City of Portland - Office of Neighborhood Involvement
Bureau/Budget Advisory Committee (BAC) Summary Notes
January 11, 2010

In Attendance:
Ann Balzell (Disability Commission), Richard Bixby (EPNO), Baher Butti (CIO/PILOT), April Burris (N Tabor NA), Roland Clarke (IRCO), Betsy Coddington (Resolutions NW), Sunshine Dixon (Urban League), Anne Dufay (SEUL, BAC Co-Chair), Anna Gindlesperger (CIO/PILOT), Vicki Hersen (Elders in Action), Izetta Irwin (Resolutions NW), Jane Netboy (Goosehollow), Jerry Powell (Goosehollow), Midge Purcell (Urban League), Tom Schaper (SWNI/Ashcreek NA), Doretta Schrock (Kenton/NPNS), Mark Sieber (W/NW), Stephanie Solorzano (Resolutions NW), Jen Tonneson (Rocky Point Marina, BAC Co-Chair), Peiru Wang (IRCO)

ONI Staff: Amalia Alarcón de Morris, Katherine Anderson (Labor/CP), Kelly Ball (CP), Michael Boyer (Labor/CP), Celeste Carey (Labor/CP), Nickole Cheron (NRC), Brian Hoop (NRC), Michael Kersting (Finance), Judith Mowry (NRC), Teri Poppino (Labor/CP), Stephanie Reynolds (CP)

Officials and other City staff: Commissioner Amanda Fritz, Dora Perry

Lead Facilitators: Eryn Deeming Kehe, Elizabeth Erickson, Lisa Reed Guarnero, (supported by small group facilitators)

Welcome and Introductions
Eryn addressed written feedback submitted following last week's meeting about not being able to get the facilitators' attention for questions or comments. The facilitators will try to be more aware and have asked their support team to alert them to anyone who has a hand raised and would like to speak.

General Updates

- Commissioner Fritz extended her thanks to the group for engaging in the budget process. She noted the City's effort - particularly this bureau's effort - to involve citizens. She gave an overview of ONI – its staff and programs and commented that ONI staffing was very, very lean. She suggested that when looking at the budget that people/staff positions are the most difficult to get back into the budget once they are cut. Programs are relatively easy to build back in. If we cut staff they are likely to be cut for the foreseeable future. She expressed how difficult it can be to measure the impact of people yet their impact is real and substantial. She stated that their intention is to make cuts where there is least harm.
- Amalia gave an update on activities since last meeting. Eight additional budget options were turned in from last week. ONI took info and came up with a more than 15 potential scenarios. A BAC subcommittee reviewed the scenarios and proposed two to begin with in discussion (1A and 1B of

handout). These options were chosen as the most strategic and would give the Commissioner the best shot at one time budget requests.

- Commissioner Fritz acknowledged anxiety about the impact of cuts and recognized the group's effort to try cutting across the board rather than just eliminate those components at the bottom of the priority list. She appreciated the willingness to look at the whole rather than just advocate for individual program needs.

Review of Budget Cut Proposals

- The facilitators reviewed handout materials and drew attention to Options 1A & 1B submitted by the BAC subcommittee as best alternatives that meet OMF and ONI criteria. The handout includes budget cut proposals received after the last meeting.
- Options 1A & 1B are an attempt to hone down the numerous alternatives for a focused discussion around best alternatives. Options 1A and 1B met ONI's criteria to: 1) retain staff positions as recommended by Commissioner Fritz, 2) not decimate funding for mediation/facilitation and 3) make reductions that would be compelling and strategic and most likely to be considered for one-time funding. The subcommittee recommended that small grants would be the easiest to successfully advocate for one-time funds or to restore in the future.
- Amalia stated that nothing is off the table for consideration. She also stated that a goal is to keep the one-time funding to less than last years request ($516, 131)
- Rather than attempt to review the more than 15 potential scenarios, options 1A and 1B were presented as a place to begin discussion.

