

IMPACT STATEMENT

Legislation title: * Amend Intergovernmental Agreement with Portland State University for the Hatfield Fellows Program for training and leadership development to update the amount per Fellow to \$40,000 for total contract not to exceed \$1,200,000 for FY 2017-2018 (Ordinance; amend Contract No. 30003978)

Contact name: Gale Baird

Contact phone: (503) 823-4169

Presenter name: Serilda Summers-McGee, BHR Director

Purpose of proposed legislation and background information:

- The Bureau of Human Resources (BHR) manages and coordinates the City's Training and Development Program, which includes work opportunities for students; employee training programs; and organizational development.
- The Hatfield Resident Fellows program is part of the Training and Development program, designed to provide training and leadership development opportunities for candidates interested in the public sector. The program is designed to build public sector capacity in Oregon by increasing the number of leaders who are devoted to public service. Each Hatfield Fellow serves an eight-month stint in the public sector, working on new or unique project specific activities. There is no commitment to the Fellow beyond the eight-month assignment.
- The program is administered through an Intergovernmental Agreement (IGA) between the City of Portland and Portland State University. This second contract amendment to the IGA increases the amount paid by the City for each Fellow for \$40,000 and the total number of Fellows from 10 to 20, for a total contract amount of \$1,200,000 for fiscal year 2017-2018. The cost is charged to participating City Bureaus.
- The Bureau of Human Resources Director is authorized to execute future amendments to IGA No. 30003978 to increase the not-to-exceed annual threshold amount up to twenty-five percent of the amended FY 2017-2018 not-to-exceed value. This will enable recruitment of Fellows most suited for the City's project needs in a timely manner in future years.

Financial and budgetary impacts:

The total contract amount shall not exceed \$1,200,000 in fiscal year 2017-2018. Funding for the IGA is included in City Bureaus' FY 2017-2018 Adopted Budget appropriations.

Community impacts and community involvement:

There is community impact for this ordinance approval.

100% Renewable Goal:

Not applicable.

Budgetary Impact Worksheet

Does this action change appropriations?

- YES: Please complete the information below.
 NO: Skip this section

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount

AMENDMENT NO. 3CONTRACT NO. PSU Agreement #28362/200284City of Portland IGA#30003978

FOR

Intergovernmental Agreement with Portland State University for the Hatfield Resident Fellows Program

This Contract was made and entered by and between Portland State University and its Mark O. Hatfield School of Government hereinafter called PSU, and the City of Portland, a municipal corporation of the State of Oregon, by and through its duly authorized representatives, hereinafter called City.

Section 3: Scope of Cooperation

1. Page 2, Section 3 A1-6, will change to state:
 1. Recruit and select a Fellow that matches AGENCY's needs.
 2. Coordinate the recruitment and selection of a replacement in the event that the Fellow terminates their relationship with the Hatfield Resident Fellows program before completing the duties described in the Hatfield Resident Fellows program Statement of Work ("SOW"), which will be based on the form included as Exhibit A, hereby incorporated by reference. If PSU is not able to provide a suitable replacement Fellow, PSU shall pro-rate the AGENCY fee accordingly.
 3. Use funds from the Sponsorship Fee (defined below) to compensate Fellow(s) for their participation in the fellowship program as set forth in this Agreement.
 4. Provide orientation sessions for Fellow(s) and AGENCY representative who will assume supervisory responsibilities for the Fellow(s).
 5. Arrange for additional leadership development and networking opportunities that introduce Fellow(s) to Oregon's unique structure of local, city and state government and key decision makers.
 6. Provide ongoing program evaluation.
2. Page 2, Section 3 B1-6, will change to state:
 - 1) Provide a non-renewable placement not-to-exceed a duration of 32 hours a week for 32-weeks for each Fellow from July 5, 2017 through February 16, 2018. This placement includes a winter break from December 25, 2017 through and including December 29, 2017.
 - 2) Release Fellow(s) for one half day on the last Thursday of each month: August, September, October, November, January, February, and the second Thursday of December. During this time, Fellows will attend Fellows Project meetings where Fellows will work in groups on projects measuring the health and well-being of civic engagement in the region.
 - 3) In addition to the Sponsor Fee, Sponsors are responsible for customary work-related costs, including telephone and computer access, workspace, office supplies, materials and other expenses needed for the successful completion of defined tasks.
 - 4) Complete a SOW for each Fellow. The SOW will provide information for the specific Fellow participating in the Hatfield Resident Fellows program and the project(s) to be performed. The SOW should include the identity of the individual who will assume supervisory responsibilities for the Fellow and duties to be completed during the duration of the Fellowship. The SOW is intended to ensure that the Fellow(s) perform project-focused work that is in line with the attached Job Description under adequate supervision encompassing new AGENCY activities.
 - 5) Track any sick leave or unexcused absences taken by Fellow and report to PSU Fellows Program Manager at the beginning of each month.
 - 6) Evaluate and provide feedback on each Fellow upon request by PSU.

