

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 (EN)	2. Telephone No. 503-823-3507	3. Bureau/Office/Dept. Bureau of Human Resources
4a. To be filed (hearing date): July 30, 2014	4b. Calendar (Check One) <div style="display: flex; justify-content: space-around;"> Regular <input checked="" type="checkbox"/> Consent <input type="checkbox"/> 4/5ths <input type="checkbox"/> </div>	5. Date Submitted to Commissioner's office and CBO Budget Analyst: July 21, 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 Nonrepresented classification of Revenue and Financial Services Director and establish a compensation rate for the new classification. (Ordinance)

2) Purpose of the Proposed Legislation:

In the budget for Fiscal Year 14-15, Council has directed the creation of a new bureau, the Bureau of Revenue and Financial Services, and established a position for the director of the bureau. The Office of Management and Finance (OMF) submitted a classification request to the Bureau of Human Resources (BHR) requesting classification of this new position. The position will be the director of the new bureau, which combines several financial functions, including revenue, treasury, debt, accounting, grants and public financing, and will also serve as the City's Chief Financial Officer. The classification request was reviewed by BHR, who determined that a new classification should be created. The new classification is titled Revenue & Financial Services Director. BHR is recommending a nonrepresented pay grade 16 for this classification.

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. One regular position will be allocated to this classification. BHR is recommending a nonrepresented grade 16 for the new classification, which has an annual maximum rate of \$177,029.

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 new regular position will be allocated to this new classification.
- **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 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 Nonrepresented classification of Revenue and Financial Services Director and establish a compensation rate for the new classification. (Ordinance)

1. **INTENDED WEDNESDAY FILING DATE:** July 30, 2014
2. **REQUESTED COUNCIL AGENDA DATE:** August 6, 2014
3. **CONTACT NAME & NUMBER:** Elisabeth Nunes, 503-823-3507
4. **PLACE ON:** CONSENT X 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

In the budget for Fiscal Year 14-15, Council has directed the creation of a new bureau, the Bureau of Revenue and Financial Services, and established a position for the director of the bureau. The Office of Management and Finance (OMF) submitted a classification request to the Bureau of Human Resources (BHR) requesting classification of this new position. The position will be the director of the new bureau, which combines several financial functions, including revenue, treasury, debt, accounting, grants and public financing, and will also serve as the City's Chief Financial Officer. The classification request was reviewed by BHR, who determined that a new classification should be created. The new classification is titled Revenue & Financial Services Director. BHR is recommending a nonrepresented pay grade 16 for this classification.

As a bureau director, this position will be excluded from the classified service as provided by the City Charter and Human Resources Administrative Rules.

8. FINANCIAL IMPACT

There is no direct cost to create the new classification. One regular position will be allocated to this classification. BHR is recommending a nonrepresented pay grade 16 for the new classification, which has an annual maximum rate of \$177,029.

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.

