

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:ss		2. Telephone No. 3-3482	3. Bureau/Office/Dept. Human Resources
4a. To be filed (date):  June 20, 2013	4b. Calendar (Check One)  Regular    Consent    4/5ths <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		5. Date Submitted to Commissioner's office and FPD Budget Analyst: June 11, 2013
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 on behalf of the Portland Water Bureau and the AFSCME, Local 189-1 authorizing alternative holiday pay for certain employees in the Water Treatment Operator classification who work at Headworks (Ordinance)

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

The purpose of this legislation is to authorize a holiday pay Letter of Agreement (LOA) agreed to by the City and AFSCME, Local 189-1. The LOA is effective November 3, 2010 to June 30, 2013.

**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.**

None.

**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**.)

\$2,884.39 for the period November 3, 2010 to June 30, 2013. The Bureau will fund the LOA within its current service level budget.

**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 Agreement is related to internal City business.

**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 Agreement is related to internal City business.

Anna Kanwit

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

186118

June 10, 2013

**FOR MAYOR'S OFFICE USE ONLY**

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

**TO:** Mayor Charlie Hales

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

**RE: ORDINANCE TITLE** \* Ratify a Letter of Agreement between the City on behalf of the Portland Water Bureau and the AFSCME, Local 189-1 authorizing alternative holiday pay for certain employees in the Water Treatment Operator classification who work at Headworks (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** June 20, 2013
2. **REQUESTED COUNCIL AGENDA DATE:** June 26, 2013
3. **CONTACT NAME & NUMBER:** Julia Getchell, ext. 3-3482
4. **PLACE ON:** ☒ **CONSENT** ☐ **REGULAR**
5. **BUDGET IMPACT STATEMENT ATTACHED:** ☒ Yes ☐ No ☐ N/A
6. **ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** ☒ Yes ☐ No ☐ N/A

**7. BACKGROUND/ANALYSIS**

The purpose of this legislation is to authorize alternative holiday pay for Headworks Water Treatment Operators on Day 1 Shift, Day 2 Shift, Night 1 Shift and Night 2 Shift (collectively referred to as "Shift WTOs"). The Shift WTOs work a bi-weekly rotation of three 12.25 hour work days, two days off, one 12.25 hour work day, one 6.50 hour work day, three days off, and two 12.25 hour work days. The 6.50 hour work day always falls on a Thursday. When a holiday falls on a Thursday or Friday, and that holiday is observed on Thursday for one set of the Day Shift and Night Shift WTOs referenced above, those Shift WTOs only receive 6.50 hours of holiday pay and compensation for hours worked on Thursday as stated in Article 15.2, which is less than the other set of Day Shift and Night Shift Water Treatment Operators who do not work the Thursday on which the holiday is observed. The City and AFSCME, Local 189-1 has entered into a Letter of Agreement (LOA) that authorizes alternative holiday pay for Shift WTOs who are assigned to the Day 1, Day 2, Night 1, and Night 2 shifts. Under the LOA, when a holiday falls on or is observed on a Thursday, employees assigned to the shifts listed above shall observe the holiday on the following Monday. As a result, employees shall receive 12.25 hours of holiday pay instead of 6.5 hours of holiday pay. The LOA is effective November 3, 2010 to June 30, 2013.

**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.



**8. FINANCIAL IMPACT**

186118

\$2,884.39 for the period November 3, 2010 to June 30, 2013. The Bureau will fund the LOA within its current service level budget.

**9. RECOMMENDATION/ACTION REQUESTED**

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