



CITY OF

PORTLAND, OREGON

OFFICE OF NEIGHBORHOOD INVOLVEMENT

CHLOE EUDALY, COMMISSIONER

Suk Rhee, Director

1221 SW 4th Avenue, Room 110

Portland, Oregon 97204

Promoting a culture of civic engagement

MEMORANDUM

Date: March 26, 2018

To: Yung Ouyang, Financial Analyst, City Budget Office

From: Suk Rhee, ONI Director

Subject: Office of Neighborhood Involvement FY 2017-18 Spring BuMP Submission

Please accept the Office of Neighborhood Involvement's submittal of the FY 2017-18 Spring Budget Monitoring Process. The following items highlight the major changes to the ONI Budget in the FY 2018 Fall BMP:

- \$23,000 for an OMF Facilities space study for the impending move of the East Portland Neighborhood Office.
- \$170,400 carry forward for the houselessness position working in the Joint Office of Homeless Services with Multnomah County.
- \$55,000 carryover of funding for the Portland United Against Hate position to extend it to a full year of service.
- Carry forward \$480,486 in excess Cannabis revenues from FY2016/17 into the new Cannabis special revenue fund.
- \$43,338 carryover of one-time general funds for the interagency agreement with BDS for strategic communications services.
- \$250,000 reduction to move the Public Election Fund to special appropriations.
- Increase of \$15,109 in revenues from North Portland Community Works to cover the costs of casual/seasonal employees working on their behalf at the North Portland Neighborhood Office.

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

Cc: Council Offices
Michael Kersting

**CBO Discussion and Recommendations
FY 2017-18 Spring Supplemental Budget Ordinance**

Bureau: Office of Neighborhood Involvement

Type: Program Carryover Request

Request: NI_011 - Houselessness Funding Carryover

| | Spring BMP Requested Adjustments | Spring BMP CBO/Council Changes | Spring BMP Total Adjustments |
|---------------------------------|--|--------------------------------------|------------------------------------|
| EXPENDITURES | | | |
| Personnel Services | (153,400) | 0 | (153,400) |
| External Materials and Services | (17,000) | 0 | (17,000) |
| TOTAL EXPENDITURES | (170,400) | 0 | (170,400) |
| REVENUES | | | |
| General Fund Discretionary | (170,400) | 0 | (170,400) |
| TOTAL REVENUES | (170,400) | 0 | (170,400) |

Bureau Description:

Originally expected to be for two positions over one year, the scope has been reduced and extended to include one position over two years. The position was not hired until late November 2017, so will only have been staffed for about 7 months at fiscal year end. This carryover allows the position to extend to at least June 2019.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2017-18 Spring Supplemental Budget Ordinance**

Bureau: Office of Neighborhood Involvement

Type: Program Carryover Request

Request: NI_012 - PUAH Funding Carryover

| | Spring BMP Requested Adjustments | Spring BMP CBO/Council Changes | Spring BMP Total Adjustments |
|---------------------------------|--|--------------------------------------|------------------------------------|
| EXPENDITURES | | | |
| Personnel Services | (47,000) | 0 | (47,000) |
| External Materials and Services | (8,000) | 0 | (8,000) |
| TOTAL EXPENDITURES | (55,000) | 0 | (55,000) |
| REVENUES | | | |
| General Fund Discretionary | (55,000) | 0 | (55,000) |
| TOTAL REVENUES | (55,000) | 0 | (55,000) |

Bureau Description:

The PUAH position expected to run for a full 12 months, was hired on November 30. This carryover request is intended to extend the position in order to be able to follow the PUAH project to the end.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2017-18 Spring Supplemental Budget Ordinance**

Bureau: Office of Neighborhood Involvement

Type: Program Carryover Request

Request: NI_013 - BDS Communications Carryover

| | Spring BMP Requested Adjustments | Spring BMP CBO/Council Changes | Spring BMP Total Adjustments |
|---------------------------------|--|--------------------------------------|------------------------------------|
| EXPENDITURES | | | |
| Personnel Services | 0 | 0 | 0 |
| Internal Materials and Services | (43,338) | 0 | (43,338) |
| TOTAL EXPENDITURES | (43,338) | 0 | (43,338) |
| REVENUES | | | |
| General Fund Discretionary | (43,338) | 0 | (43,338) |
| TOTAL REVENUES | (43,338) | 0 | (43,338) |

Bureau Description:

The one-time Interagency Agreement with BDS for communications has been delayed. ONI intends to carryover \$12,000 for BDS communications support for Spirit of Portland Awards. The remaining \$31,338 will go toward accessing specialized communications services originally intended under the Interagency.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2017-18 Spring Supplemental Budget Ordinance**

