

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

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

1. Name of Initiator Nickole Cheron		2. Telephone No. 503-823-9970	3. Bureau/Office/Dept. Office of Neighborhood Involvement
4a. To be filed (hearing date): 12/3/2014	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: 9/20/14
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 contract for \$700 with Victoria Morgan, a City employee for audio description of a training video to accommodate people who are blind. (Ordinance)

2) Purpose of the Proposed Legislation:

To allow 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 from Victoria Morgan, dba Eye Describe LLC, for the emergency preparedness training video

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.

The cost of service is \$700

5) Expense: What are the costs to the City as a result of this legislation? What is the source of funding for the expense? The source of funding is The Disability Program M&S

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.)

None

- **Will positions be created or eliminated in *future years* as a result of this legislation?**

None

(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.)*

N/A

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.

No – This item is for purchasing a service

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 – This item is for purchasing a service

Amalia Alarcon de Morris



APPROPRIATION UNIT HEAD (Typed name and signature)



CITY OF

PORTLAND, OREGON

OFFICE OF NEIGHBORHOOD INVOLVEMENT

CHARLIE HALES, MAYOR

Amalia Alarcón de Morris, Bureau Director

1221 SW 4th Avenue, Room 110

Portland, Oregon 97204

*Promoting a culture of civic engagement***DATE:** November 13, 2014**TO:** Mayor Charlie Hales**FROM:** Nickole Cheron, Disability Coordinator BH**RE:** *Authorize contract for \$700 with Victoria Morgan, a City employee for audio description of a training video to accommodate people who are blind. (Ordinance)**1. Intended Thursday Filing Date:** November 20, 2014**2. Requested Council Agenda Date:** December 1, 2014**3. CONTACT NAME AND NUMBER:** Nickole Cheron, x39970**4. PLACE ON** ☒ CONSENT ☐ REGULAR**5. FINANCIAL IMPACT STATEMENT ATTACHED:** ☒ Y ☐ N ☐ N/A**6. THREE (3) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** ☐ Yes ☐ No ☒ N/A**7. BACKGROUND ANALYSIS**

ONI needed to hire someone to write a script for audio description of our emergency training video for people with disabilities. This process entails watching our video and timing it out to insert audio descriptions of the non-verbal action so people who are blind can access the training. I had a very hard time finding anyone other than an outfit in Seattle who do this work and the Seattle group was booked with work through the summer. At the time we did not know that Victoria was an employee for Parks. She did mention when we asked her to do a W9 that she was already a vendor with City but did not seem to understand she was considered an employee of Parks because she only teaches a once a week class for seniors. Because we did not find her in the system as a vendor or an employee we did not think there was a problem.

The work she is doing for ONI is to accommodate people with disabilities and we could not find others who offer this service in the Portland area. The cost of this project will be around \$700

8. FINANCIAL IMPACT

The cost of this project will be around \$700

9. RECOMMENDATION/ACTION REQUESTED

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