<u>Discussion regarding Small Grants</u>

- Concern was expressed by several participants about the impact of reducing the small grants on the people and capacity of the communities.
- Several participants stated the value and reach of these grants at the community level and expressed the need for everyone to understand the impact of reductions.
- Amalia stated that there was an attempt to be strategic about cuts, that it would be easier to add back the small grants than other potential cuts in the future. There was also discussion about maintaining a core level of small grants so that Coalition staffing could be maintained. She acknowledged that small grants leverage three times its weight once it is in place.
- One participant expressed frustration that the options proposed did not appear to follow the ranking that was agreed upon at previous meetings.
- Commissioner Fritz acknowledged the importance of small grants and stated she was willing to strongly advocate – if needed - for funding to be reinstated, but she also expressed concern that at this time her efforts might not be enough to secure funding.
- Specific examples of the importance of small grants included: 1) Funding for a greenspace in a community that has no parks and the added result of bringing together bordering communities, 2) funding to support low income purchases

of fruits and vegetables from local farmers markets benefiting the community at multiple levels. The directors are struggling with the proposed cuts because they see the direct impact this will have on people in the community.

- There was some discussion about what would happen if there were deep cuts in small grants: the strategy might be to maintain core staff and temporarily restructure how money is used.
- Many of those present expressed support for small grants and a willingness to advocate for funding.
- We were reminded that after the last meeting, the group's recommendation was that no more than 25% be cut from the small grants program. This recommendation is still supported by some participants.

Consensus Straw Polls and Agreements

The group looked at various options for budget reductions on a line by line basis (from page 1 of handout, "Possible Components included in Cut Suggestions).

Straw Poll Question	**Result**
Do we support the proposed NRC Neighborhood Program Coordinator reduction (.20 FTE voluntary temporary reduction, $14,482)?	Consensus reached in support of the temporary reduction
Do we support the proposal to cut the vacant Crime Prevention Coordinator position (1 FTE, $66,192)?*	Consensus reached in support of the ongoing reduction
Do we support the proposed 1 year reduction of 0.2 FTE in the NRC Neighborhood Program Admin Coordinator (.2 FTE voluntary temporary reduction, $11,000)?	Consensus reached in support of the temporary reduction
Do we support the proposed 15% reduction in the Disability Program M& S funds ($5,400)?	Consensus reached in support of the ongoing reduction
Do we support the proposed $9,000 reduction in internal ONI M&S funds?	Consensus reached in support of the reduction
Do we support the proposed $9,000 reduction in ONI CAL escalation/inflation to external materials and services?	Consensus reached in support of the reduction
Do we support the proposed temporary 0.1 FTE cut in the NRC program manager position (.1 FTE voluntary temporary reduction, $8,364)?	Consensus reached in support of the temporary reduction
Do we support the proposed 2.0% one time reduction from Mediation/Facilitation funds ($4,891)?***	Consensus reached in support of the temporary reduction

* The Commissioner stated that they have a history of being able to expand staff in this program so it was felt that, although this did not fit the recommendation to avoid cutting staff, it was a vacant position and this reduction was reasonable. In

addition, crime prevention staff have said that they could work with the loss of the position at this time.

** Nickole stated that the M&S cut would reduce ability to purchase “swag” materials to market the Disability Volunteer Emergency Response program. However, she was able to purchase enough materials this year in order to continue to provide materials in the interim until it could be restored.

***Betsy commented that staffing would need to be cut by .10 FTE and reduction in volunteer capacity if there was a 4.0% reduction.

REVIEW & CONSIDERATIONS FOR NEXT MEETING

- With above cuts and a 25% reduction in small grants, there is still a gap of $92,831.
- To fill the gap with a cut to small grants it would require a 46.7% cut, which raised concerns.
- If we target a 25% cut in small grants, we need to identify additional cuts to fill the remaining gap? All were invited and encouraged to submit any new cut ideas to ONI and be prepared to come to the next meeting to discuss options for filling this gap.
- After completing this final step, the group will look at the Right Budget for ONI and develop a strategy for communicating about the budgets.

