

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

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

1. Name of Initiator Jonas Biery ^{JB}		2. Telephone No. x3-4222	3. Bureau/Office/Dept. OMF/Public Finance & Treasury
4a. To be filed (hearing date): 12/5/2013 (12/11/2013)	4b. Calendar (Check One) Regular Consent 4/5ths <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		5. Date Submitted to Commissioner's office and CBO Budget Analyst: 11/20/2013
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 a contract with Public Financial Management, Inc. for municipal financial advisory services for a total not-to-exceed amount of \$250,000 (Ordinance; Contract No. 30003697)

2) Purpose of the Proposed Legislation:

The proposed legislation authorizes the Chief Procurement Officer to enter into a contract with Public Financial Management, Inc. ("PFM") to provide all requested municipal financial advisor services for a period of three years in an amount not to exceed \$250,000.

The scope of services requested by the City includes assistance, as needed, in performing tasks related to the issuance and management of debt, including debt structuring and transaction management, pricing analysis and advice, and analysis of refunding opportunities. Additionally, the City may request services in connection with its financial planning and capital finance activities, such as developing financing strategies and funding options for large City capital projects or providing assistance in developing financial plans and policies.

PFM has been selected in accordance with all policies and procedures required by the City and the Bureau of Internal Business Services, Procurement Services Division.

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 proposed Ordinance is not expected to increase or decrease revenue coming to the City.

5) **Expense:** What are the costs to the City as a result of 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 year, including Operations & Maintenance (O&M) costs, if known, and estimates, if not known. 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**.)

This Ordinance authorizes the City to enter into a contract with PFM for a period of three (3) years in an amount not-to-exceed \$250,000. Bureaus for which the municipal financial advisory services are provided would pay the costs of these expenses.

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 position changes are anticipated.

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

No position changes are anticipated.

7) **Change in Appropriations**

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?

None. This is an administrative action taken to enter into a contract with a municipal financial advisor.

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?

The selection committee was made up of 5 members, two of which were community volunteers, one of which was from the Minority Evaluator Program.

c) How did public involvement shape the outcome of this Council item?

Bids received resulted in the award of the PTE contract.

d) Who designed and implemented the public involvement related to this Council item?

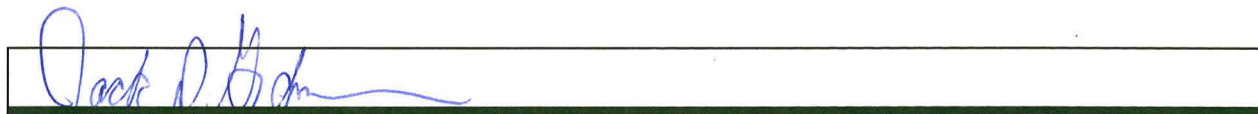
Procurement Services advertised the projects and managed the request for proposal process in accordance with City Code under Chapter 5.68.

e) Primary contact for more information on this public involvement process (name, title, phone, email):

Bureau of Internal Business Services, Procurement Services Division.
(503) 823-5047

10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not.

No. Once the contract is entered into, the consultant will work with the Office of Management and Finance's Debt Manager and Treasurer to perform municipal financial advisory services to City bureaus and agencies over a period of three years.



Jack D. Graham, Chief Administrative Officer
APPROPRIATION UNIT HEAD



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CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE

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Charlie Hales, Mayor
Jack D. Graham, Chief Administrative Officer

DATE: November 20, 2013

TO: Mayor Charlie Hales

FROM: ^{JB} Jonas Biery, Debt Manager

RE: * Authorize a contract with Public Financial Management, Inc. for financial advisory services for a total not-to-exceed amount of \$250,000 (Ordinance; Contract No. 30003697)

FOR MAYOR'S OFFICE USE ONLY
Reviewed by Bureau Liaison _____

- 1. **INTENDED THURSDAY FILING DATE:** December 5, 2013
- 2. **REQUESTED COUNCIL AGENDA DATE:** December 11, 2013
- 3. **CONTACT NAME & NUMBER:** Jonas Biery, Debt Manager, x3-4222
- 4. **PLACE ON:** **CONSENT** **REGULAR**
- 5. **FINANCIAL IMPACT/PUBLIC INVOLVMENT STATEMENT ATTACHED:**
 Yes **No** **N/A**
- 6. **(3) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** **Yes** **No** **N/A**

7. BACKGROUND/ANALYSIS

Introduction and History – The proposed Ordinance authorizes the City to enter into a contract with Public Financial Management, Inc. (the “Consultant”) to provide municipal financial advisory services through December 16, 2016. The scope of services requested by the City includes assistance, as needed, in performing tasks related to the issuance and management of debt, including debt structuring and transaction management, pricing analysis and advice, and analysis of refunding opportunities. Additionally, the City may request services in connection with its financial planning and capital finance activities, such as developing financing strategies and funding options for large City capital projects or providing assistance in developing financial plans and policies.

The total maximum contract amount is \$250,000. Services will be provided as requested from time to time by the Debt Manager, and reimbursement is generally based on hourly rates included in the Consultant’s proposal. The selection of the Consultant was the result of a competitive RFP process conducted in accordance with all policies and procedures required by the City and the Bureau of Internal Business Services, Procurement Services Division.

Legal Issues – None

Link to Current City Policies – The solicitation for municipal financial advisor services was conducted in accordance with City Code under Chapter 5.68.

Controversial Issues – None

Citizen Participation – In accordance with Resolution #36757 a citizen selected through the Minority

Evaluator Program served on the review and selection committee. Additionally, another citizen participated on the selection committee.

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Other Government Participation – None

8. FINANCIAL IMPACT

This Ordinance authorizes the City to enter into a contract with the Consultant for a period of three (3) years in an amount not-to-exceed \$250,000. Actual costs incurred under the contract will be allocated to the Bureaus for which relevant services were conducted.

9. RECOMMENDATION/ACTION REQUESTED

It is recommended that the City Council approve the Ordinance, which will allow the City to benefit from municipal financial advisory services required to issue bonds and carry on its debt program and capital financing activities.