Section 4: Consideration

3. Page 2, Section 4A, is hereby amended to increase the amount obligated by CITY by \$ 348,000, for a total not-to-exceed amount of \$ 698,000. See Exhibit B, hereby incorporated by reference, for Fee Schedule Example and Explanation of Fee Schedule.
4. Page 2, Section 4D, will change to state:

- A.** The Sponsor Fee(s) shall be paid quarterly by Agency to PSU per the following schedule based on \$40,000 per Fellow:

An initial deposit in the amount of \$12,000 will be due no later than July 31, 2017 for Fellow recruitment, placement, training and the first month's wages.

A second payment in the amount of \$8,000 will be due no later than September 30, 2017.

A third payment in the amount of \$12,000 will be due no later than December 31, 2017.

A fourth and final payment in the amount of \$8,000 will be due no later than February 28, 2018.

Payment shall be made to PSU within thirty (30) days of receipt of invoice.

5. Exhibit A changed to attached.
6. Exhibit B changed to attached.

All other terms and conditions shall remain unchanged and in full force and effect.

PSU Contract # _____

This contract amendment may be signed in two (2) or more counterparts, each of which shall be deemed an original, and which, when taken together, shall constitute one and the same contract amendment.

The parties agree the City and Contractor may conduct this transaction by electronic means, including the use of electronic signatures.

Portland State University

By Contracts Officer

Name: _____

Date: _____

PSU Contract # _____

AMENDMENT NO. 3

CONTRACT NO. PSU Agreement #283621200284
City of Portland IGA #30003978

CITY OF PORTLAND SIGNATURES:

By: _____ Date: _____
Director, Bureau of Human Resources

By: N/A _____ Date: _____
Purchasing Agent

By: N/A _____ Date: _____
Elected Official

Approved:

By: _____ Date: _____
Office of City Auditor

Approved as to Form:

By: _____ Date: _____
Office of City Attorney

EXHIBIT A
Hatfield Resident Fellows Program Statement of Work (SOW)

The purpose of this SOW is to outline the project(s) that will be performed by the Hatfield Resident Fellow, the products that will be delivered, and the responsibilities of both Agency and the Fellow. The work described in the SOW shall reflect new or unique project specific activity not day-to-day operational tasks. This SOW must identify the requirements and deliverables of the work at hand in sufficient detail to ensure the interests and obligations of both Parties are understood prior to the start of the Fellowship. This SOW is subject to the terms and conditions set forth in that certain Inter-governmental Agreement (the "Agreement") dated _____ between Agency and Portland State University. Any capitalized terms not defined herein shall have the meanings given to such terms in the Agreement.

Both the Fellow and sponsoring Agency should keep a copy of this Exhibit and send a third copy to the following address for approval:

**Center for Public Service
Portland State University
PO Box 751 (PA-ELI)
Portland, OR 97207 – 0751
Attn: CPS Budget Administrator
Facsimile: 503-725-5111**

Name of Fellow
(insert)

Name of AGENCY
(insert)

Agency Address
(insert)

Agency Representative/Supervisor for this Project
(insert)

Agency Representative/Supervisor Contact Information (telephone, fax and email)
(insert)

Start Date – End Date
July 5, 2017 – February 16, 2018
(includes 3-day orientation from July 5 -7, 2017 in addition to one week unpaid time off from December 25, 2017 through December 29, 2017)

Additionally, Fellows are eligible for sick leave at an accrual rate of 1 hour of sick leave per 30 hours worked.

Project Description & Objectives
(insert 1-2 paragraphs for each project)

Project Deliverables
(insert)

Quality Standards and Acceptance
(insert standards for evaluating and accepting deliverables performed during the fellowship.)

Completion of Training Institute at Portland State University
Both Parties agree that the Fellow shall be released from their normal project duties for a 3-day orientation and training institute (on topics such as performance measurement and management, public sector financial management, e-government, and sustainability) held July 5-7, 2017 at Portland State University.

