of Commissioners
FROM: J. Scott Andrews, Chairman
SUBJECT: Report Number 14-24
Setting the Terms and Conditions of Employment for the Portland Development
Commission Executive Director

BOARD ACTION REQUESTED

Adopt Resolution No. 7058

ACTION DESCRIPTION

If approved by the Portland Development Commission (PDC) Board of Commissioners (Board), this action will set the compensation for Patrick Quinton for his service as PDC Executive Director by i.) setting a base annualized salary of \$171,000 commencing August 1, 2014, and continuing until further action is taken by the PDC Board, and ii.) authorizing a two percent lump sum bonus payment in any fiscal year in which Mr. Quinton receives a performance evaluation higher than “fully successful.” The new, proposed compensation is set at a market-competitive level. The lump sum bonus compensation is identical to the lump sum bonus compensation provisions in the current PDC Collective Bargaining Agreement.

In addition, this action will amend the employment contract with Mr. Quinton as follows:

- Should PDC terminate Mr. Quinton’s employment within the next three years, PDC will provide a severance package which includes the then current base salary and medical and dental care benefit coverage for a period of six months after the date of termination, unless Mr. Quinton’s termination is the result of malfeasance; and
- If Mr. Quinton’s employment is terminated by either party, Mr. Quinton agrees for a period of three months after any such termination to make himself available to assist the PDC Board and any new Executive Director with consulting or other advice or information as they may reasonably request, up to a maximum of 40 hours.

BACKGROUND AND CONTEXT

Mr. Quinton was appointed as Executive Director on February 23, 2011. Since then, he has exhibited strong leadership and guidance, furthering PDC’s Strategic Plan, Economic Development Strategy, and Neighborhood Economic Development Strategy. In addition, he has led the agency through a difficult restructuring, ultimately moving the agency to a more sound financial future. As per the terms of his employment contract, Mr. Quinton has received written performance reviews from the PDC Board; for three consecutive years he has received a positive performance review, but no increase in compensation since his appointment. Based upon a survey of relevant comparators, the new annualized

salary is commensurate with and comparable to executive pay at other municipal organizations in the Portland metropolitan area.

COMMUNITY AND PUBLIC BENEFIT

None.

PUBLIC PARTICIPATION AND FEEDBACK

None.

BUDGET AND FINANCIAL INFORMATION

None.

RISK ASSESSMENT

There is no risk to this proposed action.

ALTERNATIVE ACTIONS

There are several alternative actions available to the PDC Board, including:

- Change the amount or effective date of compensation, or other proposed terms of the amended contract; or
- Defer action, in which case Mr. Quinton’s compensation would remain at its current level.

ATTACHMENTS

None.