

## ORDINANCE No. 18623<sup>2</sup>

Amend the contract with Deborah Meihoff, Communitas LLC., to provide an additional \$20,000 to continue work on the Comprehensive Plan Facilitation. (Ordinance: amend Contract No. 30002659)

The City of Portland ordains:

Section 1. The Council finds that:

1. On June, 5, 2012, the City entered into a \$50,000 Professional, Technical and Expert (PTE) on-call contract with Deborah Meihoff, Communitas LLC., to perform services to assist the Bureau of Planning and Sustainability (BPS) plan, coordinate and facilitate public discussions and report on meetings and events as shown in Exhibit A.
2. The work provided by the Consultant directly supports the update of the Comprehensive Plan as part of its Periodic Review by the State Department of Land Conservation and Development. The Bureau of Planning and Sustainability formed eight Policy Expert Groups (PEGs) to help develop, review and provide comments to City staff on proposed policy recommendations as part of the periodic review process.
3. On May, 13, 2013 Amendment No. 1 of this contract added an additional \$10,000 to provide additional services as described in the Scope of Work in Exhibit B.
4. Additional services are required to assist the City with the continuing work of the Policy Expert Groups, ad hoc working groups, and formation and facilitation of new Advisory Committees that will assist with the Comprehensive Plan implementation projects through December 31, 2014.
5. The City anticipates that the consultant will need to continue to work with Advisory Committees and PEGs through December 31, 2014. Amendment No. 2 adds \$20,000, the estimated cost to complete the development of the Comprehensive Plan and Comprehensive Plan implementation projects. This brings the total contract to \$80,000, an increase of more than 25 percent for continuing services described in Exhibits A and B to this Ordinance.
6. Sufficient funds are available in the adopted 2013-14 Bureau of Planning and Sustainability budget, Cost Center PNCP000001. Funding for expenses July 1, 2014 – December 31, 2014 will be set aside in the 2014-15 Bureau of Planning and Sustainability budget.

NOW, THEREFORE, the Council directs:

- a. The Mayor is hereby authorized to amend Contract No. 30002659 with Deborah Meihoff, Communitas LLC., for an additional \$20,000 to provide services in accordance with Amendment 2 attached as Exhibit C.
- b. The Mayor and Auditor hereby are authorized to draw and deliver checks chargeable to the FY 2013-14 budget for Bureau of Planning and Sustainability, when demand is presented and approved by the proper authorities.

Passed by the Council: SEP 11 2013

Mayor Charlie Hale

Prepared by: Rachael Hoy

Date Prepared: August 14, 2013

**LaVonne Griffin-Valade**

Auditor of the City of Portland

By

*Gayla Jennings*

Deputy

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 Agenda No.  
**ORDINANCE NO. 186232**  
 Title

Amend the contract with Deborah Meinhoff, Communitas LLC., to provide an additional \$20,000 to continue work on the Comprehensive Plan Facilitation. (Ordinance: amend Contract No. 30002659)

<b>INTRODUCED BY</b> Commissioner/Auditor: <b>Mayor Charlie Hales</b>	CLERK USE: DATE FILED <u>AUG 30 2013</u>
<b>COMMISSIONER APPROVAL</b> Mayor—Finance and Administration - Hales Position 1/Utilities - Fritz Position 2/Works - Fish Position 3/Affairs - Saltzman Position 4/Safety - Novick	LaVonne Griffin-Valade Auditor of the City of Portland  By: <u><i>Susan Anderson</i></u> Deputy
<b>BUREAU APPROVAL</b> Bureau: Planning and Sustainability Bureau Head: Susan Anderson Prepared by: Rachael Hoy Date Prepared: August 14, 2013 Financial Impact & Public Involvement Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/> Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input type="checkbox"/> <b>City Auditor Office Approval:</b> required for Code Ordinances <b>City Attorney Approval:</b> required for contract, code, easement, franchise, comp plan, charter Council Meeting Date <b>September 4, 2013</b>	<b>ACTION TAKEN:</b>  <div style="text-align: center;"> <b>SEP 04 2013 PASSED TO SECOND READING SEP 11 2013 9:30 A.M.</b> </div>

<b>AGENDA</b>
<b>TIME CERTAIN</b> <input type="checkbox"/> Start time: _____  Total amount of time needed: _____ (for presentation, testimony and discussion)
<b>CONSENT</b> <input checked="" type="checkbox"/>
<b>REGULAR</b> <input type="checkbox"/> Total amount of time needed: _____ (for presentation, testimony and discussion)

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
		YEAS	NAYS
1. Fritz	1. Fritz	✓	
2. Fish	2. Fish	✓	
3. Saltzman	3. Saltzman	✓	
4. Novick	4. Novick	✓	
Hales	Hales	✓	