

Date: March 28, 2018
To: TriMet Board of Directors
From: J. Doug Kelsey, General Manager
Subject: *General Manager Personnel Action Report
November 16, 2017 – February 15, 2018*

The duties of TriMet's General Manager are specified in ORS 267.140. It states the General Manager has "full charge of the administration of the business affairs of the district." Those duties include ensuring appropriate staffing levels and acknowledging promotions.

TriMet is pleased to recognize the following individual salary actions and to report on other personnel actions taken during the quarter.

I. PERSONNEL ACTIONS (Grade 15 and higher)¹

- All actions are within the current budget appropriation.
- Actions listed in alphabetical order.

a. Promotions

Edmond K. Bennett – Director, Bus Maintenance. Maintenance. Grade 19.
Previous Position: Manager, Bus Maintenance. Maintenance. Grade 16.
18.71% Annual Salary Increase to \$122,000; effective 11/27/2017.

Keith D. Bounds – Manager, Rail Maintenance of Way (MOW). Maintenance. Grade 16.
Previous Position: Supervisor, Rail Maintenance of Way. Maintenance. Grade 14.
20.48% Annual Salary Increase to \$102,000; effective 01/09/2018.

Freya E. Gustafsson – Manager, Enterprise Systems. Information Technology. Grade 19.
Previous Position: Software Engineer, Senior. Information Technology. Grade 18.
10.00% Annual Salary Increase to \$125,199; effective 01/15/2018.

Thomas B. Mills – Manager, Service Planning. Public Affairs. Grade 16.
Previous Position: Planner III. Public Affairs. Grade 13.
21.43% Annual Salary Increase to \$92,000; effective 01/01/2018.

Timothy Potts – Project Manager, CP Construction. Capital Projects. Grade 15.
Previous Position: Assistant Project Manager, CP Construction. Capital Projects. Grade 14.
10.29% Annual Salary Increase to \$85,779; effective 01/29/2018.

Kristin Ann Burrus Rawson – Project Manager, CP Construction. Capital Projects. Grade 15.
Previous Position: Assistant Project Manager, CP Construction. Capital Projects. Grade 14.
9.98% Annual Salary Increase to \$84,000; effective 12/18/2017.

Rhyan Aynslie Schaub – Director, Revenue Ops & Electronic Fare Operations. Finance. Grade 17.
Previous Position: Manager, Fare Revenue. Finance. Grade 15.
9.76% Annual Salary Increase to \$110,000; effective 01/01/2018.

Adam Southerland – Project Manager, CP Construction. Capital Projects. Grade 15.
Previous Position: Assistant Project Manager, CP Construction. Capital Projects. Grade 14.

¹ Grade 15 has a midpoint of \$93,994 and is generally considered a department manager level.

4.35% Annual Salary Increase to \$77,500; effective 01/01/2018.

William F. Wegesend III – Manager, Bus Maintenance. Maintenance. Grade 16.
Previous Position: Supervisor, Rail Maintenance. Maintenance. Grade 14.
8.82% Annual Salary Increase to \$95,000; effective 01/02/2018.

b. Market Adjustment

Bernard J. Bottomly – Executive Director, Public Affairs. Grade 23. Public Affairs.
7.94% Increase. Annual Salary Increase to \$200,000; effective 02/11/2018.

Dee R. Brookshire – Executive Director, Finance & Administration (CFO). Grade 26. Finance.
10.30% Increase. Annual Salary Increase to \$222,500; effective 02/11/2018.

Britney Colton – Director, Labor & Employee Relations. Grade 20. Labor Relations & Human Resources.
1.36% Increase. Annual Salary Increase to \$141,955; effective 12/03/2017.

Shelley Devine – Executive Director, Legal Services (General Counsel). Grade 26. Legal.
0.80% Increase. Annual Salary Increase to \$216,965; effective 02/11/2018.

Timothy J. McHugh – Chief Information Officer. Grade 24. Information Technology.
11.11% Increase. Annual Salary Increase to \$200,000; effective 02/11/2018.

c. New Hires

James D. Bertelson – Systems Engineer, Senior. Information Technology.
Grade 18. Starting Annual Salary: \$86,600. Start Date 11/27/2017.

Katherine M. Brown – Project Manager, CP Systems. Capital Projects.
Grade 16. Starting Annual Salary: \$102,000. Start Date 12/04/2017.

