

Portland, Oregon

FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

(Deliver original to City Budget Office. Retain copy.)

1. Name of Initiator Valentine Hellman		2. Telephone No. 503.823.2055	3. Bureau/Office/Dept. Emergency Management
4a. To be filed (hearing date): 8/28/2013	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 CBO Budget Analyst: 8/14/2013
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 Chinook Prevention and Preparedness Group in the amount of \$8,223.75 for providing additional support to help with exercise conduct, control, and evaluation services. (Ordinance; amend Contract No. 30002802)

2) Purpose of the Proposed Legislation:

To amend the contract with Chinook Prevention and Preparedness Group.

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 | | | |

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 legislation will neither generate nor reduce current or future revenue to the City.

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 year, including Operations & Maintenance (O&M) costs, if known, and estimates, if not known. 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*.)

This legislation will cost \$8,223.75. The source of this funding is the FY2011 UASI Grant.

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 will be no effect on staff 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.

This legislation is making changes to a contract that was previously approved via the Ordinance process for a project that involved the public.

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.

This legislation would be the final piece of the contract it is amending.

Carmen Merlo, Director



APPROPRIATION UNIT HEAD (Typed name and signature)



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PORTLAND, OREGON
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Council Item Memo – INTERNAL

Today's Date: 8/8/2013

Council Date: 8/28/2013

Item title: *Amend contract with Chinook Prevention and Preparedness Group in the amount of \$8,223.75 for providing additional support to help with exercise conduct, control, and evaluation services. (Ordinance; amend Contract No. 30002802)

Council agenda section: ☒ Consent ☐ Regular ☐ Time Certain @ _____

Preparer's name & number: Valentine Hellman – x32055

Manager's Signature: amertg

Please note: For consent agenda item – answer A & B

For regular and time certain agenda item – answer A thru F

- A. Provide information about the item (What is it about? Why is it important? Is there anything controversial? If so, why is it controversial and how is the controversy addressed? Any pertinent background information?)

This ordinance amends an existing contract. The Consultant performed well under this contract and provided services above and beyond what was required of them by the contract's scope and terms. These additional services were performed in response to needs expressed by the exercise PM and the Regional Exercise Design Team and contributed to a more effective exercise control and evaluation process. The Consultant did not seek compensation beyond the contract's not-to-exceed amount, but the PM felt that they deserved to be paid for the work they did. The regional full scale exercise the consultant planned, conducted and evaluated was a successful endeavor and did not receive any negative press so there shouldn't be any controversy surrounding this action.

- B. Provide three points of information that our Commissioner can use to introduce this item

1. The PACE Setter Regional Full Scale Exercise, which was conducted on May 21 – 23 and covered by local press and media, engaged local jurisdictions from around the five-county Portland metropolitan region and several state and federal agencies in response to a simulated bioterrorism incident. The

exercise was significantly supported with Urban Areas Security Initiative grant funds administered by the City.

2. Chinook Preparedness and Prevention Group was retained by the City in August 2012 to assist local planners with the complex exercise design, control and evaluation processes. The contract was amended once to bring on more personnel to aid in conduct and evaluation of the exercise – a task that was originally intended to be taken care of by participating agencies. That amendment added to the not-to-exceed amount increasing the compensation by 25%.
3. This amendment would increase the compensation another 6% for a total increase of 31%. The increased compensation will pay for additional control and evaluation efforts necessitated by the exercise conduct process and requests from the design team. The PM strongly supports the amendment as the consultant performed exceptionally well throughout the project and completed all assigned tasks on time and with high quality.