



CITY OF

**PORTLAND, OREGON**

OFFICE OF NEIGHBORHOOD INVOLVEMENT

**AMANDA FRITZ, COMMISSIONER**

Amalia Alarcón de Morris, Director

1221 SW 4th Avenue, Room 110


Portland, Oregon 97204

*Promoting a culture of civic engagement*

**MEMORANDUM**

**Date:** September 12, 2016

**To:** Jessica Kinard, Financial Analyst, City Budget Office

**From:** Amalia Alarcón de Morris, ONI Director 

**Subject:** Office of Neighborhood Involvement FY 2016-17 Fall BuMP Submission

Please accept the Office of Neighborhood Involvement's submittal of the FY 2016-17 Fall Budget Monitoring Process. The following items highlight the major changes to the ONI Budget in the FY 2017 Fall BMP:

- \$295,837 carry forward of advance encumbrances outstanding as of June 30, 2016.
- Reallocation of expenses at East Portland and North Portland offices to account for staffing and recognize revenues for project staffing.
- \$80,476 encumbrance carryover for purchases that were in process at the end of FY 2015-16.
- \$9,331 in ongoing funding request to allow increase of East Portland Neighborhood Office (EPNO) Director to a full-time position. The long time EPNO director is anticipating retiring this year and though the incumbent has been able to manage the office as a part-time employee, it is more appropriately staffed with a full-time director in the future. ONI desires to fill the position to manage the complex workload of the neighborhood office and oversight of the East Portland Action Plan implementation.
- Recognize additional revenues anticipated for Noise Control and provide one additional inspector for half of the year to manage the workload of Noise.

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

**CBO Discussion and Recommendations  
FY 2016-17 Fall BMP**

**Bureau:** Office of Neighborhood Involvement

**Type:** Technical Adjustment

**Request:** NI\_001 - Technical adjustments/corrections

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>			
General Fund Discretionary	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

Move \$10,000 of ongoing funding from special projects to Disability for leadership training. This was added as an ongoing program in FY2016 but was mis-allocated to special projects in our requested budget.

Move 15,171 from special projects to EPAP for David Douglas IGA. This contract agreement should have been funded from FY16 funds but was added late and was not encumbered. We are covering the expense with special projects funds from FY2017.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2016-17 Fall BMP**

**Bureau:** Office of Neighborhood Involvement

**Type:** Encumbrance Carryover Request

**Request:** NI\_002 - Encumbrance carryovers

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	80,476	0	80,476
<b>TOTAL EXPENDITURES</b>	<b>80,476</b>	<b>0</b>	<b>80,476</b>
<b>REVENUES</b>			
General Fund Discretionary	80,476	0	80,476
<b>TOTAL REVENUES</b>	<b>80,476</b>	<b>0</b>	<b>80,476</b>

**Bureau Description:**

Encumbrance carryover of 9 contracts/POs that were not completed by the end of FY2016:  
 22139247 – FFA Architects - Kenton Firehouse: 8,741  
 22175526 – Neighbors West/NW - Small Grants: \$11,555  
 22191393 – Community Alliance of Tenants - EPAP Grant: \$5000  
 22191513 – SBS Construction - Kenton Firehouse construction: \$26,362  
 22193798 – Kenton Action Plan – NPNS Small Grants: \$12,527  
 22193866 – Compview – Radio headsets for Disability program: \$4541  
 22193916 – Kristen Lensen Consulting: \$7500  
 22193917 – George Austin Consulting: \$1250  
 22193948 – Portland State University – Anne Curry research: \$3000

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2016-17 Fall BMP**

**Bureau:** Office of Neighborhood Involvement

**Type:** Program Carryover Request

**Request:** NI\_003 - Advance Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	295,837	0	295,837
<b>TOTAL EXPENDITURES</b>	<b>295,837</b>	<b>0</b>	<b>295,837</b>
<b>REVENUES</b>			
Intergovernmental Revenues	0	0	0
General Fund Discretionary	295,837	0	295,837
<b>TOTAL REVENUES</b>	<b>295,837</b>	<b>0</b>	<b>295,837</b>

**Bureau Description:**

Encumbrance carryover for contracts with advances that cross fiscal years.

