



---

CITY OF  
**PORTLAND, OREGON**  
PORTLAND HOUSING BUREAU

---

Commissioner Nick Fish  
Traci Manning, Director  
421 SW 6<sup>th</sup> Avenue, Suite 500  
Portland OR 97204  
(503) 823-2375  
Fax (503) 823-2387  
[www.portlandonline.com/PHB](http://www.portlandonline.com/PHB)

To: City Council

From: Commissioner Nick Fish *MF*

RE: Portland Housing Bureau Winter BMP Submittal

Date: Friday, January 18, 2013

---

The Portland Housing Bureau (PHB) has prepared the attached report as requested by the Office of Management and Finance for the Winter Budget Monitoring Process (BMP). Unlike in prior years, the FY 2012/13 Winter BMP does not require programmatic and budgetary status reporting elements. PHB requests that City Council approve the following six packages of adjustments to current appropriations.

1. **General Fund Vacancy Savings** – Reduce bureau general fund appropriation by \$3,371 in line with the citywide vacancy savings process. Offset with reduction to bureau materials & services budget.
2. **Non-General Fund Vacancy Savings** – Shift \$30,337 of personnel services appropriation into contingency in line with the citywide vacancy savings process.
3. **Technical Adjustments** – Make administrative adjustments to the bureau budget which will not increase or decrease appropriations at the program or fund level.
4. **Non-General Fund Reductions** – Reduce bureau non-general fund appropriation by \$2,365,162 for the following primary reasons:
  - a. **\$1,539,000** reduction to North Macadam URA budget. The mechanics for financing for the Gray's Landing project have changed such that it will no longer be necessary for City to receive a loan payoff that it would have immediately disbursed for the project.
  - b. **\$491,895** reduction to Lead grant appropriation. Amount carried forward in Fall BMP was in excess of actual available grant resources.
  - c. **\$60,000** reduction to Housing Investment Fund appropriation. These funds, allocated for resource development, are being re-budgeted in FY 2013/14.

5. **Mid-Year Reduction Mitigation** – Adjust bureau appropriation to absorb \$70,016 mid-year general fund reductions taken in late stages of the Fall BMP process. This package also addresses \$89,828 in other general fund needs – primarily unemployment claims – that have arisen over the first half of the fiscal year. PHB is offsetting these as follows:
  - a. **\$45,215** increase to indirect cost revenue recovered from the lead-based paint grant.
  - b. **\$25,000** reduction to the citywide housing strategy project.
  - c. **\$56,629** reduction in budget for Bud Clark Commons common area maintenance.
  - d. **\$33,000** reduction in MITAS system support under PHB-PDC IGA.
6. **New Non-General Fund Revenues** – Increase bureau appropriation by \$1,102,092:
  - a. **\$500,000** in Lents URA affordable housing opportunity funding to true up with the PDC Adopted budget.
  - b. **\$443,000** of Housing Investment Fund resources for PCRI (Portland Community Reinvestment Initiatives, Inc) Loan Restructure.
  - c. **\$159,092** increase to Healthy Homes grant funding to true budget up with actual resources available.
7. **Project Re-budget** – Reduce non-general fund affordable housing project appropriations by approximately \$21,000,000 in order to correspondingly increase appropriations in the FY 2013/14 Requested Budget. This is necessary in order to align budget with anticipated project spend-down. The projects are as follows:
  - a. **Section 108 Loan Guarantee** – \$6,000,000 for prospective affordable rental housing projects.
  - b. **Community Development Block Grant** – \$1,525,000 for the PCRI (Portland Community Reinvestment Initiatives, Inc) Loan Restructure.
  - c. **HOME Investment Partnership** – \$1,255,000 for the Glisan Commons and Providence House projects.
  - d. **TIF (Convention Center URA)** – \$10,000,000 for pending NOFA project awards for prospective affordable rental housing projects.
  - e. **TIF (River District URA)** – \$2,000,000 for the Medford and for pending NOFA project awards for prospective affordable rental housing projects.

Please contact Leslie Goodlow at 823-4160 or Mike Johnson at 823-4176 with questions.