Michael G. Caruthers – Assistant Manager, Bus Operations (Transportation). Transportation.
Grade 15. Starting Annual Salary: \$84,000. Start Date 02/05/2018.

Kenneth C. Cottrell – Manager, Bus Maintenance. Maintenance.
Grade 16. Starting Annual Salary: \$104,500. Start Date 01/22/2018.

Errol D. Meadows – Assistant Manager, Bus and Rail Operations (OCC). Transportation.
Grade 15. Starting Annual Salary: \$90,000. Start Date 01/02/2018.

Ayasha S. Montgomery – Assistant Manager, Bus and Rail Operations (OCC). Transportation.
Grade 15. Starting Annual Salary: \$74,500. Start Date 02/01/2018.

Antonio A. Swanson – Manager, Fare Revenue Systems. Finance.
Grade 15. Starting Annual Salary: \$100,000. Start Date 01/08/2018.

Aaron M. Walker – Systems Engineer, Senior. Information Technology.
Grade 18. Starting Annual Salary: \$86,600. Start Date 01/15/2018.

Katherine M. Williams – Manager, Contracts. Finance.
Grade 16. Starting Annual Salary: \$85,000. Start Date 01/15/2018.

Andrew J Wolff – Assistant Manager, Bus Operations (Transportation). Transportation.
Grade 15. Starting Annual Salary: \$90,000. Start Date 01/29/2018.

d. Temporary Adder Pay

Steven C. Callas – Director, Bus and Rail Service Delivery. Operations. Grade 18.
6.00% Temporary Annual Salary Increase to \$127,200; effective 01/08/2018.

e. Separations²

James D. Bertelson – Systems Engineer, Senior. Information Technology.
Grade 18. Ending Annual Salary: \$86,600. Last Day: 12/15/2017. Resigned. Length of Service: 0 yrs.

Lisa F. Colling – Human Resources Business Partner. Labor Relations & Human Resources.
Grade 17. Ending Annual Salary: \$118,000. Last Day: 01/05/2018. Resigned. Length of Service: 0 yrs.

Toshi Forrest – Manager, Fare Revenue Systems. Finance.
Grade 15. Ending Annual Salary: \$95,000. Last Day: 12/08/2017. Resigned. Length of Service: 4 yrs.

Gina L. Franzosa – Project Manager, CP Construction. Capital Projects.
Grade 15. Ending Annual Salary: \$84,799. Last Day: 12/12/2017. Resigned. Length of Service: 1 yrs.

Dion A. Graham – Administrator, ADA Compliance. Transportation.
Grade 15. Ending Annual Salary: \$94,143. Last Day: 11/30/2017. Resigned. Length of Service: 6 yrs.

Richard R. Jacobi – Network Communications Engineer. Information Technology.
Grade 18. Ending Annual Salary: \$106,178. Last Day: 01/02/2018. Retirement. Length of Service: 20 yrs.

Gregory M. Larson – Assistant Manager, Bus Operations (Transportation). Transportation.
Grade 15. Ending Annual Salary: \$85,162. Last Day: 11/17/2017. Retirement. Length of Service: 14 yrs.

Sammie Marra – Executive Director, Maintenance Operations. Maintenance.
Grade 22. Ending Annual Salary: \$178,880. Last Day: 01/05/2018. Resigned. Length of Service: 3 yrs.

Sara D. Touey – Project Manager, CP Construction. Capital Projects.
Grade 15. Ending Annual Salary: \$88,584. Last Day: 01/10/2018. Resigned. Length of Service: 4 yrs.

Christopher R. Tucker – Director, Revenue Ops & Electronic Fare Operations. Finance.
Grade 18. Ending Annual Salary: \$125,021. Last Day: 01/10/2018. Resigned. Length of Service: 11 yrs.

f. Other Personnel Actions

- All actions are within the current budget appropriation.

- a. Total Union Employee Salary Step Increases: 472
- b. Total Union Positions Filled: 82
 - 1) Part-time Operators: 64
 - 2) Full-time Operators: 0
 - 3) Union - Other: 18
- c. Total Non-Union Positions Filled: 31 Full-time and 1 Part-time

² Does not include employees still active in the payroll system even though they are no longer actively working.

