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503-823-4000



MEMORANDUM

Date: March 27, 2019
To: Kea Cannon, Financial Analyst, City Budget Office
From: Suk Rhee, Director, Office of Community & Civic Life
Subject: Office of Community & Civic Life FY 2018-19 Spring BMP Submission

Please accept the Office of Community & Civic Life’s submittal of the FY 2018-19 Spring Budget Monitoring Process (BMP). The following items are highlights of bureau decisions:

- \$1,094,858 in transfer of prior year Cannabis revenue to reserves
- \$700,000 carry over of Cannabis Tax Revenue funds with \$490,000 going towards Civic Life administered grants and \$210,000 going to Prosper Portland for support of DMWESB cannabis businesses
- \$225,000 one-time carry over for Census work, grants to be administered in current fiscal year, but not executed until next fiscal year
- \$150,000 carry over for East Portland Action Plan grants
- \$125,000 carry over of bureau General Fund dollars for 2020 Census community grants and staffing
- \$83,860 in carry over for EPAP grants non encumbered in FY17-18
- \$75,000 one-time carry over for the Disability Data Project to continue work into next fiscal year
- \$51,663 in technical move of personnel dollars to external materials and services for a transfer of leftover houselessness dollars for IGA with Joint Office at Multnomah County
- \$50,000 in Noise revenue mid-year reduction
- \$30,000 in one-time carry over requested to retain staff in support of Code Change project completion

Please contact Michelle Rodríguez (503-823-4831) if you have any questions or concerns.

Cc: Council Offices
Michael Kersting

NI - Office of Community & Civic Life

DP Type General Fund Program Carry

Request Name: 8053 -EPAP FY 19 Grant Carryover

Package Description

The East Portland Action Plan is moving out of Civic Life and to Commissioner Eudaly's office (see FY 19-20 Proposed Budget). Grant management responsibilities will be transferring to the Grants Office. Current year grants will be identified in this fiscal year, but the distribution of the funds will be handled by the Grants Office starting in July. We are reducing our budget by \$150,000 in external M&S and the Grants Office will receive the funds to begin FY19-20.

Service Impacts

No service impacts. Most grantees were receiving their funds after July 1 in prior years.

Equity Impacts

None.

CBO Analysis

Budget Detail

Fund				
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000 External Materials and Services		-150,000	0	-150,000
	Sum:	-150,000	0	-150,000

Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000 General Fund Discretionary		-150,000	0	-150,000
	Sum:	-150,000	0	-150,000

NI - Office of Community & Civic Life

DP Type General Fund Program Carry

Request Name: 8065 -Disability Data Project

Package Description

\$75,000 EM&S Carryover for the Disability Data Project. We were awarded \$55,000 in one-time money in FY18-19, and would like to combine it with \$20,000 of ongoing funds to support this project beginning in FY19-20. A competitive Request for Proposals has been conducted and the consultants identified for contracting.

Service Impacts

Equity Impacts

CBO Analysis

Budget Detail					
Fund					
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total	
100000	External Materials and Services	-75,000		0	-75,000
	Sum:	-75,000		0	-75,000

Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total	
100000	General Fund Discretionary	-75,000		0	-75,000
	Sum:	-75,000		0	-75,000

NI - Office of Community & Civic Life

DP Type New Revenue

Request Name: 8066 -Recognize revenues from NPCW for programs

Package Description

The North Portland Neighborhood Services office employs people to run the North Portland Tool Library, and other special projects for the North Portland Community Works Program. The City is fully reimbursed by NPCW for these employee costs. This entry recognizes the revenues we expect to collect to offset the personnel costs.

Service Impacts

NPNS can facilitate these programs at no cost to the City.

Equity Impacts

CBO Analysis

Budget Detail

Fund		2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000	Personnel	18,727	0	18,727
	Sum:	18,727	0	18,727

Fund		2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000	Miscellaneous	18,727	0	18,727
	Sum:	18,727	0	18,727

NI - Office of Community & Civic Life

DP Type Program Carryover

Request Name: 8078 -Cannabis Tax Revenue - Carryover for grants

Package Description

\$700,000 Cannabis Tax Revenue funds were allocated to the Office of Community & Civic Life in the FY18-19 budget. Implementation of this new funding source will result in \$490,000 in grants being issued at the beginning of the FY19-20 fiscal year. The remaining \$210,000 will be sent to Prosper Portland through IGA for providing support and technical assistance to minority-owned cannabis businesses.

Service Impacts

Grants will be funded in FY19-20.