Future Meeting Topics:

- Finalize Budget Cut Package
- Develop “Right Budget for ONI”
- Communication/Advocacy Strategy

Next Meeting: Tuesday, January 19th, 2010, 5:30pm

Reminder regarding BAC leadership and contacts:

BAC Co-chairs:

- Anne Dufay, Southeast Uplift
- Kayse Jama, Center for Intercultural Organizing
- Jen Tonneson, Rocky Point Marina

The following participate on the BAC Steering committee:

- Christina Albo, Resolutions NW
- Michael Boyer, ONI/Labor
- Polo Catalani, Office of Human Relations
- Paige Coleman, Northeast Coalition of Neighborhoods
- Anne Dufay, Southeast Uplift
- Kayse Jama, Center for Intercultural Organizing
- Judith Mowry, ONI
- Doretta Schrock, North Portland Neighborhood Services

- Jen Tonneson, Rocky Point Marina
- Amalia Alarcón de Morris, ONI
- Amy Archer, ONI

Participants with experience budgeting at the City and ONI volunteered as potential “mentors” to be available to newer folks with questions throughout the process. If you have questions, please contact one of the following volunteers:

- Sylvia Bogert, Southwest Neighborhoods Inc, 503-823-4592, Sylvia@swni.org
- Mike Boyer, ONI Crime Prevention, 503-823-5852, Michael.boyer@ci.portland.or.us
- Nickole Cheron, ONI Disability Program, 503-823-2036, nickole.cheron@ci.portland.or.us
- Anne Dufay, Southeast Uplift, 503-232-0010, anne@southeastuplift.org
- Vicki Hersen, Elders in Action, 503-235-5474, Vicki@eldersinaction.org
- Amy Archer, ONI Administration, 503-823-2294, amy.archer@ci.portland.or.us

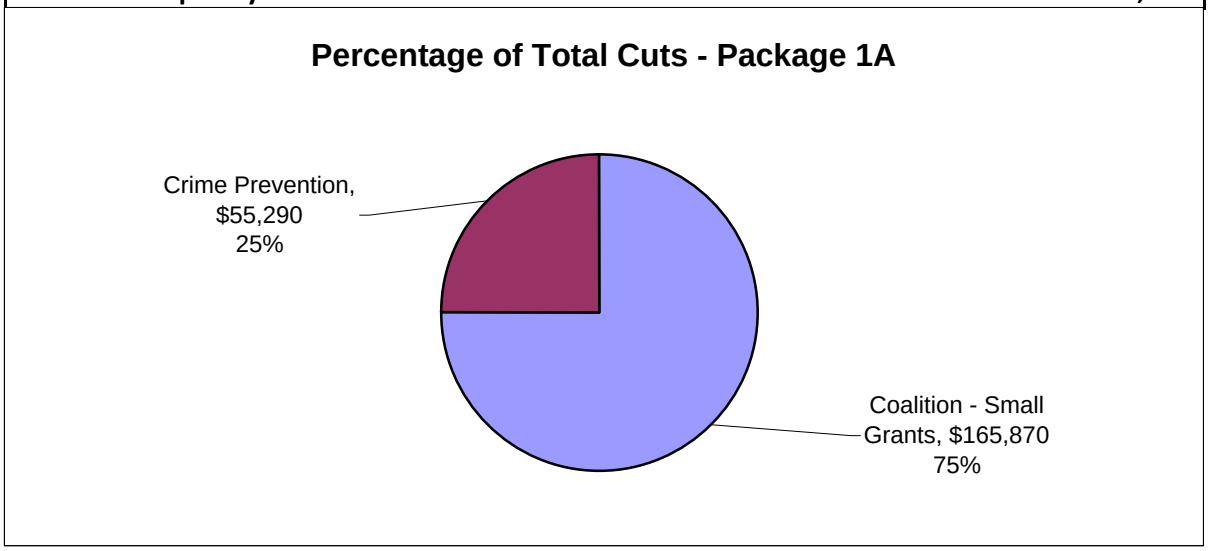
Possible Components included in Cut Suggestions:

