

HATFIELD FELLOWS PROGRAM WITH PSUIF YOU WISH TO SPEAK TO CITY COUNCIL, **PRINT** YOUR NAME, ADDRESS, AND EMAIL.

NAME (PRINT)	ADDRESS AND ZIP CODE (Optional)	Email (Optional)
✓ Shedrick J. Wilkins	945 NW Naito Pkwy, Apt 134 Portland, OR 97209	wilkinsshedrick@ yahoo.com
✓ Dee White	PDX 97206	

Moore-Love, Karla

From: Dee White <deewhite1@mindspring.com>
Sent: Tuesday, January 16, 2018 12:56 PM
To: Council Clerk – Testimony
Subject: Agenda 54 testimony FW: Hatfield Fellowships threshold amount agenda item 38/54
Attachments: 38.pdf; City Auditor - City Recorder - Council Ordinance - 187764 Portland State University Hatfield Fellows Program amend contract 30003978 ordinance.PDF; Agenda 38 & 54 testimony hatfield fellowship extra \$400K january 17 2018.pdf

Karla, please add to testimony for tomorrow agenda item 54.

Thank you Dee White

From: Dee White [mailto:deewhite1@mindspring.com]
Sent: Monday, January 15, 2018 7:40 PM
To: 'City Auditor, Mary Hull Caballero'
Subject: Hatfield Fellowships threshold amount agenda item 38/54

Dear Mary,

I am writing to you about Agenda item 38/54 this week regarding increasing Hatfield Fellowship contract/IGA for 2017-18. The contract threshold has changed from \$800,000 to \$1.2 million and there is no accounting for this extra \$400,000. The final disbursement for the year 2018 will be February 28, 2018, next month. Yet in the 11th hour, \$400,000 has been added to this contract/IGA. The ordinance reads:

** 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)*

The City of Portland ordains:

Section 1 . The Council Finds:

- 1. Ordinance No. 186592 was passed by Council on May 28, 2014 in which Intergovernmental Agreement No.30003978 with Portland State University for the Hatfield Resident Fellows Program was adopted.*
- 2. Ordinance No. 187764 was passed by Council on May 25, 2016 to clarify the amount per Fellow [\$40,000]* and total threshold dollar amount [\$800,000]*.*
- 3. This ordinance is to update the approved amount per Fellow to \$40,000 and the contract threshold to \$1,200,000 for fiscal year 2017-2018.*

First off, the approved amount per fellow did not need updating as it was updated in ordinance 187764. The threshold was \$800,000, also under Ordinance 187764. The Impact Statement attached to this ordinance 187764 states: "This second contract amendment to the IGA increases the amount paid by the City for each Fellow from \$35,000 to \$40,000 and the total number of Fellows from 10 to 20, for a total contract amount of \$800,000 for fiscal year 2016-2017." Basically this current amendment is redundant, adding confusion and it is a waste of time for a member from the public like me, trying to figure out this agenda item for \$1.2 million taxpayer and ratepayer dollars.

More concerning and maddening: there is an additional amendment to this contract/IGA** in this agenda item 38/54 for a \$698,000 (\$350,000 in the original plus \$348,000 added) total additional cost added to the total obligation which is not specified in the current Ordinance/amendment before Council now, nor is it addressed or considered in the Impact Statement. It can only be found on page 1 of the document entitled "AMENDMENT NO. 3", which accompanies this current ordinance/amendment. (Attached) It reads:

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.

This amount was originally \$350,000 (\$698,000 minus \$348,000 equals \$350,000) and is incorporated by reference in the original contract to Sponsor Fees (\$35,000 Sponsor Fee for each of 10 fellows). This has never been a separate charge or obligation. It is the total amount of the contract for Sponsor Fees times (X) Number of Fellows. This is how this "Consideration" is referenced and was the original intent, as explained in the Impact Statements and the contracts themselves.

In other words, this contract has been intentionally misinterpreted and will be promulgated on false pretenses in order to add at least another \$400,000 to the contract/IGA that is falsely accounted for.

This is not ethical and I doubt it is legal. It's dirty accounting, it's confusing, it's wrong and it needs to be corrected. The language and intent of the contract has been intentionally misinterpreted and amended to the detriment of Portland taxpayers and ratepayers, who are paying for this fellowship program. **At least** \$400,000 will be unaccounted for due to this misrepresentation from the Office of Management and Finance.

If Mark Hatfield were still alive and if he were to be made aware of this \$400,000 from a compromised contract amendment, he would be outraged, as I am now. I hope that you will help the citizens of Portland out here by calling out this deliberate attempt to sneak in an extra \$400,000 on to a worthwhile obligation and commitment that begs accountability.

I am submitting this information along with the past ordinances as well as the original contract. I may have to send some of the documents in a separate email. I hope to hear from you. Thank you so much.

Sincerely yours,

Dee White

**Please see Ordinance 187764*

**** IGA = Intergovernmental Agreement**

ORDINANCE NO.

* 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)

The City of Portland ordains:

Section 1. The Council Finds:

1. Ordinance No. 186592 was passed by Council on May 28, 2014 in which Intergovernmental Agreement No.30003978 with Portland State University for the Hatfield Resident Fellows Program was adopted.
2. Ordinance No. 187764 was passed by Council on May 25, 2016 to clarify the amount per Fellow and total threshold dollar amount.
3. This ordinance is to update the approved amount per Fellow to \$40,000 and the contract threshold to \$1,200,000 for fiscal year 2017-2018.
4. Sufficient funding resides in fiscal year 2017-2018 citywide bureau appropriations.
5. It is beneficial to the City and community that this agreement is authorized as quickly as possible to avoid a lapse in the program.

NOW, THEREFORE, the Council directs:

- a. The Bureau of Human Resources Director is authorized to execute an amendment between the City and Portland State University as outlined in the contract attached as Exhibit A, at a cost not to exceed \$1,200,000 for fiscal year 2017-2018.
- b. The Mayor and the Auditor hereby are authorized to pay for the contract from the FY 2017-2018 Budget.
- c. The Bureau of Human Resources Director is authorized to execute future amendments to IGA No.30003978 to increase the not-to-exceed threshold amount up to twenty-five percent of the amended FY 2017-2018 not-to-exceed value.
- d. All other terms and provisions of Ordinance No. 187764 remain in effect and are not changed by this amendment.

