

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:JKU:ss		2. Telephone No. (503) 823-3524	3. Bureau/Office/Dept. Bureau of Human Resources
4a. To be filed (date): July 10, 2014	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 FPD Budget Analyst: July 10, 2014
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:**

\*Ratify a Letter of Agreement between the City on behalf of the Bureau of Environmental Services and the City of Portland Professional Employees Association that allows employees in the Environmental Technician II classification who work as Fats, Oils and Grease Program Inspectors to flex their schedules within a workday when required to perform early inspections (Ordinance)

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

The purpose of this legislation is to ratify a Letter of Agreement (LOA), Exhibit A attached hereto, that authorizes FOG Inspectors to request to flex their schedule within a work day when they are required to come in early to perform restaurant inspections.

**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 checked="" 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 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**.)*

Currently, when FOG Inspectors come in early they are paid at the overtime rate per Article 19, Section 7(a) of the 2013-2017 CBA. Allowing FOG Inspectors to flex their schedule within a work day when they are required to come in early to perform restaurant inspections rather than paying the FOG Inspectors overtime pay will likely result in a cost savings. The estimated cost savings is \$5,700 per year.

**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.)*

No.

- **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

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Office of Management and Finance

Fred Miller, Chief Administrative Officer

July 10, 2014

**TO:** Mayor Charlie Hales

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

**FOR MAYOR'S OFFICE USE ONLY**

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

**RE: ORDINANCE TITLE** \*Ratify a Letter of Agreement between the City on behalf of the Bureau of Environmental Services and the City of Portland Professional Employees Association that allows employees in the Environmental Technician II classification who work as Fats, Oils and Grease Program Inspectors to flex their schedules within a workday when required to perform early inspections (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** July 10, 2014
2. **REQUESTED COUNCIL AGENDA DATE:** July 23, 2014
3. **CONTACT NAME & NUMBER:** Jon Uto, ext. 3-3524
4. **PLACE ON:** ☒ **CONSENT** ☐ **REGULAR**
5. **BUDGET IMPACT STATEMENT ATTACHED:** ☒ Yes ☐ No ☐ N/A
6. **ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY**
- ATTORNEY ATTACHED:** ☐ Yes ☒ No ☐ N/A

**7. BACKGROUND/ANALYSIS**

The purpose of this legislation is to ratify a Letter of Agreement (LOA), Exhibit A attached hereto, that authorizes FOG Inspectors to request to flex their schedule within a work day when they are required to come in early to perform restaurant inspections.

**8. FINANCIAL IMPACT**

Currently, when FOG Inspectors come in early they are paid at the overtime rate per Article 19, Section 7(a) of the 2013-2017 CBA. Allowing FOG Inspectors to flex their schedule within a work day when they are required to come in early to perform restaurant inspections rather than paying the FOG Inspectors overtime pay will likely result in a cost savings. The estimated cost savings is \$5,700 per year.

**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.

