

# PDC

## PORTLAND DEVELOPMENT COMMISSION

**DATE:** April 23, 2008  
**TO:** Board of Commissioners  
**FROM:** Bruce A. Warner, Executive Director  
**SUBJECT:** Report Number 08-53  
Transfer of FY 2007-08 Budget Appropriation

### EXECUTIVE SUMMARY

#### BOARD ACTION REQUESTED

Adopt Resolution No. 6575

#### ACTION SUMMARY

The purpose of this resolution is to transfer the FY 2007-08 budget appropriations from the People and Technology appropriation category to the Central Services and Executive appropriation categories. This action follows the reorganization of the departments in February 2008 and will provide budget resources to the Central Services and Executive Departments which will enable such departments to fund the expenditures associated with a transfer of functions among the departments. Budget appropriations for Risk Management, Information Technology and Facilities are being transferred to Central Services and budget appropriations for Human Resources are being transferred to Executive. ORS 294.450 requires that the governing body (PDC Board) authorize any transfers of budget appropriation between existing appropriation categories. No increases in budget appropriations are included in this action.

#### PUBLIC BENEFIT

The requested appropriation changes will help facilitate the management of the FY 2007-08 Adopted Budget and will align FY 2007-08 appropriations with the FY 2008-09 Proposed Budget for comparison purposes.

#### **This action will support the following PDC goals:**

- Develop healthy neighborhoods
- Provide access to quality housing
- Help businesses to create and sustain quality jobs
- Support a vibrant Central City (urban core)
- Contribute to a strong regional economy

#### PUBLIC PARTICIPATION AND FEEDBACK

Given the administrative nature of this action, no efforts were undertaken to solicit public participation.

## **COMPLIANCE WITH ADOPTED PLANS AND POLICIES**

The FY 2007-08 Adopted Budget is the financial document that appropriates resources to implement the PDC strategic plan, the objectives encompassed in the Urban Renewal Area (URA) plans, and the programs supported by non-tax increment resources such as federal Community Development Block and HOME grants, Housing Investment Funds, and City of Portland general fund allocations for economic development activities. The changes included in the recommended action are limited to the appropriations for support activities originally budgeted in the People and Technology Department. Transferring the appropriations to match organizational structure will facilitate the transactions required for ongoing administration of the Commission's programs.

## **FINANCIAL IMPACT**

The requested appropriation transfers do not change the total resources and requirements of the FY 2007-08 Adopted Budget. The requested changes move existing budget appropriations from one appropriation category (People and Technology) to two other existing categories (Central Services and Executive).

## **RISK ASSESSMENT**

Transferring appropriations to match the organizational structure will help facilitate management and appropriate departmental control over spending and tracking of the FY 2007-08 Adopted Budget and thereby minimize the potential for over-expenditures.

## **WORK LOAD IMPACT**

There is no change in work load.

## **ALTERNATIVE ACTIONS**

Not approving the proposed appropriation transfers will require expenditures through the end of FY 2007-08 to be tracked under the existing People and Technology appropriation category for a department that no longer exists. The People and Technology budget and actual expenditures will be shown on future budget reports.

## **CONCURRENCE**

Not applicable

## **BACKGROUND**

### **ATTACHMENTS:**

A. Appropriation Transfers

**CC:** J. Cody, Chief Financial Officer  
M. Baines, General Counsel  
J. Jackley, Executive Operations Manager

**Exhibit A - FY 2007-08 Appropriation Transfer**

	<i>Revised 1</i> <i>2007-08</i>	<i>Revised 2</i> <i>FY 2007-08</i>	<i>Change</i>
<b><u>GENERAL FUND</u></b>			
<b>Resources</b>			
Beginning Fund Balance	2,042,536	2,042,536	0
<b>Revenue</b>			
City General Fund	2,773,098	2,773,098	0
Program Income	360,000	360,000	0
Service Reimbursements	31,932,139	31,932,139	0
<b>Total</b>	<b>35,065,237</b>	<b>35,065,237</b>	<b>0</b>
<b>Total Fund Resources</b>	<b>37,107,773</b>	<b>37,107,773</b>	<b>0</b>
<b>Requirements</b>			
<b>Expenditures</b>			
Development	5,039,978	5,039,978	0
Economic Development	5,227,412	5,227,412	0
Housing	4,043,390	4,043,390	0
<b>Operating Department Expenditures</b>	<b>14,310,780</b>	<b>14,310,780</b>	<b>0</b>
Central Services	6,456,533	13,089,760	6,633,227
Community Rel. & Bus. Equity	1,603,894	1,603,894	0
Executive & Legal	4,349,073	5,412,801	1,063,728
People & Technology	7,696,955	0	-7,696,955
<b>Administrative Department Expenditures</b>	<b>20,106,455</b>	<b>20,106,455</b>	<b>0</b>
Cash Transfers Out	2,121,758	2,121,758	0
<b>Total Fund Expenditures</b>	<b>36,538,993</b>	<b>36,538,993</b>	<b>0</b>
Contingency	568,780	568,780	0
Unappropriated Ending Fund Balance	0	0	0
<b>Total Fund Requirements</b>	<b>37,107,773</b>	<b>37,107,773</b>	<b>0</b>