

Portland, Oregon

## FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

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

1. Name of Initiator Anna Kanwit (KS)		2. Telephone No. 503-823-3521	3. Bureau/Office/Dept. Bureau of Human Resources
4a. To be filed (date): September 18, 2013	4b. Calendar (Check One)  <div style="display: flex; justify-content: space-around;"> <span>Regular <input type="checkbox"/></span> <span>Consent <input checked="" type="checkbox"/></span> <span>4/5ths <input type="checkbox"/></span> </div>		5. Date Submitted to Commissioner's office and CBO Budget Analyst: September 9, 2013
6a. Financial Impact Section: <input checked="" type="checkbox"/> Financial impact section completed		6b. Public Involvement Section: <input checked="" type="checkbox"/> Public involvement section completed	

**1) Legislation Title:**

\*Create a new Nonrepresented classification of Citywide Recreation Supervisor and establish a compensation rate for this classification. (Ordinance)

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

Portland Parks and Recreation (PP&R) requested the creation of a new classification in order to reclassify a position which will now be responsible for supervising a group of recreation coordinator specialists who each are experts in recreation for a particular population or in a specialized recreation area, and who develop and implement citywide programs in that specialty area. The supervisor plans and directs the work of the assigned specialists with a focus on promoting effective collaboration with Community Center staff and other specialists.

**3) Which area(s) of the city are affected by this Council item? (Check all that apply—areas are based on formal neighborhood coalition boundaries)?**

- |   |                                    |                                    |                                |
|---|------------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> City-wide/Regional                           | <input type="checkbox"/> Northeast | <input type="checkbox"/> Northwest | <input type="checkbox"/> North |
| <input type="checkbox"/> Central Northeast                            | <input type="checkbox"/> Southeast | <input type="checkbox"/> Southwest | <input type="checkbox"/> East  |
| <input type="checkbox"/> Central City                                 |                                    |                                    |                                |
| <input checked="" type="checkbox"/> Internal City Government Services |                                    |                                    |                                |

**FINANCIAL IMPACT**

**4) Revenue:** Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If so, please identify the source.  
No

**5) Expense:** What are the costs to the City related to 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. If there is a project estimate, please identify the **level of confidence**.)

The Bureau of Human Resources is recommending a Nonrepresented salary grade 7 for the Citywide Recreation Supervisor. There is no direct cost to create the new classification. One fulltime regular position will be reclassified from a SUN Community Schools Recreation Supervisor to the Citywide Recreation Supervisor. Both classifications are a grade 7 with a maximum rate of \$83,138, so there is no budgetary impact from the reclassification

**6) Staffing Requirements:**

- **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.)* Yes. One SUN Community Schools Recreation Supervisor will be reclassified to the Citywide Recreation Supervisor.
- **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 Fund Center column if new center needs to be created. Use additional space if needed.)*

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount

**[Proceed to Public Involvement Section — REQUIRED as of July 1, 2011]**

**PUBLIC INVOLVEMENT**

**8) Was public involvement included in the development of this Council item (e.g. ordinance, resolution, or report)? Please check the appropriate box below:**

☐ **YES:** Please proceed to Question #9.

☒ **NO:** Please, explain why below; and proceed to Question #10.

This action is largely internal to City government processes.

**9) If "YES," please answer the following questions:**

**a) What impacts are anticipated in the community from this proposed Council item?**

**b) Which community and business groups, under-represented groups, organizations, external government entities, and other interested parties were involved in this effort, and when and how were they involved?**

**c) How did public involvement shape the outcome of this Council item?**

**d) Who designed and implemented the public involvement related to this Council item?**

**e) Primary contact for more information on this public involvement process (name, title, phone, email):**

**10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not. No. This action is largely internal to City government processes.**

Anna Kanwit

BUREAU DIRECTOR (Typed name and signature)



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

186257

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Office of Management and Finance

Jack D. Graham, Chief Administrative Officer

**DATE:** September 09, 2013

**TO:** Mayor Charlie Hales

**FROM:** Anna Kanwit, Human Resources Director

**FOR MAYOR'S OFFICE USE ONLY**

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

**RE: ORDINANCE TITLE** \*Create a new Nonrepresented classification of Citywide Recreation Supervisor and establish a compensation rate for this classification. (Ordinance)

1. **INTENDED WEDNESDAY FILING DATE:** September 18, 2013
2. **REQUESTED COUNCIL AGENDA DATE:** September 25, 2013
3. **CONTACT NAME & NUMBER:** Kate Schmidt, 503-823-3521
4. **PLACE ON:** ☒ **CONSENT** \_\_\_\_\_ **REGULAR**
5. **BUDGET IMPACT STATEMENT ATTACHED:** ☒ **Y** \_\_\_\_\_ **N** \_\_\_\_\_ **N/A**
6. **(3) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** ☒ **N/A**

**7. BACKGROUND/ANALYSIS**

Portland Parks and Recreation (PP&R) requested the creation of a new classification in order to reclassify a position which will now be responsible for supervising a group of recreation coordinator specialists who each are experts in recreation for a particular population or in a specialized recreation area, and who develop and implement citywide programs in that specialty area. The supervisor plans and directs the work of the assigned specialists with a focus on promoting effective collaboration with Community Center staff and other specialists. The Bureau of Human Resources (BHR) has worked with PP&R to develop the Citywide Recreation Supervisor classification and is recommending a Nonrepresented salary grade 7 for the new classification.

**8. FINANCIAL IMPACT**

There is no direct cost to create the new classification. One fulltime regular position will be reclassified from a SUN Community Schools Recreation Supervisor to the Citywide Recreation Supervisor. Both classifications are a grade 7 with a maximum rate of \$83,138, so there is no budgetary impact from the reclassification.

**9. RECOMMENDATION/ACTION REQUESTED**

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

**Charlie Hales, 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.

