

<p>PORTLAND CITY COUNCIL AGENDA City Hall - 1221 SW Fourth Avenue <u>WEDNESDAY, 9:30 AM, JULY 25, 2018</u></p>		<p>Disposition:</p>
<p>TIMES CERTAIN</p>		
<p>787</p>	<p>TIME CERTAIN: 9:45 AM – Declare intent to initiate local improvement district formation proceedings to construct street, sidewalk, and stormwater improvements in the SE 102nd Ave and Woodstock Blvd Local Improvement District (Resolution introduced by Commissioner Saltzman; C-10063) 15 minutes requested</p>	<p>The local improvement district (LID) project is estimated to be \$1,241,244, at a low confidence. The bureau estimates the LID revenue to be \$1,087,677 and will add this project to its FY 2018-19 budget and five-year capital improvement plan. PBOT will invest \$153,566 in staff funding for this project.</p>
<p>788</p>	<p>TIME CERTAIN: 10:00 AM – Update the City of Portland Sustainable Procurement Policy (Resolution introduced by Mayor Wheeler; amend ADM-1.09) 30 minutes requested</p>	<p>See below</p>
<p>CONSENT AGENDA – NO DISCUSSION</p> <p>Mayor Ted Wheeler</p> <p>Office of Management and Finance</p>		
<p>*789</p>	<p>Pay bodily injury claim of Corey Boltz in the sum of \$5,994 resulting from a motor vehicle collision involving the Portland Police Bureau (Ordinance)</p>	<p>\$5,994 from the Insurance & Claims Operating Fund.</p>
<p>*790</p>	<p>Pay bodily injury claim of Michelle Hurtado in the sum of \$5,913 resulting from a motor vehicle collision involving the Portland Police Bureau (Ordinance)</p>	<p>\$5,913 from the Insurance & Claims Operating Fund.</p>
<p>791</p>	<p>Extend term of franchise granted to Northwest Metal Fab & Pipe, Inc. to construct, operate and maintain a conduit system within City streets (Second Reading Agenda 752)</p>	<p>The City will continue to receive franchise fees for use of the right of way from Northwest Metal Fab & Pipe of approximately \$20,000 per year.</p>
<p>Commissioner Dan Saltzman</p> <p>Bureau of Transportation</p>		

JULY 25, 2018

<p>792 Authorize a grant agreement with Albertina Kerr Centers to acquire bicycles and operate Adaptive BIKETOWN pilot project in an amount not to exceed \$10,000 (Ordinance)</p>	<p>PBOT received a \$10,000 sponsorship from NIKE for the second year of the Adaptive BIKETOWN pilot project. This two year pilot is estimated to cost \$50,000. Nike contributed \$20,000 in the first year and now \$10,000 in year two. PBOT is contributing \$30,000 of General Transportation Revenue (GTR) over the two year period. Funds are included in PBOT's FY 2018-19 budget.</p>
<p>793 Authorize a contract with the lowest responsible bidder for the Highway Safety Improvement Program Bike & Pedestrian project for an estimated \$1,463,940 (Second Reading Agenda 757)</p>	<p>Total project cost is estimated at \$1,463,940. PBOT has received \$1,350,045 in federal Highway Safety Improvement Program grant funds and PBOT will contribute the matching funds using system development charge revenues, \$113,895 for the project.</p>
<p>794 Authorize a contract with the lowest responsible bidder for the Marine Drive Path: NE 112th Ave-185th Ave project (Second Reading Agenda 758)</p>	<p>Total project cost is \$1,077,400. The project has received \$966,000 in funding from a Congestion Mitigation Air Quality (CMAQ) grant awarded to the Portland Parks & Recreation bureau. The Parks bureau is contributing \$110,649 in match for the project. The project and the funds have now been contracted to PBOT to complete the work and is budgeted in its FY 2018-19 budget.</p>
<p>795 Authorize a contract with the lowest responsible bidder for the NE Columbia Blvd at OR 99E/MLK Jr Blvd project (Second Reading Agenda 759)</p>	<p>The project has received \$3,163,001 in federal grant funds and PBOT is contributing \$362,020 in system development charge revenue. Funds are budgeted in PBOT's FY 2018-19 budget.</p>

