

Portland, Oregon

FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

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

1. Name of Initiator Julie Ocken	2. Telephone No. 503-823-6041	3. Bureau/Office/Dept. Planning and Sustainability
4a. To be filed (date): November 2, 2011	4b. Calendar (Check One) Regular Consent 4/5ths <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	5. Date Submitted to Commissioner's office and FPD Budget Analyst: October 21, 2011
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:

*Authorize a sole source contract with Portland Community Media in the amount of \$150,000 to provide recording and cablecasting services for the Bureau of Planning and Sustainability and provide for payment (Ordinance)

2) Purpose of the Proposed Legislation:

Authorize contract with Portland Community Media (PCM) for \$150,000 for continued recording of meetings of Planning and Sustainability Commission meeting and a few other City meetings for cablecasting on Cable Access Channel 30. The contract is expected to last 3 to 5 years if funds permit.

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 checked="" 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.**

None.

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.)*

Funding for video production and cablecasting services for FY 2011-12 is in the budget for Bureau of Planning and Sustainability, Cost Center PNOP000003. Funding in future fiscal years is dependent on availability of future budget appropriations. Typical payments to PCM over the years run about \$30,000 a year, but the contract limit could be reached by other City bureaus using the contract and paying invoices to their own budget numbers.

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.)*

None for FY 2011-12

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.

This is a contract authorization that continues a longstanding practice to maintain a contract with Portland Community Media to cablecast public meetings on Cable Access Channel 30.

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?

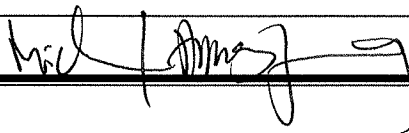
e) Primary contact for more information on this public involvement process (name, title, phone, email):

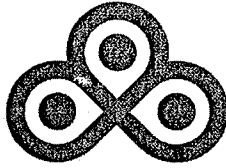
10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not.

Budget authorizations and any future contracts would continue to require Council proceedings for approvals or changes.

Susan Anderson/Michael Armstrong/Joe Zehnder

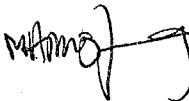
BUREAU DIRECTOR (Typed name and signature)





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

MEMO

DATE: October 20, 2011
TO: Mayor Sam Adams
FROM: Susan Anderson, Director 

1. **Ordinance Title:** *Authorize a sole source contract with Portland Community Media in the amount of \$150,000 to provide recording and cablecasting services for the Bureau of Planning and Sustainability and provide for payment (Ordinance)

2. **Contact:** Julie Ocken, Planning and Sustainability Commission Coordinator, 503-823-6041

3. **Requested Council Date:** November 2, 2011

4. ☒ Consent Agenda Item ☐ Regular Agenda Item
☒ Emergency Item (explain below) ☐ Non-Emergency Item

Emergency Item allows continuity of cablecasting and payment for PSC meetings.

5. **Purpose of Agenda Item:** Authorize a sole source contract with Portland Community Media in the amount of \$150,000 to provide recording and cablecasting services for the Bureau of Planning and Sustainability and other city bureaus

6. **History of Agenda Item/Background:** Since October 14, 2003 Portland Community Media, formerly Portland Cable Access, has recorded and cablecast meetings of the Portland Planning Commission, which later became the Portland Planning and Sustainability Commission. In 2003, Commissioner Randy Leonard and then-Planning Commission President Ethan Seltzer agreed on the community benefit in showing the Commission's hearings and discussion that lead to recommendations to Portland City Council. Cablecasts of Commission meetings are broadcast on Public Access Channel 30.

In 2008, City Council authorized Sole Source Contract No. C38369 to enable Portland Community Media to continue recording and showing both Planning Commission



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meetings and the educational Lunch-and-Learn series sponsored by the Bureau of Development Services to educate staff and customers. The City has continued the longterm relationship with Portland Community Media due to their unique capacity to show cablecasts of government meetings on Cable Access Channel 30.

The City amended Contract 38369 to extend it to September 30, 2011. Now it is necessary to create a new contract 30002353 that establishes Bureau of Planning and Sustainability as administrator of the contract and provides a means for other City bureaus to use the contract to cablecast to the Portland audience for Channel 30.

7. **Legal Issues:** None. This is a Sole Source contract based on the unique function of Portland Community Media to cablecast government proceedings on Channel 30. A similar contract has been authorized by City Council previously.
8. **What individuals or groups are or would be supportive or opposed to this action?** Supporters and Beneficiaries include: Persons who testify at Planning and Sustainability Commission hearings; City Council members; the general public who are able to access and watch PSC meetings if they are unable to attend in person.
9. **How does this relate to current City policies?** This contract complies with Comprehensive Plan policies to encourage public involvement and educate the public on civic processes.

