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**PORTLAND, OREGON**

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OFFICE OF NEIGHBORHOOD INVOLVEMENT

**AMANDA FRITZ, COMMISSIONER**  
Amalia Alarcón de Morris, Bureau Director  
1221 SW 4th Avenue, Room 110  
Portland, Oregon 97204

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*Enhancing the quality of Portland's Neighborhoods through community participation*

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**MEMORANDUM**

October 4, 2010

**To:** Kezia Wanner, Senior Financial Analyst  
OMF, Financial Planning Division

**From:** Amanda Fritz, Commissioner-in-Charge  
Tim Crail, Office of Commissioner Fritz

**Subject:** Office of Neighborhood Involvement Fall BuMP Submission

Please accept the Office of Neighborhood Involvement's submission for the FY2011 Fall Budget Monitoring Process. The submittal includes BRASS reports and ONI's reports on budget add packages and service improvement plan. The following items highlight significant changes in the ONI Budget for the FY2011 Fall BuMP:

- Carryover of Grant funds for the Bryant Street Overpass which were not expended in FY2010 (50,000).
- Carryover of discretionary revenues in excess of budget for the Crime Prevention and Liquor Licensing Programs. (\$28,486)
- Encumbrance carryover for contracts/grants crossing the fiscal year (\$36,531)
- Funding for Last Thursday event coordination, security and toilets (\$14,732)

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

**Cc:** Council Offices  
Amalia Alarcón de Morris  
Amy Archer

# BUDGET AMENDMENT REQUEST

Office of Neighborhood Involvement

PERIOD Fall BuMP

FISCAL YEAR FY 2010-11

## NI\_001 - Technical Adjustments of Adopted budget

Corrections and adjustments of Adopted budget figures. Mostly cost object adjustments for items that were mis-entered or where revenues and expenses did not balance due to changes between the requested and adopted budget. All adjustments occurred within the same major object codes.

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

## NI\_002 - Last Thursday coordination

Provides funding for unbudgeted contract expenses for event coordination services at Last Thursday on Alberta in August and September 2010. Funding also provided to cover ONI's allocated share of expenses for providing security services and portable toilets at Last Thursday on Alberta in 2010.

Dollar Amount: \$14,732  
Type: New Request  
Resources: General Fund Discretionary

## NI\_003 - Encumbrance Carryover

Carryover of contracts that extend past the end of the fiscal year.

The following PO's make up the encumbrance carryover request of \$36,531:

22001163 – Goodbye Graffiti \$21,493  
22045401 – NECN Graffiti Clean-up \$6,138  
22045283 – OPAL East Portland Action Grant \$2,000  
20001290 – Jeffrey Ong EPNO Web \$2500  
22046764 – PSU Disability Grant \$1400  
22046771 – Port City Disability Grant \$1500  
22046763 – Omni Media Disability Grant \$1500

Dollar Amount: \$36,531  
Type: Encumbrance Carryover Request  
Resources: General Fund Discretionary

## NI\_004 - ODOT Grant for Bryant Street Overpass

Grant from ODOT for Bryant Street Overpass improvements. Funding was not spent in FY09-10, but is expected to be spent in FY10-11.

Dollar Amount: \$50,000  
Type: Carryover Request  
Resources: Grants

## BUDGET AMENDMENT REQUEST

Office of Neighborhood Involvement

PERIOD Fall BuMP

FISCAL YEAR FY 2010-11

### **NI\_005 - FY 09-10 revenue over budget**

Liquor License revenues exceeded the budget by 25,886 in FY 09-10.

ONI would like to carryover this excess revenue to make enhancements to the Livability Database, cover known unemployment claims costs that we will be facing this fiscal year, and temporarily expand the capacity of the liquor licensing program.

Crime prevention revenues related to the sales of crime watch and business watch signs exceeded the budget by \$2,600. The Crime Prevention program uses these revenues to offset the costs of purchasing new signs.

Dollar Amount: \$28,486

Type: Carryover Request

Resources: General Fund Discretionary

## Prior Year Business Area Reconciliation Report

	FY 2009-10 Revised Budget	FY 2009-10 Year-End Actuals	Percent of Actuals to Revised
<b>Office of Neighborhood Involvement</b>			
<b>EXPENDITURES</b>			
Personal Services	\$3,303,929	\$3,273,654	99%
External Materials and Services	\$3,012,275	\$3,587,442	119%
Internal Materials and Services	\$482,760	\$481,473	100%
<b>TOTAL EXPENDITURES</b>	<b>\$6,798,964</b>	<b>\$7,342,569</b>	<b>108%</b>
<b>REVENUES</b>			
Charges for Services	\$184,468	\$217,872	118%
Intergovernmental Revenues	\$233,989	\$228,681	98%
Interagency Revenue	\$77,054	\$77,055	100%
Miscellaneous	\$9,837	\$12,462	127%
General Fund Discretionary	\$6,139,891	\$0	0%
General Fund Overhead	\$153,725	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$6,798,964</b>	<b>\$536,070</b>	<b>8%</b>

### Bureau Reconciliation Narrative

#### External M&S

External M&S in the BRASS reports show that we are \$575,000 over budget in this category. This is not consistent with the SAP AP 16 reports which show that we are \$98,779 under budget in this category.