Commissioner Nick Fish

JULY 25, 2018

Water Bureau

<p>796 Authorize Intergovernmental Agreement in the amount of \$20,000 with Clackamas County for the activation of the Clackamas County Emergency Notification System (Ordinance)</p>	<p>The Water Bureau will compensate Clackamas County a \$2,000 per year annual administrative fee. The term of the intergovernmental agreement is 10 years for a not to exceed amount of \$20,000. The administrative fee is included in the bureau's FY 2018-19 Adopted Budget and will be included in subsequent budget requests.</p>
<p>797 Authorize an Intergovernmental Agreement for \$60,000 with Portland State University to research future extreme rainfall and large-scale meteorological patterns over the Bull Run Watershed (Second Reading Agenda 762)</p>	<p>This legislation authorizes an intergovernmental agreement with PSU for the not to exceed amount of \$60,000 over a two year period. \$30,000 is budgeted in the bureau's FY 2018-19 Adopted Budget for this work. The bureau will request the additional funding in FY 2019-20.</p>
<p style="text-align: center;">REGULAR AGENDA</p> <p style="text-align: center;">Mayor Ted Wheeler</p> <p style="text-align: center;">Office of Management and Finance</p>	
<p>798 Accept bid of Brix Paving Northwest Inc. for the 2018 Heavy Vehicle Tax Paving Projects: N Marine Dr, N Lombard St, N Going St for \$1,575,107 (Procurement Report - Bid No. 00000933) 15 minutes requested</p>	<p>Total project cost for these three projects is \$3,100,000. Construction cost for all three projects was estimated at \$1,627,049. This bid is \$51,942 under. PBOT has budgeted the three project's construction costs of \$2,016,932 in the FY 2018-19 budget.</p>
<p>799 Amend the Business License Law to enact a Residential Rental Registration Program; create Business Systems Analyst position to implement the program platform (Ordinance; add Code Section 7.02.890) 20 minutes requested</p>	<p>See below</p>

<p>*800 Authorize a five-year lease agreement for office space located at 1001 SW 5th Ave to accommodate increased staffing and operations of the Bureau of Transportation estimated at an average annual cost of \$612,500 (Previous Agenda 768)</p>	<p>The average annual cost of this five-year lease is \$612,500. The shortfall for this fiscal year is \$25,000 and PBOT plans to make a budget adjustment during the Fall Budget Monitoring Process using General Transportation Revenue (GTR) to cover this cost. This lease agreement will have a sustained financial impact over the next five years for PBOT. The bureau plans to use GTR and Regulatory Fee revenues to cover the cost of the additional space. Leased space is required to accommodate additional employees in the near term, as no City-owned space is available. CBO notes that the long term space needs of bureaus in the downtown core, inclusive of this new leased space, should be included in the evaluation of downtown core tenancy evaluation per Resolution 37274. That space study is intended to determine the optimal tenancies of City-owned spaces in the downtown core.</p>
<p>801 Authorize limited tax revenue bonds to provide up to \$18.3 million to finance tenant space buildout and furnishings in the Portland Building (Second Reading Agenda 769)</p>	<p>See below</p>

Portland Housing Bureau		
*802	Amend Joint Office of Homeless Services Intergovernmental Agreement with Multnomah County to authorize FY18-19 budget allocation to the Joint Office of Homeless Services (Previous Agenda 774)	The City's total FY 2018-19 contribution to the Joint Office of Homeless Services is \$34.6 million, which includes a total of \$32.5 million in General Fund (\$7.9 million of which is one-time) and \$2.1 million in federal grant funding. This amendment also realigns \$100,000 in Emergency Solutions Grant (ESG) resources allocated as part of the City's federal contribution to the JOHS in FY 2017-18 back to the City for ServicePoint support staffing. The amendment additionally allocates \$65,000 in ESG resources for the same purpose in FY 2018-19.
*803	Authorize eleven subrecipient contracts totaling \$4,190,763 for services in support of providing affordable housing (Previous Agenda 775)	Funding has been allocated for this purpose in the bureau's FY 2018-19 Adopted Budget.
<u>WEDNESDAY, 2:00 PM, JULY 25, 2018</u>		
804	TIME CERTAIN: 2:00 PM – Adopt the Safe Routes to School Primary Investment Routes and project list, including Fixing Our Streets projects (Resolution introduced by Commissioner Saltzman) 45 minutes requested	See below

<p>805</p>	<p>TIME CERTAIN: 2:45 PM – Adopt the Performance-based Parking Management Manual to establish guidelines for the Bureau of Transportation to manage public parking in the City (Resolution introduced by Commissioner Saltzman) 1 hour requested for items 805, 806 and 807</p>	<p>See below</p>
<p>806</p>	<p>Rescind Resolution No. 35486, TRN-3.102 and adopt new parking meter district policy to better manage parking in the City (Ordinance introduced by Commissioner Saltzman; rescind Resolution No. 35486 and TRN-3.102)</p>	<p>See below</p>
<p>807</p>	<p>Adopt new Parking Pricing and Event District Policy as outlined in the Parking Management Manual to establish guidelines for managing public parking in the City (Ordinance introduced by Commissioner Saltzman)</p>	<p>See below</p>
<p><u>THURSDAY, 2:00 PM, JULY 26, 2018</u></p> <p>DUE TO LACK OF AGENDA</p> <p>THERE WILL BE NO THURSDAY 2:00 PM MEETING</p>		