Description	Amount
Vacant Crime Prevention Coordinator Position (1 FTE) (5% CP cut, retains $10,000 for M&S)	66,192
Crime Prevention space rentals/M&S	4,800
Vacant Crime Prevention Coordinator Position add M&S (1 FTE) (3% CP cut)	40,000
Crime Prevention Training and Events Supervisor (.5FTE) (3% CP cut)	50,000
Crime Prevention Training and Events Supervisor (1 FTE) (6% CP cut)	100,000
Facilitation Services at RNW (14% R&W cut)	35,000
Mediation/Facilitation (2.8% cut)	6,943
Mediation/Facilitation (4% Cut)	9,782
Mediation/Facilitation (17% cut)	17,821
Mediation/Facilitation (100% cut)	118,236
ONI General Special Project and M&S (30% M&S cut)	9,000
NRC/ONI M&S (20% M&S cut)	9,600
Small Grants (100%)	199,106
Small Grants (25%)	49,777
Small Grants (22.5%)	44,799
Small Grants (20%)	39,821
Small Grants (17.5%)	34,844
Small Grants (15%)	29,866
NRC Admin Coordinator (.2 FTE Reduction)	11,000
NRC Neighborhood Program Coordinator (1.0 FTE elimination)	74,808
NRC Neighborhood Program Coordinator (.5 FTE reduction)	37,347
NRC Neighborhood Program Coordinator (.14 FTE reduction)	10,137
NRC Neighborhood Program Coordinator (.10 FTE reduction)	5,574
NRC Program Specialist (Effective Engagement 1.0 FTE elimination)	87,269
NRC Program Manager (.10 FTE reduction)	8,364
.9% cut to coalitions	18,735
1% cut to coalitions	20,687
Disability Program M&S (15% M&S cut)	5,400

Packages in response to feedback from BAC and Commissioner Priorities

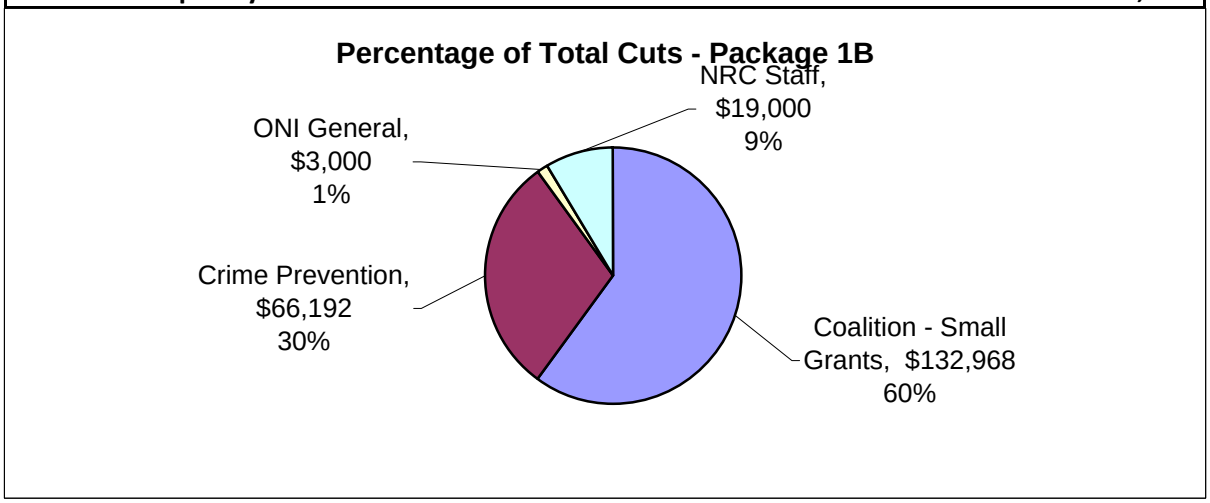
Package 1A

Small Grants (83.3%)	165,870
Permanent cuts	**165,870**
Vacant CP Position	66,192
Add M&S to crime prevention	(10,902)
One Year temporary cuts	**55,290**



