

Portland, Oregon

# FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

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

1. Name of Initiator Andrew Scott		2. Telephone No. 3-6845	3. Bureau/Office/Dept. OMF
4a. To be filed (date):  December 28, 2011	4b. Calendar (Check One)  Regular <input checked="" type="checkbox"/> Consent <input type="checkbox"/> 4/5ths <input type="checkbox"/>		5. Date Submitted to Commissioner's office and FPD Budget Analyst: December 28, 2011
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 Employee Transition Services Program for the period January 4, 2012 through June 30, 2013. (Resolution)

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

The resolution authorizes the Employee Transition Services Program, which is designed to give bureaus flexibility to take actions that may reduce expenditures, including a voluntary work week reduction, authorized unpaid leave (furloughs), and certain types of hiring restrictions or freezes.

**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 resolution has no direct impact on 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 resolution does not have a direct fiscal impact. However, the resolution does allow the Director of the Bureau of Human Resources to bargain the provisions of the program to achieve reductions and savings.

**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.

The resolution authorizes an internal City program that does not directly impact bureau service levels or public interaction.

**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 public involvement is anticipated. However, as per City policy, involvement from the public will continue to be a part of the City's budget process and decision making.

Richard F. Goward, Jr. 

BUREAU DIRECTOR (Typed name and signature)



**CITY OF PORTLAND**  
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Jack D. Graham, Chief Administrative Officer  
Richard F. Goward, Jr., Chief Financial Officer

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**DATE:** December 28, 2011  
**TO:** Mayor Sam Adams  
**FROM:** Rich Goward, Jr., Chief Financial Officer  
**RE:** Employee Transition Services Resolution

36894

1. **INTENDED FILING DATE:** December 28, 2011  
2. **REQUESTED COUNCIL AGENDA DATE:** January 5, 2012  
3. **CONTACT NAME & NUMBER:** Josh Harwood, 3-6954, Jeramy Patton, 3-6961  
4. **PLACE ON:** ☐ CONSENT ☒ REGULAR  
5. **BUDGET IMPACT STATEMENT ATTACHED:** ☒ Y ☐ N ☐ N/A  
6. **(3) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** ☐ Yes ☐ No ☒ N/A

**7. BACKGROUND/ANALYSIS**

This resolution reauthorizes the Employee Transition Services Program, which is designed to give bureaus flexibility to take actions that may reduce expenditures, including a voluntary work week reduction, authorized unpaid leave (furloughs), and certain types of hiring restrictions or freezes. In addition, the City could offer a limited safety net severance for laid off employees. Some of the options in the Employee Transition Services program may need to be updated, and the resolution will reauthorize the program and delegate to the Human Resources Director the ability to make changes as necessary.

**8. FINANCIAL IMPACT**

This resolution does not have any direct fiscal impact. However, the resolution does allow the Director of the Bureau of Human Resources to bargain the provisions of the program to achieve reductions and savings.

**9. RECOMMENDATION/ACTION REQUESTED**

Reauthorize the Employee Transition Services Program from January 4, 2012 through December 31, 2012.

*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.*