

ONI Budget Advisory Committee

**Budget Overview -
FY2010-11 Budget Development**
October 12, 2009

City Budget Overview

- City of Portland budgets annually
- Fiscal Year 2010-11 (FY11) is set by the end of June 2010 and is for the period of July 1st, 2010 through June 30, 2011.
- City's primary responsibilities are providing urban services to community including:
 - public safety,
 - transportation infrastructure/management,
 - parks and recreation, and
 - water and sewer services(Other: Social Services – County, Schools – State)

Key Roles in Budget Decisions

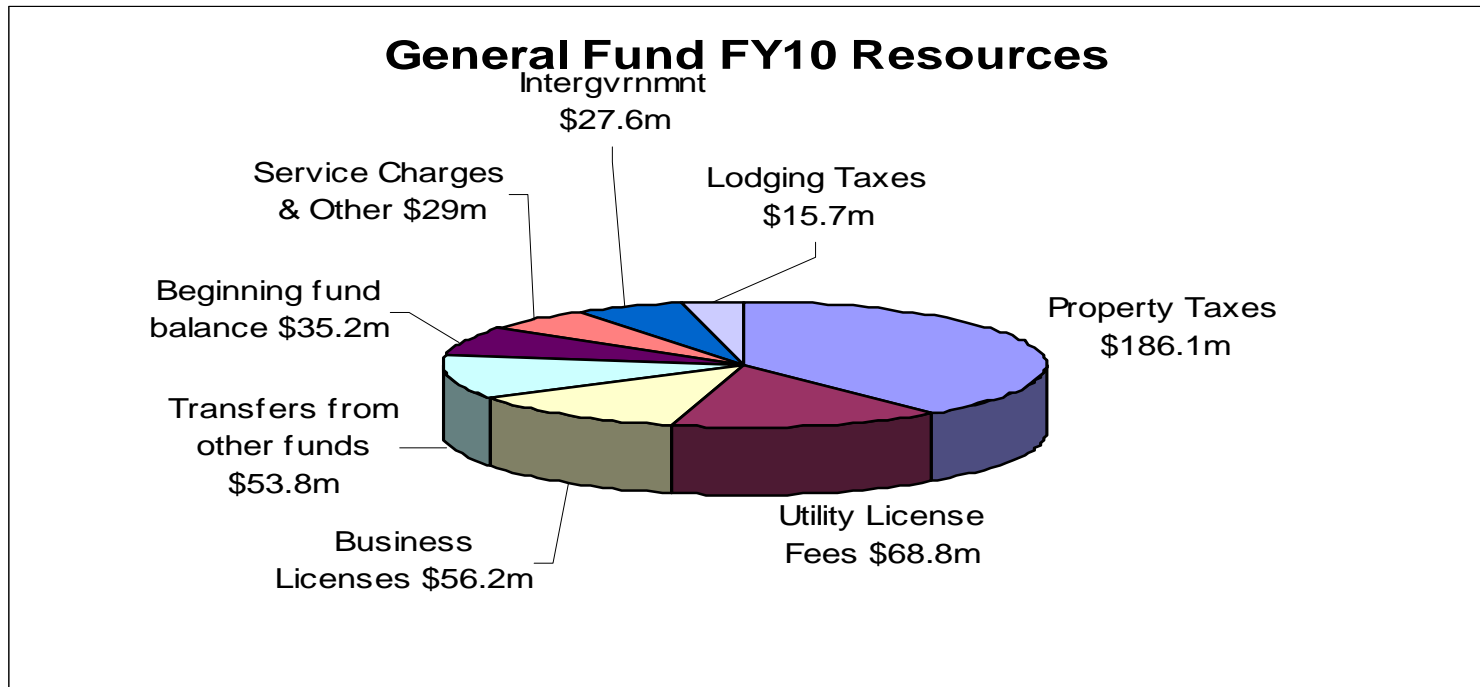
- **Office of Management and Finance (OMF)** – the bureau responsible for Financial Planning and citywide budget development and monitoring. OMF staff will analyze bureau's requested budgets and make recommendations to Council.
- **Mayor** – Responsible to compile all requested budgets, review OMF recommendations, and develop the Mayor's Proposed Budget.
- **Council** – Mayor and each commissioner is responsible for their assigned bureau's requested budget. As a full Council, responsible to set priorities, compile all the requests, gather input from bureaus and the public, and approve/adopt a balanced budget.

