

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		2. Telephone No. 503-823-3506	3. Bureau/Office/Dept. OMF – Human Resources
4a. To be filed (date): May 16, 2012	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: May 3, 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:

Clarify and update “Administration” and “Distribution of Benefits Generally” sections of the City Deferred Compensation Plan (Ordinance; amend Code Chapter 5.09)

2) Purpose of the Proposed Legislation:

The purpose of this ordinance is to update the City Deferred Compensation Plan. Under Section 5.09.030 “Administration” this update would move authority to negotiate and execute all contracts, including contracts with Investment Providers, and to prepare and provide any other documents, materials and support services that may be required to administer the City Deferred Compensation Plan to the Bureau of Human Resources Director.

Under Section 5.09.080 “Distribution of Benefits Generally”, participants would be allowed to request a distribution of their deferred compensation funds immediately upon severance of employment.

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 request does not impact City revenues.

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 request does not create any expense to the City.

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.)*

This request requires no change to staffing in the current year.

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

This request requires no change to staffing in future years.

(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.


Anna Kanwit



BUREAU DIRECTOR (Typed name and signature)

Office of Management and Finance

Jack D. Graham, Chief Administrative Officer

DATE: May 2, 2012
TO: Mayor Sam Adams
FROM: Anna Kanwit, Human Resources Director 
RE: Clarify and update "Administration" and "Distribution of Benefits Generally" sections of the City Deferred Compensation Plan (Ordinance; amend Code Chapter 5.09)

- 1. **INTENDED THURSDAY FILING DATE:** May 3, 2012
- 2. **REQUESTED COUNCIL AGENDA DATE:** May 16, 2012
- 3. **CONTACT NAME AND NUMBER:** Jeanine Keller (503) 823-6140
- 4. **PLACE ON:** **CONSENT** **REGULAR**
- 5. **BUDGET IMPACT STATEMENT ATTACHED** **Yes** **No** **N/A**
- 6. **TWO (2) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** **Yes** **No** **N/A**

7. **BACKGROUND/ANALYSIS**

The purpose of this ordinance is to update the City Deferred Compensation Plan. Under Section 5.09.030 "Administration" this update would move authority to negotiate and execute all contracts, including contracts with Investment Providers, and to prepare and provide any other documents, materials and support services that may be required to administer the City Deferred Compensation Plan to the Bureau of Human Resources Director. This action is required to complete the transition of the Deferred Compensation program from Treasury to the Bureau of Human Resources.

Under Section 5.09.080 "Distribution of Benefits Generally", participants would be allowed to request a distribution of their deferred compensation funds immediately upon severance of employment. This action will replace previous language that required terminated employees to wait 30 days before distribution was allowed.

8. **FINANCIAL IMPACT:**
See attached statement.

9. **RECOMMENDATION:**

It is recommended that the City Council approve the Ordinance which will update Chapter 5.09.

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.

