

## FINANCIAL IMPACT STATEMENT For Council Action Items

(Deliver original to Financial Planning Division. Retain copy.)

1. Name of Initiator Yvonne L. Deckard (NWE)	2. Telephone No. 503-823-3516	3. Bureau/Office/Dept. Bureau of Human Resources
4a. To be filed (date) Jan 13, 2011	4b. Calendar (Check One) Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <input type="checkbox"/>	5. Date Submitted to FPD Budget Analyst: January 5, 2011

**1) Legislation Title:**

\* Create a new represented classification of Tour Bus Driver and establish an interim compensation rate for this classification. (Ordinance)

**2) Purpose of the Proposed Legislation:**

The Portland Water Bureau submitted a request to the Bureau of Human Resources to classify work which is primarily responsible for operating and maintaining the tour bus for Water Bureau tours in the city and the Bull Run Watershed. After a classification review, the Bureau of Human Resources has determined that these duties require a new classification of Tour Bus Driver.

**3) Revenue:**

Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If new revenue is generated please identify the source.

No

**4) Expense:**

What are the costs to the City as a result of this legislation? What is the source of funding for the expense? (Please include costs in the current fiscal year as well as costs in future years) (If the action is related to a grant or contract please include the local contribution or match required)

There is no direct cost to create the classification. The bureau is likely to request reclassification of one Automotive Equipment Operator II position with a maximum rate of \$51,584. The salary range we are recommending for the Tour Bus Driver also has a maximum rate of \$51,584, so there is no increased cost.

**Staffing Requirements:**

5) Will any positions be created, eliminated or re-classified in the current year as a result of this legislation? (If new positions are created please include whether they will be part-time, full-time, limited term or permanent positions. If the position is limited term please indicate the end of the term.)

It is likely that one Automotive Equipment Operator II position will be reclassified to a Tour Bus Driver.

6) Will positions be created or eliminated in future years as a result of this legislation?

No

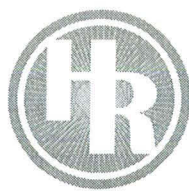
Complete the following section only if an amendment to the budget is proposed.

7) **Change in Appropriations** (If the accompanying ordinance amends the budget please reflect the dollar amount to be appropriated by this legislation. Include the appropriate cost elements that are to be loaded by accounting. Indicate "new" in Center Code column if new center needs to be created. Use additional space if needed.)

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Amount

Yvonne L. Deckard


 APPROPRIATION UNIT HEAD (Typed name and signature)



City of Portland  
Bureau of  
**Human Resources**  
Knowledgeable | Helpful | Responsive

Yvonne L. Deckard, Director  
1120 SW 5th Ave., Rm. 404  
Portland, Oregon 97204-1912  
(503) 823-3572  
Fax (503) 823-4156

Office of Management and Finance

Kenneth L. Rust, Chief Administrative Officer

**DATE:** January 5, 2011

**TO:** Mayor Sam Adams

**FROM:** Yvonne L. Deckard, Human Resources Director *[Signature]*

**FOR MAYOR'S OFFICE USE ONLY**

Reviewed by Bureau Liaison \_\_\_\_\_

**RE: ORDINANCE TITLE** \* Create a new represented classification of Tour Bus Driver and establish an interim compensation rate for this classification. (Ordinance)

**1. INTENDED FILING DATE:** Thursday, January 13, 2011

**2. REQUESTED COUNCIL AGENDA DATE:** January 19, 2011

**3. CONTACT NAME & NUMBER:** Nicolle Wynia-Eide, 503-823-3516

**4. PLACE ON:** X **CONSENT** \_\_\_\_\_ **REGULAR**

**5. BUDGET IMPACT STATEMENT ATTACHED:** X **Y** \_\_\_\_\_ **N** \_\_\_\_\_ **N/A**

**6. (3) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY**  
**ATTACHED:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** X **N/A**

**7. BACKGROUND/ANALYSIS**

The Portland Water Bureau submitted a request to the Bureau of Human Resources to classify work which is primarily responsible for operating and maintaining the tour bus for Water Bureau tours in the city and the Bull Run Watershed. After a classification review, the Bureau of Human Resources has determined that these duties require a new classification of Tour Bus Driver.