Equity Impacts

CBO Analysis

Budget Detail				
Fund				
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
227020	External Materials and Services	-490,000	0	-490,000
	Sum:	-490,000	0	-490,000

Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
227020	Miscellaneous Fund Allocation	-490,000	0	-490,000
	Sum:	-490,000	0	-490,000

NI - Office of Community & Civic Life

DP Type General Fund Program Carry

Request Name: 8079 -Census grant carryover

Package Description

Carryover \$225,000 census grant funding to FY19-20. This one-time funded project was newly created in the current fiscal year, but grants will not be executed in the current fiscal year. Civic Life is a member of the Census Equity Funders Committee of Oregon (CEFCO). CEFCO selected a statewide census coordinator through a competitive Request for Proposals process (November 2018-February 2019). \$20,000 of the \$225,000 will be dedicated to co-funding the statewide coordinator position. Civic Life, with CEFCO partners, will release a second competitive Request for Proposals in FY 18-19 for community partners to implement the 2020 Census field operations plan to increase the rate of return among "hard-to-count" Census tracts through a coordinated effort. Grants will be executed in early FY 19-20.

Service Impacts

Equity Impacts

CBO Analysis

Budget Detail				
Fund				
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000	External Materials and Services	-225,000	0	-225,000
	Sum:	-225,000	0	-225,000

Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000	General Fund Discretionary	-225,000	0	-225,000
	Sum:	-225,000	0	-225,000

NI - Office of Community & Civic Life

DP Type New Revenue

Request Name: 8082 -Spirit of Portland Revenue

Package Description

The Commissioners' joint fund reimbursed Civic Life for additional expenses related to Spirit of Portland Awards.

Service Impacts

Equity Impacts

CBO Analysis

Budget Detail

Fund					
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total	
100000	External Materials and Services	2,500	0	2,500	
	Sum:	2,500	0	2,500	

Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total	
100000	Miscellaneous	2,500	0	2,500	
	Sum:	2,500	0	2,500	

NI - Office of Community & Civic Life

DP Type Internal Transfer

Request Name: 8085 -Prior year excess cannabis revenues to reserves

Package Description

Cannabis revenues in FY 16-17 exceeded cannabis expenses by \$480,486. Revenues in FY17-18 exceeded expenses by 614,372. This \$1,094,858 in beginning fund budget is currently showing as External M&S, but should really be set-aside as a funding reserve for the Cannabis fund. This request will move the funding out of the operating budget.

Service Impacts

None

Equity Impacts

CBO Analysis

Budget Detail					
Fund					
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total	
228000	Ending Fund Balance	1,094,858	0	1,094,858	
228000	External Materials and Services	-1,094,858	0	-1,094,858	
	Sum:	0	0	0	

Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total	
228000	Beginning Fund Balance		0	0	0
	Sum:		0	0	0

NI - Office of Community & Civic Life

DP Type Mid-Year Reduction

Request Name: 8086 -Reduce Noise revenue projection

Package Description

Noise revenues have been running at historically high levels for the past 3 fiscal years. The current fiscal year noise revenues have regressed slightly from years past. This reduction is a reflection of this trend.

Service Impacts

Hiring of a vacant position may be delayed.

Equity Impacts

CBO Analysis

Budget Detail

Fund		2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000	Personnel	-50,000	0	-50,000
	Sum:	-50,000	0	-50,000

Fund		2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000	Charges for Services	-50,000	0	-50,000
	Sum:	-50,000	0	-50,000

NI - Office of Community & Civic Life

DP Type Other Adjustments

Request Name: 8087 -IA with Water for Hazelwood Lease

Package Description

Lease with Portland Water Bureau for East Portland Community Office at 1017 NE 117th Avenue.

Service Impacts

Equity Impacts

CBO Analysis

Budget Detail

Fund		2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000	External Materials and Services	-4,830	0	-4,830
100000	Internal Materials and Services	4,830	0	4,830
	Sum:	0	0	0

NI - Office of Community & Civic Life

DP Type General Fund Program Carry

Request Name: 8088 -Carryover for continuing the Code Change Position

Package Description

The "Code Change" is a one-time, time-limited project to convene a committee to recommend changes to Chapter 3.96 in City Code per Resolution 37373 adopted July 18, 2018. Per the resolution, recommendations are to be presented to City Council in July 2019. This carryover of salary savings from ongoing funds will allow the Coordinator I position to continue to be funded through September 2019 to conclude community and project activities. These include but are not limited to reporting back to participating community members, organizations and city bureaus regarding adopted recommendations, and documenting and finalizing all project materials.

