

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:JKU:ss		2. Telephone No. (503) 823-3524	3. Bureau/Office/Dept. Bureau of Human Resources
4a. To be filed (date): July 10, 2014	4b. Calendar (Check One) <div style="display: flex; justify-content: space-around;"> Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <input type="checkbox"/> </div>		5. Date Submitted to Commissioner's office and FPD Budget Analyst: July 10, 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:

*Ratify a Letter of Agreement that amends Article 19 – Wages, Section 7(a) of the collective bargaining agreement between the City and the City of Portland Professional Employees Association effective July 1, 2013 to June 30, 2017 (Ordinance)

2) Purpose of the Proposed Legislation:

The purpose of this legislation is to ratify a Letter of Agreement (LOA), Exhibit A attached hereto, that amends Article 19 – Wages, Section 7(a) to increase the number of compensatory hours that employees may accrue in a calendar year from a total of 80 hours per calendar year to a total of 120 hours per calendar year. The City and COPPEA entered into the LOA to provide parity to COPPEA represented employees regarding the number of compensatory hours employees may accrue in a calendar year.

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 checked="" 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 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**.)*

The fiscal impact of increasing compensatory time off from 80 to 120 hours is indeterminable because of the impact on other personal services wage types. There is the unintended consequence that increasing the compensatory time may trigger additional overtime costs for work that requires overtime staffing. By contrast, the proposed compensatory time change will result in lower personal services cost, if it does not require any additional staffing. The cost for the increase, if any, will be paid out of the General Fund and from the bureaus who have bargaining unit employees in classifications represented by COPPEA. Based on the most recent data available, non-General bureaus will bear over 90% of COPPEA compensatory time taken, with most of those costs attributable to the Bureau of Environmental Services, Bureau of Technology Services, and Bureau of Transportation. It is expected that the increased cost, if any, will not materially impact current service level budgets for fiscal year 2014-15.

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, BUREAU DIRECTOR (Typed name and signature)



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

186734

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Office of Management and Finance

Fred Miller, Chief Administrative Officer

July 10, 2014

TO: Mayor Charlie Hales

FROM: Anna Kanwit, Human Resources Director

FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison _____

RE: ORDINANCE TITLE *Ratify a Letter of Agreement that amends Article 19 – Wages, Section 7(a) of the collective bargaining agreement between the City and the City of Portland Professional Employees Association effective July 1, 2013 to June 30, 2017 (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** July 10, 2014
2. **REQUESTED COUNCIL AGENDA DATE:** July 23, 2014
3. **CONTACT NAME & NUMBER:** Jon Uto, ext. 3-3524
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 ratify a Letter of Agreement (LOA), Exhibit A attached hereto, that amends Article 19 – Wages, Section 7(a) to increase the number of compensatory hours that employees may accrue in a calendar year from a total of 80 hours per calendar year to a total of 120 hours per calendar year. The City and COPPEA entered into the LOA to provide parity to COPPEA represented employees regarding the number of compensatory hours employees may accrue in a calendar year.

8. FINANCIAL IMPACT

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9. RECOMMENDATION/ACTION REQUESTED

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