



OFFICE OF
**Community
& Civic Life**

Jo Ann Hardesty, *Commissioner*
Michael Montoya, *Interim Director*

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MEMORANDUM

Date: September 9, 2021

To: Jane Marie Ford, Financial Analyst, City Budget Office

From: Michael Montoya, Interim Director

Subject: Office of Community & Civic Life FY 2021-22 Fall
BMP Submission

Please accept the Office of Community & Civic Life's (Civic Life) submittal of the FY 2021-22 Fall Budget Monitoring Process. The following items are the only major changes to the Civic Life Budget in the FY 2021-22 Fall BMP:

- \$1.54 million in encumbrance carryover.
- \$210,000 reallocation of personnel savings for strategic planning.
- Addition of temporary communications coordinator.
- Equalizing North Portland FTE with other neighborhood services staff levels.
- Reduction in \$200,000 Cannabis Licensing Revenues as part of a fee waiver program.

Please contact Icie Ta, Business Operations Lead (503-865-6501) or Michael Kersting, Financial Analyst (503-823-3040) if you have any questions or concerns.

Cc: Council Offices
Michael Montoya
Icie Ta
Michael Kersting



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NI - Office of Community and Civic Life DP Type Technical Adjustments

Request Name: 12558 -Technical Adjustments

Package Description

General Bureau Technical Adjustments that do not move funding into different programs or major objects:

- 1.) Moves budget for the Cannabis Program from NINL000006 into three cost objects: NICN000001, NICN000002, NICN000003. This move removes Cannabis from its previous home in the Livability Program into a separate program, and allows us to separate into 3 new functional areas: Cannabis Licensing, Cannabis Reinvestment, and Cannabis Community Led Budgeting.
- 2.) Adjusts cost objects to reflect accurate distribution of additional funds awarded in the Adopted phase of the budget to the distribution of neighborhood small grants funds and the restoration of District Coalition funds to the appropriate cost objects.
- 3.) Moves the budget for Administrative Specialist out of the Community Safety Program area into the Admin Program area.
- 4.) Moves the \$250,000 ARP funding for clean-ups out of Graffiti budget, and into Special Projects budget.

Service Impacts

There are no service impacts, these transactions are simply to move existing budget items into more appropriate or newly created cost objects.

Equity Impacts

2021-22 FALL Requested Adj		
Expense	Contingency	0
	External Materials and Services	0
	Fund Transfers - Expense	0
	Internal Materials and Services	0
	Personnel	0
Expense	Sum:	\$0

2021-22 FALL Requested Adj		
Revenue	Beginning Fund Balance	0
	Charges for Services	0
	General Fund Discretionary	0
	Interagency Revenue	0
	Intergovernmental	0
	Miscellaneous Fund Allocation	0
Revenue	Sum:	\$0

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30003003 - Administrative Specialist II	0.00	0	0	0	0	0
Total	0.00	0	0	0	0	0

NI - Office of Community and Civic Life

DP Type

Encumbrance Carryover

Request Name: 12586 -Encumbrance carryover

Package Description

Encumbrance carryover of contracts that were not completed at the end of FY 2020-21.

\$1,540,762 total.

\$160,137 SEED grant extended contracts, including \$21,362 of outstanding advances.

\$1,000,000 SEED grants that were awarded at the end of FY 2020/21.

\$305,193 of Cannabis Licensing funds for Accela contract awarded at the end of FY 2020/21.

\$75,432 General Funds for PSU disability and demographics contracts.

Service Impacts

Allows for contracts to be completed with funds that were reserved for these specific purposes.

Equity Impacts

2021-22 FALL Requested Adj		
Expense	External Materials and Services	1,540,762
Expense	Sum:	\$1,540,762

2021-22 FALL Requested Adj		
Revenue	Beginning Fund Balance	305,193
	General Fund Discretionary	75,432
	Miscellaneous Fund Allocation	1,160,137
Revenue	Sum:	\$1,540,762

NI - Office of Community and Civic Life

DP Type

Internal Transfer

Request Name: 12590 -Strategic Planning

Package Description

Recent events in Civic Life have resulted in the necessity for the Bureau to re-think priorities, and re-set functions. This decision package re-allocates expected salary savings toward some strategic planning contracts & consultants. \$70,000 of the funding was previously carried forward in the Spring BMP, but was mis-allocated into personnel budget. Another \$210,000 is re-allocated from FY21-22 expected salary savings.