Service Impacts

Equity Impacts

CBO Analysis

Budget Detail				
Fund				
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000 Personnel		-30,000	0	-30,000
	Sum:	-30,000	0	-30,000

Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000 General Fund Discretionary		-30,000	0	-30,000
	Sum:	-30,000	0	-30,000

NI - Office of Community & Civic Life

DP Type Mid-Year Reduction

Request Name: 8129 -Cannabis Tax Revenue - Transfer to Prosper Portland

Package Description

\$210,000 of the \$700,000 (30%) Cannabis Tax Revenue Fund was directed by Commissioner Eudaly to go to Prosper Portland as dedicated to providing support and technical assistance to minority-owned cannabis businesses.

Service Impacts

Equity Impacts

CBO Analysis

Budget Detail				
Fund				
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
227020	External Materials and Services	-210,000	0	-210,000
	Sum:	-210,000	0	-210,000

Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
227020	Miscellaneous Fund Allocation	-210,000	0	-210,000
	Sum:	-210,000	0	-210,000

NI - Office of Community & Civic Life

DP Type General Fund Program Carry

Request Name: 8136 -Carryover for census activities

Package Description

o This carryover of savings in external materials and services and personnel will be applied toward 2020 Census staffing and community grantmaking aligned with the proposed activities for this project in the FY 19-20 proposed budget. Civic Life has proposed an investment of \$528,292 in FY 19-20 to increase the count among hard-to-count (HTC) populations. Of this amount, \$475,000 is requested for grants to invest in community partners and led by and embedded within targeted HTC populations to implement a field operations plan coordinated and aligned with broader regional partnerships, including the Census Equity Funders Committee of Oregon, the tri-county Portland Metropolitan region, and the state of Oregon, Office of Diversity, Equity and Inclusion. \$53,292 is requested for a 0.5 FTE Coordinator I staff position to support three existing staff positions whose efforts have been partially reassigned to 2020 Census preparation.

Service Impacts

Hard to Count Populations will be properly counted in the 2020 census, leading to more federal funding for the City and State.

Equity Impacts

CBO Analysis

Budget Detail					
Fund					
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total	
100000	External Materials and Services	-100,000	0	-100,000	
100000	Personnel	-25,000	0	-25,000	
	Sum:	-125,000	0	-125,000	

Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total	
100000	General Fund Discretionary	-125,000	0	-125,000	
	Sum:	-125,000	0	-125,000	

NI - Office of Community & Civic Life

DP Type Other Adjustments

Request Name: 8161 -Personnel funds to 17-18 EPAP Grants

Package Description

\$83,860.09 of awarded EPAP grants were not encumbered by the end of FY 17-18. The Bureau decided to cover the costs of these grants by using FY18-19 personnel funds. Some positions at EPCO were not filled immediately, leading to available funds.

Service Impacts

Equity Impacts

CBO Analysis

Budget Detail					
Fund					
			2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
	Major Object Name	Expense			
100000	External Materials and Services		83,860	0	83,860
100000	Personnel		-83,860	0	-83,860
		Sum:	0	0	0

NI - Office of Community & Civic Life

DP Type Other Adjustments

Request Name: 8163 -Personnel funds to EM&S in Houselessness program

Package Description

Moves 51,663 from Personnel to EM&S in the Houselessness program. This one-time funded project included a full-time staff person who has now resigned. We are moving the budget for personnel to EM&S in order to send the remaining balance of these one time funds to the Multnomah County Joint Homeless Office.

Service Impacts

County will continue to provide the services Civic Life was performing.

Equity Impacts

CBO Analysis

Budget Detail

Fund		2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
	Major Object Name	Expense		
100000	External Materials and Services	51,663	0	51,663
100000	Personnel	-51,663	0	-51,663
	Sum:	0	0	0

NI - Office of Community & Civic Life

DP Type General Fund Program Carry

Request Name: 8181 -Advisory Bodies Technology Support Carryover

Package Description

Carry over of EMS to have sufficient dollars for purchase of technological solution for advisory bodies centralized volunteer management, training production and training tracking.

Service Impacts

Equity Impacts

CBO Analysis

Budget Detail					
Fund					
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total	
100000	External Materials and Services	-25,000	0	-25,000	
	Sum:	-25,000	0	-25,000	

Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total	
100000	General Fund Discretionary	-25,000	0	-25,000	
	Sum:	-25,000	0	-25,000	