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# 191635

Ordinance

## Authorize Director of the Bureau of Human Resources to offer Employment Agreements to Interim Deputy City Administrators

Passed

Amended by Council

The City of Portland ordains:

Section 1. The Council finds:

1. This Ordinance supports the City of Portland's Core Values including Transparency and Communication.
2. On December 13, 2023, the Council approved five new non-represented classifications to support the transition to the government structure supported by City Charter ([Ordinance 191554](#) (<https://efiles.portlandoregon.gov/record/16560233>)), and one of these classifications is for Deputy City Administrators.
3. Allowing the Bureau of Human Resources to offer and enter into employment agreements with Interim Deputy City Administrators is necessary for the organization to implement changes in accordance with timelines outlined in the Charter.
4. The authorization is temporary so as to allow the City Administrator to make recruitments decisions and hiring appointments into regularly budgeted positions.
5. The City has a high interest in attracting qualified candidates and given this interest and the temporary nature of these positions, offering severance agreements as part of the employment agreement will help entice more qualified applicants to apply or be considered for these interim positions.
6. These employment agreements will help the City to get qualified applicants by offering a six-month severance package under the City's targeted severance program, except that such agreements shall include that the interim Deputy City Administrators shall not be given

Introduced by

[Mayor Ted Wheeler](#)

Bureau

[Management and Finance;](#)  
[Human Resources](#)

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Requested Agenda Type

Regular

Date and Time Information

Requested Council Date

February 21, 2024

a severance package if they are terminated for cause during the term of the agreement or if they are offered the position as a regularly budgeted position.

7. These positions are interim and for a one-year duration, with the ability for the City Administrator to extend an additional year or terminate at any time, so as to support the City during the transition to the new form of government while retaining the City Administrator's authority to regularly appoint the people into the Deputy City Administrator positions.

NOW, THEREFORE, the Council directs:

- A. The Bureau of Human Resources Director is hereby authorized to offer employment agreements with Interim Deputy City Administrators that includes a targeted severance agreement under the targeted severance program of not more than six (6) months' pay.
- B. The duration of employment in the interim appointment shall be up to one year, at the discretion of the City Administrator, with the ability of the City Administrator to extend an additional one year.

An ordinance when passed by the Council shall be signed by the Auditor. It shall be carefully filed and preserved in the custody of the Auditor (City Charter Chapter 2 Article 1 Section 2-122)

Passed as amended by Council  
February 21, 2024

Auditor of the City of Portland  
Simone Rede

## Impact Statement

### Purpose of Proposed Legislation and Background Information

The Council through Ordinance 191554 approved a new classification for Deputy City Administrators to align with the new government structure directed by the recently adopted City Charter. This Ordinance authorizes the Bureau of Human Resources to offer employment agreements as interim Deputy City Administrator positions. This will position the organization to implement the changes in accordance with the timelines outlined in the Charter.

Under the new form of government, a new City Administrator will have the authority to hire, fire and supervise bureau or service area leadership with the exception of the Police Chief and City Attorney. Until a new City Administrator is selected and the updated organization structure is effective in 2025, leadership and collaboration across bureaus and the new service areas is needed. These positions are important to support the

coordination and work toward unified service delivery and the shared vision and priorities across the organization.

Allowing the Bureau of Human Resources to offer employment agreements to these interim positions will increase the likelihood of gaining highly qualified people in these critical positions.

### **Financial and Budgetary Impacts**

On December 13, 2023, the classification for these positions were approved. The Deputy City Administrator has a range of \$204,880 annual full time to \$307,299.20 annual full time. The cost of severance per FTE is approximately \$209k, 6 months of salary plus 50% taxes/benefits.

### **Community Impacts and Community Involvement**

The public has had an opportunity to vote and provide testimony on the form of government and these associated positions, but did not provide feedback on this specific matter because this action is largely internal to City government processes

### **100% Renewable Goal**

This action does not specifically impact the City's total energy or renewable energy use. Through continuity of operations with service area leadership who manage community-wide energy needs or use, the City can ensure fewer service gaps and support efficiency of core-service operations.

### **Budget Office Financial Impact Analysis**

The classification for these positions was approved by council on December 13, 2023. The Deputy City Administrator classification has a range of \$204,880 annual full time to \$307,299.20 annual full time. The cost of severance per FTE is approximately \$209k, 6 months of salary plus 50% taxes/benefits.

### **Agenda Items**

**137 Consent Agenda in [February 14, 2024 Council Agenda](https://www.portland.gov/council/agenda/2024/2/14) (<https://www.portland.gov/council/agenda/2024/2/14>)**

Passed to second reading as amended

Agenda item 137 was pulled from the Consent Agenda for discussion. Motion to remove the emergency clause: Moved by Wheeler and seconded by Gonzalez. (Y-5)

Passed to second reading as amended February 21, 2024 at 9:30 a.m.

**177 Regular Agenda in [February 21, 2024 Council Agenda](https://www.portland.gov/council/agenda/2024/2/21)  
(<https://www.portland.gov/council/agenda/2024/2/21>)**

Passed As Amended

Commissioner Carmen Rubio Yea

Commissioner Dan Ryan Absent

Commissioner Rene Gonzalez Nay

Commissioner Mingus Mapps Yea

Mayor Ted Wheeler Yea