CITY OF
PORTLAND, OREGON
OFFICE OF NEIGHBORHOOD INVOLVEMENT

CHARLIE HALES, MAYOR
Amalia Alarcón de Morris, Director
1221 SW 4th Avenue, Room 110
Portland, Oregon 97204

Promoting a culture of civic engagement

MEMORANDUM

March 31, 2014

To: Yung Ouyang, Financial Analyst, City Budget Office

From: Amalia Alarcón de Morris

Subject: Office of Neighborhood Involvement FY 2013-14 Spring BuMP Submission

Please accept the Office of Neighborhood Involvement's submittal of the FY2014 Spring Budget Monitoring Process. The bureau has achieved sufficient personnel savings in order to avoid a request for the general fund compensation set-aside this fiscal year. In addition, the bureau remains on track to under spend FY 2013-14 Revised Budget commensurate with prior fiscal years. The following items highlight the major changes to the ONI Budget in the FY2014 Spring BuMP:

- $45,000 reduction to the Noise Control Program to reflect revenues collected by BDS and used to fund Noise-related activities at BDS during program transition, as well as truing up revenue estimates.
- $73,750 adjustment to reflect actual costs of part-time casual employees at two City-run neighborhood coalition offices, including adjustments to related project revenues.
- $6,000 transfer to the Parks Bureau for the Summer Mobile Playgrounds project funded by the East Portland Action Plan.
- Carryover of $90,000 for ADA upgrades to the Historic Kenton Firehouse.
- Carryover of $55,000 for one-time projects including ONI 40-year Anniversary and Summit, staff equity training, DCL long-term structure guidance, and Disability Program disaster preparedness video.

Please contact Amy Archer (503-823-2294) or Michael Kersting (503-823-3040) if you have any questions or concerns.

Cc: Council Offices
Amy Archer
Michael Kersting

BUDGET AMENDMENT REQUEST

Office of Neighborhood Involvement | PERIOD Spring BMP | FISCAL YEAR FY 2013-14

NI_014 - correct I/A with Transportation

Reduce I/A with Transportation to reflect actual costs of new vehicles. Preliminary estimates of vehicles costs were more than $6,000 higher than final actual costs.

Dollar Amount: $0
Type: Technical Adjustment
Resources:

NI_015 - Technical Corrections

Minor changes to move budgeted expenses to the correct cost objects

Dollar Amount: $0
Type: Technical Adjustment
Resources: Internal Transfer

NI_016 - Landlord Training support

$2000 to support BDS landlord training program. This allows BDS to provide 4 additional Landlord Training classes.

Dollar Amount: $0
Type: Technical Adjustment
Resources: Internal Transfer

NI_017 - EPAP Municipal Partner Projects

$10,000 East Portland Action Plan I/A transfer to Transportation for installing bike racks in East Portland. $6,000 transfer to Parks Memorial Trust to translate documents related to mobile summer playgrounds project.

The Transportation grant money will be used on high-capacity bike racks that effectively meet the unique conditions of bike parking in asphalt parking lots and installation for 10 East Portland businesses or business locations; a portion of the grant will include City staff time to cover outreach to additional businesses, planning, and project management.

Parks funding will allow the summer mobile playground, East Portland, to enhance its outreach efforts to our ethnic communities with the translation of additional languages for the publicity material.

Dollar Amount: $0
Type: Technical Adjustment
Resources: Internal Transfer

NI_018 - Funding for Part-time staff at Coalitions

ONI staffs and runs two of the 7 Neighborhood Coalition Offices - East Portland and North Portland offices. This transfer of $21,000 for East and $18,000 for North allows for the payment of part-time, seasonal staff at those locatons.

Dollar Amount:	$0
Type:	Technical Adjustment
Resources:	Internal Transfer

NI_019 - Recognize Revenue and Expenses for NPNO

The North Portland Neighborhood Office runs the North Portland Tool Library, the St John's Farmer's Market, and performs some additional functions for the non-profit North Portland Community Works. Staff time spent on these projects is reimbursed to the City out of NPCW funds. This request recognizes the work done for NPCW and the corresponding revenues. The expected cost of the services is $34,750 for the year.