Bureau: Office of Neighborhood Involvement

Type: Program Carryover Request

Request: NI_014 - Carryover of FY2016-17 excess Cannabis Revenue

| | Spring BMP Requested Adjustments | Spring BMP CBO/Council Changes | Spring BMP Total Adjustments |
|---------------------------------|---|---|---|
| EXPENDITURES | | | |
| External Materials and Services | (480,486) | 0 | (480,486) |
| TOTAL EXPENDITURES | (480,486) | 0 | (480,486) |
| REVENUES | | | |
| General Fund Discretionary | (480,486) | 0 | (480,486) |
| TOTAL REVENUES | (480,486) | 0 | (480,486) |

Bureau Description:

ONI had \$480,486 in excess Cannabis revenues at the end of FY2016-17. This was carried over in the Fall BMP. This revenue will carryover to be included in the new Cannabis Special Revenue Fund in FY2018-19.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2017-18 Spring Supplemental Budget Ordinance**

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_015 - Shift funding for NPNS Casual/Seasonal employees

| | Spring BMP Requested Adjustments | Spring BMP CBO/Council Changes | Spring BMP Total Adjustments |
|---------------------------------|---|---|---|
| EXPENDITURES | | | |
| Personnel Services | 303 | 0 | 303 |
| External Materials and Services | (303) | 0 | (303) |
| TOTAL EXPENDITURES | 0 | 0 | 0 |

Bureau Description:

Shift funds from North Portland Neighborhood Services External M&S budget to NPNS Personnel budget to cover the costs of Casual/Seasonal employees.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2017-18 Spring Supplemental Budget Ordinance**

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_016 - North Portland Tool Library Revenues

| | Spring BMP Requested Adjustments | Spring BMP CBO/Council Changes | Spring BMP Total Adjustments |
|---------------------------|---|---|---|
| EXPENDITURES | | | |
| Personnel Services | 15,109 | 0 | 15,109 |
| TOTAL EXPENDITURES | 15,109 | 0 | 15,109 |
| REVENUES | | | |
| Charges for Services | 15,109 | 0 | 15,109 |
| TOTAL REVENUES | 15,109 | 0 | 15,109 |

Bureau Description:

Recognize revenues from North Portland Community Works to cover the costs of employees working on the North Portland Tool Library, and on other special projects through the North Portland Neighborhood Office.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2017-18 Spring Supplemental Budget Ordinance**

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_017 - PUAH funding to new functional area

| | Spring BMP Requested Adjustments | Spring BMP CBO/Council Changes | Spring BMP Total Adjustments |
|---------------------------------|---|---|---|
| EXPENDITURES | | | |
| Personnel Services | 0 | 0 | 0 |
| External Materials and Services | 0 | 0 | 0 |
| Internal Materials and Services | 0 | 0 | 0 |
| TOTAL EXPENDITURES | 0 | 0 | 0 |
| REVENUES | | | |
| General Fund Discretionary | 0 | 0 | 0 |
| TOTAL REVENUES | 0 | 0 | 0 |

Bureau Description:

Shifts budget for PUAH into functional area specific to PUAH. This is a technical adjustment only, with zero effect on the budget.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2017-18 Spring Supplemental Budget Ordinance**

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_018 - Shift Houselessness budget into functional area

| | Spring BMP Requested Adjustments | Spring BMP CBO/Council Changes | Spring BMP Total Adjustments |
|---------------------------------|---|---|---|
| EXPENDITURES | | | |
| Personnel Services | 0 | 0 | 0 |
| External Materials and Services | 0 | 0 | 0 |
| TOTAL EXPENDITURES | 0 | 0 | 0 |
| REVENUES | | | |
| General Fund Discretionary | 0 | 0 | 0 |
| TOTAL REVENUES | 0 | 0 | 0 |

Bureau Description:

Shifts budget for the houselessness program into a functional area specific to the houselessness program. This is a technical adjustment only, with zero effect on the budget.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2017-18 Spring Supplemental Budget Ordinance**

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_019 - Space Study

| | Spring BMP Requested Adjustments | Spring BMP CBO/Council Changes | Spring BMP Total Adjustments |
|---------------------------------|---|---|---|
| EXPENDITURES | | | |
| Internal Materials and Services | 23,000 | 0 | 23,000 |
| TOTAL EXPENDITURES | 23,000 | 0 | 23,000 |
| REVENUES | | | |
| General Fund Discretionary | 23,000 | 0 | 23,000 |
| TOTAL REVENUES | 23,000 | 0 | 23,000 |

Bureau Description:

The East Portland Neighborhood Office has recently been housed in a Water Bureau facility virtually rent free, for the past few years. Recent litigation related to the Water Bureau's alleged mis-use of Rate-payer funds has caused the Water Bureau to re-think this arrangement. Our most recent discussions have indicated a rent increase to about \$28,000 a year is likely.

