



Portland Housing Bureau

Mayor Ted Wheeler • Director Shannon Callahan

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To: City Council

From: Shannon Callahan

RE: Portland Housing Bureau's Spring BMP Submittal

Date: Monday, April 20, 2020

The Portland Housing Bureau (PHB) is pleased to submit its Spring Budget Monitoring Process (BMP) report. The following represents the key highlights.

BUDGET ADJUSTMENT REQUESTS

PHB's Fall BMP submission also includes packages that do not request new general fund allocations. Those packages include the following. Additional detail is available in the content of PHB's BMP submission materials.

- 1. Housing Project Re-budgets (\$9.6 million); various funding sources**
This request adjusts budgets for affordable housing projects (multi-family and single family) across fiscal years to better reflect when funds will be spent, taking advantage of better construction schedule information.
- 2. Housing Program resource adjustments (\$5.1 million); various funding sources**
This request adjusts budgets for non-General Fund programs, including adjustments to various PHB owned building budgets and homeownership programs.
- 3. Technical Adjustments (\$0 various funding sources)**
This request includes several adjustments moving funds for better tracking of costs. These adjustments represent no net change to the budget.

The COVID-19 crisis has forced the bureau to adjust to the unpredictable environment. The Mayor's Guidance directed bureaus to limit non-essential spending to retain as many resources as possible. PHB has redirected \$1.02 million to assist in immediate COVID-19 relief to citizens directly affected by the crisis. In addition, the bureau has ceased any previously planned travel, which will result in a reduction to expenditures in External Materials and Services. PHB has also held all vacancies open and ceased all recruitments in process, even where the recruitments were completed. The bureau will continue to adapt as this crisis continues.

Should you have any questions about the PHB BMP submittal, please contact Leslie Goodlow at 823-4160 or Mike Johnson at 823-4176.

Housing Director, Shannon Callahan

HC - Portland Housing Bureau

DP Type

Other Adjustments

Request Name: 9838 -Technical Adjustments

Package Description

This decision package consists of PHB housing project re-budgets for affordable housing projects (multi-family and single family), program resource adjustments to non-General Fund programs for PHB owned buildings and homeownership programs, and technical adjustments moving funds for better tracking of costs. This package also appropriates \$1.0 million for bond issuance costs.

Service Impacts

PHB continues to deliver services, even in the midst of a health crisis. Many of the adjustments are due to better construction schedule information, personnel cost true-ups and better estimates on contract spending.

Equity Impacts

The Housing Bureau continues to serve the community, even during the COVID-19 crisis. PHB allocates significant staff time to engage and include communities most impacted by inequities through several primary areas (although all programs conduct additional outreach and engagement activities): The Rental Services Office, the N/NE housing strategy, the work of the Outreach and Engagement Coordinator, and the work of the advisory boards/oversight committees, continuing to meet virtually during this crisis.

Account Name	2019-20 SPRING Requested Adj
Expense	
Contingency	-293,271
Debt Service	1,000,000
External Materials and Services	-14,507,703
Fund Transfers - Expense	152,000
Internal Materials and Services	2,000
Personnel	35,297
Expense	Sum: -13,611,677

Account Name	2019-20 SPRING Requested Adj
Revenue	
Beginning Fund Balance	1,538,903
Bond & Note Proceeds	1,000,000
Charges for Services	250,000
Fund Transfers - Revenue	152,000
Interagency Revenue	-25,178
Intergovernmental	-16,531,402
Miscellaneous	4,000
Revenue	Sum: -13,611,677

Business Area Projection Report

Portland Housing Bureau - Fund 100

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
External Materials and Services	36,131,819	17,859,275	33,148,450	92%
Fund Transfers - Expense	322,340	170,340	322,340	100%
Internal Materials and Services	-443,666	-174,764	-443,666	100%
Personnel	1,519,869	811,271	1,220,000	80%
Sum:	37,530,362	18,666,122	34,247,124	91%

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Charges for Services	0	1,062	1,062	#DIV/0
General Fund Discretionary	37,424,732	0	34,140,432	91%
Interagency Revenue	105,630	94,327	105,630	100%
Miscellaneous	0	0	0	
Sum:	37,530,362	95,388	34,247,124	91%

Revenue Discussion

No notable changes to revenue.

