

City of Portland - Office of Neighborhood Involvement
Bureau/Budget Advisory Committee (BAC) Summary Notes
January 19, 2010

In Attendance:

Sylvia Bogert (SWNI), Jan Campbell (Commission on Disability), Betsy Coddington (Resolutions NW), Anne Dufay (SEUL, BAC Co-Chair), Donita Fry (NAYA), Kayse Jama (CIO, BAC Co-Chair), Jane Netboy (Goosehollow), Tom Schaper (SWNI/Ashcreek NA), Doretta Schrock (Kenton/NPNS), Mark Sieber (W/NW), Martha Simpson (Commission on Disability), Alison Stoll (CNN), Jen Tonneson (Rocky Point Marina, BAC Co-Chair), Bob Ueland (Hollywood, CNN)

ONI Staff: Amalia Alarcón de Morris, Katherine Anderson (Labor/CP), Amy Archer, Kelly Ball (CP), Michael Boyer (Labor/CP), Celeste Carey (Labor/CP), Nickole Cheron (NRC), John Dutt (I&R), Brian Hoop (NRC), Michael Kersting (Finance), Paul Leistner (NRC), Judith Mowry (NRC), Teri Poppino (Labor/CP), Stephanie Reynolds (CP)

Officials and other City staff: Commissioner Amanda Fritz, Tim Crail, Dora Perry, Kezia Wanner

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

Budget Cut Options

Eryn presented a powerpoint summarizing the decisions made at the last meeting (attached to these notes).

Amy reviewed a handout that captures the cuts approved at the January 11th meeting and also presented one new cut proposal received from one of the BAC members since the last meeting (copy attached to these notes).

- The stated goal for the proposal was to spread small cuts among all programs instead of one program taking a large cut.
- Proposal includes a combination of the components discussed previously (ONI staff cuts, cuts to Mediation/Facilitation and small grant cuts).
- Proposal suggests more cuts to ONI staff and to RNW to reduce the cuts to small grants.
- The proposal has a gap of approximately \$18,000 so does not reach the full required cuts.

Eryn continued her presentation and the group discussed the following:

- Discussion included reminder that 79% of cuts are already coming from ONI.
- With cuts already approved, there is a gap of \$88,488.
- There are the following options identified to make up this gap:
 - Additional ONI Staff cuts

- Cuts to Mediation/Facilitation (which would include staff cuts)
- Cut to Small Grants (up to 44.4%)
- Some combination of the above elements.
- The group discussed its commitment to maintaining staff both at ONI and with all partners and approaching cuts that would minimize any staff reductions.
- Commissioner Fritz stated that she has to advocate for whatever is submitted in the budget. She has to be 100% convinced in order to advocate with her colleagues.
 - She does not think staff cuts are the way to go. A 25% staff cut would impact benefits for that position and may mean that person could not stay in the job.
 - For the facilitation and mediation cuts. 20 volunteers graduated from Resolutions NW. There is high value to community and it builds and leverages community capacity. Concern that the cuts may be permanent. We may ask for something back and not get it.
 - Neighborhood small grants are highly valued. It's a difficult choice. Want to hear your perspective on the choices. She suggested that we only got small grants recently so if we make cuts we might lose the program. However, there was a lot of support on Council for the program so we may be able to get it back in the future.

Feedback regarding potential cuts to small grants

- Coalition perspective on proposed cuts to small grants:
 - SEUL: It took a long time to get the small grants program and it has been hugely successful as an organizing tool for community building and involvement. SEUL board recognizes that staff cuts have negative impact on coalition capacity. The SUEL board feels that cutting the grants program and advocating for one time funding to restore them is the most realistic and achievable strategy we can hope for at this time. Highest priority is maintaining staff.
 - CNN - Considers this the fairest and most realistic way to move forward. CNN board prioritized maintaining staff.
 - W/NW - Communities are enthusiastic about the program so if we can restore them that is important. Even the process has created new relationships. Our staff works with any applicant to design a better proposal. We help them craft their ideas. These small programs help people learn to apply for grants at a smaller level. Even a partial program will allow that help to continue with the staffing. Cutting staff means you pay the premium in retraining when you hire someone back, not counting the community detriment. These are long learning curve jobs. Retain staff first. Dollars for programs are easier to get back.
 - NECN - Mark related that he talked to Paige and she said "do not over estimate the value, but the strategy is sound"