I have not isolated the difference of 674,000 between BRASS and SAP, but I suspect it comes from FY 08-09 advances that were not cleared until FY 09-10. In many ways, these items appear to be expensed in the current year, when they are treated by SAP as having been expensed in the prior year. I have discussed this issue with FPD staff, and they are aware of some problems with the SAP info importing into BRASS, but have not specifically identified whether prior year advances are the cause of this error. I will continue to follow up on this issue until it is resolved.

For purposes of this report, we consider our spending to be within 10% of budget (96.7% of budget to be exact).

#### Miscellaneous Revenues

ONI earned more than 10% above projections for miscellaneous revenues, although the total amount of excess revenues is only \$2600 in this category. This excess revenue was due to high demand for the newly re-designed Crime Watch signs, and a one-time windfall from a 3rd party collection for a worker's comp claim.

#### Revenues for Services

Revenues for Services were 118% of budget; a total of \$33,404 over budget. \$25,886 was due to higher than anticipated liquor license revenues. FY 09-10 was the first year we had 12 full months of temporary sales licenses, and we were relatively conservative with our estimate.

The remaining \$7,500 of excess service revenues were related to services provided by the North Portland Neighborhood Office to the Kenton Action Plan. NPNO provided more services to the Action Plan than we had budgeted. During the fiscal year we were still working on re-aligning how we bill these services, which led to some inaccuracies in our estimate of costs and revenues for the year. We have now fully revised our billing system and should have much better projections for year-end costs and the corresponding revenues.

All other expense and revenues are within 10% of budget.

## Prior Year Business Area Reconciliation Report

	FY 2009-10 Revised Budget	FY 2009-10 Year-End Actuals	Percent of Actuals to Revised
<b>Office of Neighborhood Involvement</b>			
<b>EXPENDITURES</b>			
External Materials and Services	\$50,000	\$0	0%
<b>TOTAL EXPENDITURES</b>	<b>\$50,000</b>	<b>\$0</b>	<b>0%</b>
<b>REVENUES</b>			
Intergovernmental Revenues	\$50,000	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$50,000</b>	<b>\$0</b>	<b>0%</b>

### Bureau Reconciliation Narrative

This grant was expected to spend in FY 09-10, but was not expended. We intend for it to be spent in FY 10-11 and have requested that it be carried forward to the current year.

## **FY2009-10 BUDGET DECISION PACKAGES**

In fiscal year 2009-10, an additional \$516,131 in one-time funding was provided to fund the Office of Neighborhood Involvement's (ONI's) Mediation/Facilitation and Graffiti Abatement Programs. These two programs are ongoing programs that have been funded for many years, but due to the significant level of cuts were at risk of being eliminated. Although they are both important programs that serve critical citywide needs, they were identified as the programs least core to the ONI mission and goals. The one-time funding awarded allowed ONI to maintain the programs with some minor changes in service delivery. Following is a status report on each of these programs.

### **Mediation and Facilitation Program [Total \$118,236 one-time, \$106,309 ongoing]**

The one-time funding provided by Council allowed ONI to continue the mediation and facilitation services provided under a grant agreement with Resolutions Northwest (RNW), with a 5% cut to their funding. Since 2003, RNW has been providing community mediation services for the City of Portland. In 2005 these services were broadened to include group facilitation for communities in conflict. The goals of both services are to facilitate direct communication and problem solving to resolve conflict. Particularly during a down-turn in the economy, these services are critical to prevent the escalation of conflict that can be exacerbated by increased personal and economic stressors.

Another major component of the program is the training and development of volunteer mediators to manage the City's caseload. There was an increase in utilization of volunteers for facilitation cases of 54%. RNW has also experienced a 25.8% increase in volunteer applicants. This volunteer opportunity provides training and mentoring in mediation and facilitation, which during an economic downturn where people are in transition and seeking career change may provide a unique opportunity for people to gain job development experience. In alignment with ONI's goals, RNW also enhanced their targeted outreach to communities of color in order to expand their volunteer pool to improve services provided to under engaged communities. In FY2010 RNW had a 38.9% increase in applications from Asian, Native American, African American, Hispanic/Latino and multi-racial applicants as a result of these efforts. There was a resulting increase in number of volunteers selected with 9 out of 19 volunteers (47% of their volunteer pool) coming from under engaged communities.

