

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): June 26, 2013	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:
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 competitive bidding process for an Auctioneering contract for CityFleet to dispose of obsolete vehicles and equipment contract valued at \$1,000,000 per year (Ordinance)

2) Purpose of the Proposed Legislation:

The purpose of this legislation is to allow the CityFleet Division of the Bureau of Internal Business Services to conduct a competitive bidding process for auctioneering services for the sale and disposal of City of Portland vehicles and equipment considered obsolete for City use in accordance with City code and charter 5.36.010.

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 | | | |
| <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.

The City presently budgets for revenues anticipated from the sale of assets through the auctioneering process. Any revenue associated with sales in FY 2013-14 is presently budgeted. In addition, revenues from equipment sales are incorporated into the OMF 5 Year Plan. Revenues will be recognized in the Funds (CityFleet, Water and BES) where the assets are booked, with the majority in the CityFleet Fund.

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 expense is realized at the point of sale when the auctioneer is paid via the commission determined by the contract. This is reflected in the net amount received after the sales are completed.

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

186150

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.

The nature of this project is to enter into a contract for disposing of City owned property. This is a budgeted revenue and public involvement requirements are completed through the budget process.

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. This project will be finished upon completion of the contract award.


Bryant Enge, Director



CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE

CityFleet

Charlie Hales, Mayor
Jack D. Graham, Chief Administrative Officer
Bryant M. Enge, Director, Bureau of Internal Business Services

John Hunt, Manager
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186150

DATE: June 17, 2013

TO: MAYOR CHARLIE HALES

FROM: BRYANT M. ENGE, DIRECTOR
BUREAU OF INTERNAL BUSINESS SERVICES

FOR MAYOR'S OFFICE USE ONLY
Reviewed by Bureau Liaison _____

RE: *Authorize a competitive bidding process for an Auctioneering contract for CityFleet to dispose of obsolete vehicles and equipment contract valued at \$1,000,000 per year. (Ordinance)

- 1. **INTENDED THURSDAY FILING DATE:** June 26, 2013
- 2. **REQUESTED COUNCIL AGENDA DATE:** July 10, 2013
- 3. **CONTACT NAME & NUMBER:** BRYANT ENGE, DIRECTOR, 503-823-6962
- 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 disposes of City of Portland vehicles and equipment considered obsolete for City use in accordance with City code and charter 5.36.010.

8. FINANCIAL IMPACT

The estimated annual sales are approximately \$1,000,000 per year. The revenue, less costs of sale, received from the sale of City-owned vehicles and equipment shall be credited to the CityFleet replacement fund, per code and charter 5.36.010, Section G.

9. RECOMMENDATION/ACTION REQUESTED

CityFleet recommends approval and requests Council authorization to enter into the competitive bidding process for auction services.

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.