

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

(Deliver original to Financial Planning Division. Retain copy.)

1. Name of Initiator Bryant Enge		2. Telephone No. 503-823-6962	3. Bureau/Office/Dept. BIBS
4a. To be filed (date): June 20, 2013	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 FPD Budget Analyst:
6a. Financial Impact Section: <input checked="" type="checkbox"/> Financial impact section completed		6b. Public Involvement Section: <input type="checkbox"/> Public involvement section completed	

1) Legislation Title:

Authorize a month-to-month lease of approximately 21,028 square feet of office space for the City operations located at the 14th floor of the Portland Building, for an initial rent of \$1.749 per square foot (\$36,780 monthly), not to exceed one-year. (Ordinance)

2) Purpose of the Proposed Legislation:

Pursuant to Resolution #37017 "Reaffirming the City's Interest to Maximize Investment in City-Owned Facilities and Directing the Office of Management and Finance to Fully Implement ADM 13.01, the Bureau of Internal Business Services(BIBS) is working with bureaus to fully implement ADM 13.01 and ART 3.01 by bring City operations back into City-owned facilities.

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 | | | |
| <input type="checkbox"/> | | | |

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.

No.

5) Expense: What are the costs to the City related to this legislation? What is the source of funding for the expense? (Please include costs in the current fiscal year as well as costs in future years. If the action is related to a grant or contract please include the local contribution or match required. If there is a project estimate, please identify the **level of confidence**.)

The Facilities FY 2013-14 budget reduced costs by eliminating the Portland Building 14th floor lease from Multnomah County. This additional space was not needed as the City currently has a surplus of office space. After the FY 2013-14 budget was developed, Facilities completed a comprehensive city-wide space plan that included the purchase of the Portland Building 14th and 15th floors from the County. This additional space would increase the Facilities inventory and replace non-city space being leased at a higher cost. Bureaus leasing outside of City owned space would be moved into City buildings as their current leases expire. To minimize the total number of moves for the project, and the overall costs, it will be necessary to continue leasing the 14th floor from the County until this purchase is completed. The additional cost of leasing this space will be charged to the space plan project. This project is not included in the FY 2013-14 budget but will be added through the BMP process once all of the costs have been identified.

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.)*

No.

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

No.

(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.)*

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.

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.



BRYANT ENGE, DIRECTOR BUREAU OF INTERNAL BUSINESS SERVICES



CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE

Charlie Hales, Mayor
Jack D. Graham, Chief Administrative Officer
Bryant Enge, Director, Bureau of Internal Business Services

186135

DATE: June 12, 2013

TO: Mayor Charlie Hales

VIA: Bryant Enge, Director of Internal Business Services

FROM: Bryant Enge, Director of Internal Business Services

**FOR MAYOR'S OFFICE USE
ONLY**

Reviewed by Bureau Liaison

RE: Authorize a month-to-month lease of approximately 21,028 square feet of office space for the City operations located at the 14th floor of the Portland Building, for an initial rent of \$1.749 per square foot (\$36,780 monthly), plus an increase for inflation based on CPI when published, not to exceed one-year. (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** June 13, 2013
2. **REQUESTED COUNCIL AGENDA DATE:** June 26, 2013
3. **CONTACT NAME & NUMBER:** Bryant Enge, 3-6962
4. **PLACE ON:** ☒ **CONSENT** ☐ **REGULAR**
5. **BUDGET IMPACT STATEMENT ATTACHED:** ☒ **Y** ☐ **N** ☐ **N/A**
6. **(2) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** ☐ **Yes** ☒ **No** ☐ **N/A**

7. BACKGROUND/ANALYSIS

Resolution #37017 "Reaffirming the City's Interest to Maximize Investment in City-Owned Facilities and Directing the Office of Management and Finance to Fully Implement ADM 13.01" requires that new leases and renewal of existing lease for facilities not City-owned are approved by Council. As directed by Council, OMF is negotiating the purchase of the 14th and 15th floors of the Portland Building from Multnomah County to determine if it is effective to expand the portfolio of City-owned spaces. In the meantime it is in the City's best interest to continue to lease the 14th floor from Multnomah County until negotiations are completed, minimizing the total number of potential space moves, and overall costs of the Space Master Plan.

8. FINANCIAL IMPACT

The additional cost of leasing this space will be charged to the Space Master Plan Project. This Project will be added through the BMP process once all of the costs have been identified.

9. RECOMMENDATION/ACTION REQUESTED

Authorize lease and provide for payment. (Ordinance)

An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.