

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): March 27, 2013	4b. Calendar (Check One) Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <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 an Intergovernmental Agreement with State of Oregon for the maintenance and repair services of State of Oregon vehicles. (Ordinance)

2) Purpose of the Proposed Legislation:

The purpose of this ordinance is to authorize CityFleet to enter into an Intergovernmental Agreement (IGA) with the State of Oregon for CityFleet to provide repair services to the State of Oregon on as as-requested basis for a six month trial period to commence in the Spring of 2013.

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.

There will be revenues received by the City for performing repair services to the State of Oregon; however the revenue source will be variable and funds are received only when services are performed by CityFleet on the State of Oregon owned vehicles. Per the terms of the IGA, the State of Oregon may elect to bring vehicles to City-owned repair facilities and the City would invoice the State for services rendered. The period of time for this IGA is six months in FY 2012-13, continuing into the beginning of FY 2013-14. The labor rate for CityFleet is \$100.83/hour when indirect costs are included. The labor rate for FY 2013-14 will be approved with the

City's adopted budget in the spring of 2013 and will be made available to the State of Oregon at this time. The revenue would be collected in the CityFleet fund to pay for the cost of providing the repairs and any parts or services necessary to complete the requested work. This is the same rate that internal and external Fleet customers are charged for this present fiscal year.

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**.)*

There is no additional labor expenses associated with this request. CityFleet will perform the work during the six month time period at existing staffing levels. The costs of parts issued to the work order are recovered as revenue when the State of Oregon is billed for services.

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 enter into a short-term IGA with the State of Oregon and the requested action does not require community notification.

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 six month time period.


BUREAU DIRECTOR (Typed name and signature)



CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE

Charlie Hales, Mayor
Jack D. Graham, Chief Administrative Officer
Bryant M. Enge, Director, Bureau of Internal Business Services

CityFleet

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DATE: March 7, 2013

TO: MAYOR CHARLIE HALES

FROM: BRYANT M. ENGE, DIRECTOR *[Signature]*
BUREAU OF INTERNAL BUSINESS SERVICES

FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison _____

RE: *Authorize an Intergovernmental Agreement with State of Oregon for the maintenance and repair services of State of Oregon vehicles. (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** MARCH 13, 2013
2. **REQUESTED COUNCIL AGENDA DATE:** MARCH 27, 2013
3. **CONTACT NAME & NUMBER:** BRYANT ENGE, DIRECTOR, 503-823-6962
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:** X **Yes** **No** **N/A**

7. BACKGROUND/ANALYSIS

State of Oregon, desires to obtain on-call as-needed professional and technical services in the maintenance and repair of vehicles and equipment on a pilot project basis for six months to determine the feasibility of contracting with the City for these services on a permanent basis. Pursuant to ORS Chapter 190 as to cooperation between municipalities, the City of Portland, Oregon, by and through its CityFleet Management Division of the Office of Management and Finance, and State of Oregon, by and through its Department of Administrative Services and Fleet and Parking Services, request approval to enter the attached Intergovernmental Agreement.

Providing maintenance and repair for State of Oregon is in the City of Portland's interest and promotes an amicable relationship with other governmental entities. Providing this service will not negatively impact CityFleet's ability to effectively and efficiently support the vehicle needs of Portland's bureau or divisions.

8. FINANCIAL IMPACT

See Attached Financial Impact Statement

9. RECOMMENDATION/ACTION REQUESTED

CityFleet recommends approval and requests Council authorization to enter into an Intergovernmental Agreement with State of Oregon for the repair and servicing of vehicles and equipment.

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.