- SWNI - Supports proposal but strongly encourages Commissioner to cut out the waste throughout the City. We are talking about such a small dollar amount from the City's perspective but it is a huge dollar amount to ONI and the community. We need to challenge anywhere we identify waste and put it into a program like this. We could use every penny that's lost for good things.
- Commissioner Fritz responded that they are looking very carefully at all levels and she is dedicated to looking at all of them. The general funded bureaus, particularly small bureaus, have a lot of challenges that we are working on addressing. Commissioner Fritz reminded the group that on January 21st there is a Budget 201 course and it is a good opportunity to learn about the budget process. It takes being involved in all the bureau budgets to impact decisions.
- It was stated that all Coalitions can support this approach of having the small grants take a significant cut to fill the gap in the cut proposal.
- Kayse stated that as one of the DCL partners he is humbled by the work this group does and appreciative of the work the neighborhood coalitions. He stated that many of the small grants go to diverse groups that work with under-engaged community. There is no one decision better than another decision and we have to make a really hard choice. He stated that he and other DCL partners will work hard to get the grants back. He appreciates the sacrifice to keep the programs we worked so hard to get and thinks this is the best strategy we can support.
- Christina with Resolutions NW also expressed deep gratitude for all the work people have put into this decision. As an organization that's up there for another possible cut she thanked the group for approaching it strategically, and thanks to the Coalitions and neighborhoods for putting a bit of your heart on the line. It demonstrates your commitment.

ACTION: Group voted with 100% consensus on using Small Grants to fill the gap and reach total cuts required.

The "Right Budget for ONI"

Amy distributed a draft cut proposal titled "Option Y" that provided the specifics on the total cut package, as well as a draft of One-Time requests to make up the Right Budget for ONI (copy attached). The group reviews options and proposals.

- Includes restoration of the majority of the Small Grants cut, keeping the total program reduction to 4%.
- The Graffiti Program includes significant reduction (almost 15%), including elimination of summer walking crews and substantial reduction to Goodbye Graffiti grant. This was as deep as could be recommended as it preserves core staffing with ONI staff and maintaining 2 crews, but reduces the amount for the more complex jobs and high level graffiti clean ups.

- Mediation/Facilitation includes restoration of most of the funding, with a total cut of 4% to overall program budget (2% in cut proposal, and additional 2% in reduced one-time request).
- The goal is to get the total one-time request down below the FY10 amount of \$516,131. This proposal is almost there but still needs about \$12,000 to be cut.
- It was recommended that since Graffiti is the lowest ranked program that the additional \$12,000 cut should come from that program.
- Some discussion of Graffiti program warrants. There could be more revenue for program, but difficult to budget based on unknown revenues.
- Concern about any cuts to graffiti cutting employment of graffiti contract staff. Could we cut \$12,000 without impacting employment?
- How do we package cuts and asks to be most effective?

The group broke out into small groups for discussion of the proposal.

- We spent a lot of time trying to figure out what exactly is going on. We think your strategy makes a lot of sense. To ask at a lower level than last year to show we are reasonable, and then have one time grant funding as a separate issue all together. Ok as is, unless we can get the bottom line for this year lower than last year.
- We came to the opposite conclusion. The difference between last year and this years ask only 12 thousand dollars. We think its ok to do this.
- Several groups stated they supported the proposal.
- We are looking at 451 with a generous return.
- We took 4% off even the one-time programs, which is what the city asked of other programs.
- We discussed that we are tired of being in reactive mode, cuts, and would like to go into proactive mode. This group could think and dream about what is really the right budget for ONI. How do we want to grow and what would next years ask be? Need to focus on how to develop a strategic plan to get to our dream set up. With all the time and people involved we could do more than hold back the dam.
- The budget really sets the council agenda. Doing a dream budget would be nice, but how do you modify it when you get a real budget? This is in relation to a bi-annual budget. The budget adjustment process is intense even with an annual process.
- We have a 5-year plan. If we put an equal amount of time into dreaming about where we want to go that would be valuable.
- There was some general discussion regarding how we would submit the requests.
 - We would do three asks: 1)cut package to get 4%, 2) ongoing programs with one-time dollars (continue graffiti/mediation), 3) the new package would be asking for restoration of the grants, which falls into their criteria of what packages, are accepted.
 - It's probably easier for the Council to keep the packages separate. Instead of adds and cuts all together for the council to figure out.

- Having a discrete cut package is the way to proceed. Having them broken out makes the discussion easier.
- What is most defensible? What sends the right message to Council?
- If we are cutting deeper into graffiti in order to fund small grants then one add package makes more sense. It would be disappointing to cut graffiti and then have a separate package for grants get denied. A single package reaching the same level as FY10 funding makes sense.

