

PORTLAND DEVELOPMENT COMMISSION
Portland, Oregon

RESOLUTION NO. 6560

**ESTABLISHING A COST RECOVERY POLICY TO ENSURE
THAT THE PORTLAND DEVELOPMENT COMMISSION IS
FULLY REIMBURSED FOR SERVICES PROVIDED OTHER
GOVERNMENTAL ENTITIES**

WHEREAS, the Portland Development Commission (“PDC”) frequently incurs costs and performs services on behalf of City of Portland Bureaus and other governmental entities;

WHEREAS, the PDC Board of Commissioners (“Board”) has been delegated authority and responsibility by the City Charter to administer and account for all PDC funds in accordance with generally accepted accounting principles (“GAAP”) and state law;

WHEREAS, in accordance with GAAP standards it is incumbent on PDC to properly account for the cost of providing goods and services and to maintain a systematic and rational methodology for allocating those costs;

WHEREAS, full cost recovery for services provided is a fundamental principal of good fiscal stewardship; and

WHEREAS, the Board desires to establish a policy ensuring that PDC seeks full reimbursement for costs and services provided by PDC to other governmental entities.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby declares it to be the policy of PDC to seek recovery of the full costs of goods and services provided by PDC to, or on behalf of, City of Portland Bureaus and other governmental entities;

BE IT FURTHER RESOLVED that PDC shall only incur costs for another governmental entity upon execution of an agreement with that entity that includes a description of the services being provided by PDC, and the cost basis upon which PDC will be fully paid for all associated costs and services, including direct and indirect administrative costs;

BE IT FURTHER RESOLVED the Executive Director is hereby directed and authorized to establish any additional administrative policies, procedures or guidelines as may be necessary to implement and administer this policy;

BE IT FURTHER RESOLVED that the Executive Director or designee is further authorized to make any determination or interpretation required in implementing this policy; and

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