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

AMENDMENT NO. 3

CONTRACT NO. PSU Agreement #28362/200284
City 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:

PSU Contract # _____

- 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.

PSU Contract # _____

Other Salient Information
(insert)

Agency Supervisor:

Signature Date

Printed Name

Title

Portland State University Contracts Officer:

Signature Date

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.

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

ORDINANCE NO. 187764

*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 \$800,000 for FY 2016-2017 (Ordinance; amend Contract No. 30003978)

The City of Portland ordains:

Section 1. The Council finds:

1. Ordinance No. 186592 was passed by Council on May 28, 2014 in which Intergovernmental Agreement No. 30003978 with Portland State University for the Hatfield Resident Fellows Program was adopted.
2. Ordinance No. 186629 was passed by Council on June 11, 2014 in order to clarify the amount per Fellow and total threshold dollar amount.
3. This ordinance is to update the approved amount per Fellow to \$40,000 and the contract threshold to \$800,000 for fiscal year 2016-2017.
4. Sufficient funding resides in fiscal year 2016-2017 citywide bureau appropriations.
5. It is beneficial to the City and community that this agreement is authorized as quickly as possible to avoid a lapse in the program.

NOW THEREFORE, The Council directs:

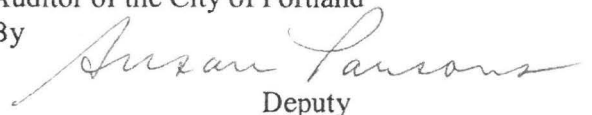
- a. The Bureau of Human Resources Director is authorized to execute an amendment between the City and Portland State University as outlined in the contract attached as Exhibit A, at a cost not to exceed \$800,000 for fiscal year 2016-2017.
- b. The Mayor and the Auditor hereby are authorized to pay for the contract from the FY 2016-2017 Budget.
- c. The Bureau of Human Resources Director is authorized to execute future amendments to IGA No. 30003978 to increase the not-to-exceed threshold amount up to twenty-five percent of the amended FYI 2016-2017 not-to-exceed value.
- d. All other terms and provisions of Ordinance No. 186629 remain in effect and are not changed by this amendment.

Section 2. The Council declares that an emergency exists in order to ensure that the City is able to recruit the fellows most suited to the City's project needs; therefore this ordinance shall be in full force and effect upon passage.

Passed by the Council: MAY 25 2016

Commissioner: Mayor Charlie Hales
Prepared by: Gale Baird
Date prepared: May 18, 2016

Mary Hull Caballero
Auditor of the City of Portland
By


Deputy

555

Agenda No.
ORDINANCE NO. 187764
 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 and increase the contract by \$800,000 for FY 2016-2017 (Ordinance; amend Contract No. 30003978)

INTRODUCED BY Commissioner/Auditor: Mayor Charlie Hales	CLERK USE: DATE FILED <u>MAY 10 2016</u>
COMMISSIONER APPROVAL Mayor—Finance and Administration - <i>[Signature]</i> Position 1/Utilities - Fritz Position 2/Works - Fish Position 3/Affairs - Saltzman Position 4/Safety - Novick	Mary Hull Caballero Auditor of the City of Portland By: <i>[Signature]</i> Deputy
BUREAU APPROVAL CAO: Fred Miller Bureau: Human Resources Bureau Head: Anna Kanwit <i>[Signature]</i>	ACTION TAKEN:
Prepared by: Gale Baird Date Prepared: 5/10/2016	
Impact Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/>	
Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
City Auditor Office Approval: required for Code Ordinances	
City Attorney Approval: required for contract, code, easement, franchise, comp plan, charter	
Council Meeting Date	

AGENDA	FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:	
TIME CERTAIN <input type="checkbox"/> Start time: _____ Total amount of time needed: _____ (for presentation, testimony and discussion)		YEAS	NAYS
CONSENT <input checked="" type="checkbox"/>	1. Fritz	1. Fritz	✓
REGULAR <input type="checkbox"/> Total amount of time needed: _____ (for presentation, testimony and discussion)	2. Fish	2. Fish	✓
	3. Saltzman	3. Saltzman	✓
	4. Novick	4. Novick	✓
	Hales	Hales	✓

My name is Dee White

I spent MLK day doing some research of the misuse of public funds, our money, in this contract. It was time well spent although it probably won't make any difference with you guys..

The Hatfield Fellowship program started in 2014 with 10 fellows. Each fellow's Sponsor Fee was \$35,000 for a total of not to exceed \$350,000 as specified in Section 4A and the Schedule of Fees. This is straight-up what the original 2014 contract (ordinance 186592, 1st amendment to clarify 186629) stipulates. I quote:

The Mayor and auditor are hereby authorized to draw and deliver warrants payable to Portland State University, not to exceed \$350,000, chargeable to participating City Bureaus.

This contract was amended in 2016. Ten more fellows were added for a total of 20 and the Sponsor fee increased to \$40,000. The ordinance states that the total contract amount is not to exceed \$800,000, which again, is a straight-up statement, all accounted for. \$40,000 times 20 fellows equals \$800,000.

Now, one month before the 2017-2018 contract is set to expire with the last disbursement, the Office of Management and Finance is proposing amendment number 3 which reads

This ordinance is to update the approved amount per Fellow to \$40,000 [which is not an update since it is the current amount] and the contract threshold to \$1,200,000.

So, today, you are being asked to approve an amendment to an about-to-expire contract with an additional obligation of \$400,000 that has no stated purpose other than an obligation.

But there's more. If this amendment is approved Section 4A of the contract called "Consideration" will change.

Currently it reads: **CITY agrees to pay PSU, from available and authorized funds an amount not to exceed \$350,000. See Exhibit B, hereby incorporated by reference, for Fee Schedule Example and Explanation of Fee Schedule.**

If approved today this section will read:

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.

Now, to someone listening to my commentary today, I am sure this is confusing and complicated and I am here say that the Office of Management and Finance deliberately made it complicated. It was only by finding the original contract in the city archives, which is greyed out and extremely difficult to read, that I was able to understand that this is not ethical and is probably illegal. This is misspending of public funds and abusing the language of a contract to bury at least \$400,000 in taxpayer and ratepayer funds so that it can be used for purposes other than what is stipulated in the contract.

