

Portland, Oregon

# FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

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

1. Name of Initiator Scott Gibson		2. Telephone No. 503-823-7615	3. Bureau/Office/Dept. Environmental Services
4a. To be filed (hearing date):  April 17, 2013	4b. Calendar (Check One)  Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <input type="checkbox"/>		5. Date Submitted to Commissioner's office and FPD Budget Analyst:
6a. Financial Impact Section: <input type="checkbox"/> Financial impact section completed		6b. Public Involvement Section: <input type="checkbox"/> Public involvement section completed	

**1) Legislation Title:**

Authorize an Intergovernmental Agreement and provide payment for \$25,000 to Portland State University's Professional Development Center to provide Project Management training for Bureau of Environmental Services, Engineering Services (Ordinance).

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

This series of classes is designed by Portland State University's (PSU) Professional Development Center to provide and update skills on practical approaches and tools needed to successfully lead projects. Curriculum, tools, and instructors will be provided to 25 BES employees and include subject matter such as communication, implementation, project change, risk management, and project management tools.

**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 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       |                                    |                                    |                                |

**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.

n/a

**5) Expense:** What are the costs to the City as a result of 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*.)

\$25,000 for FY 12/13 with the possibility of approximately \$25,000 being expended in each year for up to five additional years, depending on the outcome of the initial year's training.

**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.)*

n/a

- **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.)*

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**

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**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.

There is no public involvement component to the procurement of internal project management training by BES Engineering Services Management.

**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?**

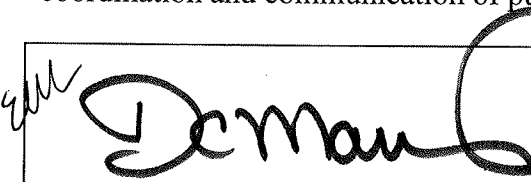
**c) How did public involvement shape the outcome of this Council item?**

**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. On-going internal training efforts do not require public involvement efforts but may result in better coordination and communication of public involvements efforts on future CIP projects.

  
Dean Marriott, Director, Bureau of Environmental Services

APPROPRIATION UNIT HEAD (Typed name and signature)



# CITY OF PORTLAND ENVIRONMENTAL SERVICES



1120 SW Fifth Avenue, Room 1000, Portland, Oregon 97204 ■ Charlie Hales, Mayor ■ Dean Marriott, Director

185991

City Council  
Agenda Item  
Staff Supplemental Report

TO: Mayor Charlie Hales  
THROUGH: Chad Stover

FROM: Scott Gibson, PE *AGT*

DATE: March 26, 2013

RE: Authorize an Intergovernmental Agreement and provide payment for \$25,000 to Portland State University's Professional Development Center to provide Project Management training for Bureau of Environmental Services, Engineering Services (Ordinance).

Requested Council Hearing Date: April 17, 2013

I. RECOMMENDATION

Approval of the contract to provide Project Management Training.

II. BACKGROUND

The Bureau of Environmental Services (BES) Engineering Services develops and implements projects reflecting and furthering the Bureau's Strategic Plan and Mission Statements. The role and performance of the project manager is a key element to the success of the project.

This series of classes is designed by Portland State University's (PSU) Professional Development Center to provide and update skills on practical approaches and tools needed to successfully lead projects.

III. FINANCIAL IMPACT

Sewer System Operating Fund, FY 12/13 Budget, Bureau of Environmental Services, Cost Center ESEN000001.

IV. LEGAL ISSUES

None

V. CONTROVERSIAL ISSUES

None

VI. LINK TO CURRENT CITY POLICIES

None

VII. CITIZEN PARTICIPATION

None

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VIII. OTHER GOVERNMENT PARTICIPATION

The training will be organized and performed through Portland State University's Professional Development Center.

IX. FINANCIAL IMPACT ON LOCAL ECONOMY

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

IF THIS ACTION IS CONTRACT-RELATED, PROVIDE INFORMATION ON M/W/ESB PARTICIPATION (NUMBER AND PERCENTAGE)

- X. IF THIS IS A CONTRACT, DOES CONTRACTOR HAVE A CURRENT BUSINESS LICENSE? Yes WHAT IS THEIR BUSINESS LICENSE NUMBER? 991734  
IS THEIR ACCOUNT WITH THE CITY CURRENT? N/A IF NOT, HOW MUCH IS OWING? \_\_\_\_\_