

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 / JMG:sds		2. (Telephone No.) (503) 823-3482	3. Bureau/Office/Dept. Bureau of Human Resources
4a. To be filed (date): May 17, 2012	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: May 8, 2012
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 and the American Federation of State, County and Municipal Employees, Local 189 with respect to increasing the compensation of represented employees in the Surveyor classification series (Ordinance)

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

Increase the compensation for AFSCME-represented employees working at the in the classifications of Survey Project Support Tech, Surveying Aide I, Surveying Aide II, Surveyor I, and Surveyor II (collectively referred to as the Surveyors Series).

**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 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**.)*

Cost to the Portland Water Bureau May 9, 2012 through June 30, 2012: \$5,357.

Cost to Portland Water Bureau July 1, 2012 to June 30, 2013: \$35,502

Cost to the Portland Bureau of Transportation May 9, 2012 through June 30, 2012: \$18,165.

Cost to Portland Bureau of Transportation July 1, 2012 to June 30, 2013: \$132,446.

The Bureaus will fund these increases within current service level budgets for the remainder of fiscal year 2011-12 and fiscal year 2012-13.

**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?**

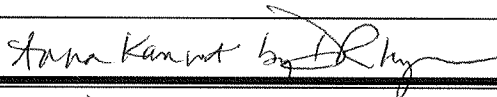
**c) How did public involvement shape the outcome of this Council item?**

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

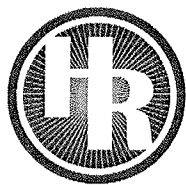
**e) Primary contact for more information on this public involvement process (name, title, phone, email):**

**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, Human Resources Director



BUREAU DIRECTOR (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

Jack D. Graham, Chief Administrative Officer

May 8, 2012

**FOR MAYOR'S OFFICE USE ONLY**

**TO:** Mayor Sam Adams

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

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

*Anna Kanwit by [Signature]*

**RE: ORDINANCE TITLE** \*Ratify a Letter of Agreement between the City and the American Federation of State, County and Municipal Employees, Local 189 with respect to increasing the compensation of represented employees in the Surveyor classification series (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** May 17, 2012
2. **REQUESTED COUNCIL AGENDA DATE:** May 23, 2012
3. **CONTACT NAME & NUMBER:** Julia M. Getchell, ext. 3482.
4. **PLACE ON:** X **CONSENT** \_\_\_\_\_ **REGULAR**
5. **BUDGET IMPACT STATEMENT ATTACHED:** X **Y** \_\_\_\_\_ **N** \_\_\_\_\_ **N/A**
6. **ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY**
- ATTORNEY ATTACHED:** x **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **N/A**

**7. BACKGROUND/ANALYSIS**

The purpose of this legislation is to increase the compensation for AFSCME-represented employees working at Bureau of Transportation and the Water Bureau in the classifications of Survey Project Support Tech, Surveying Aide I, Surveying Aide II, Surveyor I, and Surveyor II (collectively referred to as the Surveyors Series).

**8. FINANCIAL IMPACT**

Cost to the Portland Water Bureau May 9, 2012 through June 30, 2012: \$5,357.

Cost to Portland Water Bureau July 1, 2012 to June 30, 2013: \$35,502

Cost to the Portland Bureau of Transportation May 9, 2012 through June 30, 2012: \$18,165.

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The Bureaus will fund these increases within current service level budgets for the remainder of fiscal year 2011-12 and fiscal year 2012-13.

**9. RECOMMENDATION/ACTION REQUESTED**

We 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.



**Letter of Agreement  
(Surveyor Series Wages)**

The parties to this Letter of Agreement are the City of Portland (City) and the American Federation of State, County and Municipal Employees, Local 189 (AFSCME).

**Background**

1. The City and the District Council of Trade Unions (DCTU), of which AFSCME is a member union, are parties to a Collective Bargaining Agreement (CBA) effective July 1, 2010 to June 30, 2013.
2. AFSCME is the sole collective bargaining agent for the classifications of Survey Project Support Tech, Surveying Aide I, Surveying Aide II, Surveyor I, and Surveyor II (collectively referred to as the Surveyors Series).
3. The Chief Engineers for the Bureau of Transportation (PBOT) and the Water Bureau (PWB) requested that the Bureau of Human Resources (BHR) review the adequacy of the current wage structure for the surveyor classifications including the classifications listed above. PBOT and PWB Directors supported this review.
4. BHR Classification and Compensation staff determined that the City has difficulty recruiting and retaining qualified employees in the surveyor classifications because the pool of qualified surveyor applicants is limited and the City's wages are not competitive.

