

Portland, Oregon

FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

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

1. Name of Initiator Anna Kanwit (NWE)		2. Telephone No. 503-823-3516	3. Bureau/Office/Dept. Bureau of Human Resources
4a. To be filed (hearing date): July 23, 2014	4b. Calendar (Check One) <div style="display: flex; justify-content: space-around;"> Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <input type="checkbox"/> </div>		5. Date Submitted to Commissioner's office and CBO Budget Analyst: July 14, 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:

Create a new entry level, represented classification of Water Meter Technician I and establish an interim compensation rate for the new classification. (Ordinance)

2) Purpose of the Proposed Legislation:

The Portland Water Bureau requested the creation of a new classification to better describe five positions responsible for repairing, maintaining, calibrating, and testing small water meters. This work is currently being performed by Utility Worker II positions, a classification that encompasses many other duties and responsibilities not relevant to the work performed in the Water Meter Shop. The classification request was reviewed by the Bureau of Human Resources (BHR) who determined that an entry level Water Meter Technician classification should be created. As there are currently classifications titled Water Meter Technician I and Water Meter Technician II, both of which perform more advanced water meter repairs and maintenance, those classifications will be retitled to Water Meter Technician II and Water Meter Technician III respectively. The new Water Meter Technician I classification will be the entry level for the classification series.

The Water Meter Technician I classification will be represented by District Council of Trade Unions (DCTU), AFSCME, Local 189.

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 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 new classification. Five regular Utility Worker II positions will be reclassified to the new classification. The Utility Worker II classification and the new Water Meter Technician I both have a maximum annual rate of \$50,440, therefore, there is neither an increase nor 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. Five Utility Worker II positions currently assigned to the Water Meter Shop will be reclassified to Water Meter Technician I.
- **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?

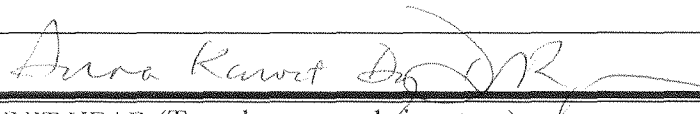
c) How did public involvement shape the outcome of this Council item?

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

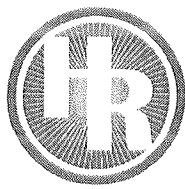
e) Primary contact for more information on this public involvement process (name, title, phone, email):

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



APPROPRIATION UNIT HEAD (Typed name and signature)



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

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

Office of Management and Finance

Fred Miller, Chief Administrative Officer

DATE: July 14, 2014

TO: Mayor Charlie Hales

FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison _____

FROM: Anna Kanwit, Human Resources Director

Anna Kanwit by [Signature]

RE: ORDINANCE TITLE: Create a new entry level, represented classification of Water Meter Technician I and establish an interim compensation rate for the new classification. (Ordinance)

1. INTENDED WEDNESDAY FILING DATE: July 23, 2014

2. REQUESTED COUNCIL AGENDA DATE: July 30, 2014

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 requested the creation of a new classification to better describe five positions responsible for repairing, maintaining, calibrating, and testing small water meters. This work is currently being performed by Utility Worker II positions, a classification that encompasses many other duties and responsibilities not relevant to the work performed in the Water Meter Shop. The classification request was reviewed by the Bureau of Human Resources (BHR) who determined that an entry level Water Meter Technician classification should be created. As there are currently classifications titled Water Meter Technician I and Water Meter Technician II, both of which perform more advanced water meter repairs and maintenance, those classifications will be retitled to Water Meter Technician II and Water Meter Technician III respectively. The new Water Meter Technician I classification will be the entry level for the classification series.

The Water Meter Technician I classification will be represented by District Council of Trade Unions (DCTU), AFSCME, Local 189.

8. FINANCIAL IMPACT

There is no direct cost to create the new classification. Five regular Utility Worker II positions will be reclassified to the new classification. The Utility Worker II classification and the proposed Water Meter Technician I both have a maximum annual rate of \$50,440, therefore, there is neither an increase nor 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.



ORDINANCE No.

Create a new entry level, represented classification of Water Meter Technician I and establish an interim compensation rate for the new 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 of Water Meter Technician I effective July 1, 2014 and retitling two existing classifications in the Water Meter Technician series to Water Meter Technician II and Water Meter Technician III.
2. The business needs that this new classification is intended to meet cannot be fulfilled until the classification and wage rate is established; however, the wage rate for the classification must be collectively bargained with District Council of Trade Unions (DCTU), AFSCME, Local 189. Under Article 27.5.2 of the DCTU contract, the City may establish interim rates 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>
30002158	Water Meter Technician I	July 1, 2014

- b. The following interim compensation rate is established:

<u>Entry</u>	<u>6 Months</u>	<u>1 Year</u>
\$22.56	\$23.40	\$24.25

- c. When the City and DCTU conclude necessary bargaining over the appropriate salary rates, the rates 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.

Passed by the Council:
Mayor Charlie Hales
Office of Management and Finance
Prepared by: Anna Kanwit: NWE
Date Prepared: July 14, 2014

LaVonne Griffin-Valade
Auditor of the City of Portland
By

Deputy

798 819

Agenda No.
ORDINANCE NO.
Title

Create a new entry level, represented classification of Water Meter Technician I and establish an interim compensation rate for the new classification. (Ordinance)

<p>INTRODUCED BY Commissioner/Auditor: Mayor Charlie Hales</p> <p>COMMISSIONER APPROVAL <i>[Signature]</i> Mayor—Finance and Administration - Hales</p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Novick</p> <p>BUREAU APPROVAL Bureau: Bureau of Human Resources OMF CAO: Fred Miller <i>[Signature]</i> Bureau Head: Anna Kanwit <i>[Signature]</i></p> <p>Prepared by: Nicolle Wynia-Eide Date Prepared: July 14, 2014</p> <p>Financial Impact & Public Involvement Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p> <p>Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>City Auditor Office Approval: required for Code Ordinances</p> <p>City Attorney Approval: required for contract, code, easement, franchise, comp plan, charter</p> <p>Council Meeting Date July 30, 2014</p>	<p>CLERK USE: DATE FILED <u>JUL 25 2014</u></p> <p style="text-align: right;">LaVonne Griffin-Valade Auditor of the City of Portland</p> <p>By: <u><i>[Signature]</i></u> Deputy</p> <p>ACTION TAKEN:</p> <p>JUL 30 2014 PASSED TO SECOND READING AUG 06 2014 9:30 A.M. AUG 06 2014 REFERRED TO COMMISSIONER OF FINANCE AND ADMINISTRATION</p>
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AGENDA
<p>TIME CERTAIN <input type="checkbox"/></p> <p>Start time: _____</p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>
<p>CONSENT <input checked="" type="checkbox"/> <i>Pulled 8/6</i></p>
<p>REGULAR <input type="checkbox"/></p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>

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