ACTION: Vote with 100% consensus on proposal asking for \$516,131 package, with the \$12,000 gap filled with a reduction to Graffiti.

Advocacy Strategy

The group discussed the general strategy for moving forward.

- ONI Budget Presentation is on March 30th at 9am.
- Commissioner Fritz stated that she is available to talk to Coalition boards. ONI will support Coalitions with anything they need in taking this budget to the community.
- Encourage attendance at City budget meetings (dates not available at the meeting but now confirmed for March 1, 3 and 6th, locations to be determined)
- Commissioner encourages any emails and testimony should tell the individual story and how these resources impact people directly.
- ONI will prepare numbers of hours contributed to the ONI/BAC process.
- ONI Budget presentation to Council is March 30th at 9:00am. Public are all welcome to attend. Presentation is brief but we will want one or two BAC members to assist with the presentation and talk about the process. Anybody interested please contact Amy Archer or Amalia Alarcón de Morris.

Next Steps:

- Next BAC meeting is February 8th.
- Begin process of planning for how we really want to grow.

Next Meeting: Monday, February 8th, 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

Where we are today...

Description	Amount
Required Cuts (4%)	\$221,160
Cuts Accepted by Consensus 1/11/10	\$132,672
Gap	-\$88,488

Agreed Upon Cuts

Temporary 1%

Description	Amount Cut
NRC Admin Coordinator (.2 FTE Reduction) - Nell	\$11,000
NRC Neighborhood Program Coordinator (.20 FTE reduction) - Paul	\$14,482
NRC Program Manager (.10 FTE reduction) - Brian	\$8,364
Mediation/Facilitation (2% cut)	\$4,891
 Info & Referral Specialist (.10 FTE reduction to Admin) - Susan	\$4,343
Subtotal Cuts	\$43,080
<i>Gap</i>	<i>-\$12,210</i>

Agreed Upon Cuts

3% of ongoing funding

Description	Amount Cut
Vacant Crime Prevention Coordinator Position (1 FTE)	\$66,192
Disability Program M&S (15% M&S cut)	\$5,400
ONI - eliminate CAL escalation to external M&S	\$9,000
NRC/ONI General M&S (13% M&S cut)	\$9,000
Subtotal Cuts	\$89,592
<i>Gap</i>	<i>-\$76,278</i>

Additional Cuts Required

Additional Cuts Needed By Category	Amount Remaining
Cuts to Ongoing (3% of ONI Budget)	-\$76,278
Temporary Cuts (1% of ONI Budget)	-\$12,210
TOTAL Cuts Required	-\$88,488

Description	Amount
Total Required Cuts (4%)	\$221,160
Cuts Accepted by Consensus 1/11/10	\$132,672
Gap	-\$88,488

Remaining Options/Components

1. Additional ONI staff cuts

\$88,488 = 1 to 1.5 Full Time Equivalent (FTE)

2. Mediation/Facilitation cuts to staff

\$88,488 = 2 or more Full Time Equivalent (FTE)

3. Neighborhood Small Grants

\$88,488 = 44.4% cut, maintains 100% of administration, retains \$110,618 for grants

...side note

Description	Amount Cut
NRC Admin Coordinator (.2 FTE Reduction) - Nell	\$11,000
NRC Neighborhood Program Coordinator (.20 FTE reduction) - Paul	\$14,482
NRC Program Manager (.10 FTE reduction) - Brian	\$8,364
Info & Referral Specialist (.10 FTE reduction to Admin) - Susan	\$4,343
Vacant Crime Prevention Coordinator Position (1 FTE)	\$66,192
TOTAL STAFF CUTS RECOMMENDED	\$104,381
TOTAL CUTS RECOMMENDED	\$132,672

Staff reductions make up 79% of the total cuts agreed to by the BAC.
Staff reductions make up 47% of the total cuts required by ONI.

Cuts Approved at January 11, 2010 BAC (plus additional volunteer reduction)

Description	Amount Cut
Vacant Crime Prevention Coordinator Position (1 FTE) (5% CP cut, retains approximately \$9,000 for M&S)	66,192
Disability Program M&S (15% M&S cut)	5,400
ONI - eliminate CAL escalation to external M&S	9,000
NRC/ONI General M&S (13% M&S cut)	9,000
Subtotal Ongoing Cuts	89,592
<i>variance</i>	<i>-76,278</i>

