

Portland, Oregon

## FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

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

|   |   |   |
|---|---|---|
| 1. Name of Initiator<br>Eric Engstrom   | 2. Telephone No.<br>503-823-3329  | 3. Bureau/Office/Dept.<br>Planning & Sustainability   |
| 4a. To be filed (date):<br><br>August 31, 2011  | 4b. Calendar (Check One)<br><br>Regular    Consent    4/5ths<br><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> | 5. Date Submitted to<br>Commissioner's office<br>and FPD Budget Analyst:<br>August 19, 2011 |
| 6a. Financial Impact Section:<br><input checked="" type="checkbox"/> Financial impact section completed | 6b. Public Involvement Section:<br><input checked="" type="checkbox"/> Public involvement section completed   |   |

**1) Legislation Title:**

\* Amend contract with E. D. Hovee & Company, LLC. to provide additional funding of \$28,030 and an extended time frame to continue working on the City's Economic Opportunities Analysis (EOA) Update and provide for payment (Ordinance; amend Contract No. 30001825)

**2) Purpose of the Proposed Legislation:**

The City entered into Contract No. 30001825 with the E. D. Hovee & Company, LLC., to provide professional services to update the City's draft Economic Opportunities Analysis, which had been initially completed by E.D. Hovee in 2009. The update contract for \$30,000 was effective on January 5, 2011 and was amended to add \$7,500 on March 11, 2011 to cover additional tasks and review through September 2011. After review by Bureau staff and a technical advisory committee, an additional set of tasks has been identified to provide a more complete analysis. BPS is requesting a contract extension to March 30, 2012 to accommodate potential revisions that could occur after discussion with the Planning & Sustainability Commission in the fall of 2011. The \$28,030 cost for additional work hours will ensure a more successful and complete analysis which will inform many other planning project including the Comprehensive Plan Update, and River Plan. The total cost of the contract is \$65,530. The increased cost over 25 percent of the original amount requires Council approval.

**3) Which area(s) of the city are affected by this Council item? (Check all that apply—areas are based on formal neighborhood coalition boundaries)?**

- |  |                                    |                                    |                                |
|--|------------------------------------|------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> City-wide/Regional     | <input type="checkbox"/> Northeast | <input type="checkbox"/> Northwest | <input type="checkbox"/> North |
| <input type="checkbox"/> Central Northeast                 | <input type="checkbox"/> Southeast | <input type="checkbox"/> Southwest | <input type="checkbox"/> East  |
| <input type="checkbox"/> Central City                      |                                    |                                    |                                |
| <input type="checkbox"/> Internal City Government Services |                                    |                                    |                                |

**FINANCIAL IMPACT****4) Revenue: Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If so, please identify the source.**

No new revenue is generated.

**5) Expense:** What are the costs to the City related to this legislation? What is the source of funding for the expense? (Please include costs in the current fiscal year as well as costs in future years. If the action is related to a grant or contract please include the local contribution or match required. If there is a project estimate, please identify the **level of confidence**.)

The source of additional funding of \$28,030 is provided through the FY 11-12 budget for the Bureau of Planning and Sustainability, Portland Plan project (Cost Center PNCP000001).

**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.) None.
- **Will positions be created or eliminated in future years as a result of this legislation?** None.

*(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?** The update for the Economic Opportunities Analysis (EOA) will inform many Bureau projects that have ongoing public information and review, such as the Comprehensive Plan Update, and River Plan. The community have been supportive of this work and have an interest in seeing the update completed.

**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?** This analysis is part of the background research for the larger, State-mandated periodic review process, which is undergoing a large, ongoing public process of information and input. A technical advisory group has been involved in reviewing the draft of the update. The updated draft document will be circulated for public review prior to hearing with the Planning and Sustainability Commission.