This is a small contract in City of Portland terms. But to me, this is a clear indication of how ALL of the contracts in the city are being exploited to swindle more public funds, our money, for purposes that are outside of the purposes of the contract.

I would ask that the Auditor spends more time and diligence on examining every contract that is issued by the City of Portland, with emphasis on the contracts coming from the Office of Management and Finance.

Moore-Love, Karla

From: Dee White <deewhite1@mindspring.com>
Sent: Tuesday, January 16, 2018 12:58 PM
To: Council Clerk – Testimony
Subject: Agenda 54 FW: Hatfield Fellowships threshold amount agenda item 38/54 part 2 attachments
Attachments: 186592 Portland State University Hatfield Resident Fellows Program training and leadership development contract additional documents.PDF; 186592 Portland State University Hatfield Resident Fellows Program training and leadership development exhibit.PDF; City Auditor - City Recorder - Council Ordinance - 186592 Portland State University Hatfield Resident Fellows Program training and leadership development contract ordinance.PDF

Karla, please add to testimony agenda item 54.

Thanks
Dee white

Portland, Oregon
FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT
For Council Action Items

(Deliver original to Bureau of Human Resources. Retain copy.)

1. Name of Initiator Larry Nelson		2. Telephone No. 503-823-6118	3. Bureau/Office/Dept. Human Resources
4a. To be filed (hearing date):	4b. Calendar (Check One) <div style="display: flex; justify-content: space-around;"> Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <input type="checkbox"/> </div>		5. Date Submitted to Commissioner's office and CBO 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:

*Approve an Intergovernmental Agreement with Portland State University for the Hatfield Resident Fellows Program (Ordinance)

2) Purpose of the Proposed Legislation:

The Hatfield Resident Fellows program is 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.

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 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 | | | |

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.

This action will not generate revenues.

5) Expense: What are the costs to the City as a result of 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 year, including Operations & Maintenance (O&M) costs, if known, and estimates, if not known. 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 \$35,000 agreement will fund one fellow for eight months. Funding for the agreement is included in City Bureaus' FY 2014-15 Adopted Budget appropriations.

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.)

No.

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

No.

(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.

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, the agreement is for internal City government services.

Anna Kanwit

APPROPRIATION UNIT HEAD (Typed name and signature)



City of Portland
Bureau of
Human Resources
Knowledgeable | Helpful | Responsive

186592
Anna Kanwit, Director
1120 SW 5th Ave., Rm. 404
Portland, Oregon 97204-1912
(503) 823-3572
Fax (503) 823-4156

Office of Management and Finance

Fred Miller, Interim Chief Administrative Officer

DATE: May 7, 2014

TO: Mayor Charlie Hales

FROM: Anna Kanwit, Human Resources Director

FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison

TITLE: *Approve an Intergovernmental Agreement with Portland State University for the Hatfield Resident Fellows Program for training and leadership development for candidates interested in the public sector (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** May 22nd, 2014
2. **REQUESTED COUNCIL AGENDA DATE:** May 28th, 2014
3. **CONTACT NAME & NUMBER:** Larry Nelson 503-823-6118
4. **PLACE ON:** ☒ **CONSENT** ☐ **REGULAR** ☐ **TIME CERTAIN @** _____
5. **BUDGET IMPACT STATEMENT ATTACHED:** ☒ **Y** ☐ **N** ☐ **N/A**
6. (2) **ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY**
ATTACHED: ☒ **Yes** ☐ **No** ☐ **N/A**

7. BACKGROUND/ANALYSIS

The Center for Public Service and the Mark O. Hatfield School of Government at Portland State University (PSU) host several highly competitive fellowships that are designed to bring national class talent to Oregon public enterprises. The Hatfield Resident Fellows program is Fellowship designed to provide training and leadership development opportunities for candidates interested in the public sector.

Each Hatfield Fellow serves an eight-month stint in the public sector, working on new or unique project-specific activities. The cost is \$35,000, and there is no commitment to the fellow beyond the eight months. City of Portland Bureaus have identified promising Hatfield Resident Fellows to work on a number of projects of citywide significance over the next eight months.

The program is designed to build public sector capacity in Oregon by increasing the number of leaders who are devoted to public service. There is no public involvement included in the development of this ordinance and no future public involvement anticipated or necessary as this agreement is for internal City government services.

8. FINANCIAL IMPACT

The \$35,000 agreement will fund one fellow for eight months. Funding for the agreement is included in City Bureaus' FY 2014-15 Adopted Budget appropriations. This action will not generate revenues and there are no staffing requirements or change in appropriations.

9. RECOMMENDATION/ACTION REQUESTED

I recommend that the Mayor and City Council approve this ordinance.

Charlie Hales, Mayor

We are an equal opportunity employer

Please notify the City of Portland of the need for ADA accommodations no less than five (5) days prior to any City-sponsored event by contacting the Bureau of Human Resources at 503-823-3572 or the City's TTY at 503-823-6868.



PSU Agreement # 28362/200284

**INTER-GOVERNMENTAL (IGA) AGREEMENT
For the Hatfield Resident Fellows Program**

This Agreement is by and between the State Board of Higher Education, acting by and through Portland State University on behalf of its Mark O. Hatfield School of Government ("PSU") and The City of Portland ("CITY"), individually the "Party", collectively the "Parties", hereinafter:

CITY DATA:

Representative: Larry Nelson
Title: Finance Manager
City of Portland, Human Resources

Address: 1120 SW 5th Ave. Rm 404

Portland, OR 97204

Telephone: 503-823-6118

PSU DATA:

Representative: Jennifer Everett
Title: Office Administrator
Portland State University
Hatfield School of Government
Center for Public Service

Address: PO Box 751 (PA - EL)

Portland, Oregon 97207-0751

Telephone: 503-725-8259

1. Effective Date and Duration

This Agreement shall become effective upon the date of the last signature below, and shall expire on Sept. 30, 2018, unless terminated under provisions identified within this Agreement. The Hatfield Resident Fellow Program Statement of Work (Exhibit A, hereby incorporated by reference) of this Agreement will be amended every year with information on the specific Fellow and the work to be performed.

