



**PROSPER**  
**PORTLAND**  
Building an Equitable Economy

**DATE:** June 14, 2017  
**TO:** Board of Commissioners  
**FROM:** Kimberly Branam, Executive Director  
**SUBJECT:** Report Number 17-17

Authorizing Short-Term Interfund Operating Loans Not to Exceed \$1,000,000 from Specified Funds to the Community Development Block Grant – Economic Opportunity Initiative Fund and Neighborhood Prosperity Initiative Urban Renewal Area Funds from July 1, 2017, to June 30, 2018

**BOARD ACTION REQUESTED**

Adopt Resolution No. 7234

**ACTION DESCRIPTION**

This action by the Prosper Portland Board of Commissioners (Board) will authorize through June 30, 2018, short-term interfund operating loans (Interfund Loans) pursuant to the provisions of Oregon Revised Statutes (ORS) 294.468, which states that:

“It shall be lawful to loan money from any fund to any other fund of the municipal corporation whenever the loan is authorized by official resolution or ordinance of the governing body.”

The Interfund Loans are necessary to bridge the time between expenditure of funds to provide services under intergovernmental agreements and subrecipient agreements with the Portland Housing Bureau (PHB) and the City of Portland (City) and the date Prosper Portland is reimbursed for those services by PHB and the City for the Economic Opportunity Initiative (EOI) Fund. In the case of the Neighborhood Prosperity Initiative (NPI) Urban Renewal Areas (URAs), the Interfund Loans will bridge the time between the beginning of the fiscal year and the receipt of tax increment financing (TIF) du jour proceeds.

This action will authorize Interfund Loans, not to exceed \$1,000,000 in aggregate, from the Grant Offset Fund, Fund 108; the Small Business Loan Fund, Fund 410; and the Business Development Loan Fund, Fund 463, to the Community Development Block Grant (CDBG) – EOI Fund, Fund 213; the 42nd Avenue NPI URA Fund, Fund 310; the Cully Boulevard NPI URA Fund, Fund 311; the Parkrose NPI URA Fund, Fund 312; the Rosewood NPI URA Fund, Fund 313; the Division-Midway NPI URA Fund, Fund 314; and the 82nd Avenue & Division NPI URA Fund, Fund 315.

This action will also ensure Prosper Portland is able to support key partners in our shared work to create healthy, complete neighborhoods throughout Portland.

### **BACKGROUND AND CONTEXT**

Due to inevitable time lags between the end of a billing period and reimbursement from the City, Prosper Portland periodically experiences negative cash balances in Fund 213, the CDBG Economic Opportunity Initiative Fund. Similarly, Prosper Portland anticipates continuing project work in the NPI URAs to exceed currently available funding until the receipt of TIF du jour proceeds are available in early 2018.

Negative balances in any fund represent de facto interfund borrowing that must be authorized by the Prosper Portland Board. Prosper Portland's independent financial auditor, Moss Adams, stated in its December 20, 2007, letter to management that "...for both state legal and governmental accounting purposes, overdrawn cash balances represent interfund borrowings.....and cash balances should be monitored on a monthly basis to identify individual funds that are at risk for overdrawing their share of the pooled cash and investments. The revised monitoring procedures should include informing the Board of Commissioners of the need for an inter-fund borrowing timely enough to approve the loan via resolution in advance."

This authorization allows Prosper Portland staff to shift cash as needed, up to \$1,000,000 in aggregate, from the lending funds to the recipient funds. Absent the Interfund Loans, there would be a negative cash balance in the recipient funds at month-end representing that month's expenditures plus any unreimbursed prior month expenditures. Average borrowing requirement for both EOI and the NPI programs based on outstanding receivables are around \$510,000 per month with a high of \$791,000. The EOI average was around \$390,000 with a high of \$636,000 and the NPI average was around \$120,000 with a high of \$222,000.

Under the terms of anticipated agreements between Prosper Portland, PHB, and the City, Prosper Portland will continue operating the EOI on behalf of the City and PHB during fiscal year (FY) 2017-18. It is anticipated that the delay in reimbursement under those agreements would result in negative cash balances in the EOI fund absent interfund borrowing.

Funding in the NPI URA funds will not be available until TIF du jour proceeds are received in March 2018. The absence of these funds could result in a delay in current project activities within those funds or result in negative cash balances in those funds.

Accordingly, in order to ensure that adequate cash balances are maintained on a monthly basis for audit purposes and to comply with Oregon state law and governmental accounting requirements, Prosper Portland staff requests the Prosper Portland Board's authorization of Interfund Loans.

### **COMMUNITY AND PUBLIC BENEFIT**

The action will ensure compliance with ORS 294.468, which requires Prosper Portland Board authorization of interfund loans.

### **PUBLIC PARTICIPATION AND FEEDBACK**

There has been no public participation regarding this proposed action.

### **BUDGET AND FINANCIAL INFORMATION**

As noted above, the average borrowing requirement based on outstanding receivables in the EOI fund is \$390,000 per month. The needs of the NPI URA funds (Funds 310 through 315) have been estimated to be \$250,000 in aggregate.

In the event that Prosper Portland fails to receive sufficient reimbursement from the City to repay the Interfund Loans, permanent funding sources will be identified in the next budgetary cycle to repay the lender funds.

**RISK ASSESSMENT**

Adoption of this resolution reduces Prosper Portland’s risk of noncompliance with local budget law ORS 294.468. Prosper Portland is required to replenish the lending fund within the fiscal year or budget the repayment in the following fiscal year.

**ALTERNATIVE ACTIONS**

There is no alternative action available at this time. Taking no action could result in an audit comment regarding unauthorized interfund borrowings.

**ATTACHMENTS**

None.