

Portland, Oregon

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

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

1. Name of Initiator Denise Kleim	2. Telephone No. 823-7338	3. Bureau/Office/Dept. Development Services
4a. To be filed (date): 6/13/2012, Consent Agenda	4b. Calendar (Check One)  <div style="display: flex; justify-content: space-around;"> <span>Regular <input type="checkbox"/></span> <span>Consent <input checked="" type="checkbox"/></span> <span>4/5ths <input type="checkbox"/></span> </div>	5. Date Submitted to Commissioner's office and FPD Budget Analyst: 6/1/12
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 an Intergovernmental Agreement with the State of Oregon on behalf of Portland State University, for the use of parking permits and access cards at the 4<sup>th</sup> Avenue Garage and provide for payment (Ordinance)

**2) Purpose of the Proposed Legislation:** The Bureau of Development Services (BDS), Bureau of Environmental Services (BES) and the Portland Bureau of Transportation (PBOT) have a need for parking spaces and access cards at the 4<sup>th</sup> Avenue Garage so the inspection staff can continue to park City-assigned and personal vehicles (used for inspections) in the parking structure.

**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.

This will not generate or reduce current or future revenues.

**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 cost for FY 2012-13 for BDS will be \$155, and for BES and PBOT the cost will be \$165 per permit per vehicle per month. The cost to BDS will be approximately \$9,800 per month for BDS's fleet of 63 City assigned vehicles. Currently, BES has four PSU parking permits and PBOT has one PSU parking permit for the 4<sup>th</sup> Avenue Garage. Staff from these bureaus frequently has a need to conduct field inspections. The approximate monthly cost for BES will be \$660 and for PBOT it will be \$165. BDS pays for the invoices upfront and there is an interagency with BES and PBOT to charge back these costs and to handle all of the billing, permit issues and any other customer service issues that may occur. Funds for this IGA with PSU are available in the Bureau of Development Services FY 2012-13 budget. Funds are also available for the internal interagency between BDS and BES and PBOT.

**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 positions will be created, eliminated or re-classified as a result of this legislation.
- **Will positions be created or eliminated in future years as a result of this legislation?**  
No positions will be created or eliminated in future years as a result of this legislation.

*(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?**

**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.**

The Bureau of Development Services, Bureau of Environmental Services and the Portland Bureau of Transportation do not foresee any future public involvement as parking in Portland State University's 4<sup>th</sup> Avenue Garage is adjacent to the Development Service Building and is the most convenient and efficient in terms of access and proximity to the Development Services Building.



Paul L. Scarlett, Bureau of Development Services Director

BUREAU DIRECTOR (Typed name and signature)



**City of Portland, Oregon**  
**Bureau of Development Services**  
**Office of the Director**  
 FROM CONCEPT TO CONSTRUCTION

Dan Saltzman, Commissioner  
 Paul L. Scarlett, Director  
 Phone: (503) 823-7308  
 Fax: (503) 823-7250  
 TTY: (503) 823-6868  
[www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)

City Council  
 Agenda Item  
 Staff Supplemental Report

TO: Commissioner Dan Saltzman  
 THROUGH: Matt Grumm

FROM: Paul L. Scarlett, BDS Director *PLS*

DATE: May 31, 2012

RE: Bureau of Development Services Ordinance to Authorize IGA with the State of Oregon, acting by and through the state Board of Higher Education, on behalf of Portland State University

Requested Council Hearing Date: Wednesday, June 13, 2012

**I. RECOMMENDATION**

Authorize an Intergovernmental Agreement with the State of Oregon on behalf of Portland State University, for the use of parking permits and access cards at the 4<sup>th</sup> Avenue Garage and provide for payment.

**II. BACKGROUND**

The BDS inspection staff has parked in PSU's 4<sup>th</sup> Avenue Garage parking facility which is adjacent to the Development Services Building since BDS moved into the Development Services Building in 1999. BES and PBOT staffs that are located at the 1900 Building also have a need to park City assigned and personal vehicles in the garage in order to conduct field inspections in a timely manner. The parking structure is the most convenient and efficient in terms of access and proximity to the Development Services Building

The Bureau of Development Services has had and currently has a bureau-to-bureau interagency with BES and PBOT to handle and process all of the parking invoices from PSU to resolve any customer service issues between Portland State University Transportation and Parking Services and BES and PBOT.