2. Background

The Center for Public Service ("CPS") and Mark O. Hatfield School of Government at Portland State University hosts several highly competitive fellowships that are designed to bring national class talent to Oregon public enterprises. Taken together, the family of fellowships is known as the Next Generation Initiative. The network of recruitment sources currently extends to more than 50 leading universities, including Duke, Harvard, Syracuse, University of Michigan, University of Chicago, University of Texas, University of Wisconsin, University of California at Berkeley, University of California Los Angeles, as well as PSU, Oregon State University, Willamette University, and the University of Oregon.

The Next Generation Initiative recruits national class talent for Oregon and provides training and leadership development opportunities for candidates through its Hatfield Resident Fellows Program. By targeting and selecting the best candidates, the Hatfield Resident Fellows Program helps to build capacity in Oregon by increasing the number of potential leaders who are devoted to public service. The Hatfield Resident Fellows Program also focuses on providing candidates with leadership opportunities and experience.

The purpose of this Agreement is to develop a uniform and universal instrument that makes it simple for official State of Oregon public agencies to participate in the array of fellowship programs offered by PSU.

3. Scope of Cooperation**A. PSU agrees to:**

1. Recruit and select a Fellow that matches CITY'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 CITY 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.

B. Agency agrees to:

1. Provide a non-renewable placement not to exceed a duration of 32 hours a week for 32-weeks for each Fellow from July 7, 2014 through February 27, 2015. This placement includes a winter break from December 22, 2014 through and including January 2, 2015.
2. 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 at a minimum 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 under adequate supervision encompassing new AGENCY activities.
3. Evaluate and provide feedback on each Fellow upon request by PSU.

A. Consideration

- A. CITY agrees to pay PSU, from available and authorized funds an amount not to exceed \$350,000. See Exhibit B, hereby incorporated by reference, for Fee Schedule Example and Explanation of Fee Schedule.
- B. The SOW executed between CITY and the assigned Fellow (ref. Exhibit A) shall define the actual work to be performed by each Fellow. SOW's shall be submitted for approval to the following PSU location and shall clearly identify the Agency:

Center for Public Service
Portland State University
PO Box 751, MC PA-ELI
Portland, OR 97207 - 0751
Attn: NGL Fellowship Coordinator
Telephone: 503-725-8228
Facsimile: 503-725-5111
Email: jennifer.everett@psu.edu

- C. Administrative fees (included in the Sponsor Fee) for the Hatfield Resident Fellows program (beyond the payment of wages to the Fellows) cover expenses related to program administration, recruitment and placement of the Fellow, delivery of the 4-day orientation and training institute provided for the Fellow in July, and ongoing leadership development and mentoring over the term of the placement (exact amounts may vary among programs and over time).
- D. The Sponsor Fee(s) shall be paid quarterly by Agency to PSU per the following schedule based on \$35,000 per Fellow:

An initial deposit in the amount of \$5,570 will be due no later than July 31, 2014 to reserve a Fellow.

A second payment in the amount of \$8,360 will be due no later than September 30, 2014.

A third payment in the amount of \$12,170 will be due no later than December 31, 2014.

A fourth and final payment in the amount of \$8,900 will be due no later than February 28, 2015.

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

5. Captions

The captions or headings in this Agreement are for convenience only and in no way define, limit, or describe the scope of intent of any provisions of this Agreement.

6. Expenses

CITY is responsible for any work-related costs including authorized work-required transportation, office supplies, materials, and other expenses as identified. Any equipment assigned to a Fellow under this Agreement shall be governed by the rules and policies of CITY.

Fellows are not eligible to receive health or other employment-related benefits from CITY or PSU.

7. Amendments

The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever, except by written Amendment signed by both parties.

8. Funds Available and Authorized

PSU certifies at the time the Agreement is written that sufficient funds are available and authorized for expenditure to finance costs and obligations of this Agreement within the parties current biennial appropriation or expenditure limitation, provided, however, that continuation of this Agreement or any extension, after the end of the fiscal period in which it is written, is contingent upon a new appropriation or limitation for each succeeding fiscal period for the purpose of this Agreement. In the event of such Non-Appropriation PSU shall notify the other party of its intent to terminate this Agreement without penalty.

9. Termination

- A. This Agreement may be terminated by the mutual consent of both parties at any time or by either party upon thirty (30) days prior written notice from one party to the other.
- B. Termination or modification of this Agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination. However, upon receiving a notice of termination, a party shall immediately cease all activities under this Agreement, unless expressly directed otherwise in the notice of termination. Further, upon termination, a party shall deliver to the other parties all Agreement documents, information, works-in-progress and other property that are or would be deliverables had the Agreement been completed.

10. Force Majeure

Neither Party shall be held responsible for delay or default caused by fire, riot, acts of God and war which are beyond its reasonable control. The affected party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the contract.

11. Independent Contractor Relationship

PSU through its employees, officers and agents, will provide the services described in this Agreement as an independent contractor, and nothing herein shall be interpreted or construed as creating or establishing the relationship of employer-employee, principal-agent, partnership, joint venture, association, or any other type of legal or business relationship between CITY and PSU or between PSU and CITY. Each party shall be solely responsible for paying its own taxes (federal, state, and local of any type or amount); the consideration owed to its own contractors and agents; its operational expenses; the wages, salaries, benefits, withholdings, and assessments for its employees (including, for example, federal and state income taxes, Social Security, Medicare, unemployment insurance, workers compensation, pension or retirement,

medical or life insurance); and the damages or settlements for claims arising from the negligent, reckless, or intentional acts of its employees or agents, all without contribution from the other party.

CITY shall have no right to direct or control the manner or method by which PSU provides the services that PSU agrees to provide through this Agreement.

12. Access to Records

PSU, CITY, the Oregon Secretary of State's Office and their duly authorized representatives shall have access to the books, documents, papers, and records, otherwise privileged under law, of the Next Generation Initiative Program which are directly pertinent to this specific Agreement for the purpose of making audit, examination, excerpts, and transcript.

13. Non-Discrimination

In their respective performances of this Agreement, no party shall unlawfully discriminate against any person on the basis of race, ancestry, national origin, color, sex, disability, age, religion, marital status or sexual orientation. Moreover, each party shall comport its performance with all applicable Federal and State anti-discrimination acts and associated regulations.

