



CITY OF

PORTLAND, OREGON


OFFICE OF NEIGHBORHOOD INVOLVEMENT

CHLOE EUDALY, COMMISSIONER

David Austin, Director
1221 SW 4th Avenue, Room 110
Portland, Oregon 97204

Promoting a culture of civic engagement

MEMORANDUM

Date: March 27, 2017
To: Yung Ouyang, Financial Analyst, City Budget Office
From: Amy Archer-Masters, Senior Business Operations Manager 
Subject: Office of Neighborhood Involvement FY 2016-17 Spring BuMP Submission

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

- \$230,000 carry forward of one-time funds for two one-year limited term positions to aid the Mayor in the fight against homelessness and allowing the City to respond to community engagement needs around the issue.
- \$37,500 carryover in one-time Noise Program revenues to allow for the hiring of a limited term Noise Inspector to more proactively monitor variances.
- \$40,000 of compensation set-aside funds to cover for ONI personnel budget overages.
- Recognize additional revenues anticipated for the Cannabis Program to cover for unbudgeted program related personnel costs.

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

Cc: Council Offices
Michael Kersting

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

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_009 - Interagency adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(43,576)	0	(43,576)
Internal Materials and Services	43,576	0	43,576
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Interagency adjustments to cover expected IA expenses for the fiscal year. ONI added several vehicles, a new intercom system and new vehicle charging stations at the Kelly building. Also, some new staff positions were budgeted with accompanying support costs in External M&S instead of in Internal M&S.

CBO Discussion and Recommendation

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

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_010 - Budget for Casual employees at Coalitions

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	47,965	0	47,965
External Materials and Services	(40,565)	0	(40,565)
TOTAL EXPENDITURES	7,400	0	7,400
REVENUES			
Miscellaneous	7,400	0	7,400
TOTAL REVENUES	7,400	0	7,400

Bureau Description:

Adjust personnel budget for ONI operated Neighborhood Coalitions.

North Portland Neighborhood Services: add \$13,200 to Personnel for casual employees. \$7400 will be covered by revenue for personnel costs charged to North Portland Community Works. \$5800 will be from internal transfers from NPNS External M&S.

East Portland Neighborhood office: \$19,000 transfer to Personnel from external M&S for casual employees \$15,765 transfer from external M&S to cover leave payout for former Director, and staff cost overages.

CBO Discussion and Recommendation

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

Bureau: Office of Neighborhood Involvement

Type: Program Carryover Request

Request: NI_011 - Carryover of Homeless/Housing Outreach

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(230,000)	0	(230,000)
TOTAL EXPENDITURES	(230,000)	0	(230,000)
REVENUES			
General Fund Discretionary	(230,000)	0	(230,000)
TOTAL REVENUES	(230,000)	0	(230,000)

Bureau Description:

As required, ONI presented to Council in Fall 2016 a plan for the distribution of the funds and was prepared to release as approved in January. However, with change in Council members and specifically in Commissioner-in-Charge of ONI the plan was put on hold. Per direction of Commissioner Eudaly's office, the funds have been reallocated with intent to better serve the City. ONI is requesting carry forward of \$230,000 to fund two one-year limited positions to aid the Mayor in the fight against homelessness and also allow the City to respond to community engagement needs around the issue. One position is a Low-Income Tenant and Homeless/Houseless Neighborhood Engagement Specialist to develop and maintain close working relationships with stakeholders in order to help neighborhood associations understand and address the housing and human services needs of low-income and homeless residents in neighborhood level planning decisions. The other position is an Alternative Shelter Project Coordinator tasked with overseeing and implementing the growing priority to establish alternatives to long-term facility based shelter (such as a neighborhood-based pop-up sleeping pod village like the one proposed for Kenton, a six-month shelter using donated commercial space like the Columbia Center, a scattered site church-based transitional living program, or a church warming center). The work to create the positions will begin in the current fiscal year so that work can begin promptly in July. Some of the remaining funds were reallocated to unbudgeted personnel expenses with the departure of the bureau Director.

CBO Discussion and Recommendation

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

Bureau: Office of Neighborhood Involvement

Type: Program Carryover Request

Request: NI_012 - Carryover limited term noise inspector

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

Bureau Description:

In the fall BMP of FY2016-17, ONI increased the budget to hire a limited-term Noise Inspector. The hiring for this position was delayed, and ONI wishes to carryover the funding for this request into FY2017-18.