**c) How did public involvement shape the outcome of this Council item?** Public involvement has been coordinated through the Portland Plan process (periodic review for the Comprehensive Plan is a subset of that project). Due to review of the EOA update draft by a technical committee and BPS staff, it became apparent that an additional set of tasks was needed to be considered, which exceeded the initial contract, to provide a more complete report.

**d) Who designed and implemented the public involvement related to this Council item?** The public involvement plan has been overseen by the Citizen Involvement Committee (CIC) as described in the State-approved work plan.

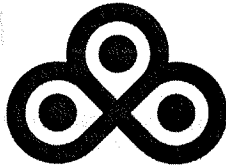
**e) Primary contact for more information on this public involvement process (name, title, phone, email):** Eric Engstrom, Project Manager, 503-823-3329,  
[Eric.Engstrom@portlandoregon.gov](mailto:Eric.Engstrom@portlandoregon.gov)

**10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not.** Much of the information for this document will be folded into the ongoing public involvement process for the Comprehensive Plan update and River Plan. The updated draft document will also be circulated for public review prior to hearing with the Planning and Sustainability Commission.

Susan Anderson/Michael Armstrong

*Susan Anderson*

BUREAU DIRECTOR (Typed name and signature)



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Bureau of Planning and Sustainability  
Innovation. Collaboration. Practical Solutions.

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## MEMO

DATE: August 19, 2011  
TO: Mayor Sam Adams  
FROM: Susan Anderson, Director

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- 1. Ordinance Title:**  
\* Amend contract with E. D. Hovee & Company, LLC. to provide additional funding of \$28,030 and an extended time frame to continue working on the City's Economic Opportunities Analysis (EOA) Update and provide for payment (Ordinance; amend Contract No. 30001825)
  - 2. Contact Name:** Eric Engstrom, Bureau of Planning and Sustainability, 503-823-3329
- 

- 3. Requested Council Date:** August 31, 2011
- 4.  Consent Agenda Item  Regular Agenda Item**  
 **Emergency Item (explain below)  Non-Emergency Item**

The funds for the current contract have been exhausted and the contract expiration date is September 31, 2011. Immediate implementation of this amendment will allow the work to continue with only a moderate interruption.

- 5. Purpose of Agenda Item:** The additional cost to conduct the work will be \$28,030 (for a total of \$65,530). A contract increase of more than 25% requires City Council approval.
- 6. History of Agenda Item/Background:** The City entered into Contract No. 30001825 with the E. D. Hovee & Company, LLC., to provide professional services to update the City's draft Economic Opportunities Analysis (EOA), which had been initially completed by E. D. Hovee in 2009. The initial contract for the update was for \$30,000 and was effective on January 5, 2011. The contract was amended to add \$7,500 on March 11, 2011 to cover additional tasks and review through September 2011. After review by Bureau staff and a technical advisory committee, an additional set of tasks has been identified to provide a more complete analysis. BPS is requesting a contract extension to March 30, 2012 to accommodate potential revisions that could occur after discussion with the Planning & Sustainability Commission in the fall of



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2011. The \$28,030 cost (for a total of \$65,530) for additional work hours will ensure a more successful and complete analysis which will inform many other planning projects including the Comprehensive Plan Update, and River Plan.

7. **Legal Issues:** None

8. **What individuals or groups are or would be supportive or opposed to this action?**

The EOA update is part of the background reports being assembled for the State-mandated periodic review of the city's Comprehensive Plan. The project's technical committee on the EOA update (which includes representatives from several state, regional, and local agencies), as well as all individuals and agencies who have been involved with the project, have been supportive of this work and have an interest in seeing the update completed.

9. **How does this relate to current City policies?** The city is in the process of providing the state with an update of Portland's Comprehensive Plan for the state's periodic review process. As part of the background work, it is necessary for the city to provide an updated Economic Opportunities Analysis (EOA) in order to satisfy elements of the State's Goal 9 on Economic Development. In addition, the EOA update will inform many other current city projects including the River Plan.

