

ORDINANCE NO. 186917

*Authorize contract for \$700 with Victoria Morgan, a City employee for audio description of a training video to accommodate people who are blind (Ordinance)

Section 1. The Council finds:

1. The Office of Neighborhood Involvement requires its Disability Program emergency preparedness training video to provide its video with audio transcription to enable Portlanders who are blind access to the training. Audio description is the process of taking media, in this case a training video and writing a script and recording that script to lay over the current media, allowing people who are blind the opportunity to access that media.
2. Victoria Morgan is uniquely qualified and skilled to provide the expert audio transcription services. Ms. Morgan's business, operating under the assumed business name of Eye Describe LLC, was the only business in the Portland metro area that provides audio description services. ONI contacted other businesses outside of Oregon, but they were unavailable to provide services in a timely manner.
3. It is economical and advantageous to the City to contract directly with Victoria Morgan for this work. However, Victoria Morgan also is a City employee, working as a part-time instructor with Portland Parks and Recreation. The City Code restricts Procurement from purchasing goods or services from any City employee, unless expressly authorized by City Council. Section 5.33.070.A.1.
4. The services requested of Ms. Morgan for audio description through her private business Eye Describe, LLC otherwise has no potential or actual overlap with the services provided through her employment with the City. Providing these services through her private business is otherwise compliant with Human Resources Administrative Rule 11.01 Statement of Ethical Conduct.

NOW, THEREFORE, the Council directs:

- a. The Chief Procurement Officer and the Office of Neighborhood Involvement are expressly authorized, as provided under City Code Section 5.33.070.A.1, to purchase audio description services valued at \$700 from Victoria Morgan, dba Eye Describe LLC, for the emergency preparedness training video

Section 2. The Council declares that an emergency exists because delay in providing complete access to City services under the City's Disability Program would harm the public interest; therefore, this ordinance shall be in full force and effect from and after its passage by the Council.

Passed by the Council: DEC 10 2014

Mayor Charlie Hales
Prepared by: Nickole Cheron
Date Prepared: 11/20/2014

LaVonne Griffin-Valade
Auditor of the City of Portland
By Deputy



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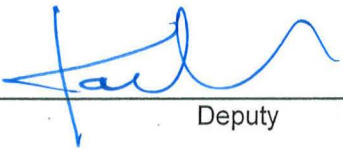


✓196

Agenda No.
ORDINANCE NO.
 Title

186917

for \$700

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INTRODUCED BY Commissioner/Auditor: Mayor Hales	CLERK USE: DATE FILED <u>DEC 05 2014</u>
COMMISSIONER APPROVAL 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:  Deputy
BUREAU APPROVAL Bureau: Office of Neighborhood Inv. Director for Amalia Alarcon de Morris 	
Prepared by: Nickole Cheron Date Prepared: Nov. 20, 2014	
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 checked="" type="checkbox"/> No <input type="checkbox"/>	
City Auditor Office Approval: required for Code Ordinances	ACTION TAKEN:
City Attorney Approval: required for contract, code, easement, franchise, comp plan, charter 	
Council Meeting Date Dec 3, 2014	

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