

## INTERGOVERNMENTAL AGREEMENT

This agreement is entered into between the State of Oregon acting by and through the State Board of Higher Education on behalf of Portland State University (PSU) and the City of Portland Bureau of Water Works (City) for evaluation of the Water Bureau's low-income water conservation workshop program. The project budget is in the fixed amount of \$12,852.00 and all work must be completed no later than June 30, 2000.

### A. SCOPE OF WORK.

For purposes of evaluating the effectiveness of the City of Portland Bureau of Water Work's low-income water conservation workshop program, the City will do the following:

1. Provide all existing printed material and conservation devices provided to participants of the water conservation workshop program. Printed materials include brochures, fact sheets, conservation tip sheets for fixture repair, and marketing/promotional materials. Conservation devices provided to workshop participants include toilet tank displacement bags, faucet aerators, leak detection tablets and drip measure cups, hose nozzles, flower seeds and a watering can. A schedule of upcoming workshops will be given to PSU staff so they may determine which workshops to observe. Other devices and printed materials not listed here, but which are given to workshop participants will be provided.
2. Access to hardcopy or electronic files related to the conservation workshop program. These records include workshop participant feedback forms, and related databases and spreadsheet analyses based on such forms showing workshop participant demographics and/or comments about the workshop program. Billing records for those workshop participants who are direct water/sewer customers of the City may also be provided.
3. City staff responsible for implementing the low-income water conservation workshop program will meet with PSU staff as necessary, and will also coordinate contact with the Community Energy Project, Inc. (CEP). CEP is the City's contracted workshop provider. Regular meetings throughout the agreement period with City and CEP staff will further refine evaluation questions and instruments, and provide review of the program evaluation findings.

For purposes of studying the effectiveness of the City of Portland Bureau of Water Work's low-income water conservation workshop program, Portland State University will do the following:

1. Review and evaluate printed material and conservation devices provided to workshop participants. Review of printed material and conservation devices will provide insights that help develop assessment tools for the program evaluation.

2. Review hardcopy and electronic files related to the conservation workshop program. Use of existing records will focus on evaluating workshop effectiveness, and determining to what degree participants benefit from one or more components of the program.
3. Attend two or three water conservation workshops. Observation of workshops will allow PSU staff a chance to experience first-hand what workshop participants experience.
4. Design and administer to workshop participants a mix of assessment tools. Workshop participant assessment tools will include: pre/post workshop survey for participants; telephone survey for workshop participants; 2 – 3 focus groups. Data collected from these assessment tools will be summarized and reported.
5. Analyze and report assessment data. Information collected through administration of assessment tools noted in #4 above will be analyzed and provided in spreadsheet/database (cross-tabulated) and narrative formats.
6. Produce a final report, including recommendations to improve effectiveness of the workshop program. Report contents will include: program description/overview, program goals and evaluation objectives, methodology, an example of survey instruments (tools) used, summaries of responses from workshop participants, conclusions, and recommendations for program improvements/enhancements.

#### B. AGREEMENT PERIOD.

The period covered by this agreement is January 5, 2000 – June 30, 2000. Activities proposed to occur are outlined in this Project Timeline will be completed by PSU with Water Bureau review:

<b>Work Element</b>	<b>Timeline</b>
Survey Construction: pre-workshop, post-workshop, telephone survey	January 2000-March 2000
-Devise & review of workshop survey	January - February 2000
-Devise & review of telephone survey	January - March 2000
Analyze three surveys	January – May 2000
Gather & analyze billing data	March 2000-May 2000
Design and conduct random sample survey of non-participants for barrier info.	February 2000-May 2000
Devise & review non-participant survey	February 2000
Devise & review Focus Group Questions	April 2000

Focus Group planning, presentation & analysis	April 2000 - May 2000
Draft review of preliminary report for project	May 2000
Final report writing and report presentation	June 2000
Overhead: Consultation, workshop attendance, printing, travel, etc.	On-going Jan. 2000-June 2000

C. PROJECT BUDGET and Fixed Payment Schedule.

- The proposed budget for this project is shown below. Adjustments to specific line items can be expected and will be agreed to by City staff. City agrees to pay PSU for services performed under this Agreement in the FIXED amount of TWELVE THOUSAND, EIGHT HUNDRED AND FIFTY-TWO (\$12,852) DOLLARS.