### **Graffiti Abatement Program [Total \$409,822 one-time]**

The one-time funding provided by Council allowed ONI to continue the Graffiti Abatement Program. This included:

- Maintaining the core program staffing to continue the tracking of graffiti reports, enforcement of the City's Graffiti Codes (Abatement and Graffiti Materials and Sales) and enhanced volunteer coordination.
- Maintaining a grant with the Youth Employment Institute to provide free clean up services to qualifying properties. The grant was reduced to limit staffing to 2 ongoing cleanup crews as well as a summer walking crew, which allowed YEI to expand the number of youth receiving job development and experience.

The program continued to work to refer reports to appropriate agencies and coordinate cleanup with grantees. The program coordinated 8 neighborhood-business area collaborative Saturday cleanups during 2009, and provided summer job opportunities for 18 youth to staff summer walking crews removing graffiti in the public right of way along major business corridors in Northeast and Southeast Portland. Additionally, the program provided supplies, training and supervision to 900+ youth and adults for an additional 34 graffiti cleanups aside from the regular Saturday morning events. Some examples include: El Programmo Hispano, GREAT, Cherry Park Elementary; David Douglas HS Service Project; Friends of the Children; Life Fellowship Church youth group; NNEBA Earth Day.

**Office of Neighborhood Involvement  
Report of FY 2009-10 Budget Decision Packages  
Status Report – October 2010, Page 2**

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ONI worked in partnership with Alpha Broadcasting and Rodda Paint to plan and sponsor a new “Paint the Town Clean” event in July 2010. This partnership included initial coordination and marketing of the event, volunteer recruitment, paint/cleanup supplies and will lead up to radio hosts and staff participating to sponsor volunteer cleanups in 5 areas of Portland on July 24<sup>th</sup>. This was an excellent new opportunity to educate and engage the public in graffiti cleanup as well as building an ongoing partnership for future events and abatement efforts.

The graffiti program developed a partnership with Central City Concern Volunteer Corps program, to provide job training opportunities for adults in transition as volunteers to do targeted graffiti cleanups in the City. This has resulted in an additional 16 cleanups at chronic properties that are large properties and would not have qualified for free removal. Many of the property owners have provided funds for the paint and each cleanup includes approximately 8 volunteers. There have already been 105 individuals that have graduated from the program through June 2010.

The graffiti program increased focus on training and coordination of volunteers for ongoing graffiti cleanup in Portland. There are now 6 neighborhood areas that have organized ongoing graffiti cleanup in their area (some quarterly, some monthly), with several others currently in development. The program provided expanded volunteer training in February 2010 and continues to train and encourage participants involved in cleanup events to consider organizing ongoing graffiti cleanups in their areas. ONI estimates over 6,200 volunteer hours have been dedicated to graffiti abatement and prevention efforts supported by ONI, leveraging approximately \$114,000 in FY2010. The program also released a small grant program that focuses on locations that are chronic targets of graffiti and support projects that remove or prevent graffiti in Portland. The projects will be completed in FY2011 and FY2012.

In partnership with Friendly Streets, ONI coordinated the 2010 Metro Portland Graffiti Summit in March 2010. This was the second annual event, with much broader scope and participation with representation from Portland and over 16 other jurisdictions including local such as Hillsboro and Gresham but ranging as far as Corvallis, Seattle, Confederated Tribe of Umatilla, Tillamook County, and Vancouver BC. The focus was on education regarding graffiti issues and approaches to abatement and enforcement, but it also provided an opportunity to formally recognize businesses, property owners, volunteers and staff that have been dedicated to graffiti abatement. Although the City was one sponsor, there were other agencies that partnered to provide sponsorship in order to allow it to be a full day free educational event for over 150 participants from these various jurisdictions. It provided an opportunity to build relationships with neighboring jurisdictions such as Seattle that could be helpful for enforcement since they have a lot of the same vandals as Portland. It also has lead to establishing a Regional Advisory Council to meet quarterly to raise awareness, develop strategies and encourage a broader regional approach to establishing a “Graffiti-Free Culture”.

## **BUDGET NOTES**

No Budget Notes.

***Strategic Planning process - Finalize Office of Neighborhood Involvement Mission, Goals and Values:***

The Office of Neighborhood Involvement (ONI) completed a strategic planning process to evaluate and develop/update the bureau's guiding principles of ONI Mission, Goals and Values. This effort was in response to an Audit recommendation as well as significant changes at ONI since the last planning effort in 2000. Significant changes include changes in leadership and an extensive community process that resulted in the Council adopted Five Year Plan to Increase Community Involvement. In 2008 and 2009 the ONI Bureau Advisory Committee developed and adopted a working draft of bureau Mission, Goals and Values. ONI completed broader community outreach and feedback on the guiding principles, which ended in January 2010.

