



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

**DATE:** September 18, 2024  
**TO:** Board of Commissioners  
**FROM:** Hope Whitney, General Counsel  
**SUBJECT:** Report Number 24-44  
Updating Delegation of General Administrative Authority to the Executive Director

### **BOARD ACTION REQUESTED AND BRIEF DESCRIPTION**

Adopt Resolution No. 7576

This action by the Prosper Portland Board of Commissioners (Board) will update the delegation of general administrative authority to the Prosper Portland Executive Director. If approved, there would be no monetary increase in expenditure authority. Rather, the update would eliminate the need for redundant Board approvals and provide additional clarity to staff on when and in which circumstances the Executive Director is authorized to enter into agreements without Board approval.

### **STRATEGIC ALIGNMENT AND OUTCOMES**

This action delivers on Prosper Portland's strategic objective to operate an equitable, innovative, and financially sustainable organization.

### **BACKGROUND AND CONTEXT**

The last time the Prosper Portland Board took action to delegate administrative authority to the Executive Director was through Resolution No. 6214 on December 9, 2004, almost twenty years ago. Since that time, Prosper Portland has effectively operated within the bounds of this administrative authority, most notably through expenditure approvals.

Staff are proposing updates to the general administrative authority that will achieve the following:

- Allow the Executive Director to enter into standard contracts when the Board has appropriated funds for that purpose, without having to separately return to the Board for approval of the contract document. This change aligns with the procedure adopted by the City of Portland in connection with the new form of government;
- Clarify that the expenditure limit applies to individual grant projects, not grantees;
- Allow the Executive Director to make adjustments to contract amounts up to five percent, in recognition that cost estimates can sometimes have minor variances;
- Delegate authority to settle disputes to the Executive Director up to their expenditure limit; and
- Update the delegation to use gender neutral language.

**EQUITY IMPACT**

There are no direct equity impacts related to this action.

**COMMUNITY PARTICIPATION AND FEEDBACK**

Staff did not conduct any public participation related to this action.

**BUDGET AND FINANCIAL INFORMATION**

There are no budget impacts related to this proposed action.

**RISK ASSESSMENT**

Should the Prosper Portland Board approve this action, it will mitigate any potential risks related to the existing administrative authority, in terms of eliminating ambiguity.

**ATTACHMENTS**

None.