

Exhibit E

Note: Effective on July 1, 2024

Chapter 3.17 Bureau of Fleet and Facilities

3.17.010 Organization.

The Bureau of Fleet and Facilities (BFF) will be supervised by a Director, who will report to the City Administrator. BFF will establish plans, policies, and standards and manage service delivery for the City's overall fleet and facility operations.

3.17.020 Responsibilities.

A. As directed by the City Administrator, BFF, through its fleet program, will have the following responsibilities:

1. Manage, maintain, and repair of all City-owned and -leased vehicles and fleet equipment except certain identified Portland Fire & Rescue vehicles and equipment.
2. Develop, manage, and administer the City's fleet-related emissions reductions initiatives, including but not limited to the development of fleet transition strategies and the procurement, installation, and management of all alternative fueling and electric vehicle-charging infrastructure.
3. Manage and maintain City-owned and -operated fueling stations and fuel purchasing card programs.
4. Coordinate with emergency and public safety bureaus on fuel logistics.
5. Collect and analyze vehicle data and information.
6. Perform other duties as assigned by the City Administrator.

B. As directed by the City Administrator, BFF, through its facilities program, will have the following responsibilities:

1. Manage real properties assigned to BFF and any City-owned real properties not specifically assigned to another bureau. This includes property rights that

may be assigned to BFF by the Mayor or City Administrator or acquired through leases, interagency agreements, and intergovernmental agreements. BFF's real property management authority includes, but is not limited to: data and information management; real estate portfolio, capital, and financial planning; real property acquisition and disposition; space and occupancy planning; capital construction and improvements; operations, maintenance and repair; condominium or other building management board representation; and financial management including dues assessments and approvals.

- 2.** Negotiate and execute real property agreements, including but not limited to: acquisition and disposition agreements, leases, easements, permits, and licenses.
- 3.** Negotiate and coordinate payments for real property transactions.
- 4.** Issue notices that may be appropriate or required as part of real property agreements.
- 5.** Coordinate and manage the City's excess and surplus real property program.
- 6.** Perform other responsibilities as assigned by the City Administrator.