

Portland, Oregon

FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

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

1. Name of Initiator John Hunt	2. Telephone No. (503) 823-4302	3. Bureau/Office/Dept. Bureau Internal Business Services/ CityFleet
4a. To be filed (date): 1/3/2011	4b. Calendar (Check One) Regular Consent 4/5ths <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	5. Date Submitted to Commissioner's office and FPD Budget Analyst:
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 a contract to purchase two forklifts for \$46,000. (Ordinance)

2) Purpose of the Proposed Legislation:

The purpose of this ordinance is to authorize CityFleet to procure two new forklifts for the Bureau of Environmental Services in accordance with Resolution 35960 requiring Council approval of leases, upgrades to replacements, and new vehicle additions. BES has requested two additional forklifts for the Columbia Waste Water Treatment Plant as current workload is exceeding the existing equipment capabilities.

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 checked="" 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.**

Revenues will not be impacted by this decision.

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**.)*

The Bureau of Environmental Services (BES) pays for capital replacement in the BES fund budget and not through the CityFleet replacement fund. This purchase is appropriated as an FY 2012 capital expense in the BES fund. CityFleet estimates that BES will spend approximately \$120 for three months in FY 2012 for operations and maintenance on the two forklifts. Full-year operational costs are estimated at \$500.

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

There are no positions associated with this decision.

(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 nature of this project is to purchase two new forklifts for the BES Waste Water Treatment Plant. Public outreach for this purchase is met with the adoption of the BES Budget.

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?

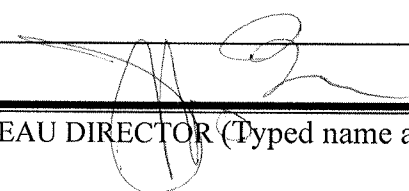
c) How did public involvement shape the outcome of this Council item?

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, there is no future plan for public involvement for this request. This project will be finished upon completion of the purchase of the forklifts.


BUREAU DIRECTOR (Typed name and signature)



CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE

Sam Adams, Mayor
Jack D. Graham, Chief Administrative Officer
Jeffrey B. Baer, Director, Bureau of Internal Business Services

CityFleet

185109
John Hunt, Manager
City Fleet
2835 N Kerby Avenue
Portland, Oregon 97227
(503) 823-2277
FAX (503) 823-4374
TTY (503) 823-6868

DATE: December 23, 2011

TO: MAYOR SAM ADAMS

FROM: JEFFREY BAER, DIRECTOR
BUREAU OF INTERNAL BUSINESS SERVICES/OMF

FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison _____

RE: *Authorize a contract to purchase two forklifts for \$46,000.00 (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** JANUARY 3, 2012
2. **REQUESTED COUNCIL AGENDA DATE:** JANUARY 18, 2012
3. **CONTACT NAME & NUMBER:** JEFFREY BAER, DIRECTOR, 503-823-6852
4. **PLACE ON:** X **CONSENT** **REGULAR**
5. **BUDGET IMPACT STATEMENT ATTACHED:** X **Yes** **No** **N/A**
6. **(3) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** **Yes** **No** X **N/A**

7. BACKGROUND/ANALYSIS

The Bureau of Environmental Services has added two new waste digesters at Columbia Waste Water Treatment Plant. This increase in work load surpasses existing equipment capabilities and requires two additional forklifts. N12011 will be a larger ride on style of forklift, N12012 will be a smaller walk behind forklift. The smaller forklift is required due to space limitations in some of the work areas.

8. FINANCIAL IMPACT

Environmental Services and Transportation has estimated the cost to purchase these forklifts is \$46,000.00.

9. RECOMMENDATION/ACTION REQUESTED

CityFleet recommends approval and requests Council authorization to procure these vehicles.

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.