Since SAP budget to actual reports do not consume budget for these items, we isolate the budget carryover amounts in our special projects funds.

In total we are carrying over:

\$1191 in CNIC

\$86,843 in Neighborhood Coalition Small Grants

\$153,722 in EPAP General Grants

\$30,000 in EPNO small grants

\$11,555 in NWNW small grants

\$12,527 in NPNS small grants

\$295,837 in total.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2016-17 Fall BMP**

**Bureau:** Office of Neighborhood Involvement

**Type:** New Request

**Request:** NI\_004 - Increased Noise Revenues

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	33,624	0	33,624
External Materials and Services	3,876	0	3,876
<b>TOTAL EXPENDITURES</b>	<b>37,500</b>	<b>0</b>	<b>37,500</b>
<b>REVENUES</b>			
Charges for Services	37,500	0	37,500
<b>TOTAL REVENUES</b>	<b>37,500</b>	<b>0</b>	<b>37,500</b>
<b>FTE</b>			
Limited Term Positions	0.50	0.00	0.50
<b>TOTAL FTE</b>	<b>0.50</b>	<b>0.00</b>	<b>0.50</b>

**Bureau Description:**

Council recently adopted a 15% increase to the Noise Control Fee Schedule. This package recognizes those increased fees and provides funding for a limited term Code Specialist II to perform inspections. The Noise Control Program has experienced increased workload with only one other dedicated inspector unable to manage the number of inspections required to effectively monitor and enforce the code. This will double the capacity for inspections in 2017, allowing improved responsiveness on complaints. The program is undergoing a more thorough evaluation of fees for Council to consider establishing funding at a level that would more adequately staff the ongoing program.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2016-17 Fall BMP**

**Bureau:** Office of Neighborhood Involvement

**Type:** New Request

**Request:** NI\_005 - EPNO Director: Part-time to Full-time

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	9,331	0	9,331
External Materials and Services	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>9,331</b>	<b>0</b>	<b>9,331</b>
<b>REVENUES</b>			
General Fund Discretionary	9,331	0	9,331
<b>TOTAL REVENUES</b>	<b>9,331</b>	<b>0</b>	<b>9,331</b>
<b>FTE</b>			
Full-Time Positions	0.58	0.00	0.58
Part-Time Positions	-0.44	0.00	-0.44
<b>TOTAL FTE</b>	<b>0.15</b>	<b>0.00</b>	<b>0.15</b>

**Bureau Description:**

This package requests ongoing funding to increase the East Portland Neighborhood Office (EPNO) Director from .75 part-time position to a 1.0 FTE. The long time EPNO director is anticipating retiring this year and though the incumbent has been able to manage the office as a part-time employee historically, it is more appropriately staffed with a full-time director in the future as the workload and complexity has significantly increased over the years. The addition of oversight of the East Portland Action Plan implementation doubled the budget for the office and significantly increased the overall workload of management and oversight of grants and services. ONI desires to fill the position to manage the complex workload of the neighborhood office and oversight of the East Portland Action Plan implementation.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2016-17 Fall BMP**

**Bureau:** Office of Neighborhood Involvement

**Type:** New Request

**Request:** NI\_006 - Permanent increase for Part-time employee hours

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	12,801	0	12,801
External Materials and Services	(12,801)	0	(12,801)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>			
Part-Time Positions	0.12	0.00	0.12
<b>TOTAL FTE</b>	<b>0.12</b>	<b>0.00</b>	<b>0.12</b>

