

Portland, Oregon
FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT
For Council Action Items

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

1. Name of Initiator Rachael Hoy		2. Telephone No. 503-823-9715	3. Bureau/Office/Dept. BPS
4a. To be filed (hearing date): September 4, 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: August 15, 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:

Amendment No. 2 to Bureau of Planning and Sustainability On-call Facilitation Contract for Deborah Meinhoff, Communitas LLC

2) Purpose of the Proposed Legislation:

To accept amendment No. 2 to amend the contract with Deborah Meinhoff, Communitas LLC., to provide an additional \$20,000 (for a total of 80,000) to continue work on the Comprehensive Plan Facilitation. (Ordinance: amend Contract No. 30002659)

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.

Sufficient funding resides in Bureau of Planning and Sustainability (BPS) Cost Object Number PNCP000001 to pay for the requested increase in funding under this contract.

5) Expense: What are the costs to the City as a result of this legislation? What is the source of funding for the expense?

As noted above, sufficient funds reside in BPS's cost object number PNCP000001 to pay for the requested increase in funding under this contract. The contract funds are available in the current fiscal year 2013-14 and will be made available in the 2014-15 fiscal year.

6) Staffing Requirements:

- Will any positions be created, eliminated or re-classified in the current year as a result of this legislation?
No
- Will positions be created or eliminated in *future years* as a result of this legislation?
No

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.)- NA*

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.

Consultants are facilitators to improve public involvement.

9) If "YES," please answer the following questions:

a) What impacts are anticipated in the community from this proposed Council item?

NA

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?

NA

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

NA

d) Who designed and implemented the public involvement related to this Council item?

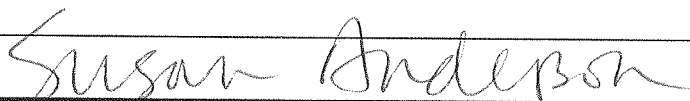
NA

e) Primary contact for more information on this public involvement process (name, title, phone, email):

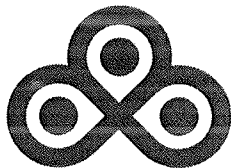
NA

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

While there was no public involvement in the contractor selection process, the purpose of hiring a facilitator is to improve the public involvement process. The Consultant will continue facilitating meetings with project partners and stakeholders and assist BPS with public events for the Comprehensive Plan Update through December 31, 2014.




Susan Anderson, Director



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

Council Transmittal Memo

DATE: August 14, 2013
TO: Mayor Charlie Hales and Members of City Council
FROM:  Susan Anderson, Director

1. **Ordinance / Resolution Title:** Amend the contract with Deborah Meihoff Communitas to provide an additional \$20,000 to continue work on the Comprehensive Plan Facilitation. (Ordinance: amend Contract No. 30002659)
2. **Contact:** Rachael Hoy 503-823-9715
3. **Council Date:**
4. ☒ **Consent Agenda Item** ☐ **Regular Agenda Item**
☐ **Emergency Item** (explain below) ☒ **Non-Emergency Item**
5. **Purpose of Agenda Item:** This Ordinance provides Council authorization to amend Contract No. 30002659 with Deborah Meihoff Communitas for an additional \$20,000 to continue to provide services as outlined in the Scope of Work in Exhibit A.
6. **History of Agenda Item/Background:** On June 5, 2012, the City entered into a \$50,000 PTE on-call contract with Deborah Meihoff Communitas to perform services to assist the Bureau of Planning. On May 13, 2013, Amendment No. 1 provided an additional \$10,000.
8. **What individuals or groups are or would be supportive or opposed to this action?**
Support: Those who encourage and assist with the Comprehensive Plan, Periodic Review. Opposed: None.
9. **How does this relate to current City policies?** 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.



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