NRC Admin Coordinator (.2 FTE Reduction) - Nell	11,000
NRC Neighborhood Program Coordinator (.20 FTE reduction) - Paul	14,482
NRC Program Manager (.10 FTE reduction) - Brian	8,364
Mediation/Facilitation (2% cut)	4,891
NEW → <i>Info & Referral Specialist (.10 FTE reduction to Admin portion) - Susan</i>	<i>4,343</i>
Subtotal Temporary Reduction	43,080
<i>variance</i>	<i>-12,210</i>

Required Cuts	221,160
Total Cuts Proposed	132,672
Variance - (Gap)	-88,488

New Cut Proposal Submitted by BAC Member

Stated Goal - spread small cuts among all programs instead of one program taking large cut

	Description	Amount Cut
	Vacant Crime Prevention Coordinator Position (1 FTE) (5% CP cut, retains approximately \$9,000 for M&S)	66,192
NEW	Crime Prevention Training and Events Supervisor (.25 FTE cut - Kelly)	25,000
	Disability Program M&S (15% M&S cut)	5,400
	ONI - eliminate CAL escalation to external M&S	9,000
	NRC/ONI General M&S (13% M&S cut)	9,000
NEW	Small Grants (20% cut, leaves \$159,285 for grants)	39,821
	Subtotal Ongoing Cuts	154,413
	<i>variance</i>	<i>-11,457</i>

	NRC Admin Coordinator (.2 FTE Reduction) - Nell	11,000
	NRC Neighborhood Program Coordinator (.20 FTE reduction) - Paul	14,482
	NRC Program Manager (.10 FTE reduction) - Brian	8,364
NEW	Info & Referral Specialist (.10 FTE reduction to Admin portion) - Susan	4,343
NEW	Mediation/Facilitation (4% cut - increased by 2%)	9,782
	Subtotal Temporary Reduction	47,971
	<i>variance</i>	<i>-7,319</i>

Required Cuts	221,160
Total Cuts Proposed	202,384
Variance - (Gap)	-18,776

**Office of Neighborhood Involvement
Draft Cut Proposal for January 19, 2010 BAC meeting**

Option Y - Approved cuts plus 42.6% cut to Small Grants Amount Cut

	Vacant Crime Prevention Coordinator Position (1 FTE) (5% CP cut, retains approximately \$9,000 for M&S)	66,192
	Disability Program M&S (15% M&S cut)	5,400
	ONI - eliminate CAL escalation to external M&S	9,000
	NRC/ONI General M&S (13% M&S cut)	9,000
NEW	Small Grants (38.3% cut, combined with cut below results in 42.6% cut leaving \$114,238)	76,278
	Subtotal Ongoing Cuts	165,870
	<i>variance</i>	<i>0</i>

NEW	NRC Admin Coordinator (.20 FTE Reduction) - Nell	11,000
NEW	NRC Neighborhood Program Coordinator (increase to 0.25 FTE reduction) - Paul	18,102
NEW	NRC Program Manager (.10 FTE reduction) - Brian	8,364
NEW	Info & Referral Specialist (.10 FTE reduction to Admin portion) - Susan	4,343
	Mediation/Facilitation (2% cut)	4,891
NEW	Small Grants (additional 4.3% reduction, combined with cut above results in 42.6% cut leaving \$114,238 for grants)	8,590
	Subtotal Temporary Reduction	55,290
	<i>variance</i>	<i>0</i>

One-Time Request - New for Small Grants restoration

Small Grants - Restore majority of cut from ongoing and one-time cuts, with total reduction of 4%, provides total of \$191,142 for small grants	76,904
Subtotal New Onetime request	76,904

One-Time Request - Continue from Prior year

NEW	Graffiti Abatement Program (Staff, reduce YEI to approx \$170k for 2 Crews and no summer crews, reduce Goodbye Graffiti by 50%)	349,822
NEW	Mediation/Facilitation Program - (Continue funding provided in FY10 in one-time dollars, with an additional cut to increase overall cut to 4%)	101,418
	Subtotal Onetime request for Mediation/Graffiti	451,240
	<i>variance from FY10 award of \$516,131</i>	<i>(64,891)</i>

Total One-Time Request in "Right Budget" 528,144

Small Grants Program

Impact of Option Y if One-Time ask is not approved

Original funding (FY2010)	199,106
Proposed Cuts in Option Y (42.6% cuts)	84,868
Funding Remaining	114,238
Funding retained for Coalition Administration (15% of FY2010 funding)	29,866
Actual funding available for grants	84,372

Impact of Option Y with One-Time restoration approved

Funding retained in Option Y	114,238
Recommended one-time request (includes total reduction of 4%, \$7,964)	76,904
Total funding available for Grants with One-time approved (including Coalition Administration)	191,142