Package 1B

Vacant CP Position	66,192
Small Grants (48.6%)	96,678
ONI General Special Project and M&S (10% M&S cut)	3,000
Permanent cuts	**165,870**
Small Grants (18% reduction, leaves $66,138)	36,290
NRC Staff cut (TBD - Admin Coordinator, Manager, Program Coord)	19,000
One Year temporary cuts	**55,290**



Additional Considerations for One-Time Request

Graffiti Abatement Program (Staff, 2 Crews and summer crews)	409,822
Mediation/Facilitation Program - Continue same as current year (Total $244,545, $20,000 BHCD, $118,236 ongoing)	106,309
Subtotal Current One-time to Continue Graffiti/Mediation	**516,131**
Small Grants - Restore cuts in Package 1A	165,870
Small Grants - Restore cuts in Package 1B	132,968

Potential Cuts/Reallocations to Reduce One-time Request	
Meditation/Facilitation Program (4% cut)	(9,872)
Graffiti Abatement (eliminate summer crews)	(35,000)
Graffiti Abatement (reduce to 1.5 crews)	(34,000)
Graffiti Abatement (reduce Goodbye Graffiti Contract)	(25,000)
Internal ONI Materials and Services temporarily reallocated for FY11 Grants if available (General, NRC, Disability)	(21,000)
NRC Additional temporary Staff reduction (0.10 FTE)	(5,574)
Subtotal	(130,446)

FOLLOWING PAGES ARE ALL THE CUT PROPOSALS RECEIVED

Package 1

Permanent cuts	165,870
Vacant Crime Prevention Coordinator Position (1 FTE) (5% CP cut)	66,192
ONI General Special Project and M&S (30% M&S cut)	9,000
Mediation/Facilitation (2.8% cut)	6,943
NRC/ONI M&S (20% M&S cut)	9,600
Crime Prevention Training and Events Supervisor (.5 FTE) (3% CP cut)	50,000
Disability Program M&S (15% M&S cut)	5,400
Small Grants (9.7% cut)	18,735
One-year temporary cuts	55,290
NRC Neighborhood Program Coordinator (.14 FTE)	10,137
Small Grants (17.1%)	34,153
NRC Admin Coordinator (.2 FTE)	11,000

Package 2

Permanent cuts	165,870
Vacant Crime Prevention Coordinator Position (1 FTE) (5% CP cut)	66,192
ONI General Special Project and M&S (30% M&S cut)	9,000
Mediation/Facilitation (2.8% cut)	6,943
NRC/ONI M&S (20% M&S cut)	9,600
Crime Prevention Training and Events Supervisor (.5 FTE) (3% CP cut)	50,000
Disability Program M&S (15% M&S cut)	5,400
.9 % cut to coalitions	18,735
One-year temporary cuts	55,290
NRC Neighborhood Program Coordinator (.14 FTE)	10,137
Small Grants (17.1%)	34,153
NRC Admin Coordinator (.2 FTE)	11,000

Package 3

Permanent cuts	165,870
Vacant Crime Prevention Coordinator Position (1 FTE) (5% CP cut)	66,192
ONI General Special Project and M&S (30% M&S cut)	9,000
Mediation/Facilitation (2.8% cut)	6,943
NRC/ONI M&S (20% M&S cut)	9,600
Crime Prevention Training and Events Supervisor (.5 FTE) (3% CP cut)	50,000
Disability Program M&S (15% M&S cut)	5,400
Small Grants (9.4%)	18,735
One-year temporary cuts	55,290
NRC Neighborhood Program Coordinator (.14 FTE)	10,137
Small Grants (6.8%)	13,466
NRC Admin Coordinator (.2 FTE)	11,000
1% cut to coalitions	20,687

Package 4

Permanent cuts	166,192
Vacant Crime Prevention Coordinator Position (1 FTE) (5% CP cut)	66,192
Crime Prevention Training and Events Supervisor (1 FTE) (6% CP cut)	100,000
One-year temporary cuts	55,290
NRC Neighborhood Program Coordinator (.14 FTE)	10,137
Small Grants (17.1%)	34,153
NRC Admin Coordinator (.2 FTE)	11,000