788 – Update the City of Portland Sustainable Procurement Policy

The cost implications of this policy are varied, depending on the good or service procured, and in aggregate the cost to the City of this policy is not known. Generally, sustainably procured goods are more costly in a financial sense than goods procured at the lowest bid. In FY 2016-17, procurement contracts for goods and services totaled \$146.4 million; while the aggregate cost of this policy is unknown, even minor increases in the cost of goods procured may have substantial aggregate cost impacts that would be absorbed across existing bureau budgets. Also unknown is the cost of staff time required to ensure procurement contracts are in compliance with the Sustainable Procurement Policy. The documents as filed indicate that Key Performance Indicators will be developed to determine by the Sustainable Procurement Program to facilitate feedback on bureau performance around sustainable procurement; it may be warranted to develop performance measures that track the cost to bureaus of compliance with this policy.

799 - Amend the Business License Law to enact a Residential Rental Registration Program; create Business Systems Analyst position to implement the program platform.

CBO Analysis: This ordinance amends the City’s Business License Law (City Code Chapter 7.02) in order to establish certain provisions for a new Residential Rental Registration Program. The amendment requires that all owners of residential rental property within the City register their rental properties as part of the standard business license tax filing process. The registry will initially include the address of residential rental properties; additional data will likely be later required, and included in filing requirements at the Revenue Division director’s discretion. The amended code also notes that, while no fee will be imposed in connection with registration in the program’s first year, a fee may be enacted via administrative rule in later years to achieve full or partial cost recovery.

The ordinance also establishes a Business Systems Analyst position in the Revenue Division to begin work on changes to the Revenue Division’s Business License Information System (BLIS) platform that are required prior to April 2019 filing deadlines. No appropriation changes are enacted as part of this ordinance, but Revenue Division and the Housing Bureau have provided estimates for one-time and ongoing costs associated with this

program (\$648,000 and \$565,280, respectively). The estimates are presumably low confidence, given that the program is in the early stages of development.

Rental Registration Program - Estimated Costs per Participating Bureaus		
	FY 2018-19	FY 2019-20
Housing one-time outreach/engagement (Oct-Dec 2018)	\$ 75,000	\$ -
Housing one-time outreach/engagement (Jan-Mar 2019)	\$ 125,000	\$ -
Revenue one-time database and website build-out	\$ 100,000	\$ -
<i>subtotal one-time</i>	\$ 300,000	\$ -
Revenue ongoing 1.0 Business Systems Analyst	\$ 140,000	\$ 144,200
Revenue ongoing 3.0 Revenue and Tax Specialist (6 months in first year)	\$ 168,000	\$ 346,080
Revenue materials and services	\$ 40,000	\$ 75,000
<i>subtotal ongoing</i>	\$ 348,000	\$ 565,280
Total annual cost	\$ 648,000	\$ 565,280

CBO notes that \$375,000 has already been allocated for Rental Registration Program development in FY 2018-19; the Portland Housing Bureau was allocated \$200,000 in one-time resources for costs related to technical program requirements, and the Office of Management & Finance was similarly been allocated \$175,000 in one-time resources to manage rental registration system development. During initial consideration of this program, it was not yet determined what database system would be used for tracking and monitoring compliance; at this point, bureaus have estimated that \$100,000 in modifications to the existing Business License Information System (BLIS) will be sufficient to meet technical database requirements. While BLIS, with some modifications, may meet the initial program requirements, that system is nearing end of life. The Revenue Division intends to replace BLIS with an Integrated Tax System, an as-yet unfunded multi-million dollar technology replacement project.

The Revenue Division, as noted in the documents filed, intends to request an additional \$273,000 and 3.0 additional positions in the FY 2018-19 Fall BMP based on its preliminary estimates of year one costs. This request will be evaluated along with other BMP requests, but given the fact that \$375,000 has already been allocated for this project and that technical requirements are lower than initially thought, it may be warranted to allocate additional resources when the actual costs of program development are more fully understood (i.e. the FY 2018-19 Spring BMP).

