

Portland, Oregon

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

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

1. Name of Initiator Steve Cohen		2. Telephone No. 503.823.4225	3. Bureau/Office/Dept. Planning and Sustainability
4a. To be filed (date):  June 13, 2012	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: June 4, 2012
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 agreement with the Urban Sustainability Directors Network to receive \$18,400 to assess municipal food policy structures. (Ordinance)

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

Funding will allow the Bureau of Planning and Sustainability (BPS), in partnership with ten other cities, to investigate current best practices for municipal food policy design and work.

**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)?**

- ☐ City-wide/Regional      ☐ Northeast      ☐ Northwest    ☐ North  
☐ Central Northeast    ☐ Southeast      ☐ Southwest    ☐ East  
☐ Central City  
☒ 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 Ordinance will generate \$18,400 in one-time revenue to the City from the Global Philanthropy Project on behalf of the Urban Sustainability Directors Network.

**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 City will incur one-time costs of \$18,400, the same as the one-time revenue. The funds provided by the Urban Sustainability Directors Network will be used as follows:

	<u>Hours/Rate</u>	
Personnel	725/\$24.00	\$17,400
Design	16/\$37.36	\$598
Printing		\$400
Totals		\$18,398

**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. The work will be done by extending the duration of the assignment of a Community Service Aide II through September 30, 2012.

- **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.)*

No.

**[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.

Funds will be provided by the Urban Sustainability Directors Network for the coordination, research and writing of a report that will focus on governmental practices in ten U.S. cities.

**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):**

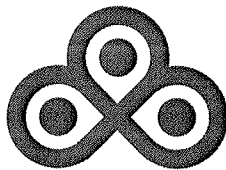
**10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not.**

No public involvement is planned or necessary. The project is a research scan of eleven U.S. cities to assess organizational structure.

Susan Anderson



BUREAU DIRECTOR (Typed name and signature)



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

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## MEMO

DATE: June 4, 2012  
TO: Mayor Sam Adams  
FROM: Susan Anderson, Director

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1. Ordinance Title:

\* Authorize acceptance of \$18,400 from the Urban Sustainability Directors Network (USDN) for a study of municipal food policy organizational structure. (Ordinance)

2. Contact: Steve Cohen, 823-4225

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3. Requested Council Date: April 18, 2012

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

5. Purpose of Agenda Item:

This item is to authorize the Bureau of Planning and Sustainability (BPS) to receive funds from the Urban Sustainability Directors Network (USDN) to conduct a study of municipal food policy organizational structure.

6. History of Agenda Item/Background:

BPS was asked by USDN to conduct a study of eleven cities that employ full-time dedicated food policy staff in order to determine best practices for effective organizational design. The resulting report will serve as a guide for developing and existing municipal food policy programs.

The funding will allow BPS to hire additional staff to research and write the report under the supervision of existing staff.

7. Legal Issues: None.



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

Opposition: None.

Supportive: Urban Sustainability Directors Network, ten cities participating in the research, and municipal governments considering the establishment of a food policy program.

**8. How does this relate to current City policies?**

Carrying out the project these funds would support is consistent with BPS's sustainable food systems program work and the City's overall commitment to building stronger food security, community, and resiliency.