About the City Funds

- **General Fund –**
 - Majority is Discretionary: Mayor and Council can allocate to programs and services in any area.
 - Supports broad range of City services such as police, fire, parks, administrative support and community development (ONI).
 - General Fund Overhead model - bureaus pay for citywide services (Information and Referral is partially overhead).
- **Non-General Fund – Dedicated/Non-discretionary** such as grants, contracts, revenues from services. Examples:
 - Building/inspection fees – can only be used to support delivery of those services.
 - Park usage fees – can only support parks programs
 - Transportation funds from state/federal – used for dedicated transportation projects such as Portland Streetcar.

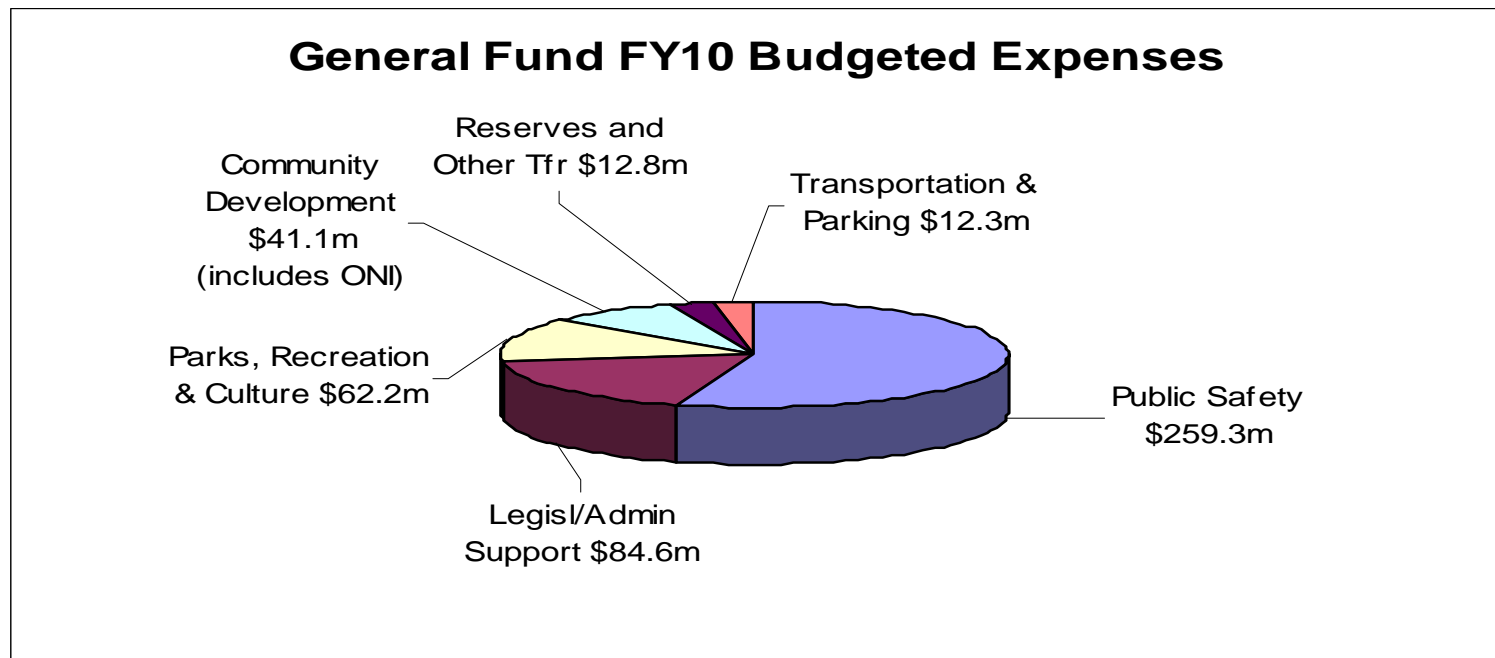
Where does the General Fund Come From?

- Resources come from city's general tax revenues, primarily property tax and other non-dedicated taxes such as lodging, business license and cigarette/liquor



Where does General Fund Money Go?

- Funds core community services including public safety (police/fire), parks, and many support functions (“Community Development” includes ONI, Bureau of Development Services, Portland Housing Bureau, Planning/Sustainability, and Cable)