# BUDGET AMENDMENT REQUEST

Portland Housing Bureau

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

## HC\_012 - General Fund Vacancy Savings

Reduce bureau general fund appropriation by \$3,371 in line with the citywide vacancy savings process. Offset with reduction to bureau materials & services budget.

Dollar Amount: **(\$3,371)**  
Type: Vacancy Savings and Exceptions  
Resources: General Fund Discretionary

## HC\_013 - Non-General Fund Vacancy Savings

Shift \$30,337 of personnel services appropriation into contingency in line with the citywide vacancy savings process.

Dollar Amount: \$0  
Type: Vacancy Savings and Exceptions  
Resources: Internal Transfer

## HC\_014 - Technical Adjustments

Make a number of administrative adjustments to the bureau budget. These shifts do not increase or decrease appropriations at the program or fund level.

Dollar Amount: \$0  
Type: Technical Adjustment  
Resources: Internal Transfer

## HC\_015 - Non-General Fund Reductions

Reduce bureau non-general fund appropriation by \$2,365,162 for the following primary reasons:

- a. \$1,539,000 reduction to North Macadam URA budget. The mechanics for financing for the Gray's Landing project have changed, such that it will no longer be necessary for City to receive a loan payoff that it would then immediately again disburse for the project.
- b. \$491,895 reduction to Lead grant appropriation. Amount carried forward in Fall BMP was in excess of actual available grant resources.
- c. \$60,000 reduction to Housing Investment Fund appropriation. These funds, allocated for resource development, are being rebudgeted in FY 2013/14.

Dollar Amount: **(\$2,365,162)**  
Type: Mid-Year Reductions  
Resources: Internal Transfer

# BUDGET AMENDMENT REQUEST

Portland Housing Bureau

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

## HC\_016 - Mid-Year Reduction Mitigation

Adjust bureau appropriation to absorb \$70,016 mid-year general fund reductions taken in late stages of the Fall BMP process. This package also addresses \$89,828 in other general fund needs – primarily unemployment claims – that have arisen over the first half of the fiscal year. PHB is offsetting these as follows:

- a. \$45,215 increase to indirect cost revenue recovered from the lead-based paint grant.
- b. \$25,000 reduction to the citywide housing strategy project.
- c. \$56,629 reduction in budget for Bud Clark Commons common area maintenance.
- d. \$33,000 reduction in MITAS system support under PHB-PDC IGA.

Dollar Amount: \$45,215  
Type: Technical Adjustment  
Resources: Internal Transfer

## HC\_017 - New Revenues

Increase bureau appropriation by \$1,120,685 for three primary reasons:

- a. \$500,000 in Lents URA affordable housing opportunity funding to true up with the PDC Adopted budget.
- b. \$443,000 of Housing Investment Fund resources for PCRI (Portland Community Reinvestment Initiatives, Inc) Loan Restructure.
- c. \$159,092 increase to Healthy Homes grant funding to true budget up with actual resources available.

Dollar Amount: \$1,120,685  
Type: New Request  
Resources: New Revenues

## BUDGET AMENDMENT REQUEST

Portland Housing Bureau

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

### HC\_018 - Project Rebudget

Reduce non-general fund affordable housing project appropriations by \$21,156,565 in order to correspondingly increase appropriations in the FY 2013/14 Requested Budget. This is necessary in order to align budget with anticipated project spend-down. The projects are as follows:

- a. Section 108 Loan Guarantee – \$6,000,000 for prospective affordable rental housing projects.
- b. Community Development Block Grant – \$1,525,000 for the PCRI (Portland Community Reinvestment Initiatives, Inc) Loan Restructure.
- c. HOME Investment Partnership – \$1,255,000 for the Glisan Commons and Providence House projects..
- d. TIF (Convention Center URA) – \$10,000,000 for pending NOFA project awards for prospective affordable rental housing projects.
- e. TIF (River District URA) – \$2,000,000 for the Medford and for pending NOFA project awards for prospective affordable rental housing projects.

Dollar Amount: **(\$21,156,565)**

Type: Mid-Year Reductions

Resources: Internal Transfer