Revenue Risks

The vast majority of General Fund revenue seen my PHB is passed to the JOHS. There is no known risk to this revenue at this time.

Expenditure Discussion

Personal Services is seeing a reduction in expenditures due to vacancies.

Expenditure Risks

There are no known risks to expenditures at this time.

Other Notes

Business Area Projection Report

Portland Housing Bureau - Fund 213

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Capital Outlay	0	-300	-300	#DIV/0
Contingency			6,378,116	
External Materials and Services	1,347,872	385,550	1,347,872	100%
Fund Transfers - Expense	3,370,701	2,521,377	3,370,701	100%
Personnel	984,449	586,375	800,000	81%
Sum:	5,703,022	3,493,002	11,896,389	209%

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Beginning Fund Balance	910,509	0	910,509	100%
Charges for Services	30,410	47,247	50,000	164%
Fund Transfers - Revenue	4,035,880	2,315,298	4,035,880	100%
Intergovernmental	284,648	83,068	200,000	70%
Miscellaneous	441,575	4,710,204	4,800,000	1,087%
Taxes	0	1,662,633	1,900,000	#DIV/0
Sum:	5,703,022	8,818,450	11,896,389	209%

Revenue Discussion

Charges for Services - Higher than expected Service fee collection; Miscellaneous - the bureau received some loan payoffs.

Revenue Risks

No known risks to revenue at this time.

Expenditure Discussion

Personnel - The bureau has a number of vacancies contributing to the lower projection.

Expenditure Risks

No known risks to expenditures at this time.

Other Notes

Business Area Projection Report

Portland Housing Bureau - Fund 217

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
External Materials and Services	3,998,583	1,364,037	3,500,000	88%
Internal Materials and Services	59,800	0	0	
Personnel	483,113	292,610	400,000	83%
Sum:	4,541,496	1,656,648	3,900,000	86%

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Charges for Services	0	1	2	#DIV/0
Intergovernmental	4,541,496	1,462,993	3,897,732	86%
Miscellaneous	0	1,699	2,266	#DIV/0
Sum:	4,541,496	1,464,693	3,900,000	86%

Revenue Discussion

Lower than expected revenue in HOPWA and ESG funded programs.

Revenue Risks

No known risks to revenue at this time.

Expenditure Discussion

EMS and Personnel - Lower than expected spending in HOPWA and ESG funded programs.

Expenditure Risks

No known risks to expenditures at this time.

Other Notes

Business Area Projection Report

Portland Housing Bureau - Fund 218

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Contingency	0	0	0	
Debt Service	756,000	755,384	756,000	100%
External Materials and Services	7,196,214	2,614,629	6,602,030	92%
Internal Materials and Services	512,067	291,079	512,067	100%
Personnel	1,375,473	901,306	1,201,740	87%
Sum:	9,839,754	4,562,397	9,071,837	92%

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Charges for Services	0	8,490	11,300	#DIV/0
Intergovernmental	8,814,754	1,987,125	8,035,537	91%
Miscellaneous	1,025,000	938,723	1,025,000	100%
Sum:	9,839,754	2,934,337	9,071,837	92%

Revenue Discussion

Revenue expected to remain stable.

Revenue Risks

No known risks to revenue at this time.

Expenditure Discussion

Personal Services will have some underspending due to vacancies.

Expenditure Risks

No known risks to expenditures at this time.

Other Notes

Business Area Projection Report

Portland Housing Bureau - Fund 219

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
External Materials and Services	3,298,920	1,102,959	3,298,920	100%
Personnel	445,818	328,545	445,818	100%
Sum:	3,744,738	1,431,504	3,744,738	100%

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Charges for Services	0	507	677	#DIV/0
Intergovernmental	2,902,938	1,136,652	2,549,061	88%
Miscellaneous	841,800	897,731	1,195,000	142%
Sum:	3,744,738	2,034,891	3,744,738	100%

Revenue Discussion

Higher than expected loan repayments.

