

Portland, Oregon

# FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

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

|   |  |   |  |
|---|--|---|--|
| 1. Name of Initiator<br>Eric Engstrom   |  | 2. Telephone No.<br>503-823-3329  | 3. Bureau/Office/Dept.<br>Planning and Sustainability  |
| 4a. To be filed (date):<br>February 1, 2012   | 4b. Calendar (Check One)<br>Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <input type="checkbox"/> |   | 5. Date Submitted to<br>Commissioner's office<br>and FPD Budget Analyst:<br>January 23, 2012 |
| 6a. Financial Impact Section:<br><input checked="" type="checkbox"/> Financial impact section completed |  | 6b. Public Involvement Section:<br><input checked="" type="checkbox"/> Public involvement section completed |  |

**1) Legislation Title:**

\*Amend contract with the Institute for Conflict Management, Inc. to provide additional funding and extend facilitation support service for the West Hayden Island Plan and provide for payment (Ordinance; amend Contract No. 30001769)

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

To accept Amendment 3 to add funding to the Institute for Conflict Management's contract for facilitation services in the amount of \$30,050 (for a total of \$103,050).

**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 checked="" type="checkbox"/> Northeast | <input type="checkbox"/> Northwest | <input checked="" 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. None

**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 source of additional funding of \$30,050 is provided through Bureau of Planning and Sustainability's FY 2011-2012 budget, Cost Center PNCP000001.

**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.)* None
- **Will positions be created or eliminated in future years as a result of this legislation?** None

*(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.)*

N/A

| Fund | Fund Center | Commitment Item | Functional Area | Funded Program | Grant | Sponsored Program | Amount |
|------|-------------|-----------------|-----------------|----------------|-------|-------------------|--------|
| n/a  | n/a         |                 |                 |                |       |                   |        |
|      |             |                 |                 |                |       |                   |        |
|      |             |                 |                 |                |       |                   |        |
|      |             |                 |                 |                |       |                   |        |

**[Proceed to Public Involvement Section — REQUIRED as of July 1, 2011]**

**PUBLIC INVOLVEMENT**

185128

**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.

**9) If "YES," please answer the following questions:**

**a) What impacts are anticipated in the community from this proposed Council item?**

As part of a broad public involvement approach in this phase of the West Hayden Island project, an Advisory Committee continues to advise the City with the implementation of Council Resolution No 36805 and the various requested studies related to decisions on the future of West Hayden Island. This ordinance is to amend the funding and time period of the contract with a project facilitator, who is charged with facilitating the Project Advisory Committee.

**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?**

As part of the City's broader Public Involvement Plan an Advisory Committee was formed for West Hayden Island. The Advisory Committee is made up of 12 members with representation from the following groups/organizations: Oregon Fish and Wildlife, Port of Portland, Metro, Hayden Island Neighborhood groups (2 representatives), Oregon Association of Minority Contractors, Planning and Sustainability Commission, Audubon Society, Lower Columbia River Estuary Partnership, Portland Parks and Recreation, NW Oregon Labor Council and Capacity Commercial Group. The public involvement plan also includes the formation of technical panels for the review of studies that are being done per Council Resolution No. 3680. Several State and Federal regulatory agencies have been, and will continue to be involved as part of the technical review panels. This amendment adds funding and extends the period of the contract to enable the project facilitator, who is charged with facilitating Advisory Committee meetings, subcommittee meetings and technical panel discussions, to conduct a successful and transparent process.

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

This Council item requests authorization of a third amendment to the contract with the Institute of Conflict Management, Inc. to provide additional funding and extend facilitation support service for the West Hayden Island Plan. The project Advisory Committee, as well as all individuals who have been involved with the project facilitator, continue to support his work to date on all project activities.

**d) Who designed and implemented the public involvement related to this Council item?**

BPS created and is implementing the public involvement plan for the project which was produced in November 2010, as directed by Council Resolution No. 36805.

