

Portland, Oregon

## FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

(Deliver original to City Budget Office. 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 (hearing date):  October 1, 2014	4b. Calendar (Check One)  <div style="display: flex; justify-content: space-around;"> <span>Regular <input type="checkbox"/></span> <span>Consent <input checked="" type="checkbox"/></span> <span>4/5ths <input type="checkbox"/></span> </div>		5. Date Submitted to Commissioner's office and CBO Budget Analyst:  September 11, 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:**

Amend contract with Hyas Group to increase compensation and extend current contract for investment consulting services for the City's Deferred Compensation Plan (Ordinance)

**2) Purpose of the Proposed Legislation:**

The purpose of this ordinance is to amend and extend the current contract for investment consulting services with Hyas Group for the City's Deferred Compensation Plan.

City Code 5.09.030 authorizes the Bureau of Human Resources Director, or his or her designee, at the direction of the Deferred Compensation Committee, to provide support services that may be required to administer the Plan.

The Bureau of Human Resources Director is requesting an amendment to the current Hyas Group contract to increase compensation in the amount of \$72,000 and extend the contract through November 18, 2016.

**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       |                                    |                                    |                                |

**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 as a result of 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 year, including Operations & Maintenance (O&M) costs, if known, and estimates, if not known. 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**.)

Expenses for the Deferred Compensation Plan are requested through a reimbursement account through the service provider. Additional expenses during the first 12 months of the contract extension will be \$36,000. Expenses during the final 12 months will be \$36,000. The contract amendment attached as Exhibit A shall not exceed \$72,000. The new total Not to Exceed amount is \$304,000 for this contract.

**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
100	MFHR000016	Prof. Services	OMF-HR	Deferred Comp			\$72,000

**[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

APPROPRIATION UNIT HEAD (Typed name and signature)



City of Portland  
Bureau of  
**Human Resources**  
Knowledgeable | Helpful | Responsive

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Portland, Oregon 97204-1912  
(503) 823-3572  
Fax (503) 823-4156

Office of Management and Finance

Fred Miller, Chief Administrative Officer

**DATE:** September 11, 2014

186833

**TO:** Mayor Charlie Hales

**FROM:** Anna Kanwit, Human Resources Director

**RE:** Amend contract with Hyas Group to increase compensation and extend current contract for investment consulting services for the City's Deferred Compensation Plan (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** September 17, 2014
2. **REQUESTED COUNCIL AGENDA DATE:** October 1, 2014
3. **CONTACT NAME AND NUMBER:** Cathy Bless (503) 823-5207
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 amend and extend the current contract for investment consulting services with Hyas Group for the City's Deferred Compensation Plan.

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

9. **RECOMMENDATION:**

It is recommended that the City Council approve the Ordinance which will extend the Hyas Group contract.

**Charlie Hales, 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.

