

Portland, Oregon

## FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

(Deliver original to Financial Planning Division. Retain copy.)

1. Name of Initiator Yvonne L. Deckard (JG)		2. Telephone No. 503-823-3482	3. Bureau/Office/Dept. Bureau of Human Resources
4a. To be filed (date):  November 3, 2011	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: November 2, 2011
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 the implementation of the Bureau of Development Services' (BDS) Chief Inspector premium pay for Senior Electrical Inspector and Senior Plumbing Inspector employees who perform the duties of the Chief Plumbing Inspector (Ordinance)

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

**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? No. If so, by how much? If so, please identify the source.

**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**.)* The City estimates that it will cost the City up to \$500 per year for 2 people, at approximately 200 hours 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.)*

<b>Fund</b>	<b>Fund Center</b>	<b>Commitment Item</b>	<b>Functional Area</b>	<b>Funded Program</b>	<b>Grant</b>	<b>Sponsored Program</b>	<b>Amount</b>

**[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?**

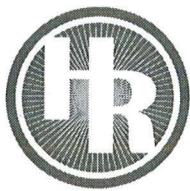
**d) Who designed and implemented the public involvement related to this Council item?**

**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.**

Yvonne L. Deckard

BUREAU DIRECTOR (Typed name and signature)



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

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

Office of Management and Finance

Jack D. Graham, Chief Administrative Officer

**DATE:** October 25, 2011

**TO:** Mayor Sam Adams

**FROM:** Yvonne L. Deckard, Human Resources Director *[Signature]*

**FOR MAYOR'S OFFICE USE ONLY**

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

**RE: ORDINANCE TITLE** \*Ratify the implementation of the Bureau of Development Services' (BDS) Chief Inspector premium pay for Senior Electrical Inspector and Senior Plumbing Inspector employees who perform the duties of the Chief Plumbing Inspector (Ordinance)

**1. INTENDED THURSDAY FILING DATE:** November 3, 2011

**2. REQUESTED COUNCIL AGENDA DATE:** November 9, 2011

**3. CONTACT NAME & NUMBER:** Julia Getchell, ext. 3482.

**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** During Fiscal Year 2009-2010, BDS was forced to layoff more than one hundred fifty (150) employees due to a precipitous decline in fee and permit revenue that funds the Bureau's work. Post-layoffs, Hank McDonald, former Commercial Inspection Division Manager and current IT Advancement Project Manager, has been performing Chief Plumbing Inspector duties, because he holds a Commercial Plumbing Inspection certification. However, when Mr. McDonald is out of the office, the Bureau does not have a Chief Plumbing Inspector available. The City has determined that Senior Electrical Inspectors and Senior Plumbing Inspectors will perform the duties of Chief Inspector when Mr. McDonald is not available. The City will pay Senior Electrical Inspectors and Senior Plumbing Inspectors a premium of \$1.16 per hour for all hours worked when they are assigned Chief Inspector duties, because of the higher level of technical knowledge and skill required to perform the Chief Inspector duties.

**8. FINANCIAL IMPACT**

The City estimates that it will cost up to \$500 per year for 2 people, at approximately 200 hours per year.

**9. RECOMMENDATION/ACTION REQUESTED**

I recommend that the Mayor and City Council approve this ordinance.

**Sam Adams, 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.**

\*Ratify the implementation of the Bureau of Development Services Chief Inspector premium pay for Senior Electrical Inspector and Senior Plumbing Inspector employees who perform the duties of the Chief Plumbing Inspector (Ordinance)

The City of Portland ordains:

Section 1. The Council finds:

1. During Fiscal Year 2009-2010, BDS was forced to layoff more than one hundred fifty (150) employees due to a precipitous decline in fee and permit revenue that funds the Bureau's work.
2. Post-layoffs, Hank McDonald, former Commercial Inspection Division Manager and current IT Advancement Project Manager, has been performing Chief Plumbing Inspector duties, because he holds a Commercial Plumbing Inspection certification. However, when Mr. McDonald is out of the office, the Bureau does not have a Chief Plumbing Inspector available.
3. The City has determined that Senior Electrical Inspectors and Senior Plumbing Inspectors will perform the duties of Chief Inspector when Mr. McDonald is not available. The City will pay Senior Electrical Inspectors and Senior Plumbing Inspectors a premium of \$1.16 per hour for all hours worked when they are assigned Chief Inspector duties, because of the higher level of technical knowledge and skill required to perform the Chief Inspector duties.

NOW, THEREFORE, the Council directs:

- a. The City is authorized to pay Senior Electrical Inspectors and Senior Plumbing Inspectors who perform the duties of Chief Inspector when Mr. McDonald is not available a premium of \$1.16 per hour for all hours worked when they are assigned Chief Inspector duties, because of the higher level of technical knowledge and skill required to perform the Chief Inspector duties.
- b. The Mayor and City Auditor are hereby authorized to pay for the premium from the Bureau of Development Services' Budget.

Section 2.

The Council declares that an emergency exists because delay would create problems in determining pay for all hours worked by employees who perform the duties of Chief Inspector; therefore, this ordinance shall be in full force and effect from and after its passage by the Council.

Passed by the Council:

Mayor Sam Adams

Prepared by: Yvonne L. Deckard:SDS

Date Prepared: October 25, 2011

**LaVonne Griffin-Valade**

Auditor of the City of Portland

By:

Deputy



1185

Agenda No.

**ORDINANCE NO.**

Title

\*Ratify the implementation of the Bureau of Development Services' (BDS) Chief Inspector premium pay for Senior Electrical Inspector and Senior Plumbing Inspector employees who perform the duties of the Chief Plumbing Inspector (Ordinance)

<b>INTRODUCED BY</b> Commissioner/Auditor: <b>Mayor Sam Adams</b>	CLERK USE: DATE FILED <u>NOV 04 2011</u>
<b>COMMISSIONER APPROVAL</b> Mayor—Finance and Administration - Adams	LaVonne Griffin-Valade Auditor of the City of Portland
Position 1/Utilities - Fritz	By: <u>Susan Parsons</u> Deputy
Position 2/Works - Fish	
Position 3/Affairs - Saltzman	
Position 4/Safety - Leonard	
<b>BUREAU APPROVAL</b> Bureau: Bureau of Human Resources Bureau Head: Jack D. Graham / Yvonne L. Deckard	<b>ACTION TAKEN:</b> NOV 09 2011 REFERRED TO COMMISSIONER OF FINANCE AND ADMINISTRATION
Prepared by: Shianne D. Scott Date Prepared: October 25, 2011	
Financial Impact & Public Involvement Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/>	
Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Council Meeting Date November 9, 2011	
<b>City Attorney Approval</b>	

<b>AGENDA</b>
<b>TIME CERTAIN</b> <input type="checkbox"/> Start time: _____ Total amount of time needed: _____ (for presentation, testimony and discussion)
<b>CONSENT</b> <input checked="" type="checkbox"/> Pull
<b>REGULAR</b> <input type="checkbox"/> Total amount of time needed: _____ (for presentation, testimony and discussion)

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