**Bureau Description:**

Permanent increase to hours for two half-time employees. Employees are increasing to .625 and .55FTE. Previously, the North Portland Neighborhood Office used a combination of casual/seasonal employees and part-time permanent employees to staff the office. This shifts more workload to the permanent employees.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2016-17 Fall BMP**

**Bureau:** Office of Neighborhood Involvement

**Type:** New Request

**Request:** NI\_007 - Funding for part-time casual at NPNS

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	3,000	0	3,000
External Materials and Services	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>
<b>REVENUES</b>			
Miscellaneous	3,000	0	3,000
<b>TOTAL REVENUES</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>

**Bureau Description:**

North Portland Neighborhood Services runs the North Portland Tool Library and is reimbursed for hours worked by casual/temporary employees by North Portland Community Works. \$3000.

**CBO Discussion and Recommendation**



**CBO Discussion and Recommendations  
FY 2016-17 Fall BMP**

**Bureau:** Office of Neighborhood Involvement

**Type:** Technical Adjustment

**Request:** NI\_008 - Casual/temporary employees at EPNO

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	6,000	0	6,000
External Materials and Services	(6,000)	0	(6,000)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

EPNO often employs Community Service Aides to assist with neighborhood outreach. \$6000.

**CBO Discussion and Recommendation**

## Prior Year Business Area Reconciliation Report

	FY 2015-16 Revised Budget	FY 2015-16 Year-End Actuals	Percent of Actuals to Revised
<b>Office of Neighborhood Involvement</b>			
<b>EXPENDITURES</b>			
Personnel Services	\$4,737,727	\$4,632,462	98%
External Materials and Services	\$4,099,731	\$3,611,324	88%
Internal Materials and Services	\$860,628	\$816,512	95%
<b>TOTAL EXPENDITURES</b>	<b>\$9,698,086</b>	<b>\$9,060,298</b>	<b>93%</b>
<b>REVENUES</b>			
Charges for Services	\$745,306	\$788,697	106%
Intergovernmental Revenues	\$280,804	\$280,804	100%
Interagency Revenue	\$18,061	\$18,791	104%
Miscellaneous	\$31,740	\$35,135	111%
General Fund Discretionary	\$8,412,431	\$0	0%
General Fund Overhead	\$209,744	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$9,698,086</b>	<b>\$1,123,427</b>	<b>12%</b>

### **Bureau Reconciliation Narrative**

General Fund External M&S shows expenditures of 88%. ONI as a Bureau typically has many contracts that cross fiscal years, particularly small grants funds. If we add the 80,475 of regular encumbrance carryover, and the 295,837 of advance encumbrance carryover to the total expenditures of \$3,611,324, it puts ONI at 97% expended in External M&S.

General Fund revenues in Charges for Services was at 106%. This is due mostly to ONI Noise Control Revenues coming in at record levels. Noise Control revenues were at their highest historical levels in FY2014-15, and again reached higher levels in FY2015-16. Even at Spring BMP we increased budgeted revenues to what we believed would be a reasonable target, but actuals still exceeded the target by 12%. Liquor license and Marijuana License revenues also exceeded revised targets by 4% and 3% respectively.

Miscellaneous revenues is a much smaller category, so the 111% revenue of budget only represent \$3400 over budget. A combination of excess neighborhood watch signs, noise liens, and personnel costs offsets from DCTU and Worker's comp accounted for the difference.

Grants Fund External M&S shows expenditures of 45%. All of the Grants budget is tied up in awarded contracts, and all of the remaining 27,310 in outstanding advances are expected to be recovered by the end of the calendar year.