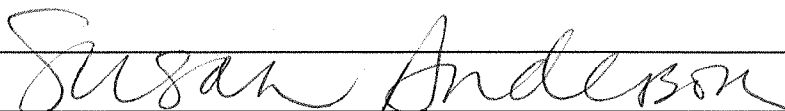
**e) Primary contact for more information on this public involvement process (name, title, phone, email):**

Rachael Hoy, Community Outreach and Information Representative, 503-823-9715,  
[Rachael.hoy@portlandoregon.gov](mailto:Rachael.hoy@portlandoregon.gov)

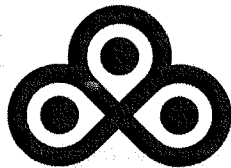
**10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not.**

The Advisory Committee will continue to meet on a monthly basis throughout the project and technical review of studies required under Council Resolution No. 36805 will continue through April 2012. The project facilitator will continue facilitating meetings with project partners and stakeholders and assist BPS with public events to present the draft West Hayden Island plan this spring 2012.

Susan Anderson



BUREAU DIRECTOR (Typed name and signature)



Bureau of Planning and Sustainability  
Innovation. Collaboration. Practical Solutions.

185128

## MEMO

DATE: January 20, 2012  
TO: Mayor Sam Adams  
FROM: Susan Anderson, Director

1. **Ordinance Title:** \*Amend contract with the Institute for Conflict Management, Inc. to provide additional funding and extended facilitation support service for the West Hayden Island Plan and provide for payment (Ordinance; amend Contract No. 30001769)
2. **Contact Name:** Eric Engstrom, BPS, 823-3329

3. **Requested Council Date:**

4. ☒ Consent Agenda Item ☐ Regular Agenda Item

☒ Emergency Item (explain below)

☐ Non-Emergency Item

Emergency action is necessary to continue uninterrupted work on this project.

5. **Purpose of Agenda Item:** To accept Amendment 3 to add funding to the Institute for Conflict Management's contract for facilitation services in the amount of \$30,050 (for a total of \$103,050).

6. **History of Agenda Item/Background:**

On July 29, 2010, the City Council adopted Resolution No. 36805 to direct the Bureau of Planning and Sustainability to prepare a legislative proposal for West Hayden Island including, an area plan and related Comprehensive Plan and Zoning changes necessary to annex West Hayden Island into the city. The city engaged the services of the Institute for Conflict Management, Inc., to provide facilitation services to staff the Advisory Committee on the West Hayden Island planning project. The initial contract for \$22,000 was effective on November 12, 2010. On April 28, 2011, Amendment 1 granted an additional \$5,500 to cover expenses through the remainder of fiscal year 2010-11. On May 25, 2011 Amendment 2 granted an additional \$45,500 to cover facilitation expenses in FY 2011-2012 and extend the contract to June 30, 2012. The \$45,500 cost for Amendment # 2 increased cost over 25 percent of the original amount which required Council approval.



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Project negotiations have been more intensive than anticipated on this project and the consultant is spending more time conducting meetings between project partners and stakeholders to ensure a transparent process. In addition, the City is adding work tasks for the consultant including the facilitation of additional subcommittee meetings related to mitigation as well as the facilitation of technical work sessions to review studies that are being done per Resolution No. 36805. This additional time beyond the Advisory Committee meetings is needed to ensure a successful and transparent process. In addition, BPS requests a contract extension to August 31, 2012 to accommodate additional time needed at the end of the project to complete a final Advisory Committee report.

7. **Legal Issues:** None
8. **What individuals or groups are or would be supportive or opposed to this action?**  
The project Advisory Committee, as well as all individuals who have been involved with the consultant, have been supportive of his work to date on all project activities.
9. **How does this relate to current City policies?** The facilitation done by the consultant is in accordance with the process approved through Resolution No 36805 to direct BPS to develop a legislative proposal for annexation of West Hayden Island to the City with the intent to protect at least 500 acres as open space, and identify no more than 300 acres for future deep water marine terminal development. The Advisory Committee's charge is to serve in an advisory capacity on the West Hayden Island project.

