

RESOLUTION No. 37017

Reaffirm City interest to maximize investment in City-owned facilities and directing the Office of Management and Finance to fully implement ADM 13.01 (Resolution)

WHEREAS, the City of Portland owns and controls various facilities throughout the City where City bureau operations may occupy and conduct business; and

WHEREAS, Administrative Rule (ADM) 13.01, adopted by Ordinance No. 179682 and effective October 19, 2005, states that the City desires to maximize its investment in City-owned facilities by maintaining full occupancy and providing for City bureau space needs in house and not to lease external space unless City needs cannot be reasonably met, and further directs that leases in non-City owned buildings are to be approved by Council; and

WHEREAS, the Audit Report of Downtown Office Space recommended strengthening and clarifying existing policies around office space utilization, and have Facilities Services institute some administrative improvements; and

WHEREAS, Portland City Code Chapter 3.15 delegated to the Office of Management and Finance (OMF), through its Bureau of Internal Services (BIBS) (formerly the Bureau of Internal Business Operations and the Bureau of General Services), the responsibility to directly execute leases; and

WHEREAS, due to space needs that could not be accommodated by City-owned facilities at the time, leases were made for space in non-City owned buildings, and it was found that some of these leases did not have Council approval; and

WHEREAS, these leases in non-City owned buildings will expire within the next two months to four years, and there is vacant space in City-owned buildings that should be evaluated to determine if bureau needs can be met cost effectively with this space; and

WHEREAS, BIBS is developing office space standards that will mirror industry standards in the office spaces, maximize the use of City office space; and will be applied to leases in non city-owned buildings

WHEREAS, BIBS can work collaboratively with bureaus to meet their operational space needs, and to determine the feasibility of meeting those needs by using City-owned office space in accordance with ADM 13.01; and

WHEREAS, Arts and Culture Policies & Administrative Rules (ART) 3.01, adopted by Resolution 36267 by Council on October 27, 2004, also gave guidance for when there was a need to lease non-City space that the City should evaluate placement at historic buildings.

NOW, THEREFORE, BE IT HEREBY RESOLVED that Council herein reaffirms the policy guidance set forth in ADM 13.01 and ART 3.01, which intends for OMF to take the lead in managing City-owned facilities and City bureaus to utilize OMF's property management expertise in determining space needs.

BE IT FURTHER RESOLVED that the Bureau of Internal Business Services will work with bureaus to determine space needs and develop office space standards, with the expectation that City-owned facilities would in general be reasonable to meet needs of bureau operations.

BE IT FURTHER RESOLVED that the Bureau of Internal Business Services and City bureaus will work together to fully implement ADM 13.01 and ART 3.01 by bringing City operations back into City-owned facilities when it is cost effective to do so .

BE IT FURTHER RESOLVED that new leases or rental agreements or renewal of existing leases or rental agreements for facilities owned by others are brought forth by OMF to Council for approval is required.

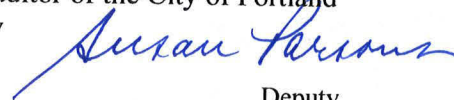
BE IT FURTHER RESOLVED that the Bureau of Internal Business Services will provide Council a status update on implementation of this resolution by the end of the calendar year 2013.

Adopted by the Council: MAY 22 2013

Commissioner: Charlie Hales, Mayor
Prepared by: Bryant Enge, BIBS Director
Date Prepared: 05/09/13

LaVonne Griffin-Valade
Auditor of the City of Portland

By



Deputy

Agenda No. **37017**
RESOLUTION NO.
 Title

Reaffirming the City's Interest to Maximize Investment in City-Owned Facilities and ^{the} Directing Office of Management and Finance to Fully Implement ADM 13.01. (Resolution)

<p>INTRODUCED BY Commissioner/Auditor: Mayor Hales</p>	<p>CLERK USE: DATE FILED <u>MAY 17 2013</u></p>
<p>COMMISSIONER APPROVAL Mayor—Finance and Administration - Hales <i>[Signature]</i></p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Novick</p>	<p style="text-align: center;">LaVonne Griffin-Valade Auditor of the City of Portland</p> <p>By: <u><i>[Signature]</i></u> Deputy</p>
<p>BUREAU APPROVAL Bureau: OMF/Bureau of Internal Business Services CAO: Jack D. Graham <i>[Signature]</i> Bureau Head: Bryant M. Enge <i>[Signature]</i> Director</p>	<p>ACTION TAKEN:</p>
<p>Prepared by: Bryant M. Enge Date Prepared: May 8th, 2013</p>	
<p>Financial Impact & Public Involvement Statement</p> <p>Completed <input type="checkbox"/> Amends Budget <input type="checkbox"/></p>	
<p>Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>City Auditor Office Approval: required for Code Ordinances</p>	
<p>City Attorney Approval: required for contract, code, easement, franchise, charter, Comp Plan</p>	
<p>Council Meeting Date May 22 2013</p>	

AGENDA
<p>TIME CERTAIN <input checked="" type="checkbox"/> Start time: 3:00 PM 10:30 AM</p> <p>Total amount of time needed: 30 Minutes (for presentation, testimony and discussion)</p>
<p>CONSENT <input type="checkbox"/></p>
<p>REGULAR <input type="checkbox"/> Total amount of time needed: _____ (for presentation, testimony and discussion)</p>

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	✓	