# Office of Neighborhood Involvement

## Performance Measures

Performance Measure	Type	FY 2013-14 Year-End Actuals	FY 2014-15 Year-End Actuals	FY 2015-16 Adopted Budget	FY 2015-16 Year-End Actuals	FY 2016-17 Adopted Budget
DS_0014 - Number of noise violation inspections	WORKLOAD	266	220	400	262	500
DS_0015 - Number of noise variances processed	WORKLOAD	495	649	500	641	700
DS_0037 - Number of noise code violation cases	WORKLOAD	629	704	650	526	750
NI_0017 - Number of calls and email inquiries responded to	WORKLOAD	114,573	115,687	125,000	110,742	125,000
NI_0018 - Administration staff as percentage of total bureau staff	EFFICIENCY	7.7%	7.3%	7.1%	5.9%	9.2%
NI_0019 - Administration budget as percentage of total bureau budget	EFFICIENCY	6.5%	6.2%	6.1%	5.6%	6.8%
NI_0034 - Number of mediation cases	WORKLOAD	374	374	340	458	400
NI_0035 - Number of liquor license applications processed	WORKLOAD	4,903	5,226	5,200	5,992	5,400
NI_0037 - Number of facilitation cases	WORKLOAD	25	36	20	38	25
NI_0047 - Number of direct communications distributed	EFFECTIVE	3,703,429	3,540,314	2,900,000	0	3,700,000
NI_0049 - Number of people trained on leadership and organizational development skills	EFFECTIVE	5,926	5,857	4,600	0	5,800
NI_0053 - Number of activities - events, meetings, and community projects by community groups	EFFECTIVE	4,218	4,630	3,900	0	4,900
NI_0055 - Number of partnerships among events, activities, and projects with underrepresented groups	EFFECTIVE	2,426	2,653	2,400	0	2,800
NI_0056 - Number of graffiti reports	WORKLOAD	9,436	8,179	9,000	8,966	8,500
NI_0057 - Percentage of liquor licenses with complaints addressed through the Time, Place, and Manner Ordinance enforcement	EFFECTIVE	63%	67%	85%	85%	70%
NI_0058 - Percentage of clients satisfied with mediation services	EFFECTIVE	96%	100%	90%	99%	90%
NI_0059 - Number of crime prevention groups supported	WORKLOAD	597	626	585	439	530
NI_0060 - Number of problem location cases processed	WORKLOAD	3,197	2,655	3,200	2,439	2,800
NI_0061 - Number of crime prevention trainings for the public	WORKLOAD	684	471	575	496	550
NI_0062 - Number of site security assessments performed	WORKLOAD	193	163	200	192	275
NI_0063 - Percentage of calls answered in less than 25 seconds	EFFECTIVE	89%	92%	90%	93%	90%
NI_0064 - Number of participants in civic engagement activities	KPM	0	0	88,000	0	95,000
NI_0065 - Number of Problem Solving Cases	KPM	0	0	1,000	0	1,580
NI_0066 - Number of people participating in trainings, leadership development, and organizational development	KPM	0	0	10,800	0	8,000
NI_0067 - Communications - number of people informed and/or referred	WORKLOAD	0	0	140,000	0	139,000
NI_0068 - Communications - number of print and digital communications distributed	WORKLOAD	0	0	3,500,000	0	4,676,400

# Office of Neighborhood Involvement

## Performance Measures

<b>Performance Measure</b>	<b>Type</b>	<b>FY 2013-14 Year-End Actuals</b>	<b>FY 2014-15 Year-End Actuals</b>	<b>FY 2015-16 Adopted Budget</b>	<b>FY 2015-16 Year-End Actuals</b>	<b>FY 2016-17 Adopted Budget</b>
NI_0069 - Percentage of residents who feel safe walking alone in their neighborhood at night	KPM	62%	61%	62%	0%	60%
NI_0070 - Percentage of residents that have been involved in a community project or attended a public meeting at least once	KPM	40%	38%	40%	0%	39%

### **Performance Measure Variance Descriptions**

NI\_0059 Number of crime prevention groups supported is much lower than estimated due to a more thorough review of Neighborhood Watches that removed dormant and discontinued groups. The updated numbers better reflect current count of groups.

Overall the Crime Prevention measures are slightly lower than originally estimated due to a staff vacancy for a large portion of FY 2015-16.