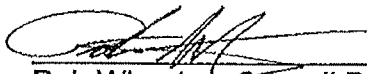
**Agreement**

The current wage schedule for the Surveyor Series shall be amended as follows:

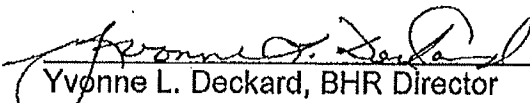
1. All salary steps for the Surveyor Series will be increased by ten percent (10%).
2. In addition, one (1) five percent (5%) salary step shall be added to the Surveying Aide II classification resulting in a Year 2 step.
3. The current entry rate in the Surveyor II classification shall be eliminated and the other steps shall be shifted down by one (1) step. Two (2) five percent (5%) salary steps shall be added resulting in new Year 1 and Year 2 steps.
4. The amended wage schedule as set out in 1-3 above is set out in the attached Surveyor Series Wage Schedule.
5. All employees in the Surveyor Series will remain in their current classification and will remain on the same step on the new wage scale as they are currently placed. For example: a Surveyor II at Year 1 on the current wage scale will continue to be on the Year 1 step on the new wage scale.
6. Employees in the Surveying Aide II and Surveyor II classifications who are currently at the Year 1 step shall be eligible to move to the new Year 2 step on their next job classification anniversary date.

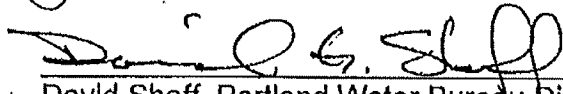
7. The parties have bargained to completion regarding wage increases for the Surveyor Series.
8. This Letter of Agreement addresses the special circumstances referenced herein and shall not establish any precedent whatsoever.
9. This Agreement shall be effective upon approval by ordinance by the Portland City Council.

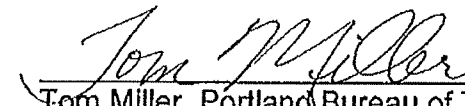
For AFSCME:

 4/11/2012  
Rob Wheaton, Council Representative Date

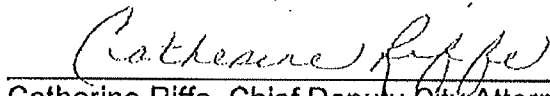
For the City:

 April 12, 2012  
Yvonne L. Deckard, BHR Director Date

 04.12.2012  
David Shaff, Portland Water Bureau Director Date

 04.12.2012  
Tom Miller, Portland Bureau of Transportation Director Date

Approved as to Form:

 4-12-12  
Catherine Riffe, Chief Deputy City Attorney Date

## Surveyor Series Wage Schedule

Updated 03/27/12

Current Surveyor Series Wages				
	Min	6 Month	1 Year	2 year
Surveying Aide I	\$ 17.02	\$ 18.50	\$ 20.13	\$ 21.30
Surveying Aide II	\$ 20.18	\$ 21.93	\$ 22.37	
Survey Project Support Tech	\$ 23.05	\$ 23.97	\$ 25.17	
Surveyor I	\$ 23.05	\$ 25.05	\$ 28.65	
Surveyor II	\$ 26.77	\$ 29.04	\$ 30.67	

Proposed Surveyor Series Wages Effective FY 11/12				
	Min	6 Month	1 Year	2 year
Surveying Aide I	\$ 18.72	\$ 20.35	\$ 22.14	\$ 23.43
Surveying Aide II	\$ 22.20	\$ 24.12	\$ 24.61	\$ 25.84
Survey Project Support Tech	\$ 25.36	\$ 26.37	\$ 27.69	
Surveyor I	\$ 25.36	\$ 27.56	\$ 31.52	
Surveyor II	\$ 31.94	\$ 33.74	\$ 35.43	\$ 37.20

If change effective on or after July 1, 2012, all proposed rates will increase by 3.3%.