Proposed project	Costs
Survey Construction: pre-workshop, post-workshop, telephone survey,	\$800
Analyze three surveys	2,000
Gather & analyze billing	1,200
Design and conduct random sample survey of non-participants for barrier info.	2,000
Focus Group planning, presentation & analysis	1,500
Final report writing	1,800
Consultation, workshop attendance, printing, travel, etc.	900
Overhead @ 26%	2,652
<b>TOTAL</b>	<b>\$12,852.00</b>

2. Portland State University will receive payment for work performed according to the following schedule.

\$4284.00	February 29, 2000
\$4284.00	April 28, 2000
<del>\$4284.00</del>	June 30, 2000

The City certifies that sufficient funds are available and authorized to finance the costs of this Agreement. Payment shall be sent to Portland State University; Office of business Affairs, Research Accounting, BO/RA; P.O. Box 751; Portland, Oregon 97207-0751. Payment will be made when the Portland State University submits itemized invoices for project related work to:

Tim Lichen  
Bureau of Water Works  
1120 SW Fifth Avenue  
Portland, Oregon 97204

D. PROJECT MANAGEMENT.

1. Portland Water Bureau Project Manager will be Tim Lichen, 503-823-7459.
2. Portland State University Contract Administrator will be Leah Keller-Transburg, 503-725-3418.

E. INDEMNIFICATION. To the extent permitted by the Oregon Tort Claims Act, the Portland State University agrees to indemnify, defend, and hold harmless the City from any and all claims, demands, suits or actions (including attorneys fees and costs) resulting from or arising out of the acts of Portland State University and its officers, employees, and agents in performance of this agreement. To the extent permitted by the Oregon Tort Claims Act, the City agrees to indemnify, defend, and hold harmless Portland State University from any and all claims, demands, suits or actions (including attorneys fees and costs) resulting from or arising out of the acts of the City and its officers, employees, and agents in performance of this agreement.

F. INSURANCE. Each party to this agreement is self-insured.

G. RESPONSIBLE EMPLOYERS. Each party to this agreement is the responsible insurer for workers compensation for it's own employees.

H. TERMINATION. This agreement may be terminated by either party upon 30-days written notice. By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination. Payment to PSU shall be prorated to and include the day of termination.

Leah Keller-Transburg  
Portland State University

Name: Leah Keller-Transburg

Date: 1/4/00

\_\_\_\_\_  
City of Portland

Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Portland State University

Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
City of Portland

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As To Form

Approved As To Form

**APPROVED AS TO FORM**

Jeffrey L. Rogers

**CITY ATTORNEY**

ORDINANCE NO. **174072**

\* Intergovernmental Agreement with Portland State University To Evaluate The Effectiveness Of The Water Conservation Workshop Program For Low-Income Customers. (Ordinance)

**The City of Portland ordains:**

Section 1. The Council finds:

1. That evaluating the Water Bureau's Self-help Water Conservation Workshops for low-income water/sewer customers is important to accomplishing overall program goals to assist low-income customers control their water consumption, and therefore, their water/sewer bills.
2. That an impartial third-party evaluation to determine the effectiveness of target marketing, and the "take-home" impact of the Self-help Water Conservation Workshops will contribute to improved customer service related to water conservation and decreased water/sewer bills for participating customers.

NOW, THEREFORE, The Council directs:

- a. That the Commissioner of Public Works and Auditor are authorized to execute on behalf of the City an Intergovernmental Agreement with Portland State University Center for Community Research to conduct an evaluation of the Water Bureau's Self-help Water Conservation Program.
- b. That funds in the amount of \$12,852.00 (TWELVE-THOUSAND, EIGHT-HUNDRED, FIFTY-TWO DOLLARS) for this Intergovernmental Agreement are available in Fiscal Year 99-00, from the Water Fund, Center Code 18001122, Project #2119, Account 521000.

Section 2. The Council declares that an emergency exists because approximately six months are needed to devise assessment tools, administer surveys and acquire billing data on targeted customers, and analyze and report results; therefore, this Ordinance shall be in force and effect from and after its passage by Council.

Passed by the Council, **JAN 12 2000**

Commissioner Sten  
MFR TRDL: trdl  
CENTER 18001122

**GARY BLACKMER**  
Auditor of the City of Portland

By  
*Britta Olson* Deputy

Agenda No.

174072

ORDINANCE NO.

Title

\* Intergovernmental Agreement with Portland State University To Evaluate The Effectiveness Of The Water Conservation Workshop Program For Low-Income Customers. (Ordinance)

INTRODUCED BY	DATE FILED: <b>JAN 07 2000</b>
Commissioner Sten	Gary Blackmer Auditor of the City of Portland
NOTED BY COMMISSIONER	By: <u>Cay Kershner</u> Deputy
Affairs	
Finance and Administration	For Meeting of: _____
Safety	ACTION TAKEN:
Utilities	
Works Commissioner Sten <u>EL Sten</u>	
BUREAU APPROVAL	
Bureau: Water Works	
Prepared by: Tim Lichen      Date: 12/29/99	
Budget Impact Review: <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Not Required	
Bureau Head: <u>M</u> Michael F. Rosenberger, Administrator	

AGENDA	FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:	
Consent <input checked="" type="checkbox"/> Regular		YEAS	NAYS
NOTED BY	Francesconi	}	
City Attorney	Hales		
City Auditor	Saltzman		
City Engineer	Sten		
	Katz		