

Portland, Oregon

FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

(Deliver original to Financial Planning Division. Retain copy.)

1. Name of Initiator Satish Nath		2. Telephone No. 3-7459	3. Bureau/Office/Dept. OMF-EBS
4a. To be filed (date):	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:
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:

*Authorize a contract with EPI-USE America, Inc. for services to re-engineer and resolve the City's Time and Payroll processes and issues. (Ordinance)

2) Purpose of the Proposed Legislation:

To enable the EBS Division of OMF to correct existing SAP Time and Payroll issues and ensure the usability of the system into the future.

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.

This ordinance will not impact revenue.

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**.)

This ordinance authorizes a contract for services not to exceed \$975,000 from EBS' existing budget for external materials and services.

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.)*
- **Will positions be created or eliminated in future years as a result of this legislation?**

No positions will be affected by this ordinance.

(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.)*

n/a

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount
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[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 ordinance authorizes a contract for internal City support services.

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?

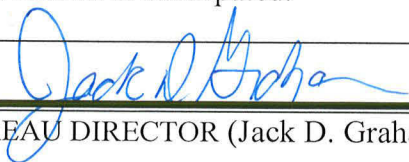
c) How did public involvement shape the outcome of this Council item?

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.

This is an ordinance authorizing a contract for internal City support services. No public involvement is anticipated.


BUREAU DIRECTOR (Jack D. Graham, CAO)



CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE

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185567

DATE: August 20, 2012

TO: Mayor Sam Adams

FROM: Satish Nath, SAP Support Manager

**FOR MAYOR'S OFFICE USE
ONLY**

Reviewed by Bureau Liaison

RE: Ordinance and Contract for Professional, Technical, and Expert services to re-engineer and resolve City's Time and Payroll processes and issues.

1. **INTENDED THURSDAY FILING DATE:** August 23, 2012
2. **REQUESTED COUNCIL AGENDA DATE:** August 29, 2012
3. **CONTACT NAME & NUMBER:** Satish Nath, 3-7459
4. **PLACE ON:** X **CONSENT** **REGULAR**
5. **BUDGET IMPACT STATEMENT ATTACHED:** X **Y** **N** **N/A**
6. **(3) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** **Yes** X **No** **N/A**

7. **BACKGROUND/ANALYSIS**

This emergency ordinance authorizes the EBS Division of OMF and Procurement Services to negotiate and execute a contract for professional services with EPI-USE America, Inc. to correct and resolve existing time and payroll processes and issues.

Legal issues – n/a

Controversial issues – n/a

Citizen Participation – n/a

Link to current city policies – n/a

Other governmental participation – n/a

8. **FINANCIAL IMPACT**

The project is expected to require \$975,000 in expenditures from EBS' existing budget appropriations for external materials and services.

9. **RECOMMENDATION/ACTION REQUESTED**

The EBS Division recommends that the ordinance be approved and the Chief Procurement Officer be authorized to negotiate and execute a contract for these services.

An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.