**CONFIDENTIAL - FOR INTERNAL USE ONLY**

|  |
| --- |
| PHOTO/ MAP Block |
|  |  |
| Transaction Title: |  |
| Transaction Negotiator: |  |
| Client: |  |
| Location: |  |
| Please Respond By: |  |
| Type of Agreement(s): |  |
| Requested Action: |  |
| Complexity Assessment:Low, Medium, or High |  |
| Business Unit for Revenues and Expenses |  |
|  |  |  |
| Approvals:(check all that apply) | [x]  Business Line(s)Name: | [ ]  Task Force |
| [ ]  Executive Team | [ ]  Advisory Group(s)Name: | [ ]  Commission Action |

Background

Provide sufficient background to enable stakeholders to make informed comments and observations regarding the proposed transaction. The background should be as concise and factual as possible.

Description of Transaction

Provide a high-level summary of the proposed transaction. As part of the summary include a sentence or two that describes the project’s position in the balanced portfolio, as well as a summary sentence of the economic impacts. Summary should cover the intended benefit and why the Port should commit resources to the proposed transaction.

Business Terms

Provide specific business terms that fully explain all obligations of the Port, the potential tenant, and any other parties. The specific business terms should include all financial and operational obligations and all other obligations that will be required if the transaction is finalized. The terms should reflect the unique condition of the deal, be presented in a range that is defensible and reflective of market conditions, and also provide flexibility for negotiation. The table below is an example of the terms to be provided for a potential lease but the Contract Maker should customize the terms for the transaction being recommended.

|  |  |
| --- | --- |
| **Permitted Use** |  |
| **Term / Extension Options** |  |
| **Leasehold** |  |
| **Rent** |  |
| **Rent Escalation** |  |
| **Rent Commencement** |  |
| **Security Deposit** |  |
| **Utilities** |  |
| **Storm Water (Permit & Fees)** |  |
| **Property Taxes** |  |
| **Maintenance** |  |
| **Tenant Investment** |  |

**Financial Analysis**

Performed by: [INSERT NAME OF ANALYST]

State the Port’s financial bottom line assuming a transaction is finalized.

Explain how the transaction contributes to the financial sustainability of the Port.

Does the transaction provide cost savings or cost avoidance opportunities?

**Capital Expenditures**

Does the contract require the Port to expend capital resources? [ ]  Yes [ ]  No

If yes, please include the project number, estimated capital cost and timeframe for expenditure.

**Community Impact and Burden Assessment**

1. Who will be burdened by the transaction, program, or project?
2. What are the strategies for engaging and mitigating the burdens?
3. What outreach and/or community coordination is to be conducted (both required and/or planned) during negotiation, implementation and throughout the life of the proposed transaction, assuming a transaction is finalized?
4. Other questions to consider:
	1. What stakeholders could object, and do they have the ability to stop the transaction?
	2. Who are we dependent upon for success?
	3. How much financial and political capital will the proposed transaction require?
	4. Can we leverage partners to help with the costs or services?

**Policy Issues**

Identify and explain Port policies that should be considered when evaluating the proposed transaction.

**Critical Dates / Next Steps**

List milestones expected during the process, transaction completion and implementation of the transaction for the proposed transaction.

**Stakeholders Review:**

Note: The stakeholders below may vary depending on the transaction's characteristics and each division's particular practice, so please add, revise, or delete boxes as necessary.

|  |  |
| --- | --- |
| Environmental Management |  |
| Stakeholder Name: |
| Stakeholder Comments: |
| Transaction Negotiator Response: |

|  |  |
| --- | --- |
| Legal |  |
| Stakeholder Name: |
| Stakeholder Comments: |
| Transaction Negotiator Response: |

|  |  |
| --- | --- |
| Risk |  |
| Stakeholder Name: |
| Stakeholder Comments: |
| Transaction Negotiator Response: |

|  |  |
| --- | --- |
| Other |  |
| Stakeholder Name: |
| Stakeholder Comments: |
| Transaction Negotiator Response: |