Dollar Amount:	$34,750
Type:	New Request
Resources:	New Revenues

NI_020 - Reduce Noise Budget

The Noise Control program was previously a part of the Bureau of Development Services. In the FY2013-14 budget the entire Noise Program was transferred to ONI. While the one dedicated Noise staffer's costs immediately transferred to ONI, other staff partially funded from and working on the Noise Control program remained at BDS and so did their expenses and the Noise revenues. This request to reduce the Noise budget by $45,164 reflects $25,854 of revenues recognized at BDS. Noise revenues were budgeted for the fiscal year at $148,101. ONI believes that the actual revenues will come in closer to $123,000 for the year. ONI expects to collect about $103,000 of revenues from September through the end of June. This request shows the reduced budget at ONI due to revenues at BDS, and over-budgeting of actual revenues in the FY2013-14 Adopted Budget.

Dollar Amount:	($45,164)
Type:	Technical Adjustment
Resources:	New Revenues

NI_021 - Seasonal Liquor staff

Seasonal liquor licensing staff to assist during high volume time for livability. This will be the first year at ONI when we have both Liquor Licensing and Noise Control functions. The liquor support staff have always been shared among programs, so they could increase hours to the liquor program when needed. Since the staff person is now shared between Noise and Liquor, which both have high volume in May/June, we will need some additional help at this time of year

Dollar Amount:	$0
Type:	Technical Adjustment
Resources:	Internal Transfer

NI_022 - ADA improvements to Historic Kenton Firehouse

The Kenton Firehouse is an ONI owned property used for many public meetings, but it lacks appropriate ADA accessibility. This request would allow for implementation of the highest priority changes identified for this property in the City's ADA Transition Plan and required to bring the Firehouse into ADA compliance – reconfiguration of the space to create an accessible primary entrance to the facility and an accessible restroom. This is the only property owned by ONI and there is no capital or maintenance budget for the property. The funds for this project include redirected one-time funds for the Graffiti Abatement program as the accessibility of the Kenton Firehouse was identified as a higher priority with greater impact more core to ONI's mission and goals than the planned grant project with Graffiti. ONI secured an architect but anticipates difficulty securing a construction contract in the current fiscal year so is requesting carry forward of the funds to complete the work in FY 2014-15.

Dollar Amount:	($90,000)
Type:	Carryover Request
Resources:	General Fund Discretionary

NI_023 - Equity Training for ONI Staff

For several years, the focus of ONI's engagement work has been on expanding the number and diversity of people involved with effort to include people that have been under-engaged. ONI's Equity committee is re-forming and a priority identified is to provide equity training to ensure that all staff have the same core foundation and language for the focus on equity. Due to substantial staffing deficits in the beginning of the year, management has had to focus on recruitments and new program implementation and were unable to initiate the training in FY2014 as planned prior to the programs' busy seasons in Spring/Summer. The funds are requested for carry forward so that the training can be coordinated for Fall/Winter 2014.

Dollar Amount:	($15,000)
Type:	Carryover Request
Resources:	General Fund Discretionary

NI_024 - ONI 40-year anniversary and Neighborhood Summit

2014 marks the 40-year anniversary since the Office of Neighborhood Involvement was formed (formerly Office of Neighborhood Associations) and for the neighborhood system in Portland. Due to years of cuts, ONI has also be unable to hold a neighborhood summit for several years. This anniversary provides a unique opportunity to celebrate, explore the future of the system, and provide collaboration and training opportunities for community members. Due to substantial staffing deficits in the beginning of the year, management has had to focus on recruitments and new program implementations so are unable to plan the event for Spring. The funds are requested for carry forward so that the event can be coordinated for Fall 2014.

Dollar Amount:	($10,000)
Type:	Carryover Request
Resources:	General Fund Discretionary

BUDGET AMENDMENT REQUEST

Office of Neighborhood Involvement | PERIOD Spring BMP | FISCAL YEAR FY 2013-14

NI_025 - Disability Disaster Preparedness video

The Disability Program received $10,000 to finish a video training for people with disabilities in disaster. Production ran into some problems and we had to delay the project. While it is back on track we will not be able to finish before the end of the fiscal year and would like to carry over the bump money so we can add both Spanish and Russian translation to the video, as well as create information material for groups interested in hosting the training with their organizations and clients.