The current location is not ideal for EPNO, or the Water Bureau. The site suffers from deferred maintenance, is unreinforced masonry, and the current use is not core to the Water Bureau's mission. ONI is requesting funds to have OMF Facilities to perform a space study for the bureau in order to facilitate a move in the coming year.

A previous space study done by OMF facilities for the Police Bureau to facilitate a move of ONI staff from the Penumbra Kelly Building was performed for a similar amount.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2017-18 Spring Supplemental Budget Ordinance**

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_020 - Public Elections fund to Special Appropriations

| | Spring BMP Requested Adjustments | Spring BMP CBO/Council Changes | Spring BMP Total Adjustments |
|---------------------------------|--|--------------------------------------|------------------------------------|
| EXPENDITURES | | | |
| External Materials and Services | (250,000) | 0 | (250,000) |
| TOTAL EXPENDITURES | (250,000) | 0 | (250,000) |
| REVENUES | | | |
| Fund Transfers - Revenue | (250,000) | 0 | (250,000) |
| TOTAL REVENUES | (250,000) | 0 | (250,000) |

Bureau Description:

This request will move \$250,000 from ONI's budget in the Public Elections Fund to Special Appropriations.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2017-18 Spring Supplemental Budget Ordinance**

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_021 - Facilities Security Assessment

| | Spring BMP Requested Adjustments | Spring BMP CBO/Council Changes | Spring BMP Total Adjustments |
|---------------------------------|---|---|---|
| EXPENDITURES | | | |
| External Materials and Services | (720) | 0 | (720) |
| Internal Materials and Services | 720 | 0 | 720 |
| TOTAL EXPENDITURES | 0 | 0 | 0 |

Bureau Description:

\$720 Spring BMP IA increase with Facilities Services for the recently conducted Security Assessments that have been completed on City properties. These assessments were approved by Council in the FY 2016-17 Over Expenditure Ordinance.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2017-18 Spring Supplemental Budget Ordinance**

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_022 - Crime Sign Revenues

| | Spring BMP Requested Adjustments | Spring BMP CBO/Council Changes | Spring BMP Total Adjustments |
|---------------------------------|---|---|---|
| EXPENDITURES | | | |
| External Materials and Services | 3,000 | 0 | 3,000 |
| TOTAL EXPENDITURES | 3,000 | 0 | 3,000 |
| REVENUES | | | |
| Miscellaneous | 3,000 | 0 | 3,000 |
| TOTAL REVENUES | 3,000 | 0 | 3,000 |

Bureau Description:

Crime Prevention sells Neighborhood Watch Signs and other Crime Prevention materials. The revenues are used to replenish the supplies.

CBO Discussion and Recommendation

Business Area Projection Report

| | Spring BMP Revised Budget | FY 2017-18 YTD Actuals Thru AP8 | Spring BMP Year-End Projection | % of Projected Actuals to Revised Bud |
|---|---------------------------------|---------------------------------------|--------------------------------------|---|
| Office of Neighborhood Involvement | | | | |
| EXPENDITURES | | | | |
| Personnel Services | \$5,726,051 | \$3,636,937 | \$5,487,100 | 96% |
| External Materials and Services | \$4,795,821 | \$1,333,409 | \$4,700,000 | 98% |
| Internal Materials and Services | \$963,928 | \$586,223 | \$938,000 | 97% |
| TOTAL EXPENDITURES | \$11,485,800 | \$5,556,569 | \$11,125,100 | 97% |
| REVENUES | | | | |
| Charges for Services | \$1,405,759 | \$1,174,208 | \$2,088,615 | 149% |
| Intergovernmental Revenues | \$300,807 | \$0 | \$300,807 | 100% |
| Interagency Revenue | \$18,461 | \$54 | \$18,461 | 100% |
| Miscellaneous | \$3,000 | \$17,769 | \$19,000 | 633% |
| General Fund Discretionary | \$9,460,180 | \$0 | \$0 | 0% |
| General Fund Overhead | \$297,593 | \$0 | \$0 | 0% |
| TOTAL REVENUES | \$11,485,800 | \$1,192,031 | \$2,426,883 | 21% |

Bureau Projection Narrative

ONI Expenses are in-line with budgeted amounts. Some of the projected expenditures are actually projected contract encumbrances that may be paid out as advances, or carried over in the Fall BMP.

ONI Revenues are projected as over-collected. The largest portion of this is Cannabis license revenues. We currently project \$1.6 million in revenues, while the budget is for just under \$1 million. ONI is performing a fee study to address this situation. In the mean-time, any actual excess revenues will go into the Cannabis special revenue fund.

Miscellaneous revenues is the other item that is over-collecting. The overage is related to DCTU time reimbursements for employees working on Union-related work while being paid on City Time.