Package 5

Permanent cuts	165,870
Small Grants (83.3%)	165,870
One-year temporary cuts	55,290
NRC Neighborhood Program Coordinator (.10 FTE)	5,574
Small Grants (16.7%)	33,236
NRC Admin Coordinator (.2 FTE)	11,000
ONI General Special Project and M&S (18.3%)	5,480

Package Z

Small Grants (2% cut to Coalitions)	44290
NRC Admin Coordinator (.2 FTE)	11000
Subtotal Temporary cuts	55290
Crime Prevention Vacancy (1.0 FTE)	66192
ONI General M&S	9000
Resolutions Northwest	9782
Disability Program M&S	5400
Neighborhood Program Coordinator (Paul Leistner 1.0 FTE elimination)	74694
Subtotal Ongoing Cuts	165068

Option A BC:

1% Temporary cuts – Voluntary staff reductions	
NRC Administrative Coordinator – temporary .80 FTE	$11,000
Neighborhood Program Coordinator – temporary .50 FTE	$37,347
Small Grants – temporary cut .95%	$10,000
Options for meeting Remaining reductions:	
Vacant Crime Prevention Coord. position	$66,192
ONI General – Special Project & MS	$9,000
NRC/ONI Materials and Services	$9,600
Disability Program Material and Services	$5,400
Crime Prevention Material & Services	$4,800
Training/Events Coord Crime Prevention .50 FTE	$50,000
Resolutions Northwest reduction 7%	$17,821
4% Cut Target	**$221,160**

Option XYZ :

1% Temporary cuts – Voluntary staff reductions	
NRC Administrative Coordinator – temporary .80 FTE	$11,000
Neighborhood Program Coordinator – temporary .50 FTE	$37,347
Options for meeting Remaining reductions:	
Small Grants – temporary cut	$8,000
Vacant Crime Prevention Coord. position	$40,475
ONI General – Special Project & MS	$9,000
NRC/ONI Materials and Services	$9,600
Crime Prevention Special Events 1.0 FTE	$100,000
Resolutions Northwest reduction 7%	$5,738
4% Cut Target	**$221,160**

Office of Neighborhood Involvement FY2010-11 - Management identified cuts
From January 4, 2010 BAC meeting

3% Cut required to ongoing dollars	165,870
1% cut allowed to be temporary - one-time in FY11, returns in FY12	55,290
4% Cut Target	**221,160**

Option A - Cuts to ONI Staff, Materials, RNW, Grants

Cut Facilitation Services at RNW (approximate 14% cut, svcs shift to Judith Mowry)	35,000
Vacant Crime Prevention Coord position (5% CP cut to total program budget)	66,192
ONI General - Special Project & M&S (30% cut to M&S budget)	9,000
NRC/ONI Materials and Services (20% cut to M&S budget)	9,600
Small Grants Ongoing Cut (25% cut to grant budget, leaves $144,784 for grants)	48,221
Crime Prevention - Space Rental Materials and Services - temporary	4,800
NRC Administrative Coordinator (Nell Austen - temporary .80 FTE)	11,000
Neigh Program Coordinator (Paul Leistner - temporary .50 FTE)	37,347
Total	**221,160**
Variance	*0*

Option B - Similar to Option A - smaller cut to RNW, deeper cut to Grants

Vacant Crime Prevention Coord position (5% CP cut to total program budget)	66,192
ONI General - Special Project & M&S (30% cut to M&S budget)	9,000
NRC/ONI Materials and Services (20% cut to M&S budget)	9,600
Disability Program Materials and Services (15% cut to M&S budget) or CP Space Rental	5,400
Small Grants Ongoing cut (39% cut, leaves $117,327 for grants, increase admin %)	75,678
Mediation/Facilitation (2.8% cut - temporary)	6,943
NRC Administrative Coordinator (Austen - temporary .80 FTE)	11,000
Neigh Program Coordinator (Leistner - temporary .50 FTE)	37,347
Total	**221,160**
Variance	-

Option C - Includes FTE Reductions and Elimination of Program (Judith Mowry)