Service Impacts

A re-set on the Bureau's goals and priorities will allow for better use of existing resources.

Equity Impacts

2021-22 FALL Requested Adj		
Expense	External Materials and Services	280,000
	Personnel	-280,000
Expense	Sum:	\$0

2021-22 FALL Requested Adj		
Revenue	General Fund Discretionary	0
Revenue	Sum:	\$0

NI - Office of Community and Civic Life DP Type Internal Transfer

Request Name: 12591 -Increase North Portland staff to full-time

Package Description

North Portland Neighborhood Services staff increased from 1.60 FTE to 2.00 FTE. Moves \$60K from CNIC general to NPNS.

Service Impacts

This will allow the NPNS coalition to have 2 full-time staff members.

Equity Impacts

This represents a budget increase of approximately 20% to one of the 7 District Coalitions Offices. Typically, Civic Life has attempted to keep all increases to coalitions on an equal basis, or if non-equal increases were made, an equitable rationale for increasing funding was employed.

2021-22 FALL Requested Adj		
Expense	Personnel	0
Expense	Sum:	\$0

2021-22 FALL Requested Adj		
Revenue	General Fund Discretionary	0
Revenue	Sum:	\$0

NI - Office of Community and Civic Life DP Type Internal Transfer

Request Name: 12592 -Reduce costs for SW support staff

Package Description

SW support staff were included in the Adopted budget as Coordinator III and Coordinator I. This reduction changes the Coordinator III to Coordinator II. The savings of \$11,417 go to External M&S within the SW group.

Service Impacts

No service impacts.

Equity Impacts

No equity impacts.

2021-22 FALL Requested Adj		
Expense	External Materials and Services	11,417
	Personnel	-11,417
Expense	Sum:	\$0

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30003028 - Coordinator II	1.00	80,278	0	6,141	35,687	122,106
30003029 - Coordinator III	-1.00	-89,055	0	-6,812	-37,656	-133,523
Total	0.00	-8,777	0		-1,969	-11,417

NI - Office of Community and Civic Life DP Type Technical Adjustments

Request Name: 12600 -Technical adjustment updating RCT commitment items

Package Description

CBO is entering this on behalf of the bureau. Purpose is to make a net zero entry to align RCT allocations with new commitment items.

Service Impacts

Equity Impacts

2021-22 FALL Requested Adj		
Revenue	Miscellaneous Fund Allocation	0
Revenue	Sum:	\$0

NI - Office of Community and Civic Life DP Type Internal Transfer

Request Name: 12614 -Temporary Communications Coordinator

Package Description

Adds a temporary communications coordinator to provide clear messaging for the strategic planning process.

Service Impacts

Robust communications strategy and messaging is an important part of our comprehensive strategic planning process. Both long and short term planning and realignment require additional communications team staffing.

Equity Impacts

2021-22 FALL Requested Adj		
Expense	Personnel	0
Expense	Sum:	\$0

2021-22 FALL Requested Adj		
Revenue	General Fund Discretionary	0
Revenue	Sum:	\$0

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30003028 - Coordinator II	1.00	56,863	0	4,351	26,014	87,228
Total	1.00	56,863	0		26,014	87,228

NI - Office of Community and Civic Life DP Type Contingency

Request Name: 12641 -Appropriate fund balance, and reduce expected revenues

Package Description

The Cannabis Licensing fund ended FY 2020/21 with a surplus balance of \$1,809,901. \$300,000 was appropriated in the adopted budget. \$305,193 was carried over as part of the PO encumbrance carryover request, leaving an additional \$1,204,708 remaining to be brought forward.

In addition to the appropriation of the fund balance, this request will also serve as the reduction of \$200,000 of expected licensing revenues for fee waivers to support the Cannabis Emergency Relief Fund (CERF).

Revenues:
Fund balance \$1,204,708
License revenues (\$200,000)

Expenses:
Contingency: \$1,004,708

Service Impacts

Appropriating the fund balance will allow for it to be used to cover unexpected revenue shortfalls, or increased expenditures.

The CERF fee waivers will require some administrative work by the Cannabis team.

Equity Impacts

The fee waiver program will be applied equitably and legally to licensees who have been impacted by robbery, wildfire and COVID related challenges.

