

Portland, Oregon  
**FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT**  
**For Council Action Items**

(Deliver original to City Budget Office. Retain copy.)

|   |   |   |
|---|---|---|
| 1. Name of Initiator<br>Anna Kanwit (NWE)   | 2. Telephone No.<br>503-823-3516  | 3. Bureau/Office/Dept.<br>Bureau of Human Resources   |
| 4a. To be filed (hearing date):<br>April 30, 2014   | 4b. Calendar (Check One)<br>Regular    Consent    4/5ths<br><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> | 5. Date Submitted to<br>Commissioner's office<br>and CBO Budget<br>Analyst:<br>April 21, 2014               |
| 6a. Financial Impact Section:<br><input checked="" type="checkbox"/> Financial impact section completed |   | 6b. Public Involvement Section:<br><input checked="" type="checkbox"/> Public involvement section completed |

**1) Legislation Title:**

\*Create a new represented classification of Site Operations Crew Leader and establish an interim compensation rate for this classification. (Ordinance)

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

The Bureau of Transportation requested the creation of a new classification in order to accurately describe the work of crew leads at permanent sites. The Bureau of Human Resources (BHR) reviewed the request and agreed that a new classification of Site Operations Crew Leader should be created. We are recommending this classification be placed on the same pay scale as the Street Maintenance Crew Leader and Environmental Systems Crew Leader which has a current maximum annual rate of \$59,301. This classification would be effective October 22, 2013, the date the request was submitted to BHR.

The Site Operations Crew Leader classification will be represented by District Council of Trade Unions (DCTU), Laborers' International Union, Local 483 and will receive relevant adjustments resulting from the successor agreement collective bargaining process.

**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       |                                    |                                    |                                |

**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 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 year, including Operations & Maintenance (O&M) costs, if known, and estimates, if not known. 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**.)

There is no direct cost to create the classification. The bureau has requested that a Street Systems Crew Leader position be reclassified to this new classification. The maximum rate for both the Street Maintenance Crew Leader and the proposed Site Operations Crew Leader is the same, \$59,301. Therefore, there is no increase or decrease in salary.

**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 Street Maintenance Crew Leader position will be reclassified to the new classification of Site Operations Crew Leader.
- **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.

No. 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

APPROPRIATION UNIT HEAD (Typed name and signature)



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

Anna Kanwit, Director  
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Portland, Oregon 97204-1912  
(503) 823-3572  
Fax (503) 823-4156

Office of Management and Finance

Fred Miller, Interim Chief Administrative Officer

**DATE:** April 21, 2014

**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 represented classification of Site Operations Crew Leader and establish an interim compensation rate for this classification. (Ordinance)

1. **INTENDED WEDNESDAY FILING DATE:** April 30, 2014
2. **REQUESTED COUNCIL AGENDA DATE:** May 7, 2014
3. **CONTACT NAME & NUMBER:** Nicolle Wynia-Eide, 503-823-3516
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**

The Bureau of Transportation requested the creation of a new classification in order to accurately describe the work of crew leads at permanent sites. The Bureau of Human Resources (BHR) reviewed the request and agreed that a new classification of Site Operations Crew Leader should be created. We are recommending this classification be placed on the same pay scale as the Street Maintenance Crew Leader and Environmental Systems Crew Leader which has a current maximum annual rate of \$59,301. This classification would be effective October 22, 2013, the date the request was submitted to BHR.

The Site Operations Crew Leader classification will be represented by District Council of Trade Unions (DCTU), Laborers' International Union, Local 483 and will receive relevant adjustments resulting from the successor agreement collective bargaining process.

**8. FINANCIAL IMPACT**

There is no direct cost to create the classification. The bureau has requested that a Street Maintenance Crew Leader position be reclassified to this new classification. The maximum rate for both the Street Maintenance Crew Leader and the proposed Site Operations Crew Leader is the same, \$59,301. Therefore, there is no increase or decrease in salary.

**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.