14. Notices

All notices regarding this Agreement should be sent to the parties at the following addresses:

To CITY:

City of Portland, Human Resources
1120 SW 5th Ave Rm 404, Portland, OR 97204
Attention: Lary Nelson
Telephone: 503-823-6118
Facsimile: 503-823-4156
Email: Lary.Nelson@portlandoregon.gov

To PSU:

Next Generation Initiative Coordinator
Center for Public Service
Portland State University
PO Box 751, MC: PA-ELI
Portland, OR 97207
Telephone: 503-725-8228
Facsimile: 503-725-5111
Email: jennifer.everett@pdx.edu

WITH A COPY TO:

Portland State University
FAST-CAPS
PO Box 751, MC: CAPS
Attn: Contracts Officer
Portland, OR 97207-0751
Telephone: (503) 725-3241
Facsimile: (503) 725-5594

15. Indemnification

Subject to the Oregon Tort Claims Act (ORS 30.260 through 30.300) and the Oregon Constitution, Article XI Section 7, PSU, the State Board of Higher Education, and their officers, agents, employees, and members ("PSU") shall be responsible for all damage to property and injury to persons caused by

an intentional or negligent act or omission of PSU, and PSU shall save, indemnify, and hold harmless the City of Portland, its officers, agents, and employees from all claims, suits, actions, losses, damages, costs and expenses resulting from or arising out of the activities or omissions of PSU related to this Agreement.

Subject to the Oregon Tort Claims Act (ORS 30.260 through 30.300) and the Oregon Constitution, Article XI Section 9, the City, its officers, agents and employees ("City") shall be responsible for all damage to property and injury to persons caused by an intentional or negligent act or omission of the City, and the City shall save, indemnify, and hold harmless PSU, its officers, agents, and employees from all claims, suits, actions, losses, damages, costs and expenses resulting from or arising out of the activities or omissions of the City related to this Agreement.

16. Governing Law

This Agreement shall be governed construed in accordance with the laws of the State of Oregon, without resort to any jurisdiction's conflicts of law rules and doctrines. Any litigation between the PSU and CITY that arises out of or relates to performance of this Agreement shall occur, if in the state courts, in the Marion County Circuit Court, and if in the federal courts, in the United States District Court for the District of Oregon.

17. FERPA

17. PSU's Confidential Information

17.a. During the term of the Contract, PSU may disclose to the AGENCY (1) certain confidential information pertaining to PSU and (2) certain personally identifiable information (PII) pertaining to Student described hereafter as "PSU Confidential Information". PII is defined as the following (1) the address of the student or student's family or (2) the student's social security number or student number. The AGENCY agrees to protect the confidentiality of PSU Confidential Information and will not disclose confidential information to third parties except as permitted by this section or otherwise allowed by the Agreement.

17.b. Except for information that contains PII, PSU shall mark CONFIDENTIAL with a restrictive legend or similar marking all information that PSU deems confidential. If CONFIDENTIAL is not clearly marked or PSU's Confidential Information cannot be marked with a restrictive legend or similar marking or is disclosed either orally or by visual presentation, PSU shall identify the Confidential Information at the time of disclosure or within a reasonable time thereafter. AGENCY shall not be deemed to have breached this Section if PSU's Confidential Information (1) later becomes part of the public domain through no act or omission of the AGENCY; (2) is required to be disclosed under operation of law; (3) is lawfully received by AGENCY from a third party with no breach of any duty of confidentiality.

17.c. Public Records Request PSU acknowledges that the AGENCY is subject to the Oregon Public Records Act and Federal law. Third persons may claim that the Confidential Information PSU submitted to the AGENCY hereunder may be, by virtue of its possession by the AGENCY, a public record and subject to disclosure pursuant to the Oregon Public Records Act. Subject to the following conditions, the AGENCY agrees not to disclose any information PSU submits to the AGENCY that includes a written request for confidentiality and as described above, specifically identifies the information to be treated as Confidential. The AGENCY's commitments to maintain certain information confidential under this Contract are all subject to the constraints of Oregon and federal laws. Within the limits and discretion allowed by those laws, the AGENCY will maintain the confidentiality of information.

17.d. AGENCY's Obligation to Notify PSU. If the AGENCY receives a public records request for information that PSU has marked CONFIDENTIAL and submitted in confidence, the AGENCY shall notify PSU of the request. The AGENCY shall provide PSU with written notice and a copy of the request. PSU shall have five (5) business days within which to provide a written response to the AGENCY, either consenting to disclosure of the requested PSU Confidential Information or explaining why PSU's Confidential Information is exempt from disclosure under the Oregon Public Records Law or otherwise. If PSU fails to submit a written response within the time period required, the AGENCY may make its own determination regarding disclosure of the information sought by the request. Whether or not PSU submits any written response to the AGENCY, the AGENCY shall

retain final discretion to determine whether to disclose the requested confidential information. If PSU contends that the confidential information is exempt from disclosure, the AGENCY shall give PSU at least five (5) days written notice prior to disclosing such confidential information to allow PSU to pursue whatever legal avenues it deems appropriate.

17. If the AGENCY refuses to disclose PSU's Confidential Information pursuant to PSU's response under the paragraph above, and the requestor files a petition for disclosure pursuant to the Oregon Public Records Act, the AGENCY shall provide PSU with a copy of the petition within two (2) business days of receipt of the petition by the AGENCY. Within three (3) business days of delivery of the petition by the AGENCY, PSU will provide the AGENCY with a written evaluation of the petition, detailing why the records would be exempt from disclosure under the Oregon Public Records Act. The AGENCY shall provide notice and a copy of the District Attorney's decision on the petition within two (2) business days of receipt of the decision by the AGENCY. If PSU desires the AGENCY to contest an order of the District Attorney requiring disclosure, or if an order of the District Attorney upholding non-disclosure is challenged as provided in the Oregon Public Records Act, PSU shall save, indemnify and hold harmless the AGENCY and pay all reasonable costs and expenses, including reasonable attorney fees, incurred by or assessed against the AGENCY as a result of contesting or defending a public records order of the District Attorney in circuit court and on appeal. PSU shall have the right to intervene in any such proceeding, to the extent that PSU's rights may be affected thereby.

