

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): November 5, 2014	4b. Calendar (Check One) Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <input type="checkbox"/>		5. Date Submitted to Commissioner's office and FPD Budget Analyst: November 6, 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 between the City on behalf of Portland Parks & Recreation and Laborers' Local 483 that adds seasonal and full-time employees in the Park Ranger classification to the collective bargaining agreement between the City and the District Council of Trade Unions in effect for 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 (Agreement), Exhibit A attached hereto. As of the date this ordinance is submitted, LL483 has ratified the Agreement. Upon ratification by City Council, the Agreement will establish wages, health benefits, and other terms and conditions of employment for all full-time and seasonal Park Rangers via a Letter of Agreement under the 2013-2017 CBA.

**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**.)*

The fiscal impact of raising the hourly wage for Park Rangers with an implementation date of September 1, 2014 is estimated at \$116,000 for fiscal year 2014-15. 81 percent of this amount, or \$94,000, is attributed to seasonal Park Rangers, with the remaining amount of \$22,000 attributed to full-time Park Rangers. The estimated out-year costs are estimated at \$202,000 for fiscal year 2015-16 and \$192,000 for fiscal year 2016-17. The three-year fiscal impact of raising the hourly wage for Park Rangers on September 1, 2014 is estimated to be \$510,000.

The fiscal impact of providing health insurance coverage to 17 seasonal Park Rangers is estimated to cost \$82,000 in fiscal year 2014-15, due to partial year implementation, and about \$168,000 per year for fiscal year 2015-16 and fiscal year 2016-17. The three year fiscal impact of providing medical insurance coverage, based on an implementation date of January 1, 2015, is estimated to be \$418,000.

The cumulative three-year fiscal impact for the Agreement is estimated to be about \$928,000.

#### **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.)*

Yes. The current Community Outreach and Information Assistant (Job Code 30000491) will be reclassified as a Park Ranger (Job Code 30000179).

- **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?**

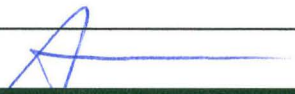
**c) How did public involvement shape the outcome of this Council item?**

**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

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Office of Management and Finance

Fred Miller, Chief Administrative Officer

**DATE:** November 4, 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 between the City on behalf of Portland Parks & Recreation and Laborers' Local 483 that adds seasonal and full-time employees in the Park Ranger classification to the collective bargaining agreement between the City and the District Council of Trade Unions in effect for July 1, 2013 to June 30, 2017 (Ordinance)

**1. INTENDED WEDNESDAY FILING DATE:** November 5, 2014

**2. REQUESTED COUNCIL AGENDA DATE:** November 19, 2014 at 10:45 a.m. (Time Certain)

**3. CONTACT NAME & NUMBER:** Jon Uto, ext. 3-3524

**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** Original City Attorney signature on backing sheet

**7. BACKGROUND/ANALYSIS**

The purpose of this legislation is to ratify a Letter of Agreement (Agreement), Exhibit A attached hereto, between the City on behalf of PP&R and LL483. At the time this ordinance is submitted, LL483 has ratified the Agreement. Upon ratification by City Council, the Agreement will establish wages, health benefits, and other terms and conditions of employment for all full-time and seasonal Park Rangers via a Letter of Agreement under the 2013-2017 CBA.

Highlights of the Agreement include the following:

- **Wages:** The Agreement continues to apply the principles of total compensation as the basis for bargaining all monetary subjects and ties general compensation to the Consumer Price Index (CPI). General wage increases will continue to be tied to the Portland CPI-W.

Upon ratification by City Council, seasonal Park Rangers will be placed at the step closest to their current hourly rate which does not result in a pay cut, retroactive to September 1, 2014, representing an increase in wages of up to \$3.33 per hour for each current seasonal Park Ranger. Seasonal Park Rangers will move through the steps based on hours paid. Any seasonal Park Ranger making more than the maximum of the range will be red circled per the City's Human Resources Administrative Rules on compensation.

Upon ratification by City Council, full-time Park Rangers will be placed at the step closest to their current hourly rate which does not result in a pay cut, retroactive to September 1, 2014, representing an increase in wages of up to \$1.42 per hour for each full-time Park Ranger. Full-time Park Rangers who make more than the maximum of the range will be red circled per the City's Human Resources Administrative Rules on compensation.



- **Health Insurance:** Effective January 1, 2015, seasonal Park Rangers will be eligible for medical, dental and vision benefits in the first month following 60 days of service in a position that is scheduled within SAP for a minimum of 28 hours per week, with a premium share of 90/10. Effective upon ratification, full-time Park Rangers will be eligible for the medical, dental and vision benefits in the 2013-2017 CBA with a premium share of 95/5.
- **Rights and Benefits:** Upon ratification, seasonal Park Rangers will be provided with rights and benefits in parity with Seasonal Maintenance Workers, including grievance rights, re-employment rights, sick leave in accordance with the Protected Sick Time Ordinance and holiday pay. Full-time Park Rangers will be awarded with rights and benefits under the 2013-2017 CBA, including grievance rights, holiday pay, sick leave and vacation pay.
- **Cost Saving Measures:** In the spirit of shared sacrifice, seasonal and full-time Park Rangers have agreed that second/swing shift is defined as beginning at 12:00 p.m. and that seasonal and full-time Park Rangers are not entitled to compensatory time off in lieu of overtime pay. Furthermore, seasonal and full-time Park Rangers have agreed that the current practice for work clothing will remain the same as when they were non-represented, representing cost savings to PP&R.
- **Training and Safety:** In recognition of a mutual interest in ensuring a safe and well-trained Park Ranger work force, the City has agreed to create a seat for a represented Ranger on PP&R's Safety Committee pursuant to Article 22 of the 2013-2017 CBA and to meet annually with the Park Rangers to discuss safety issues. Safety will also be an agenda item at regular staff meetings. In addition, PP&R will establish a Training Committee with at least two represented Park Rangers to review the curriculum for the Ranger Academy and to make recommendations for training year round.
- **Recruitments:** In recognition of the fact that seasonal Park Rangers have an interest in filling vacant, budgeted Park Ranger positions, the City has agreed to run every other Park Ranger recruitment as an Internal Recruitment to allow seasonal Park Rangers more opportunity to apply for such positions. The agreement to run every other recruitment as an Internal Recruitment is not grievable and will sunset with the expiration of the 2013-2017 CBA.

## 8. FINANCIAL IMPACT

The fiscal impact of raising the hourly wage for Park Rangers with an implementation date of September 1, 2014 is estimated at \$116,000 for fiscal year 2014-15. 81 percent of this amount, or \$94,000, is attributed to seasonal Park Rangers, with the remaining amount of \$22,000 attributed to full-time Park Rangers. The estimated out-year costs are estimated at \$202,000 for fiscal year 2015-16 and \$192,000 for fiscal year 2016-17. The three-year fiscal impact of raising the hourly wage for Park Rangers on September 1, 2014 is estimated to be \$510,000.

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The cumulative three-year fiscal impact for the Agreement is estimated to be about \$928,000.

## 9. RECOMMENDATION/ACTION REQUESTED

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