### Recommendation Notes:

- All Classifications: 10% Increase to all steps.
- Surveying Aide II: Added one 5% step resulting in a 2 year rate.
- Surveyor II: Removed entry rate and shifted other steps down.  
Added two 5% steps resulting in a 2 year rate.

	Current Market Ratio	Proposed Market Ratio
Surveying Aide I	96%	106%
Surveying Aide II	83%	96%
Surveyor I	92%	101%
Surveyor II	84%	102%

## **ORDINANCE No.**

\*Ratify a Letter of Agreement with the American Federation of State, County and Municipal Employees, Local 189 to increase the compensation of represented employees in the Surveyor classification series (Ordinance)

The City of Portland ordains:

Section 1. The Council finds:

1. The City and the District Council of Trade Unions (DCTU), of which the American Federation of State, County and Municipal Employees (AFSCME), Local 189 is a member union, are parties to a Collective Bargaining Agreement effective July 1, 2010 to June 30, 2013.
2. AFSCME, Local 189 is the sole collective bargaining agent for the classifications of Survey Project Support Tech, Surveying Aide I, Surveying Aide II, Surveyor I, and Surveyor II (collectively referred to as the Surveyors Series).
3. The Chief Engineers for the Bureau of Transportation and the Water Bureau requested that the Bureau of Human Resources review the adequacy of the current wage structure for the surveyor classifications, including the Surveyors Series. The Directors of the Bureau of Transportation and Water Bureau supported the review.
4. The Bureau of Human Resources determined that the City has difficulty recruiting and retaining qualified employees in the surveyor classifications because the pool of qualified surveyor applicants is limited and the City's wages are not competitive. As a result, the Bureau of Human Resources recommended that the City amend its wage schedule for the Surveyor Series.
5. On April 12, 2012, the City and AFSCME, Local 189 entered into a Letter of Agreement (LOA) that amended the wage schedule for the Surveyor Series.

NOW, THEREFORE, the Council directs:

- a. The LOA between the City and AFSCME, Local 189 attached hereto as Exhibit A is hereby ratified by this Council.
- b. The Bureau of Transportation and the Water Bureau are authorized to fund the increases in pay for the Surveyor Series within current service level budgets for the remainder of fiscal year 2011-12 and fiscal year 2012-13.
- c. This ordinance is binding City policy.



Section 2. The Council declares that an emergency exists because delay would create problems in determining overtime pay; 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: Anna Kanwit:JMG/sds

Date Prepared: May 8, 2012

**LaVonne Griffin-Valade**

Auditor of the City of Portland

By:

Deputy

557

Agenda No.  
**ORDINANCE NO.**  
 Title

\*Ratify a Letter of Agreement between the City of Portland and the American Federation of State, County and Municipal Employees, Local 189 with respect to increasing the compensation of represented employees in the Surveyor classification series (Ordinance)

INTRODUCED BY Commissioner/Auditor: <b>Mayor Sam Adams</b>	CLERK USE: DATE FILED <u>MAY 18 2012</u>
COMMISSIONER APPROVAL Mayor—Finance and Administration - Adams <i>[Signature]</i> Position 1/Utilities - Fritz Position 2/Works - Fish Position 3/Affairs - Saltzman Position 4/Safety - Leonard	LaVonne Griffin-Valade Auditor of the City of Portland  By: <i>[Signature]</i> Deputy
BUREAU APPROVAL Bureau: Bureau of Human Resources Bureau Head: Jack D. Graham / Anna Kanwit <i>[Signature]</i> Prepared by: Julia M. Getchell:sds Date Prepared: May 8, 2012  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 checked="" type="checkbox"/> No <input type="checkbox"/>  Council Meeting Date: May 23, 2012  City Attorney Approval: N/A	ACTION TAKEN: MAY 23 2012 REFERRER TO COMMISSIONER OF FINANCE AND ADMINISTRATION

<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"/>  <b>REGULAR</b> <input type="checkbox"/> Total amount of time needed: _____ (for presentation, testimony and discussion)
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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		