Currently, the Revenue Division estimates that 4.0 FTE will be required for program development and compliance (1.0 Business Systems Analyst for platform and database adjustments and 3.0 Revenue and Tax Specialists for compliance work). It is not clear how Revenue Division determined that 3.0 compliance staff will be required on an ongoing basis to monitor compliance with program requirements beginning in FY 2018-19 (6 months) and on an ongoing basis, but there will be additional customer service and data entry work associated with this new requirement. It is unlikely that fines (\$500 is the standard fine for non-compliance with the tax code) will be imposed during the first year of implementation, as bureaus intend to allow for a grace period for compliance, coupled with significant education and outreach efforts. The Housing Bureau intends to repurpose the \$200,000 in funds currently allocated for technical program requirement developments, and instead use these resources for outreach and education in FY 2018-19. It is not clear what the ongoing program costs will be for the Housing Bureau.

The Revenue Division intends to request ongoing resources of \$565,280 for program support and compliance work. CBO notes, however, that many other jurisdictions that have established rental registration programs are funded on a cost-recovery basis by per unit fees, ranging from \$25 to \$175 per unit. This approach of a per-unit fee structure is also recommended by PHB and the Revenue Division. Assessment of the rental registration program – including software, additional data needs and the development of the fee structure – are questions that the Rental Services Commission will consider this fall. To the degree that the program will be fee-supported after the first year of implementation, ongoing General Fund resource requests may not be required.

801 - Authorize limited tax revenue bonds to provide up to \$18.3 million to finance tenant space buildout and furnishings in the Portland Building.

CBO Analysis: This ordinance authorizes the issuance of up to \$18.3 million in limited tax revenue bonds to pay costs related to the Portland Building Reconstruction project. These bonds will fund the build-out and tenant improvements of 2.5 floors of the Portland Building as well as furnishings for the entire building. This work, which is part of the reconstruction of the Portland Building, are issued in addition to the \$195 million in revenue bonds previously authorized by Council for the reconstruction project (Ordinance 187924).

Council previously considered the issuance of these bonds under Resolution 37274. At that time, it was understood that as many as 400 additional City employees could be accommodated in the reconstructed Portland Building via the Space Optimization project (200 in projected Portland Building tenant bureau growth and 200 employees in out-leased space). New estimates of Portland Building tenant bureau growth indicate that the reconstructed building will not be able to accommodate substantial numbers of employees previously located in leased space.

OMF intends to finance the \$18.8 million cost of furnishings and tenant improvements over 7 years, and debt service will be repaid via an increase in the downtown blended rental rate. While the actual costs to the General Fund will fluctuate until employee counts and bureau square footage allocations are finalized, the current estimated ongoing impact to the General Fund for financing this project is \$750,000 beginning in FY 2020-21. This has been accounted for in the City's financial forecast, but action is still required to adjust individual bureau Current Appropriation Levels (CAL).

804 – Adopt the Safe Routes to School Primary Investment Routes and project list

CBO Analysis: This resolution adopts the Safe Routes to School (SRTS) Primary Investment Routes and project list, including the list of projects funded by the Fixing Our Streets funding source. Passed in 2016, Measure 26-173 allocated \$8 million in Fixing Our Streets funds to Safe Routes to School. The project list identifies over 1,200 projects, totaling an estimated \$253 million in total projects costs. Of the \$253 million, \$8 million is funded by the Fixing Our Street funding source. Another \$17 million to fund an additional 69 projects is funded by other sources, including PBOT and other City bureaus for various projects. However, \$228 million, or 1,083 of the 1,243 projects on the list, is unfunded. While there is not an immediate fiscal impact associated with this item, the resolution directs staff to develop a funding strategy for the unfunded projects and directs PBOT to incorporate the SRTS Primary Investment Routes and project routes into the TSP Program Investments. The resolution also directs PBOT to incorporate Primary Investment Routes into the Pedestrian Plan as Neighborhood Walkways.

805 – Adopt the Performance-based Parking Management Manual

806 – Rescind Resolution No. 35486, TRN-3.102 and adopt new parking meter district policy

807 – Adopt new Parking Pricing and Event District Policy as outlined in the Parking Management Manual

CBO Analysis: There is no immediate fiscal impact associated with this item. Adopting the Parking Management Manual creates guidelines for managing the City's public parking system, which could lead to future financial impacts related to the following:

- The creation of new parking management districts. The bureau has had preliminary conversations with the Moda Center and Convention Center for creating new parking management districts (event districts), however, no new districts are currently planned. This manual provides guidelines on the creation of new districts as well as policies around expenditure allocation from district-generated revenues.
- Revising time limits for parking meters to meet bureau and system goals.
- Changing parking cost rates based upon Performance Based Pricing strategies. The bureau does not anticipate any rate changes until FY 2019-20.

The fiscal impacts of these potential future changes per manual guidelines are currently unknown. PBOT has indicated that creating new parking meter districts can be completed with existing staff, when there is a need for a new district. Any future incentives for Transportation Demand Management or active transportation

strategies would be paid for from net meter revenue from its new meter district.