18. Merger

This Agreement constitutes the entire agreement between the parties. No waiver, consent, modification, or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change if made shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.

19. Signatures

CITY and PSU, by the signature of their authorized representatives, hereby acknowledge that they have read this Agreement, understand it, and agree to be bound by its terms and conditions.

Legal Contracting City of Portland:

By: _____
Auditor Date

By: _____
Mayor/Elected Official Date

Approved AS TO FORM

City Attorney

CITY ATTORNEY

9/5/14

THE STATE BOARD OF HIGHER EDUCATION ACTING BY AND THROUGH PORTLAND STATE UNIVERSITY ("PSU")

Contracts Officer, Business Affairs Office

Date

186592


Center for Public Service

9/10/14
Date

EXHIBIT A
Hatfield Resident Fellow 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 the Agency and the Fellow. This SOW must identify the requirements and deliverable 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 CITY 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 the 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: NGI Fellowship Coordinator

Name of Fellow:
 (Insert)

Name of Agency:
 (Insert)

Agency Address:
 (Insert)

Agency Representative/Supervisor for this Fellowship:
 (Insert)

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

Start Date – End Date:
 July 7, 2014 – February 27, 2015
 (Includes 4-day orientation from July 7, 2014 through July 10, 2014 in addition to two weeks unpaid time off from December 22, 2014 through January 2, 2015)

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 Institute at Portland State University
 Both Parties agree that the Fellow shall be released from their normal project duties for a 4-day orientation and training institute (on topics such as performance measurement and management, public sector financial management, e-government, and sustainability) held July 7-10, 2014 at Portland State University.

Other Salient Information:
 (Insert)

EXHIBIT B Hatfield Resident Fellows Program

Overview:

- Highly competitive 32-week, full-time commitment
- Fellows submit a resume, writing sample(s), letters of reference and complete an interview
- Fellows receive a total amount of \$20,000 paid in salary over the course of the fellowship. Fellows are placed with state and local agencies; and not for profits located in Oregon, some in Washington and California
- Fellows attend a 4-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 \$35,000 per Hatfield Resident Fellow.
 - This sum covers expenses related to program administration such as the recruitment and placement of the Fellows; the 4-day orientation provided for the Fellows in July; and payment of the Fellows' salary.

Hatfield Resident Fellows

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

Fee Schedule Example

PROGRAM	WEBSITE	2014 SPONSOR FEE	FELLOWSHIP STIPEND
Hatfield Resident Fellowship (32-week placement)	http://www.pdx.edu/psu/details-of-hatfield-resident-fellowship	\$35,000	\$20,000

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. Fellows are not eligible to receive health, pension or any other benefits from their sponsor.
- Fellowship Stipend represents the funds PSU will pay each Fellow to help offset expenses as Fellows complete their service-learning experience with the Sponsor Agency.

ORDINANCE No. 18659²

*Approve an Intergovernmental Agreement with Portland State University for the Hatfield Resident Fellows Program for training and leadership development for candidates interested in the public sector (Ordinance)

The City of Portland ordains:

Section 1. The Council finds:

1. The Center for Public Service and the Mark O. Hatfield School of Government at Portland State University (PSU) host several highly competitive fellowships that are designed to bring national class talent to Oregon public enterprises.
2. The Hatfield Resident Fellows program is Fellowship 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.
3. Each Hatfield Fellow serves an eight-month stint in the public sector, working on new or unique project-specific activities. The cost is \$35,000, and there is no commitment to the fellow beyond the eight months.
4. City of Portland Bureaus have identified promising Hatfield Resident Fellows to work on a number of projects of citywide significance over the next eight months.

NOV/, THEREFORE, the Council directs:

- a. The Mayor and City Auditor are hereby authorized to execute an intergovernmental agreement between the City and Portland State University in substantially the same form as Exhibit A, to allow City Bureaus to bring on Hatfield Resident Fellows.
- b. The Mayor and Auditor are hereby authorized to draw and deliver warrants payable to Portland State University, not to exceed \$35,000, chargeable to participating City Bureaus.

Section 2. The Council declares that an emergency exists because it is necessary to get final approval to bring on Hatfield Fellows in order to ensure that the City is able to recruit the fellows most suited to the City's project needs; therefore this ordinance shall be in full force and effect upon passage.

Passed by the Council:

MAY 28 2014

Mayor Charlie Hales
Prepared by: Larry Nelson
Date Prepared: May 7, 2014

LaVonne Griffin-Valade
Auditor of the City of Portland

By *Gaia Jennings*

Deputy

✓ 140

501
Agenda No.
ORDINANCE NO. 186592
Title

*Approve an Intergovernmental Agreement with Portland State University for the Hatfield Resident Fellows Program for training and leadership development for candidates interested in the public sector (Ordinance)

<p>INTRODUCED BY Commissioner/Auditor: Mayor Hales</p> <hr/> <p>COMMISSIONER APPROVAL <i>[Signature]</i> Mayor—Finance and Administration - Hales</p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Novick</p> <hr/> <p>BUREAU APPROVAL Interim CAO: Fred Miller Bureau: Human Resources Bureau Head: Anna Karwit <i>[Signature]</i></p> <hr/> <p>Prepared by: Larry Nelson Date Prepared: May 7, 2014</p> <hr/> <p>Financial Impact & Public Involvement Statement</p> <p>Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p> <hr/> <p>Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <hr/> <p>City Auditor Office Approval: required for Code Ordinances</p> <hr/> <p>City Attorney Approval: required for contract, code, easement, franchise, charter, Comp Plan</p> <hr/> <p>Council Meeting Date <u>5/28/2014</u></p>	<p>CLERK USE: DATE FILED <u>MAY 23 2014</u></p> <hr/> <p style="text-align: right;">LaVonne Griffin-Valade Auditor of the City of Portland</p> <p>By: <i>[Signature]</i> Deputy</p> <hr/> <p>ACTION TAKEN:</p>
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AGENDA
<p>TIME CERTAIN <input type="checkbox"/></p> <p>Start time: _____</p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>
<p>CONSENT <input checked="" type="checkbox"/></p>
<p>REGULAR <input type="checkbox"/></p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:	
	YEAS	NAYS
1. Fritz	1. Fritz ✓	
2. Fish	2. Fish ✓	
3. Saltzman	3. Saltzman ✓	
4. Novick	4. Novick ✓	
Hales	Hales ✓	