II. 2017/2018 ANNUALIZED NON UNION TURNOVER SUMMARY

Please refer to the attached 2017/2018 Non Union Turnover Summary Report for year to date information and 2017 for comparison.

All actions are conducted in accordance with ORS 267.140. Any actions anticipated to exceed the budget appropriation will be brought before the Board in a Budget Transfer Resolution.

Trifleet TURNOVER REPORT

Month	2017					Total Separations	Without Retirements		Total Separations		
	Ending Headcount for Month*	Resignations	Other Separations	Sub-Total WITHOUT Retirements	Retirements		Average Headcount	Cumulative YTD Turnover	Projected Year End Turnover	Cumulative YTD Turnover	Projected Year End Turnover
Jan	2916	8	1	9	11	20	2916	0.31%	3.70%	0.89%	8.23%
Feb	2915	10	6	18	8	26	2916	0.83%	5.56%	1.58%	9.47%
Mar	2933	4	7	11	2	13	2921	1.30%	5.20%	2.02%	8.09%
Apr	2935	7	3	10	10	20	2925	1.84%	4.82%	2.70%	6.10%
May	2932	8	8	16	13	29	2926	2.19%	5.25%	3.69%	8.66%
Jun	2941	9	5	14	14	28	2929	2.66%	5.33%	4.64%	9.29%
Jul	2946	10	9	18	20	38	2931	3.28%	5.61%	5.94%	10.18%
Aug	2911	10	9	19	17	36	2929	3.83%	5.88%	7.17%	10.76%
Sep	2925	16	4	20	10	30	2928	4.61%	6.15%	8.20%	10.93%
Oct	2917	9	8	17	11	28	2927	5.19%	6.23%	9.16%	10.99%
Nov	2921	7	3	10	11	21	2927	5.54%	6.04%	9.68%	10.77%
Dec	2946	13	4	17	11	28	2928	6.11%	6.11%	10.83%	10.63%
Total		111	68	179	138	317					

Year Over Year Comparison - TOTAL SEPARATIONS		
	2017	2016
Jan	8.23%	11.10%
Feb	9.47%	10.68%
Mar	8.09%	6.96%
Apr	8.10%	9.18%
May	8.66%	9.03%
Jun	9.29%	9.37%
Jul	10.18%	9.67%
Aug	10.76%	9.77%
Sep	10.93%	9.89%
Oct	10.99%	9.94%
Nov	10.77%	9.79%
Dec	10.63%	9.73%

*Note: Data includes separations of all regular full-time, regular part-time both union and non-union

Trifleet TURNOVER REPORT

Month	2018					Total Separations	Without Retirements		Total Separations		
	Ending Headcount for Month*	Resignations	Other Separations	Sub-Total WITHOUT Retirements	Retirements		Average Headcount	Cumulative YTD Turnover	Projected Year End Turnover	Cumulative YTD Turnover	Projected Year End Turnover
Jan	2941	11	8	19	9	28	2941	0.65%	7.75%	0.95%	11.42%
Feb	2940	5	5	10	10	20	2941	0.99%	5.92%	1.63%	9.79%
Mar				0		0	2941	0.99%	5.92%	1.63%	9.79%
Apr				0		0	2941	0.99%	5.92%	1.63%	9.79%
May				0		0	2941	0.99%	5.92%	1.63%	9.79%
Jun				0		0	2941	0.99%	5.92%	1.63%	9.79%
Jul				0		0	2941	0.99%	5.92%	1.63%	9.79%
Aug				0		0	2941	0.99%	5.92%	1.63%	9.79%
Sep				0		0	2941	0.99%	5.92%	1.63%	9.79%
Oct				0		0	2941	0.99%	5.92%	1.63%	9.79%
Nov				0		0	2941	0.99%	5.92%	1.63%	9.79%
Dec				0		0	2941	0.99%	5.92%	1.63%	9.79%
Total		16	13	29	19	48					

Year Over Year Comparison - TOTAL SEPARATIONS		
	2018	2017
Jan	11.42%	8.23%
Feb	9.79%	9.47%
Mar		8.08%
Apr		6.10%
May		6.66%
Jun		9.29%
Jul		10.18%
Aug		10.76%
Sep		10.93%
Oct		10.99%
Nov		10.77%
Dec		10.63%