Vacant Crime Prevention Coord position (5% CP cut to total program budget)	66,192
ONI General - Special Project & M&S (30% cut to M&S budget)	9,000
NRC/ONI Materials and Services (12% cut to M&S budget)	5,000
Cut Effective Engagement Program (eliminates Judith Mowry)	87,269
Disability Program Materials and Services (15% cut) or Crime Space Rental 50%	5,400

NRC Administrative Coordinator (Nell Austen - temporary .80 FTE)	11,000
Neigh Program Coordinator (Paul Leistner - temporary .50 FTE)	37,347
Total	**221,208**
Variance	*48*

Option D - Shift Low Rank Mediation Program to One-Time, Retains Liquor/CP Support

Cut remaining ongoing Mediation funding (low priority, request all as one-time)	118,236
Vacant Crime Prevention Coord position (5% CP cut to total program budget)	66,192
ONI General - Special Project & M&S (30% cut to M&S budget)	9,000
NRC/ONI Materials and Services (20% cut to M&S budget)	9,600
Disability Program Materials and Services (15% cut to M&S budget)	5,400
NRC Administrative Coordinator (Austen - temporary .80 FTE)	11,000
Neigh Program Coordinator (Leistner - temporary .50 FTE)	37,347
Retain .40 FTE Support Liquor/CP/Graffiti and rent/insurance (currently one-time)	*(35,418)*
Total	**221,357**
Variance	*197*

Option D - Cut 4% across all programs

Vacant Crime Prevention Coord position (retains some Materials for space)	53,967
Information and Referral reduce .25 FTE (doubled to reduce County funding)	8,000
Mediation/Facilitation (reduce volunteer training and .1 FTE mediation specialist)	9,782
Administration (to be determined, materials and FTE reduction)	12,580
Neighborhood Resource Center (ONI, Coalitions, DCL, Elders, Disability)	136,831
Total	**221,160**
Variance	-

Options for One-Time Request

Option 1 - Retains Mediation (1/2 ongoing, 1/2 one-time), slightly reduced Graffiti

Graffiti Support and rent for space (.40 FTE, shared with Liquor/Crime Prevention, need to retain staff to support liquor walk-ins and support main ONI reception)	35,418
Graffiti Abatement Coordinator & related M&S	99,297
Volunteer supplies	10,000
Contract for abatements under warrants and high profile locations	50,000
Subtotal Core Graffiti	**194,715**
Graffiti Cleanup Services - Grant with Youth Employment Institute (17% cut, 2 crews)	170,000

Mediation/Facilitation Program (Total $244,545, $20,000 BHCD, $118,236 ongoing)	106,309
Total Potential One-time Request	**471,024**

Option 2 - Retains Mediation (1/2 ongoing, 1/2 one-time, 4% cut), further reduced Graffiti

Graffiti Support and rent for space (.40 FTE, shared with Liquor/Crime Prevention, need to retain staff to support liquor walk-ins and support main ONI reception)	35,418
Graffiti Abatement Coordinator & related M&S	99,297
Volunteer supplies	10,000
Contract for abatements under warrants and high profile locations (50% reduction)	25,000
Subtotal Core Graffiti	**169,715**
Graffiti Cleanup Services - Grant with Youth Employment Institute (34% cut, 1.5 crews)	136,000
Mediation/Facilitation Program (4% cut, Total $234,763, $20,000 BHCD, $118,236 ongoing)	96,527
Total Potential One-time Request	**402,242**

Option 3 - Retains full Mediation (all one-time), reduced Graffiti

Graffiti Support and rent for space (.40 FTE, shared with Liquor/Crime Prevention, need to retain staff to support liquor walk-ins and support main ONI reception)	35,418
Graffiti Abatement Coordinator & related M&S	99,297
Volunteer supplies	10,000
Contract for abatements under warrants and high profile locations (50% reduction)	25,000
Subtotal Core Graffiti	**169,715**
Graffiti Cleanup Services - Grant with Youth Employment Institute (17% cut, 2 crews)	170,000
Mediation/Facilitation Program (Total $244,545, $20,000 BHCD, $118,236 ongoing)	224,545
Total Potential One-time Request	**564,260**