Moore-Love, Karla

From: Dee White <deewhite1@mindspring.com>
Sent: Tuesday, January 16, 2018 12:58 PM
To: Council Clerk – Testimony
Subject: Agenda 54 FW: Hatfield Fellowships threshold amount agenda item 38/54 part 3 attachments
Attachments: 187764 Portland State University Hatfield Fellows Program amend contract 30003978 additional documents.PDF; 186629 Portland State University Hatfield Resident Fellows Program training and leadership contract amend 186592 additional documents.PDF; City Auditor - City Recorder - Council Ordinance - 186629 Portland State University Hatfield Resident Fellows Program training and leadership contract amend 186592 ordinance.PDF

Karla
Thank you for adding to 54.

Dee White

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 and increase the contract by \$800,000 for FY 2016-2017 (Ordinance; amend Contract No. 30003978)

Contact name: Gale Baird
Contact phone: (503) 823-4169
Presenter name: Anna Kanwit, 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 from \$35,000 to \$40,000 and the total number of Fellows from 10 to 20, for a total contract amount of \$800,000 for fiscal year 2016-2017. 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 2016-2017 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 \$800,000 in fiscal year 2016-2017. Funding for the IGA is included in City Bureaus' FY 2016-2017 Adopted Budget appropriations.

Community impacts and community involvement:

Budgetary Impact Worksheet

Does this action change appropriations?

☐ YES: Please complete the information below.

Impact Statement for Requested Council Action

☒ NO: Skip this section

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

Portland, Oregon
FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT
For Council Action Items

(Deliver original to Bureau of Human Resources. Retain copy.)

1. Name of Initiator Larry Nelson		2. Telephone No. 503-823-6118	3. Bureau/Office/Dept. Human Resources
4a. To be filed (hearing date):	4b. Calendar (Check One) Regular Consent 4/5ths <div style="display: flex; justify-content: space-around;"><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></div>		5. Date Submitted to Commissioner's office and CBO 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:

* Revise ordinance for an Intergovernmental Agreement with Portland State University for the Hatfield Resident Fellows Program for training and leadership development to clarify the amount per Fellow and the total contract threshold dollar amount (Ordinance; Ordinance No. 186592)

2) Purpose of the Proposed Legislation:

The Hatfield Resident Fellows program is 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.

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 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 | | | |

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.

This action will not generate revenues.

5) Expense: What are the costs to the City as a result of 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 year, including Operations & Maintenance (O&M) costs, if known, and estimates, if not known. 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 \$35,000 agreement will fund one fellow for eight months. The total contract amount shall not exceed \$350,000. Funding for the agreement is included in City Bureaus' FY 2014-15 Adopted Budget appropriations.

6) Staffing Requirements:

186629

- 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.)

No.

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

No.

(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.

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?

000000

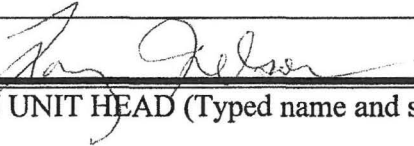
186629

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, the agreement is for internal City government services.

Larry Nelson



APPROPRIATION UNIT HEAD (Typed name and signature)

186629



City of Portland
Bureau of
Human Resources
Knowledgeable | Helpful | Responsive

Anna Kanwit, Director
1120 SW 5th Ave., Rm. 404
Portland, Oregon 97204-1912
(503) 823-3572
Fax (503) 823-4156

Office of Management and Finance

Fred Miller, Interim Chief Administrative Officer

DATE: June 2, 2014

TO: Mayor Charlie Hales

FROM: Anna Kanwit, Human Resources Director

FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison

TITLE: * Revise ordinance for an Intergovernmental Agreement with Portland State University for the Hatfield Resident Fellows Program for training and leadership development to clarify the amount per Fellow and the total contract threshold dollar amount (Ordinance; Ordinance No. 186592)

1. **INTENDED THURSDAY FILING DATE:** [This is Auditor's official filing date]
2. **REQUESTED COUNCIL AGENDA DATE:**
3. **CONTACT NAME & NUMBER:** Larry Nelson 503-823-6118
4. **PLACE ON:** ☒ **CONSENT** ☐ **REGULAR** ☐ **TIME CERTAIN @** _____
5. **BUDGET IMPACT STATEMENT ATTACHED:** ☒ **Y** ☐ **N** ☐ **N/A**
6. **(2) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** ☒ **Yes** ☐ **No** ☐ **N/A**

7. BACKGROUND/ANALYSIS

Ordinance No. 186592 passed Council on May 28, 2014 adopting the Intergovernmental Agreement with Portland State University for the Hatfield Resident Fellows Program.

The ordinance passed, but omitted the amount per Fellow and the total contract threshold dollar amount.

The submitted Ordinance clarifies that a Hatfield Fellow shall serve an eight-month stint in the public sector, working on new or unique project-specific activities. The cost is \$35,000 per fellow, and there is no commitment to the fellow beyond the eight months. In addition, this Intergovernmental Agreement with Portland State University shall not exceed \$350,000.

8. FINANCIAL IMPACT

The total cost of this agreement shall not exceed \$350,000. The cost per fellow for eight months shall not exceed \$35,000. Funding for the agreement is included in City Bureaus' FY 2014-15 Adopted Budget appropriations. This action will not generate revenues and there are no staffing requirements or change in appropriations.

9. RECOMMENDATION/ACTION REQUESTED

I recommend that the Mayor and City Council approve this amendment.

Charlie Hales, Mayor

We are an equal opportunity employer

Please notify the City of Portland of the need for ADA accommodations no less than five (5) days prior to any City-sponsored event by contacting the Bureau of Human Resources at 503-823-3572 or the City's TTY at 503-823-6868.



