

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 (DR)	2. Telephone No. 503-823-5219	3. Bureau/Office/Dept. Bureau of Human Resources
4a. To be filed (date): September 6, 2012	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: September 12, 2012
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 the Human Resources Director to allow the Bureau of Environmental Services (BES) to grant a one year personal leave of absence without pay to BES employee Amin Wahab. (Ordinance)

2) Purpose of the Proposed Legislation:

A Bureau of Environmental Services (BES) employee has been selected by the US Agency for International Development (USAID) to take a one year assignment as Water Technical Lead in Afghanistan. This employee is uniquely qualified to accept this position which will be mutually beneficial to the City and USAID as it implements its humanitarian and development programs in Afghanistan. A one-year personal leave of absence without pay is required to allow Amin Wahab to take this assignment with USAID and return to City employment. Human Resources Administrative Rule Chapter 4.05 does not allow for granting a leave of absence for the purpose of engaging in outside employment except as otherwise provided by the rule or by ordinance. This ordinance will authorize the HR Director to allow BES to grant a one-year leave of absence to this employee.

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**.)*

There is no increased cost in salary and benefits through this action. This ordinance will authorize the HR Director to allow BES to grant a one-year leave of absence without pay.

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.

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

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

DATE: August 28, 2012
TO: Mayor Sam Adams
FROM: Anna Kanwit, Human Resources Director

FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison _____

RE: ORDINANCE TITLE: Authorize the Human Resources Director to allow the Bureau of Environmental Services (BES) to grant a one year personal leave of absence without pay to BES employee Amin Wahab. (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** September 6, 2012
2. **REQUESTED COUNCIL AGENDA DATE:** September 12, 2012
3. **CONTACT NAME & NUMBER:** David Rhys, 503-823-5219
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** _____ **No** X **N/A**

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7.BACKGROUND/ANALYSIS

A Bureau of Environmental Services (BES) employee has been selected by the US Agency for International Development (USAID) to take a one year assignment as Water Technical Lead in Afghanistan. This employee is uniquely qualified to accept this position which will be mutually beneficial to the City and USAID as it implements its humanitarian and development programs in Afghanistan. A one-year personal leave of absence without pay is required to allow Amin Wahab to take this assignment with USAID and return to City employment. Human Resources Administrative Rule Chapter 4.05 does not allow for granting a leave of absence for the purpose of engaging in outside employment except as otherwise provided by the rule or by ordinance. This ordinance will authorize the HR Director to allow BES to grant a one-year leave of absence to this employee.

8.FINANCIAL IMPACT

There is no increased cost in salary and benefits for this compensation action. This ordinance will authorize the HR Director to allow BES to grant a one-year leave of absence without pay.

9.RECOMMENDATION/ACTION REQUESTED

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

Sam Adams, 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.