2021-22 FALL Requested Adj		
Expense	Contingency	1,004,708
Expense	Sum:	\$1,004,708

2021-22 FALL Requested Adj		
Revenue	Beginning Fund Balance	1,204,708
	Charges for Services	-200,000
Revenue	Sum:	\$1,004,708

Prior Year Fund Reconciliation Report

Office of Community and Civic Life

100 - General Fund

EXPENDITURES	2020-21 Revised Budget	2020-21 Actuals	Percent of Actuals to Revised
Personnel	4,999,887	5,008,092	100.16%
External Materials and Services	6,037,526	5,845,056	96.81%
Internal Materials and Services	745,552	716,400	96.09%
TOTAL EXPENDITURES	11,782,965	11,569,549	98.19%

REVENUES	2020-21 Revised Budget	2020-21 Actuals	Percent of Actuals to Revised
Charges for Services	269,378	280,034	103.96%
Intergovernmental	0	14,000	
Miscellaneous	0	1,844	
General Fund Discretionary	11,299,185	0	0%
Interagency Revenue	85,164	73,915	86.79%
General Fund Overhead	129,238	0	0%
TOTAL REVENUES	11,782,965	369,793	3.14%

Expenditure Discussion

Personnel budget was exceeded by about \$8000 - less than 1% of total. The Bureau had some VERY late in the year unexpected severance packages to absorb, and we did our best to accurately forecast these costs in the OEO. It appears that we just barely undershot.

Other major object categories expenditures are close to the budgeted amount.

Revenue Discussion

Interagency revenues were below the budgeted amount because we did NOT run the interagency for neighborhood clean-ups this year, budgeted at \$11,305, due to COVID restrictions.

Other Notes

Prior Year Fund Reconciliation Report

Office of Community and Civic Life

227 - Recreational Marijuana Tax Fund

EXPENDITURES	2020-21 Revised Budget	2020-21 Actuals	Percent of Actuals to Revised
External Materials and Services	1,762,069	593,027	33.66%
TOTAL EXPENDITURES	1,762,069	593,027	33.66%

REVENUES	2020-21 Revised Budget	2020-21 Actuals	Percent of Actuals to Revised
Miscellaneous Fund Allocation	1,762,069	0	0%
TOTAL REVENUES	1,762,069	0	0.00%

Expenditure Discussion

Expenses were budgeted as: \$762,069 of encumbrance carryovers from FY2019/20, and \$1,000,000 of new allocation in FY 2020/21. Actual expenditures of \$593,027 were recorded in FY 2020/21, and an additional \$1,160,137 was encumbered and carried over to FY 2021/22, using up approximately 99.5% of the budgeted amount.

Revenue Discussion

Revenues of 99.5% of budget were used (see expenditures).

Other Notes

Prior Year Fund Reconciliation Report

Office of Community and Civic Life

228 - Cannabis Licensing Fund

EXPENDITURES	2020-21 Revised Budget	2020-21 Actuals	Percent of Actuals to Revised
Personnel	888,206	874,694	98.48%
External Materials and Services	328,395	14,493	4.41%
Internal Materials and Services	200,398	172,819	86.24%
Contingency	1,464,033	0	0%
Fund Transfers - Expense	16,507	16,507	100%
TOTAL EXPENDITURES	2,897,539	1,078,512	37.22%

REVENUES	2020-21 Revised Budget	2020-21 Actuals	Percent of Actuals to Revised
Charges for Services	1,373,506	1,364,205	99.32%
Miscellaneous	0	175	
Beginning Fund Balance	1,524,033	0	0%
TOTAL REVENUES	2,897,539	1,364,380	47.09%

Expenditure Discussion

Expenditures on External M&S appeared to be low, but \$305,000 of purchase order encumbrance was remaining at the end of the fiscal year. That encumbrance is carried forward to the new year, and it's usage would have put the Cannabis Licensing fund at near 100%.

Expenditures on Internal M&S are at 86%. It appears that one error on re-allocation of EBS ongoing support costs mis-directed \$11,225.96 of expenses to cannabis general fund cost object instead of cannabis licensing, which would have put Internal M&S at over 90% of budget. We may be able to rectify this error in the new fiscal year.

Revenue Discussion

Revenues for the Cannabis program were on target with the budget as revised in the Spring BMP.

