

**PORTLAND DEVELOPMENT COMMISSION**

Portland, Oregon

**RESOLUTION NO. 7000**

**APPROVING REDUCTION IN FORCE**

**WHEREAS**, The Portland Development Commission (“PDC”) has experienced a precipitous decline in resources due to the expiration of Urban Renewal Areas (“URAs”), and such decline in resources will continue for the next ten years as the agency’s remaining legacy URAs reach their expiration dates for issuing new debt;

**WHEREAS**, when the PDC Board of Commissioners (“Board”) adopted the fiscal year (“FY”) 2012-13 Budget, the Board directed PDC management to plan for a 30 percent reduction in annual personnel services and material services expenditures by FY 2014-15 to align PDC’s operating expenditures with its long term forecasted resources;

**WHEREAS**, a 30 percent reduction in annual personnel services expenditures from the adopted FY 2012-13 Budget requires the elimination of approximately 40 full time equivalent (FTE) positions, in addition to reductions in other annually recurring personnel costs;

**WHEREAS**, in order to eliminate 40 FTE positions, the Executive Director is recommending a two phased Reduction in Force (RIF) in which 1) the first phase is a reduction of 14 vacant FTE positions in the FY 2012-13 Revised 2 Budget and FY 2013-14 Proposed Budget, where such positions shall be comprised of the nine positions identified in Exhibit A hereto, and five additional positions to be vacated by employees who have elected to participate in the recent Early Retirement Incentive Program (ERIP); and 2) the second phase will be a reduction of approximately 26 positions during FY 2013-14; and

**WHEREAS**, the PDC Personnel Policy (Article VIII, Section I (3)(a)(ii)) vests in the Board the responsibility for taking final action to approve and effectuate the RIF.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board hereby approves the recommended RIF;

**BE IT FURTHER RESOLVED**, that the Executive Director shall provide a confidential list to the Board of the remaining five positions to be eliminated as a result of the ERIP at least 14 days prior to the elimination of such positions, and shall also provide a confidential list to the Board of the positions to be eliminated during Phase 2 of the RIF no later than 14 days prior to the announcement of any portion of Phase 2 of the RIF;

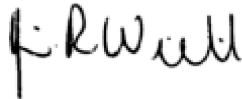
**BE IT FURTHER RESOLVED**, that the Executive Director is authorized to take all further action necessary or desirable to complete the implementation and effectuation of the recommended RIF, including the elimination of additional positions as part of the RIF if determined necessary or prudent to align the FY 2013-14, 2014-15 and future year budgets with available resources;

**BE IT FURTHER RESOLVED**, that the Board hereby directs the Executive Director to select positions to be eliminated as part of the RIF based on an analysis of PDC's operational needs in FY 2013-14 and future years and not on the performance of the individual employees impacted by the RIF;

**BE IT FURTHER RESOLVED**, that the Executive Director is authorized to take all further action necessary or desirable to achieve the targeted 30 percent reduction in annual personnel services expenditures from the adopted FY 2012-13 Budget, including the reduction of other personnel related costs and a restructuring of agency operations; and

**BE IT FURTHER RESOLVED**, that this resolution shall become effective immediately upon its adoption.

**Adopted by Portland Development Commission on April 9, 2013**



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Gina Wiedrick, Recording Secretary

**FY 2012-13 Phase 1 Reduction in Force Positions**

- |   |        |
|---|--------|
| 1. Accounting Tech II (position 134)                            | Vacant |
| 2. Business Operations Division Manager (position 192)          | Vacant |
| 3. Finance and Asset Management Division Manager (position 162) | Vacant |
| 4. Public Participation Coordinator (position 197)              | ERIP   |
| 5. HR Coordinator (position 268)                                | Vacant |
| 6. Neighborhood Division Manager (position 38)                  | Vacant |
| 7. Senior Business and Industry Manager (position 2)            | ERIP   |
| 8. Senior Business Finance Officer (position 62)                | Vacant |
| 9. Business and Industry Manager (position 59)                  | Vacant |

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**RESOLUTION TITLE:**

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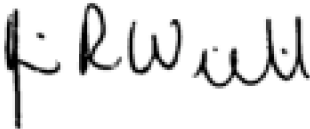
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PRESENT FOR VOTE	COMMISSIONERS	VOTE		
		Yea	Nay	Abstain
<input checked="" type="checkbox"/>	Chair Scott Andrews	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Aneshka Dickson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner John Mohlis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Steven Straus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Commissioner Charles Wilhoite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Regular Agenda		

**CERTIFICATION**

**The undersigned hereby certifies that:**

*The attached resolution is a true and correct copy of the resolution as finally adopted at a Board Meeting of the Portland Development Commission and as duly recorded in the official minutes of the meeting.*

	<p><b>Date:</b></p> <p>April 10, 2013</p>
<p><b>Gina Wiedrick, Recording Secretary</b></p>	