

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

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

1. Name of Initiator John Hunt	2. Telephone No. (503) 823-4302	3. Bureau/Office/Dept. Bureau Internal Business Services/ CityFleet
4a. To be filed (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 FPD 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:

* Amend contract with U. S. Bank National Association ND Voyager Fleet Systems Inc for fuel for City vehicles for \$4,676,000 (Ordinance; amend Contract No. 31000124)

2) Purpose of the Proposed Legislation:

The purpose of this ordinance is to authorize CityFleet to amend contract No. 31000124 for fuel for City owned vehicles and equipment from 2012-2015. The City purchases approximately 470,000 gallons of unleaded and bio-fuels from outside vendors on the Voyager system for equipment where bulk fueling is not feasible.

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.

Revenues will not be impacted by this decision.

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.)*

CityFleet budgets estimated fuel costs for the City Bureaus through Interagency Agreements (IA's). As this is a budgeted expense, Bureaus will not need to increase appropriation for the present fiscal year and the amount Bureaus spend on fuel through 2015 is part of the ongoing base IA and Bureaus are only charged for fuel consumed. The estimated annual expenses is calculated by forecasting the cost of fuel by using the US Department of Energy price index.

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

There are no positions associated with this decision.

(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.

Fuel is an ongoing expense budgeted for on an annual basis. Budget approval and public outreach for this purchase is met with the adoption of the OMF Budget for CityFleet.

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, there is no future plan for public involvement for this request.


BUREAU DIRECTOR (Typed name and signature)



CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE

Sam Adams, Mayor
Jack D. Graham, Chief Administrative Officer
Jeffrey Baer, Director, Bureau of Internal Business Services

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185167

DATE: February 8, 2012

FOR MAYOR'S OFFICE USE ONLY

TO: MAYOR SAM ADAMS

Reviewed by Bureau Liaison _____

FROM: JEFFREY BAER, DIRECTOR
BUREAU OF INTERNAL BUSINESS SERVICES

RE: * Amend contract with U. S. Bank National Association ND Voyager Fleet Systems Inc for fuel for City vehicles for \$4,676,000 (Ordinance; amend Contract No. 31000124)

1. **INTENDED THURSDAY FILING DATE:** FEBRUARY 23, 2012
2. **REQUESTED COUNCIL AGENDA DATE:** FEBRUARY 29, 2012
3. **CONTACT NAME & NUMBER:** JEFFREY BAER, DIRECTOR, 503-823-6852
4. **PLACE ON:** X **CONSENT** **REGULAR**
5. **BUDGET IMPACT STATEMENT ATTACHED:** X **Yes** **No** **N/A**
6. **(3) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** **Yes** **No** X **N/A**

7. BACKGROUND/ANALYSIS

The CityFleet Division of the Bureau of Internal Business Services supplies the fuel used by the City of Portland vehicles. In 2009 the State of Oregon issued a competitive solicitation on behalf of state agencies for universal fleet credit card services specifically for the purchase of fuels, alternate fuels and other petroleum products. The State of Oregon Price Agreement #8871 to U. S. Bank National Association ND by and on behalf of its wholly owned subsidiary, Voyager Fleet Systems, Inc. was initiated in September 2009. On June 28, 2010 the City entered into a participating agreement to procure the City's fuel via the fleet credit card.

Due to increased usage and the rising fuel costs, the City's current agreement needs to be amended to provide for the necessary fuel needs of the City. Presently, the State of Oregon cooperative contract with Voyager is valid through June 2015. CityFleet is requesting an increase to cover the costs of external fuel services for city vehicles and there is a need to amend this contract so it can be used for the remainder of the city's cooperative state contract.

8. FINANCIAL IMPACT

The estimated value of the fuel amendment is \$4,676,000 for FY 2012-2015. This is funded by Interagency charges within CityFleet's operating budget.

9. RECOMMENDATION/ACTION REQUESTED

Amend contract with U. S. Bank National Association ND, Voyager Fleet Systems Inc for the City's fuel needs.

An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.