Exhibit B
Hatfield Resident Fellows Program

Overview:

- Highly competitive 32-week, 32-hour per week commitment
 - Fellows submit a resume, writing sample(s), letters of reference and complete an interview
- Fellows receive a total amount of \$24,000 paid in salary over the course of the fellowship. Fellows are placed with state and local agencies, and nonprofits located in Oregon; some in Washington and California
- Fellows attend a 3-day orientation and team building session at PSU in July and a series of networking events throughout the program
- All Fellows will attend continuing education and networking events throughout the program

Agreement Mechanism and Consideration:*Sponsor Agency*

- Provide a scope of work that describes project objectives, deliverables, and acceptance criteria in keeping with the attached Job Description;
- Sign an intergovernmental agreement which is reviewed/approved by PSU's Contracts Office ; and
- Provide a total amount of \$40,000 per Hatfield Fellow.
 - This sum covers expenses related to program administration such as the recruitment and placement of the Fellows, the 3-day orientation provided for the Fellows in July and payment of the Fellow's salary.

Hatfield Resident Fellows

- Each Fellow signs a Wage Agreement and completes the PSU new hire HR process.

Fee Schedule Example:

PROGRAM	WEBSITE	2017 SPONSOR FEE	FELLOW SALARY
Hatfield Resident Fellowship (32 week placement)	http://www.pdx.edu/cps/details-of-hatfield-resident-fellowship	\$40,000	\$24,000

Explanation of Fee Schedule

- **Sponsor Fee** represents the price of sponsorship (what AGENCY will pay PSU) to sponsor one Fellow for 32 weeks. In addition to the Sponsor Fee, Sponsors are responsible for customary work-related costs, including telephone and computer access, workspace, office supplies, materials and other expenses needed for the successful completion of defined tasks.

Section 2. The Council declares that an emergency exists to ensure that the City can recruit the fellows most suited to the City's project needs; therefore, this ordinance shall be in full force and effect from and after its upon passage by the council.

Passed by the Council:

MARY HULL CABALLERO

Auditor of the City of Portland

By

Mayor Ted Wheeler

Prepared by: Javarr Requena

Date Prepared: December 26, 2017

Deputy

- 38 54 -

Agenda No.
ORDINANCE NO.
Title

140

* Amend Intergovernmental Agreement with Portland State University for the Hatfield Fellows Program for training and leadership development to update the amount per Fellow to \$40,000 and increase the contract by \$1,200,000 for FY 2017-2018 (Ordinance; amend Contract No. 30003978) *for total*

<p style="text-align: center;">INTRODUCED BY Commissioner/Auditor: Mayor Wheeler</p>	<p>CLERK USE: DATE FILED <u>JAN 02 2018</u></p>
<p style="text-align: center;">COMMISSIONER APPROVAL</p> <p>Mayor—Finance & Administration - Wheeler <i>✓</i></p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Eudaly</p>	<p style="text-align: center;">Mary Hull Caballero Auditor of the City of Portland</p> <p>By: <i>Susan Parsons</i> Deputy</p>
<p style="text-align: center;">BUREAU APPROVAL</p> <p>Bureau: Human Resources Bureau Head: Serilda Summers-McGee <i>Larry Nelson</i></p>	<p>ACTION TAKEN:</p> <p>JAN 10 2018 CONTINUED TO JAN 17 2018 9:30 A.M.</p> <p>JAN 17 2018 REFERRED TO COMMISSIONER OF FINANCE AND ADMINISTRATION</p>
<p>Prepared by: <i>JAVIER REQUEENA</i> Date Prepared: <i>12/26/17</i></p>	
<p>Impact Statement</p> <p>Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p>	
<p>Portland Policy Document If "Yes" requires City Policy paragraph stated in document.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
<p>City Auditor Office Approval: required for Code Ordinances</p>	
<p>City Attorney Approval: required for contract, code, easement, franchise, comp plan, charter <i>Walter</i></p>	
<p>Council Meeting Date Jan 10th 2018</p>	

AGENDA

TIME CERTAIN

Start time: _____

Total amount of time needed: _____
(for presentation, testimony and discussion)

CONSENT

REGULAR

Total amount of time needed: 20
(for presentation, testimony and discussion)

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
		YEAS	NAYS
1. Fritz	1. Fritz		
2. Fish	2. Fish		
3. Saltzman	3. Saltzman		
4. Eudaly	4. Eudaly		
Wheeler	Wheeler		