

# PDC

## PORTLAND DEVELOPMENT COMMISSION

**DATE:** January 11, 2012  
**TO:** Board of Commissioners  
**FROM:** Patrick Quinton, Executive Director  
**SUBJECT:** Report Number 11-76  
Designate a PDC Budget Officer

### EXECUTIVE SUMMARY

#### BOARD ACTION REQUESTED

Adopt Resolution No. 6912

#### ACTION SUMMARY

With this action, the PDC Board of Commissioners will designate a budget officer as required under Oregon Local Budget Law ORS 294.331, which states that:

“ . . . the governing body of each municipal corporation shall, unless otherwise provided by county or city charter, designate one person to serve as budget officer. . . .”

The individual occupying the position of Budget Officer at PDC shall be designated to serve as the budget officer for PDC pursuant to ORS 294.331.

In the event that either vacated or eliminated, the Board shall have deemed, without further action, to have designated the individual occupying the position of the PDC Executive Director to serve as PDC's budget officer, pursuant to ORS 294.331, until such time as the PDC Executive Director appoints another individual to the position of Budget Officer or the Board takes action to designate another position as the budget officer for purposes of ORS 294.331.

#### PUBLIC BENEFIT

Compliance with Oregon Local Budget Law ORS 294.331 requires the designation of a budget officer.

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

Effective Stewardship over our Resources and Operations, and Employee Investment

#### PUBLIC PARTICIPATION AND FEEDBACK

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

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

Adoption of this resolution is in compliance with Oregon Local Budget Law ORS 294.331.

## **FINANCIAL IMPACT**

Designation of a budget officer pursuant to ORS 294.331 will have no anticipated financial impact.

## **RISK ASSESSMENT**

Absent adoption of this resolution, PDC may not have the individual holding the most appropriate position designated as budget officer for purposes of ORS 294.331.

## **WORK LOAD IMPACT**

This is no anticipated work load impact. The individual holding the position of Budget Officer currently reviews, recommends and advises the Chief Financial Officer on all items pertaining to ORS 294.331.

## **ALTERNATIVE ACTIONS**

An alternative action would be not adopting the resolution, which would retain the position of Chief Financial Officer as the PDC budget officer for purposes of ORS 294.331. This may put PDC at risk for not having the individual with the most knowledge of Oregon Local Budget Law designated as the budget officer for purposes of ORS 294.331.

## **CONCURRENCE**

Not applicable.

## **BACKGROUND**

Resolution 6569, adopted by the Board on April 9, 2008, formally designated the person occupying the position of Chief Financial Officer at PDC to serve as the budget officer for PDC pursuant to ORS 294.331. This action was adopted to comply with ORS 294.331. Since the resolution was adopted, PDC has undergone a reorganization of the Finance and Business Operations Department and created the position of Budget Officer to oversee the Financial Planning staff and activities, which include annual budget development and monitoring. Adoption of the new resolution is recommended to align the responsibility and the authority of the body of work that is required by Oregon Local Budget Law ORS 294.331.