**III. FINANCIAL IMPACT**

The cost for FY 2012-13 for BDS will be \$155 and for BES and PBOT the cost will be \$165 per permit per vehicle per month. The cost to BDS will be approximately \$9,800 per month for BDS's fleet of 63 City assigned vehicles. Currently, BES has four PSU parking permits and PBOT has one PSU parking permit for the 4<sup>th</sup> Avenue Garage. Staff from these bureaus frequently has a need to conduct field inspections.

The approximate monthly cost for BES will be \$660 for four parking permits and for PBOT it will be \$165 for one parking permit. BDS pays for the invoices upfront and through the interagency with BES and PBOT, BDS charges these costs back and for handling all of the billing, permit issues and any other customer service issues that may occur. Funds for this IGA with PSU are available in the Bureau of Development Services FY 2012-13 budget. Funds are also available for the internal interagency between BDS and BES and PBOT.

IV. LEGAL ISSUES

None identified.

V. CONTROVERSIAL ISSUES

None identified.

VI. LINK TO CURRENT CITY POLICIES

Under the Urban Center Condominium agreement where Portland State University is the owner and manager of the 4<sup>th</sup> Avenue Garage, agrees to make a number of parking spaces available to the occupants of the 1900 Building. This allows the City of Portland, Bureau of Development Services through an intergovernmental agreement and on behalf of the Bureau of Environmental Services and the Portland Bureau of Transportation to pay a specific fee for such spaces.

VII. CITIZEN PARTICIPATION

The Bureau of Development Services, Bureau of Environmental Services and the Portland Bureau of Transportation do not foresee any future public involvement as parking in Portland State University's 4<sup>th</sup> Avenue Garage is adjacent to the Development Service Building and is the most convenient and efficient in terms of access and proximity to the Development Services Building.

VIII. OTHER GOVERNMENT PARTICIPATION

The Bureau of Environmental Services and the Portland Bureau of Transportation desires and agrees that BDS take the lead as the main contact with PSU in terms of handling the billing, permits, and customer services issues.

IX. FINANCIAL IMPACT ON LOCAL ECONOMY

IF APPLICABLE, PROVIDE INFORMATION ON ESTIMATED NUMBER OF JOBS CREATED BY THIS ACTION

M/W/ESB participation on this contract is N/A

X. IF THIS IS A CONTRACT, DOES CONTRACTOR HAVE A CURRENT BUSINESS LICENSE?     WHAT IS THEIR BUSINESS LICENSE NUMBER?     IS THEIR ACCOUNT WITH THE CITY CURRENT?     IF NOT, HOW MUCH IS OWING?



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**Memorandum**

**Date:** June 13, 2012

**To:** Mayor Sam Adams  
 Commissioner Nick Fish  
 Commissioner Amanda Fritz  
 Commissioner Randy Leonard  
 Commissioner Dan Saltzman

**From:** Paul L. Scarlett, Director *PLS*  
 Bureau of Development Services

**RE:** Bureau of Development Services Ordinance to Authorize IGA with the State of Oregon, acting by and through the State Board of Higher Education, on behalf of Portland State University

The Bureau of Development Services (BDS) on behalf of the Bureau of Environmental Services (BES) and the Portland Bureau of Transportation (PBOT) has prepared an ordinance authorizing an Intergovernmental Agreement (IGA) with the State of Oregon, acting by and through the State Board of Higher Education, on behalf of Portland State University (PSU), for the use of parking permits and access cards at the 4<sup>th</sup> Avenue Garage and provide for payment.

Background

The BDS inspection staff has parked in PSU's 4<sup>th</sup> Avenue Garage parking facility which is adjacent to the Development Services Building since BDS moved into the Development Services Building in 1999. BES and PBOT found that they also have a need to park City owned vehicles and personal vehicles in order to conduct inspections when necessary. The parking structure is the most convenient and efficient in terms of access and proximity to the Development Services Building

BDS, BES, and PBOT have a need for parking spaces and access cards at the 4<sup>th</sup> Avenue Garage so each bureau's inspection staff can continue to park City-assigned vehicles in the parking structure.

Through this Ordinance, City Council votes to authorize the IGA for the use of parking permits and access cards for the 4<sup>th</sup> Avenue Garage.