

## ORDINANCE No. 188660

\*Authorize lease with the Oregon School Boards Association and the League of Oregon Cities for the Office of Government Relations to lease certain space at the Local Government Center, 1201 Court St, NE, Suite 103, Salem, in the amount of \$12,925 for FY 2017-18 (Ordinance)

The City of Portland ordains:

Section 1. The Council finds:

1. The Office of Government Relations (“OGR”) is charged with the mission to advance the City of Portland's legislative and intergovernmental policy objectives. OGR provides effective representation, strategic advice, and quality service to the City Council and all bureaus through working closely with legislators and legislative counsel at the Oregon State Capitol in Salem and being ready to represent the City's interests at legislative hearings and work sessions conducted in Salem. Being in Salem and in close proximity to the State Capitol are essential for the operations of OGR.
2. The City, through the Bureau of Internal Business Services of the Office of Management and Finance (“BIBS”), rents office space for the OGR State Legislative Relations Team and for hosting administrative support of the City's bill tracking system.
3. City Binding Policy ADM 13.01 directs bureaus to locate their operations in City owned or controlled facilities when these facilities reasonably meet the business need of the bureaus. Resolution No. 37017 reaffirmed ADM 13.01 and directed OMF's Bureau of Internal Business Services (“BIBS”) to work with bureaus to fully implement relevant policies by bringing City operations back into City-owned facilities when cost effective to do so, and to bring new leases or rental agreements to Council for approval.
4. The City must enter into some rental agreement to secure temporary office space for OGR for each legislative session. There is no City owned or controlled facilities in Salem. The City does not have plans for ownership of real property in Salem in the foreseeable future, and it would not be cost effective or in the business or policy interest of the City to make such real property investment in Salem. Therefore, there will be no viable option other than leasing to accommodate the needs of OGR.
5. The City previously leased office space for OGR needs from the Oregon School Boards Association (“OSBA”) and the League of Oregon Cities (“LOC”) at a building known as the Local Government Center located at 1201 Court Street, NE, Suite 103, Salem, Oregon.
6. OSBA and LOC are willing to lease to the City at reasonable rental rates and terms, and BIBS determines that the proffered lease would meet the needs of

OGR. The annual lease cost for Fiscal Year (FY) 17-18 is in the amount of \$12,925.44. The lease would be renewed annually until either landlord(s) or City elects to end the lease.

7. Unless and until the City owns real property in Salem that can be utilized for bureau operations, lease, lease amendment or lease extension for OGR's Salem operational will not require further Council approval, provided there is sufficient funds appropriated in each subsequent fiscal year for payment of annual lease costs which shall be identified by BIBS and OGR collaboratively.

NOW, THEREFORE, the Council directs:

- a. The Director of the Bureau of Internal Business Services (or designee) is authorized to execute an office lease with OSBA and LOC, in a form substantially similar to Exhibit A, upon approved as to form by the City Attorney.
- b. Until the City owns real property in Salem that can be a viable office space option for City bureau operations, the Director of Bureau of Internal Business Services (or designee) may enter and execute future office space lease, lease amendment or lease extension for OGR in Salem, and such lease, lease amendment or lease extension will be exempted from ADM 13.01 and Resolution 37017 requirement for Council approval.

Section 2. The Council declares that an emergency exists in order that this lease agreement may occur without delay; therefore, this ordinance shall be in full force and effect from and after its passage by the Council.

Passed by the Council: NOV 01 2017

Mayor Ted Wheeler

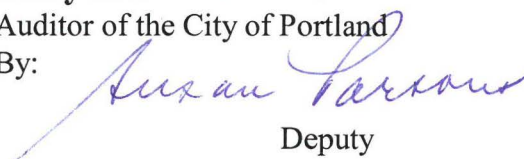
Prepared by: Pauline Goble / Susan Dietz

Date Prepared: September 26, 2017

**Mary Hull-Caballero**


Auditor of the City of Portland

By:



Deputy

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<b>INTRODUCED BY</b> Commissioner/Auditor: <b>Mayor Wheeler</b>	CLERK USE: DATE FILED <u>OCT 24 2017</u>
<b>COMMISSIONER APPROVAL</b> Mayor—Finance & Administration - Wheeler <i>KC</i>	Mary Hull Caballero Auditor of the City of Portland  By:  Deputy  <b>ACTION TAKEN:</b>
Position 1/Utilities - Fritz	
Position 2/Works - Fish	
Position 3/Affairs - Saltzman	
Position 4/Safety - Eudaly	
<b>BUREAU APPROVAL</b> Bureau: OMF CAO: Tom Rinehart Bureau Head: BIBS: Bryant Enger <i>[Signature]</i>	
Prepared by: P. Goble Date Prepared: Oct 09. 2017	
<b>Impact Statement</b> Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/>	
<b>Portland Policy Document</b> If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>City Auditor Office Approval:</b> required for Code Ordinances	
<input checked="" type="checkbox"/> <b>City Attorney Approval:</b> required for contract, code, easement, franchise, comp plan, charter	
Council Meeting Date <b>Nov 1, 2017</b>	

<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. Eudaly	4. Eudaly	✓	
Wheeler	Wheeler	✓	