Dollar Amount:	($10,000)
Type:	Carryover Request
Resources:	General Fund Discretionary

NI_026 - Long-term DCL structure

This year marks the 7th year since ONI's Diversity and Civic Leadership program was instituted. There is currently a list of organizations who have expressed interest in becoming a new DCL partner, two of which joined this year's BAC and submitted add package requests to expand DCL. In addition, the ONI BAC has identified funding equity among ONI partners as our most pressing policy issue. Currently we have no guidance in place for the long term structure of the DCL program. These funds are requested to engage the services of a professional facilitator with an organizational development background to design and facilitate a process involving ONI staff, partners and the broader community in determining the long term structure of the DCL program, helping us balance the need to support our current partners with the need to be flexible and responsive in the face of Portland's changing demographics. ONI had allocated some of the FY14 PERS savings for this special project but due to substantial staffing deficits in the beginning of the year, management has had to focus on recruitments and new program implementations and were unable to initiate the contract in FY2014 as planned. The funds are requested as carry-over to allow us to engage in this work over the summer and early fall 2014.

Dollar Amount:	($20,000)
Type:	Carryover Request
Resources:	General Fund Discretionary

Business Area Projection Report

	Spring BMP Revised Budget	FY 2013-14 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Office of Neighborhood Involvement				
EXPENDITURES				
Personnel Services	$3,712,241	$2,352,477	$3,590,000	97%
External Materials and Services	$3,161,518	$1,481,133	$3,050,000	96%
Internal Materials and Services	$633,140	$415,846	$615,000	97%
Fund Transfers - Expense	$6,000	$0	$6,000	100%
TOTAL EXPENDITURES	**$7,512,899**	**$4,249,457**	**$7,261,000**	**97%**
REVENUES				
Charges for Services	$262,937	$148,824	$263,000	100%
Intergovernmental Revenues	$278,005	$0	$278,005	100%
Interagency Revenue	$17,346	$6,417	$17,346	100%
Miscellaneous	$38,378	$31,612	$57,750	150%
General Fund Discretionary	$6,695,602	$0	$6,424,268	96%
General Fund Overhead	$220,631	$0	$220,631	100%
TOTAL REVENUES	**$7,512,899**	**$186,852**	**$7,261,000**	**97%**

Bureau Projection Narrative

All of ONI's expenses are expected to end very close to budget. ONI projected expenses include all actual expenses plus encumbered contracts that we expect to be carried over as part of the fall BMP encumbrance carryover. The revised budget numbers include a decent reduction ($145,000) for projects we are asking for as carryover.

ONI revenues are on target to budget. The only major difference in is ONI miscellaneous revenues. This category is more than expected due to Worker’s Comp Payments to ONI for two claims earlier this year.

FY2013-14 BUDGET DECISION PACKAGES

Priority Restoration of 4.7% [Total $219,319]
The Adopted Budget restored ONI's top priorities to retain critical services across all of ONI's programs. The funding allowed the District Coalitions to maintain outreach and engagement of neighborhood volunteers and under-engaged communities, allowed retention of volunteer engagement staff working with older adults, maintained neighborhood mediation and facilitation services and provided targeted mailings for the Additional Needs Registry. It also restored a potential cut of 2.0 FTE Crime Prevention Program Administrator (CPPA) to maintain service levels in the Crime Prevention Program. The two CPPAs who would have been laid off are an attorney who speaks Spanish, and a person with a graduate degree in public health who speaks Arabic. These two staff members add perspectives and skills to the Crime Prevention staff that are very valuable to the public. In this past year, the Spanish speaking attorney has continued her work on the upgrades to the very successful Enhanced Safety Properties program, as well as initiated a burglary "cocooning" project, which is considered a very promising practice in the prevention of burglary hot spots. The Arabic speaking public health worker has implemented a Children's Initiative, which involves teaching children who speak languages other than English at home how to participate in crime prevention efforts at their apartment complexes as well as develop relationships with police officers. If these two staff members had been lost to cuts, none of these projects would have moved forward, and the regular program performance numbers overall would have seen a reduction that matched the percentage cut of staff.

Graffiti Abatement Program [Total $103,879, realignment from 2.4 to 1.5 FTE]
The restored materials and services funding provided by Council allowed ONI to continue the Graffiti Abatement Program to include providing free removal of graffiti from qualifying private property comparable to prior years. The program received 3,358 graffiti reports from the community from July 2013 through March 2014, referred reports to appropriate agencies and coordinated cleanup with contractors when appropriate. The program cleaned approximately 531 locations using contractors during this same period.