CBO Discussion and Recommendation

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

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_013 - Increase funding for Neighborhood Cleanups

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	3,500	0	3,500
TOTAL EXPENDITURES	3,500	0	3,500
REVENUES			
Interagency Revenue	3,500	0	3,500
TOTAL REVENUES	3,500	0	3,500

Bureau Description:

The Office of Planning and Sustainability is providing the North Portland Neighborhood Office with \$3500 additional funds for neighborhood cleanups.

CBO Discussion and Recommendation

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

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_014 - Additional funding for Cannabis Personnel

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	75,000	0	75,000
TOTAL EXPENDITURES	75,000	0	75,000
REVENUES			
Charges for Services	75,000	0	75,000
TOTAL REVENUES	75,000	0	75,000

Bureau Description:

Increase the Cannabis Personnel budget for Casual and Limited term employees. Additional funding is from additional revenues.

CBO Discussion and Recommendation

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

Bureau: Office of Neighborhood Involvement

Type: Compensation Set Aside Request

Request: NI_015 - Compensation set-aside funding

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	40,000	0	40,000
TOTAL EXPENDITURES	40,000	0	40,000
REVENUES			
General Fund Discretionary	40,000	0	40,000
TOTAL REVENUES	40,000	0	40,000

Bureau Description:

Compensation set-aside request to cover additonal personnel costs related to the ONI Director's resignation/severance.

CBO Discussion and Recommendation

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

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_016 - Personnel funding for ONI Director

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	17,522	0	17,522
External Materials and Services	(17,522)	0	(17,522)
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

Transfers \$17,522 from Housing/Homeless External M&S to cover Personnel Cost overages related to ONI Director Resignation and related severance.

CBO Discussion and Recommendation

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

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_017 - Crime Sign Sales

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	4,100	0	4,100
TOTAL EXPENDITURES	4,100	0	4,100
REVENUES			
Miscellaneous	4,100	0	4,100
TOTAL REVENUES	4,100	0	4,100

Bureau Description:

Recognizes the revenue from Crime Prevention sign sales. Revenues are used to replenish the inventory of signs, clings, stickers, and other items the program offers to the public.

CBO Discussion and Recommendation

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

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_018 - Increase EPNO Director from 0.75 to 0.80 FTE

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
TOTAL EXPENDITURES	0	0	0
FTE			
Part-Time Positions	0.02	0.00	0.02
TOTAL FTE	0.02	0.00	0.02

Bureau Description:

This request is to increase the EPNO Director from 0.75 to 0.80 FTE. There is no budgetary change this year due to the difference in pay between the previous director and the new director.

CBO Discussion and Recommendation

Business Area Projection Report

	Spring BMP Revised Budget	FY 2016-17 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Office of Neighborhood Involvement				
EXPENDITURES				
Personnel Services	\$5,460,981	\$3,450,130	\$5,455,502	100%
External Materials and Services	\$4,249,570	\$919,363	\$4,141,917	97%
Internal Materials and Services	\$820,605	\$532,113	\$811,500	99%
TOTAL EXPENDITURES	\$10,531,156	\$4,901,606	\$10,408,919	99%
REVENUES				
Charges for Services	\$1,257,369	\$1,091,402	\$1,915,000	152%
Intergovernmental Revenues	\$286,191	\$0	\$286,191	100%
Interagency Revenue	\$21,761	\$8,635	\$21,761	100%
Miscellaneous	\$14,500	\$3,151	\$14,500	100%
General Fund Discretionary	\$8,668,995	\$0	\$0	0%
General Fund Overhead	\$282,340	\$0	\$0	0%
TOTAL REVENUES	\$10,531,156	\$1,103,188	\$2,237,452	21%

Bureau Projection Narrative

General Fund expenditures are expected to be very close to budget.

General Fund revenues are expected to exceed budget by a large amount. This is mostly due to Cannabis Program license revenues coming in at a much higher rate than originally projected. The Adopted Budget included \$825,000 revenue projected. Our current projections are \$1,425,000.

Liquor license revenues are expected to be over budget by 15,000, and Noise Revenues by approximately \$50,000. The liquor license overage can be explained by typical variance in the program. The Noise fee schedule was increased by 15% in October, which makes up the bulk of the Noise revenue increase.

Grant revenues reflect a timing issue from the end of FY2015-16.

Business Area Projection Report

	Spring BMP Revised Budget	FY 2016-17 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Office of Neighborhood Involvement				
EXPENDITURES				
External Materials and Services	\$0	\$5,000	\$5,000	0%
TOTAL EXPENDITURES	\$0	\$5,000	\$5,000	0%
REVENUES				
Intergovernmental Revenues	\$0	\$27,690	\$27,690	0%
TOTAL REVENUES	\$0	\$27,690	\$27,690	0%

Bureau Projection Narrative

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