Revenue Risks

No known risks to revenue at this time.

Expenditure Discussion

Expenditures expected to be spent as budgeted.

Expenditure Risks

No known risks to expenditures at this time.

Other Notes

Business Area Projection Report

Portland Housing Bureau - Fund 221

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Capital Outlay	6,713,200	6,712,383	6,713,200	100%
External Materials and Services	36,669,689	19,924,799	33,488,300	91%
Fund Transfers - Expense	749,693	562,266	749,693	100%
Internal Materials and Services	1,456,130	1,036,861	1,456,130	100%
Personnel	3,712,880	2,563,237	3,450,000	93%
Sum:	49,301,592	30,799,546	45,857,323	93%

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Beginning Fund Balance	1,631,904	0	1,631,904	100%
Charges for Services	1,289,923	938,215	1,289,923	100%
Fund Transfers - Revenue	170,340	170,340	170,340	100%
Intergovernmental	40,898,475	29,669,464	36,114,756	88%
Miscellaneous	5,310,950	4,987,810	6,650,400	125%
Sum:	49,301,592	35,765,830	45,857,323	93%

Revenue Discussion

Higher than expected loan repayments and interest on investments.

Revenue Risks

No known risks to revenue at this time.

Expenditure Discussion

Personal services will see some underspending due to vacancy savings.

Expenditure Risks

Construction continues to move forward on projects. No known risks to expenditures at this time.

Other Notes

Business Area Projection Report

Portland Housing Bureau - Fund 225

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
External Materials and Services	16,175,641	3,174,162	16,175,641	100%
Personnel	805,406	604,615	805,406	100%
Sum:	16,981,047	3,778,777	16,981,047	114%

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Beginning Fund Balance	10,527,182	0	10,527,182	100%
Charges for Services	469,435	632,251	700,000	149%
Fund Transfers - Revenue	653,017	552,317	653,017	100%
Miscellaneous	231,413	320,189	420,000	181%
Taxes	5,100,000	6,320,130	7,000,000	137%
Sum:	16,981,047	7,824,887	19,300,199	114%

Revenue Discussion

There have been higher than expected fee revenue, interest on investments, and CET collection.

Revenue Risks

There are no known risks to revenue at this time.

Expenditure Discussion

EMS - Several Bond projects are estimated to close before the end of the FY and the funds will be spent to pay for pre-dev loans.

Expenditure Risks

There are no known risks to expenditures at this time.

Other Notes

Business Area Projection Report

Portland Housing Bureau - Fund 226

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Contingency	47,044	0	47,044	100%
Debt Service	712,750	712,750	712,750	100%
External Materials and Services	5,668,162	2,783,450	5,668,162	100%
Internal Materials and Services	94,010	74,484	94,010	100%
Personnel	69,239	51,076	69,239	100%
Sum:	6,591,205	3,621,760	6,591,205	100%

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Beginning Fund Balance	1,158,392	0	1,158,392	100%
Charges for Services	5,333,629	642,243	5,293,629	99%
Fund Transfers - Revenue	59,184	59,184	59,184	100%
Miscellaneous	40,000	71,501	80,000	200%
Sum:	6,591,205	772,928	6,591,205	100%

Revenue Discussion

The bureau received higher than expected Interest on Investments.

Revenue Risks

There are no known risks to revenue at this time.

Expenditure Discussion

The budget is expected to be spent as anticipated.

Expenditure Risks

There are no known risks to expenditures at this time.

Other Notes

Business Area Projection Report

Portland Housing Bureau - Fund 227

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
External Materials and Services	600,000	39,860	600,000	100%
Sum:	600,000	39,860	600,000	100%

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Miscellaneous Fund Allocation	600,000	0	600,000	100%
Sum:	600,000	0	600,000	100%

Revenue Discussion

Revenue is expected to be collected as budgeted.

Revenue Risks

There are no known risks to revenue at this time.

Expenditure Discussion

Budget is projected to be spent as expected.

Expenditure Risks

There are no known risks to expenditures at this time.

Other Notes