Noise Control Program
The Noise Control Program transferred from the Bureau of Development Services to ONI as of July 1, 2013. The transfer included $239,804 in General Fund and $148,101 in program revenues and 2.0 FTE. ONI created 1.4 FTE in administrative support for planned ongoing program staff of 3.4 FTE, and officially took over management of the program as of September 1, 2013. Due to delays required through Human Resources for filling the 1.0 FTE Code Specialist II vacancy, the inspector position is still in the process of being filled. In the interim, ONI has maintained services by paying for some of the inspectors at BDS to continue limited noise inspections. Although it has been a slow transition of the program due to logistical issues, ONI has promptly made changes that have improved the customer service on noise issues including elimination of a complex phone tree for calls shifting to live answering of the phones, dedicated support for the Noise Review Board, and timely response to public inquiries including prompt processing of administrative reviews. ONI anticipates improved services once the inspector position is filled and the program is operating at capacity. BDS had overstated the program revenues so those have been reduced by $25,000 to levels more comparable to prior year history and current year projections. Unfortunately that also has reduced the capacity for ONI to staff appropriately for the seasonal demands on administration. With limited administrative staff at the bureau, this may pose a difficult challenge to manage the seasonal workload of the program during peak season Spring to Fall.

East Portland Action Plan Advocacy [$279,692 one-time]

The FY2014 one-time funding provided by Council allowed ONI, through the East Portland Neighborhood Office, to: 1) continue staffing the East Portland Action Plan (EPAP) Advocate position that organizes outreach and advises on strategy and process toward the community's work of implementation of the East Portland Action Plan; 2) provide operating funds for interpretation, translation, childcare, office function, and meeting expenses; and 3) fund community grants and the capacity building Municipal Partnership Projects program. More specifically, the grants and project spending will include the following: 1) $50,000 General Grant projects to address any of the 269 Action Plan items (grants currently being finalized in Spring); 2) $43,752 Civic Engagement Grants for language + cultural-specific communities ($3,752 reutilizes monies returned by a FY 2012 - 13 Grant); and 3) $50,000 for Municipal Partnership Projects designed to build community capacity and to move forward the EPAP FY 2013 - 14 Strategic Priorities. The general grant program traditionally leverages over six times the funds awarded.

Multnomah Youth Commission [$12,000 one-time]
Responsibility for support to the Multnomah Youth Commission shifted to ONI with limited one-time materials and services funds. However, the Commission could not be adequately supported without dedicated staffing due to the time intensive nature of youth development work. ONI utilized the reallocated funding from the Graffiti program staffing changes to create a position that supports the MYC as well as limited support to other bureau priorities such as the Spirit of Portland and special events. Staff was hired mid-year and began working full-time in February 2014. The one-time funds are being used to support meeting and logistic needs for the MYC including retreats, meetings, and events such as the Rob Ingram Youth Summit Against violence this April. Ongoing funds are needed in order to continue to support MYC and engagement of youth in partnership with Multnomah County.

Spring BuMP FY 2013/Adopted Budget Carry forward [$75,000 Graffiti Grants/supplies, $5,000 Livability Database]
The Graffiti grants were suspended to limit expenditures in FY2013 in anticipation of cuts and carried forward to fund higher priorities in FY 2013-14 that would have greater positive impact for the community and meet program needs. The awards were again delayed when the Kenton Firehouse was identified for some high priority repairs required as part of the ADA Transition Plan. ONI does not have a capital budget or even significant maintenance funds for the only property owned by the bureau, the Kenton Firehouse. Graffiti is one of the only programs with significant materials and services budget, and with the carry forward availability of one-time funds for components that are less core to ONI's mission and goals. As ONI's focus is to engage the public, ensuring that our facilities meet the Title II requirements for accessibility are a priority for the bureau. ONI secured an architect and postponed the graffiti grant program to identify whether funds could be redirected to accomplish the highest priority upgrades required in the current year when funds are available. Due to the scope of the work and ONI's limited experience with construction contracting, it is not feasible to complete the work in the current year. ONI is requesting carry forward of the funds in the Spring BuMP for the work identified. The Graffiti program is still focusing remaining program funds on a potential grant in the current year. The Livability database improvements were only partially completed due to Bureau of Technology Services capacity issues and the remaining work is being completed in FY 2013-14.