The foundation of the guiding principles is formed from the goals identified in the Five Year Plan to Increase Community Involvement and are being used to inform program, policy and budget decisions. The adopted Mission, Goals and Values are available online at <http://www.portlandonline.com/oni/index.cfm?&c=29128>.

***Neighborhood Resource Center- Increase capacity within ONI to coordinate implementation of the Five Year Plan to Increase Community Involvement***

The ONI Neighborhood Resource Center (NRC) continued to improve performance measurements to evaluate our ability to meet the goals and recommendations of the Five Year Plan for Increasing Community Involvement:

- Grant agreements for the five Diversity and Civic Leadership organizations were aligned to reflect the goals and objectives in the Five Year Plan and went into effect for FY 2010-11.
- ONI worked with District Coalition directors to update performance measurements for the Neighborhood Program which went into effect July 1. ONI NRC staff will also begin to use the new measures in the first quarter. The goal is for the DCL organizations to use the new measures later in FY2011.

The NRC continued to build its capacity to better document program successes through digital storytelling with three partners working with Portland Community Media (PCM):

- Central NE Neighbors was the first to work with PCM offering several video and social media workshops for community members.
- ONI hosted the same trainings with PCM designed specifically for ONI and partner organization staff in the summer 2010. This included the production of a short video overview about ONI.



- SW Neighborhoods, Inc. is the third PCM partner and will begin their training series in September 2010.
- The NRC continues to partner with Portland State University's Center for Academic Excellence with the Intro to Civic Leadership class to produce short 3-5 minute video interviews about Neighborhood Small Grant awardees to document program successes. The summer class shot interviews with organizers of neighborhood fairs and festivals.

*Reference: Recommendation 9 - Create the Infrastructure to support the goals and recommendations in this Five Year Plan by updating the ONI internal structure. (All organizations that contract with ONI for funding or other support should be required to meet certain criteria and should be held accountable to specific performance and outcome measures to be defined in their contracts.)*

***Expand Crime Prevention services:***

The Crime Prevention Program expanded two services to the community: Enhanced Safety Properties (ESP), and crime prevention training. The ESP program, a safety certification program for residential rental property, has expanded citywide, more than quadrupling number of properties involved from 20 to 96, and with 40 more in the process of becoming certified. The crime prevention training program has expanded the number of trainings offered to the public by more than 50%, and is developing a set of training modules for youth. However, some of the expanded training services have been on hold while the bureau has held a vacancy in the Training and Events Supervisor position during the end of FY2010 and beginning of FY2011.

Pymt Bdgt	Amt type				
Vendor Name	RefDocNo	350	Grand Total	Carryover Request	Notes
Central Northeast Neighbors	22018440	-	-		
IMMIGRANT AND REFUGEE COMMUNITY	22023835	21,032	21,032		already accrued back to FY10
JEFFREY JOHN ONG	20001290	2,500	2,500	2,500	
LATINO NETWORK	22023832	56,082	56,082		already accrued back to FY10
LESTER ALLEN POOLE	20000355	449	449		N/A
NATIVE AMERICAN YOUTH ASSN	22023833	24,147	24,147		already accrued back to FY10
NE Coalition of Neighborhoods	22018439	-	-		
	22045401	6,138	6,138	6,138	
OMNI MEDIA NETWORK	22046771	1,500	1,500	1,500	
PORT CITY DEVELOPMENT CENTER	22046763	1,500	1,500	1,500	
PORTLAND STATE UNIVERSITY	22046764	1,400	1,400	1,400	
RESOLUTIONS NORTHWEST	22018660	-	-		
SOUTHWEST NEIGHBORHOODS INC	22018370	-	-		
St Johns Panel Systems Inc	22046394	-	-		
THE GREEN G SERVICE COMPANY LLC	22001163	21,493	21,493	21,493	
URBAN LEAGUE	22011439	-	-		
	22023834	67,000	67,000		balance already accrued back to FY10
YOUTH EMPLOYMENT INSTITUTE	22022542	14,944	14,944		already accrued back to FY10
OPAL	22045283	2,000	2,000	2,000	
CENTER FOR INTERCULTURAL ORGANIZING	22038046	52,611	52,611		already accrued back to FY10
NEIGHBORS WEST NW	22018441	-	-		
SOUTHEAST UPLIFT NEIGHBORHOOD	22018442	-	-		
<b>Grand Total</b>		<b>272,797</b>	<b>272,797</b>	<b>36,531</b>	