

**FINANCIAL IMPACT STATEMENT
For Council Action Items**

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

1. Name of Initiator Carmen Merlo		2. Telephone No. 503-823-2691	3. Bureau/Office/Dept. Office of Emergency Management
4a. To be filed (date) 12-17-09	4b. Calendar (Check One) Regular <input checked="" type="checkbox"/> Consent <input type="checkbox"/> 4/5ths <input type="checkbox"/>		5. Date Submitted to FPD Budget Analyst: 12-16-09

1) Legislation Title:

*Authorize Urban Area Security Initiative grant funded contract with Consortium of Business Continuity Professionals, Incorporated for \$105,000 to complete a business impact analysis for Washington County Department of Support Services and Department of Land Use and Transportation. (Ordinance)

2) Purpose of the Proposed Legislation:

On behalf of Washington County Emergency Management, Office of Emergency Management will receive Council approval for contracting with Consortium of Business Continuity Professionals to complete a business impact analysis for two departments within Washington County.

3) Revenue:

Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If new revenue is generated please identify the source.

NO

4) Expense:

What are the costs to the City as a result of this legislation? What is the source of funding for the expense?

No cost to City

Source: UASI 07grant.

Staffing Requirements:

5) Will any positions be created, eliminated or re-classified in the current year as a result of this legislation?

None


6) 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

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Amount



APPROPRIATION UNIT HEAD (Typed name and signature)



CITY OF PORTLAND, OREGON

Portland Office of Emergency Management
Sam Adams, Mayor
Carmen Merlo, Director
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www.portlandonline.com/oem

DATE: December 16, 2009

TO: MAYOR SAM ADAMS

FROM: CARMEN MERLO, DIRECTOR *CM*
 OFFICE OF EMERGENCY MANAGEMENT

FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison _____

RE: *Authorize Urban Area Security Initiative grant funded contract with Consortium of Business Continuity Professionals, Incorporated for \$105,000 to complete a business impact analysis for Washington County Department of Support Services and Department of Land Use and Transportation. (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** December 17, 2009
2. **REQUESTED COUNCIL AGENDA DATE:** December 23, 2009
3. **CONTACT NAME & NUMBER:** CARMEN MERLO, DIRECTOR – 823-2691
4. **PLACE ON:** CONSENT REGULAR
5. **BUDGET IMPACT STATEMENT ATTACHED:** Y N N/A
6. **(3) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** Yes No N/A

7. BACKGROUND/ANALYSIS

City of Portland Office of Emergency Management is grant administrator for UASI funds. Washington County Emergency Management receives grant funding through UASI for Continuity of Operations Planning from the FY 2007 grant cycle. The \$105,000 UASI 07 grant will be used to complete a Business Impact Analysis for two departments of Washington County.

Portland Office of Emergency Management works with Portland Bureau of Purchases, to assure that the grant process and the reimbursement of funds is in compliance with Portland standards. Existing employees manage the administration of the grant.

8. FINANCIAL IMPACT

None
 See Financial Impact Statement

9. RECOMMENDATION/ACTION REQUESTED

Approve the contract in a form substantially in accordance with the contract attached as Exhibit A between the City of Portland and Consortium of Business Continuity Professionals, Inc for \$105,000.00 to develop Washington County Department of Support Services and Department of Land Use and Transportation Business Impact Analysis.