

City of Portland, Oregon
FINANCIAL IMPACT STATEMENT
For Council Action Items

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

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|--|--|----------------------------------|--|
| 1. Name of Initiator Jim Van Nest | | 2. Telephone No. 823-5680 | 3. Bureau/Office/Dept. Procurement Services, OMF |
| 4a. To be filed (date) May 27, 2010 | 4b. Calendar (Check One) Regular Consent 4/5ths <div style="text-align: center;">X</div> | | 5. Date Submitted to FPD Budget Analyst: May 18, 2010 |

1) Legislation Title:

* Amend contract with S. Brooks and Associates for temporary recreation services for \$1,600,000 for the period of July 1, 2010 through June 30, 2011. (Ordinance; amend Contract No. 40828)

2) Purpose of the Proposed Legislation:

The purpose of this action is to authorize a contract extension with S. Brooks and Associates to provide Temporary Recreation Services for the period July 1, 2010 – June 30, 2011. The ordinance has an estimated Not To Exceed cost of \$1,600,000.00.

3) Revenue:

Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If new revenue is generated please identify the source. NO

4) Expense:

What are the costs to the City as a result of this legislation? What is the source of funding for the expense? The Contract had expenditures in FY 08/09 of \$1,356,156. If not approved the City would be forced to reduce the Recreation Programs and the Bureau of Parks and Recreation would incur additional costs to cover gaps in service as the program is reduced as well as additional planning costs.


Staffing Requirements:

5) Will any positions be created, eliminated or re-classified in the current year as a result of this legislation? N/A

6) Will positions be created or eliminated in future years as a result of this legislation?
N/A

Complete the following section only if an amendment to the budget is proposed.

7) Change in Appropriations

| Fund | Fund Center | Commitment Item | Functional Area | Funded Program | Grant | Amount |
|---|-------------|-----------------|-----------------|----------------|-------|--------|
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| | | | | | | |
|  <div style="text-align: right;">Fred Kowell</div> | | | | | | |

APPROPRIATION UNIT HEAD (Typed name and signature)



CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

Sam Adams, Mayor
Kenneth L. Rust, Chief Administrative Officer
Jeffrey B. Baer, Director, Bureau of Internal Business Services

183841
Christine Moody
Chief Procurement Officer
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FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison _____

DATE: May 27, 2010
TO: Mayor Sam Adams
FROM: Christine Moody, Chief Procurement Officer
SUBJECT: * Amend contract with S. Brooks and Associates for temporary recreation services for \$1,600,000 for the period of July 1, 2010 through June 30, 2011. (Ordinance; amend Contract No. 40828)

1. **INTENDED THURSDAY FILING DATE:** May 27, 2010
2. **REQUESTED COUNCIL AGENDA DATE:** June 2, 2010 *CM*
3. **CONTACT NAME & NUMBER:** Christine Moody, 503-823-1095
4. **PLACE ON:** ☒ **CONSENT** ☐ **REGULAR**
5. **BUDGET IMPACT STATEMENT ATTACHED:** ☒ **Yes** ☐ **No** ☐ **N/A**
6. **THREE (3) ORIGINALS OF CONTRACT "APPROVED AS TO FORM" BY CITY ATTORNEY ATTACHED:** ☐ **Yes** ☐ **No** ☒ **N/A**

7. BACKGROUND/ANALYSIS:

City of Portland Code 5.33.220.D.10 authorizes the renegotiation of existing contracts with incumbent contractors when it is in the best interests of the City.

Over the past six years, S. Brooks and Associates (Brooks) has provided excellent service under the temporary services Contract #40828 by providing temporary recreation staff such as lifeguards, class instructors, event coordinators, fitness specialists, preschool/childcare instructors, swim instructors, and program specialists.

Brooks is a certified minority owned business that strongly supports diversity in its own workforce, and from the local community. Brooks has proven successful with their strong recruiting strategy within the local community, thereby developing and maintaining a diverse applicant pool.

A discontinuation of the contract with Brooks will result in a considerable disruption to City employees, Brooks' temporary service employees, and the City's customers. Extension of this contract will avert this disruption.

By extending this contract, the knowledge, skills, and training previously learned will be retained. Due to the fact that the temporary employees are involved with health/safety issues, they have a clear understanding of City expectations, safety, procedures, work processes, and are confident in how they are to go about performing the work. This extension will result in a continued high level of customer service.

8. FINANCIAL IMPACT

Costs for this Contract will be funded from the Bureau of Parks and Recreation's adopted budget.

9. RECOMMENDATION/ACTION REQUESTED

Authorize a contract extension with S. Brooks and Associates for temporary recreation services for \$1,600,000 for the period of July 1, 2010 through June 30, 2011.

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.