ORDINANCE No. 186629

*Revise ordinance for an Intergovernmental Agreement with Portland State University for the Hatfield Resident Fellows Program for training and leadership development to clarify the amount per Fellow and the total contract threshold dollar amount (Ordinance; Ordinance No. 186592)

amend

The City of Portland ordains:

Section 1. The Council finds:

1. Ordinance No. 186592 passed Council on May 28, 2014 adopting the Intergovernmental Agreement with Portland State University for the Hatfield Resident Fellows Program.
2. The ordinance passed, but omitted the amount per Fellow and the total contract threshold dollar amount.
3. The corrected point 3 should read as follows: Each Hatfield Fellow serves an eight-month stint in the public sector, working on new or unique project-specific activities. The cost is \$35,000 per fellow, and there is no commitment to the fellow beyond the eight months.
4. The corrected point b should read as follows: The Mayor and Auditor are hereby authorized to draw and deliver warrants payable to Portland State University, not to exceed \$350,000, chargeable to participating City Bureaus.

NOV/, THEREFORE, the Council directs:

- a. Ordinance No. 186592, Section 1. 3 of the Council directives is amended to read as follows:

Each Hatfield Fellow serves an eight-month stint in the public sector, working on new or unique project-specific activities. The cost is \$35,000 per fellow, and there is no commitment to the fellow beyond the eight months.

- b. Ordinance No. 186592, Section 1. b of the Council directives is amended to read as follows:

The Mayor and Auditor are hereby authorized to draw and deliver warrants payable to Portland State University, not to exceed \$350,000, chargeable to participating City Bureaus.

- c. All other terms and provisions of Ordinance No. 186592 remain the same and are not affected by this amendment.

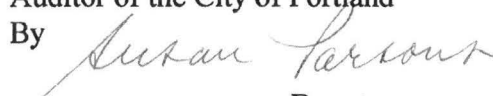
Section 2. The Council declares that an emergency exists because it is necessary to get final approval to bring on Hatfield Fellows in order to ensure that the City is able to recruit the fellows most suited to the City's project needs; therefore this ordinance shall be in full force and effect upon passage.

Passed by the Council: JUN 11 2014

Mayor Charlie Hales
Prepared by: Larry Nelson
Date Prepared: June 2, 2014

LaVonne Griffin-Valade
Auditor of the City of Portland

By


Deputy

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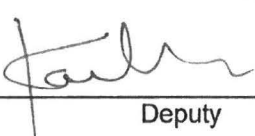
Agenda No.
ORDINANCE NO.

186629

Title

* Revise ordinance for an Intergovernmental Agreement with Portland State University for the Hatfield Resident Fellows Program for training and leadership development to clarify the amount per Fellow and the total contract threshold dollar amount (Ordinance; Ordinance No. 186592)

amend

INTRODUCED BY Commissioner/Auditor: Mayor Hales	CLERK USE: DATE FILED <u>JUN 06 2014</u>
COMMISSIONER APPROVAL Mayor—Finance and Administration - Hales Position 1/Utilities - Fritz Position 2/Works - Fish Position 3/Affairs - Saltzman Position 4/Safety - Novick	LaVonne Griffin-Valade Auditor of the City of Portland By: <u></u> Deputy
BUREAU APPROVAL Interim CAO: Fred Miller Bureau: Human Resources Bureau Head: Anna Kanwit	ACTION TAKEN:
Prepared by: Larry Nelson Date Prepared: June 2, 2014	
Financial Impact & Public Involvement Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/>	
Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
City Auditor Office Approval: required for Code Ordinances	
City Attorney Approval: required for contract, code, easement, franchise, charter, Comp Plan	
Council Meeting Date June 11, 2014	

AGENDA
TIME CERTAIN <input type="checkbox"/> Start time: _____ Total amount of time needed: _____ (for presentation, testimony and discussion)
CONSENT <input checked="" type="checkbox"/>
REGULAR <input type="checkbox"/> Total amount of time needed: _____ (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. Novick	4. Novick	✓	
Hales	Hales	✓	

Moore-Love, Karla

From: Dee White <deewhite1@mindspring.com>
Sent: Tuesday, January 16, 2018 12:59 PM
To: Council Clerk – Testimony
Subject: Agenda 54 FW: Hatfield Fellowships threshold amount agenda item 38/54 final part 4 attachments
Attachments: 187764 Portland State University Hatfield Fellows Program amend contract 30003978 exhibit.PDF

Hi Karla,

Last one, please add to testimony.

Thank you,
Dee White

Exhibit A

187764

PSU Contract # 20084-Add 2

AMENDMENT NO. 2

CONTRACT NO. PSU Agreement #28362/200284
City 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 1, Section 3A5, will change to state:

A5. 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. This includes Fellows projects and support for attending two local conferences, attendance to which is funded by the Fellowship program: the Engaging Local Government Leaders Conference (October 21, 2016) and the Oregon Business Council Leadership Summit 2016 (Date TBA).

2. Page 2, Section 3B1-5, 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, 2016 through February 24, 2017. This placement includes a winter break from December 19, 2016 through and including December 30, 2016.
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 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: Scope of Cooperation:

3. Page 2, Section 4A, is hereby amended to increase the amount obligated by CITY by \$450,000 for a total not-to-exceed amount of \$ 800,000. 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, 2016 for Fellow recruitment, placement, training and the first month's wages.

187764

A second payment in the amount of \$8,000 will be due no later than September 30, 2016.

A third payment in the amount of \$12,000 will be due no later than December 31, 2016.

A fourth and final payment in the amount of \$8,000 will be due no later than February 28, 2017.

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.

187764

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

Date: 5-2-16

Name: William C. Terry
Contracts Officer
Title: Portland State University

187764

AMENDMENT NO. 2

CONTRACT NO. PSU Agreement #28362/200284
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: APPROVED AS TO FORM

By: [Signature] _____ Date: 5/9/16
Office of City Attorney CITY ATTORNEY

187764

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: NSI Fellowship Coordinator
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, 2016 - February 24, 2017: (Includes 4-day orientation from July 5, 2016 through July 8, 2016 in addition to two weeks unpaid time off from December 19, 2016 through December 30, 2016). 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 4-day orientation and training institute (on topics such as performance measurement and management, public sector financial management, e-government, and sustainability) held July 5-8, 2016 at Portland State University.

187764

Other Salient Information
(insert)

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 not for profits located in Oregon; some in Washington and California
- Fellows attend a 4-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 4-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	2016 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.