**8. FINANCIAL IMPACT**

There is no direct cost to create the classification. The bureau is likely to request reclassification of one Automotive Equipment Operator II position with a maximum rate of \$51,584. The salary range we are recommending for the Tour Bus Driver also has a maximum rate of \$51,584, so there is no increased cost.

**9. RECOMMENDATION/ACTION REQUESTED**

I recommend that the Mayor and City Council approve this ordinance.

**Sam Adams, Mayor**

**We are an equal opportunity employer**

Please notify the City of Portland of the need for ADA accommodations no less than five (5) days prior to any City-sponsored event by contacting the Bureau of Human Resources at 503-823-3572 or the City's TTY at 503-823-6868.



## ORDINANCE No.

\* Create a new Represented classification of Tour Bus Driver and establish an interim compensation rate for this classification. (Ordinance)

The City of Portland ordains:

Section 1. The Council finds:

1. In accordance with the policies established by the City Council and based on a classification and compensation review, the Bureau of Human Resources is creating a new represented classification effective August 18, 2010.
2. The business needs that this classification is intended to meet cannot be fulfilled until the classification and wage rate are established, however the wage rate for the classification must be collectively bargained with District Council of Trade Unions (DCTU), AFSCME Local Union No. 189. Under Article 26.5.1 of the DCTU contract, the City may establish an interim rate during bargaining.

NOW, THEREFORE, the Council directs:

- a. The following classification is being created:

<u>JCN</u>	<u>Job Class</u>	<u>Effective Date</u>
30001583	Tour Bus Driver	August 18, 2010

- b. The following interim compensation rates are established:

<u>Entry</u>	<u>6 Months</u>	<u>1 year</u>
\$20.59	\$23.35	\$24.80

- c. When the City and DCTU conclude necessary bargaining over the appropriate salary rate, the rate may be implemented with no further action upon signing of a Memorandum of Agreement between the Director of Human Resources and DCTU and approval as to form by the Office of the City Attorney.

Section 2. The Council declares that an emergency exists in order that this classification and compensation action may occur without delay; therefore, this ordinance shall be in full force and effect from and after its passage by the Council.

Passed by the Council:  
Mayor Sam Adams  
Office of Management and Finance  
Prepared by: Yvonne L. Deckard: NWE  
Date Prepared: January 5, 2011

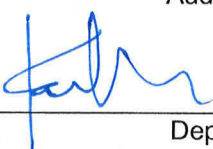
**LaVonne Griffin-Valade**  
Auditor of the City of Portland  
By

Deputy



Agenda No.  
**ORDINANCE NO.**  
 Title

\* Create a new represented classification of Tour Bus Driver and establish an interim compensation rate for this classification. (Ordinance)

<b>INTRODUCED BY</b> Commissioner/Auditor: <b>Mayor Sam Adams</b>	CLERK USE: DATE FILED <u>JAN 13 2011</u>
<b>COMMISSIONER APPROVAL</b> Mayor—Finance and Administration - Adams Position 1/Utilities - Fritz Position 2/Works - Fish Position 3/Affairs - Saltzman Position 4/Safety - Leonard	LaVonne Griffin-Valade Auditor of the City of Portland  By:  Deputy
<b>BUREAU APPROVAL</b> Bureau: Bureau of Human Resources Bureau Head: Kenneth L. Rust/Yvonne L. Deckard	<b>ACTION TAKEN:</b>  JAN 19 2011 REFERRED TO COMMISSIONER OF FINANCE AND ADMINISTRATION.
Prepared by: Nicolle Wynia-Eide Date Prepared: January 5, 2011	
<b>Financial Impact Statement</b> Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/> Not Required <input type="checkbox"/>	
<b>Portland Policy Document</b> If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Council Meeting Date January 19, 2011	
<b>City Attorney Approval</b>	

<b>AGENDA</b>
<b>TIME CERTAIN</b> <input type="checkbox"/> Start time: _____  Total amount of time needed: _____ (for presentation, testimony and discussion)
<b>CONSENT</b> <input checked="" type="checkbox"/> Pulled
<b>REGULAR</b> <input type="checkbox"/> Total amount of time needed: _____ (for presentation, testimony and discussion)

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
		YEAS	NAYS
1. Fritz	1. Fritz		
2. Fish	2. Fish		
3. Saltzman	3. Saltzman		
4. Leonard	4. Leonard		
Adams	Adams		