Other Notes

FY 2021-22 Budget Note Update
Office of Community & Civic Life

Date of Budget Note: July 1, 2019 in the FY 2019-20 Adopted Budget

Budget Note Title: FY 2019-20 Adopted Budget Note Office of Community & Civic Life

Budget Note Language: Policy on Stipends for Advisory Body Members

City Council directs the Office of Community & Civic Life, working with the Office of Equity and Human Rights, Bureau of Human Resources, and City Attorney's Office, to conduct a thorough analysis of current practices and policies for providing stipends to volunteer members of City advisory bodies, looking both at existing practice for City of Portland advisory bodies and examples of stipend policies and practices used by other jurisdictions. The bureaus shall present the findings of this analysis and a recommendation for a Citywide policy on stipends for advisory bodies to Council by January 2020.

Summary Status: Underway

Budget Note Update: September 9th, 2021

The Stipends Program is currently piloting the stipends policy with the Public Utilities Board. We still have work to do before we can return to Council with the next set of policy recommendations, including soliciting additional community input and working with bureau partners on the legal, financial, programmatic, and operational needs for a citywide policy. For more information, please consult our website: [Stipends Program](#)

Bureau Performance Narrative

Office of Community and Civic Life

Key Performance Measures	Measure Type Name	FY 2018-19 Actuals	FY 2019-20 Actuals	FY 2020-21 Target	FY 2020-21 Actuals	FY 2021-22 Target	Strategic Target	Details	
NI_0083	Voter turnout as percentage of eligible voters	OUTCOME	N/A	N/A	N/A	N/A	80.0%	90%	Pending population demographic study from PSU Population Research Center.
Other Performance Measures	Measure Type Name	FY 2018-19 Actuals	FY 2019-20 Actuals	FY 2020-21 Target	FY 2020-21 Actuals	FY 2021-22 Target	Strategic Target	Details	
NI_0062	Number of Crime Prevention Through Environmental Design (CPTED) assessments completed (previously Site Security Assessments)	OUTPUT	51	22	50	4	50	200	
NI_0071	Number of cannabis applications received	WORKLOAD	100	192	75	73	75	30	
NI_0072	Number of cannabis licenses issued and renewed	WORKLOAD	267	303	350	329	350	350	
NI_0076	Number of new partnerships with community groups	OUTCOME	N/A	31	6	9	6	6	
NI_0084	Number of small business cannabis licensees	OUTCOME	33	52	80	29	60	80	
NI_0085	Number of cannabis licensees whose owners or staff have a cannabis conviction	OUTCOME	8	12	14	14	14	15	
NI_0086	Number of bureau consultations	WORKLOAD	N/A	7	5	2	5	5	
NI_0090	Number of Neighbors Together Community Engagement and Education Trainings	OUTPUT	N/A	76	250	67	250	400	
NI_0092	Total cost per square foot of graffiti removed with graffiti specialized contracts	OUTPUT	N/A	\$1.46	\$1.35	\$2.00	\$1.50	\$1.50	
NI_0093	Square footage covered with graffiti removal supplies by volunteers	OUTCOME	N/A	50,350.00	N/A	97,200.00	60,000.00	100,000.00	

Office of Community and Civic Life

Prior Year Performance Reporting

Run Date: 9/1/21

Run Time: 11:03:14 AM

Other Performance Measures	Measure Type Name	FY 2018-19 Actuals	FY 2019-20 Actuals	FY 2020-21 Target	FY 2020-21 Actuals	FY 2021-22 Target	Strategic Target	Details
NI_0094	Percentage of total cases of noise concerns that were closed	WORKLOAD	N/A	28%	65%	29%	65%	75%
NI_0095	Number of total liquor license applications processed	WORKLOAD	N/A	1,905	5,500	3,702	2,000	2,500
NI_0096	Percentage of annual licenses renewed online	EFFICIENCY	N/A	29%	90%	12%	25%	90%
NI_0097	Number of Marijuana Regulatory License applications processed for a change of ownership	WORKLOAD	N/A	18	50	51	20	25
NI_0098	Percentage of active Marijuana Regulatory Licensees (MRLs) that applied for the Social Equity Program	OUTPUT	0	0	5.0%	13.0%	10.0%	15%
NI_0099	Percentage of programs in which Civic Life staff speak one or more priority languages	OUTPUT	N/A	53%	60%	62%	75%	100%