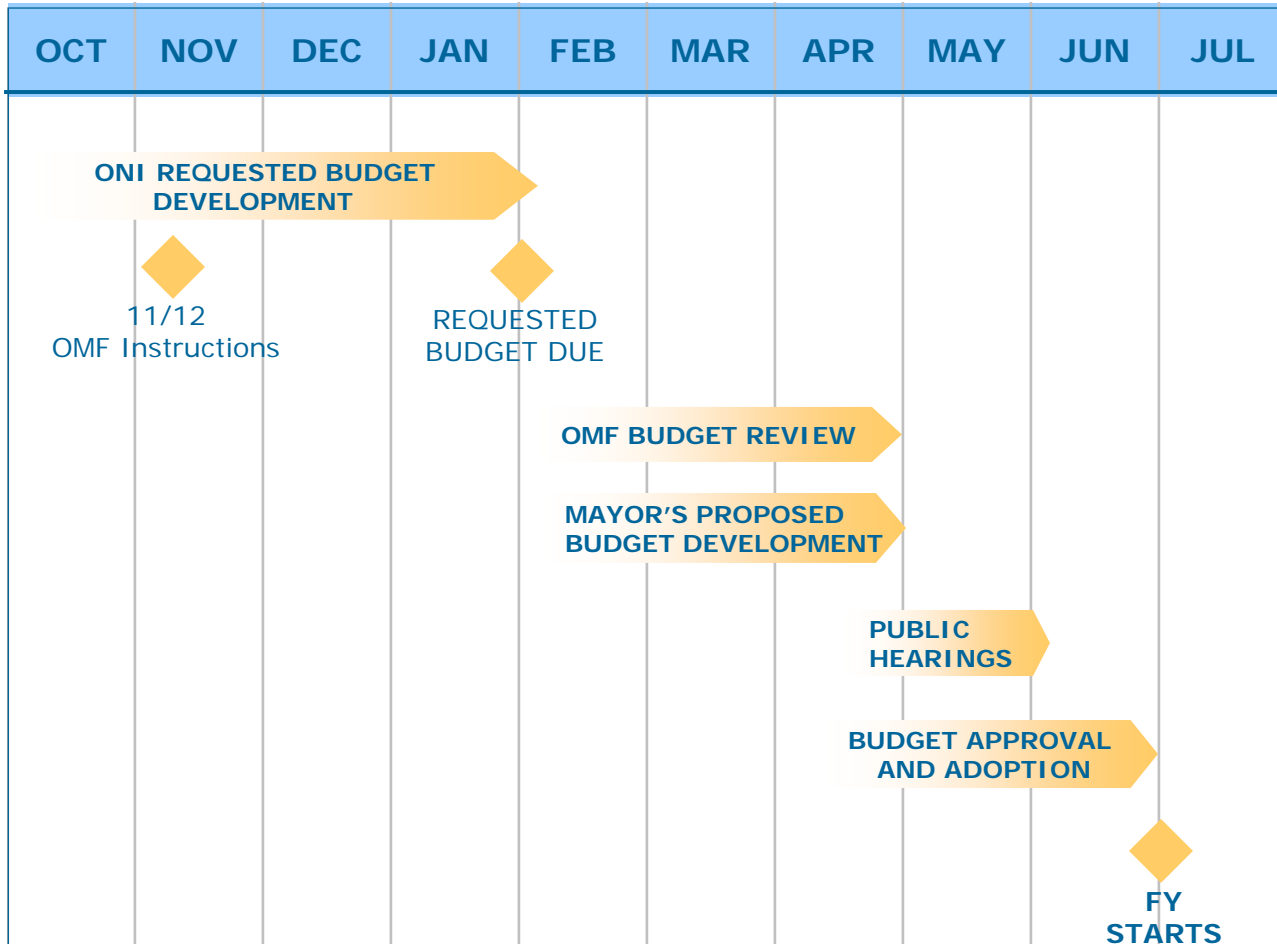
Key Budget Terms

- **On-going funds** – general fund dollars budgeted to continue in future years for on-going programs.
- **One-time funds** –dollars budgeted for one year for one-time or pilot projects. There is no plan or guarantee of future funding.
- **Financial Forecast** – OMF develops a projection of a balanced 5-year forecast of revenues and expenses to help guide budget decisions. May determine required cuts and/or if one-time funds are available.
- **CAL** (Current Appropriation Level) Target – Each bureau is given a baseline number as the starting point for their budget development. This is generally the prior year's ongoing funds, plus an escalation for inflation and adjusted personnel expenses.

Budget Phases

- **Requested Budget –November-January**
 - City Bureaus develop their budget requests, which include their baseline budget and any requests for additions, reductions or changes. ONI develops our Requested Budget based on decisions made by the Bureau/Budget Advisory Committee and approval by Commissioner-in-Charge.
- **Proposed Budget –February - April**
 - the Mayor reviews all requests and OMF analysis/recommendations and compiles it into his/her Proposed Budget. Typically this would be a balanced budget with decisions based on input received from bureaus, fellow Council members and the public.
- **Approved/Adopted Budget –May - June**
 - there are public hearings to get input on the proposed budget. By June, Council approves a balanced budget that is adopted prior to the start of the fiscal year.

Typical Budget Review Timeline



Office of Neighborhood Involvement Mission/Goals (Working Draft)

- **ONI Mission:**

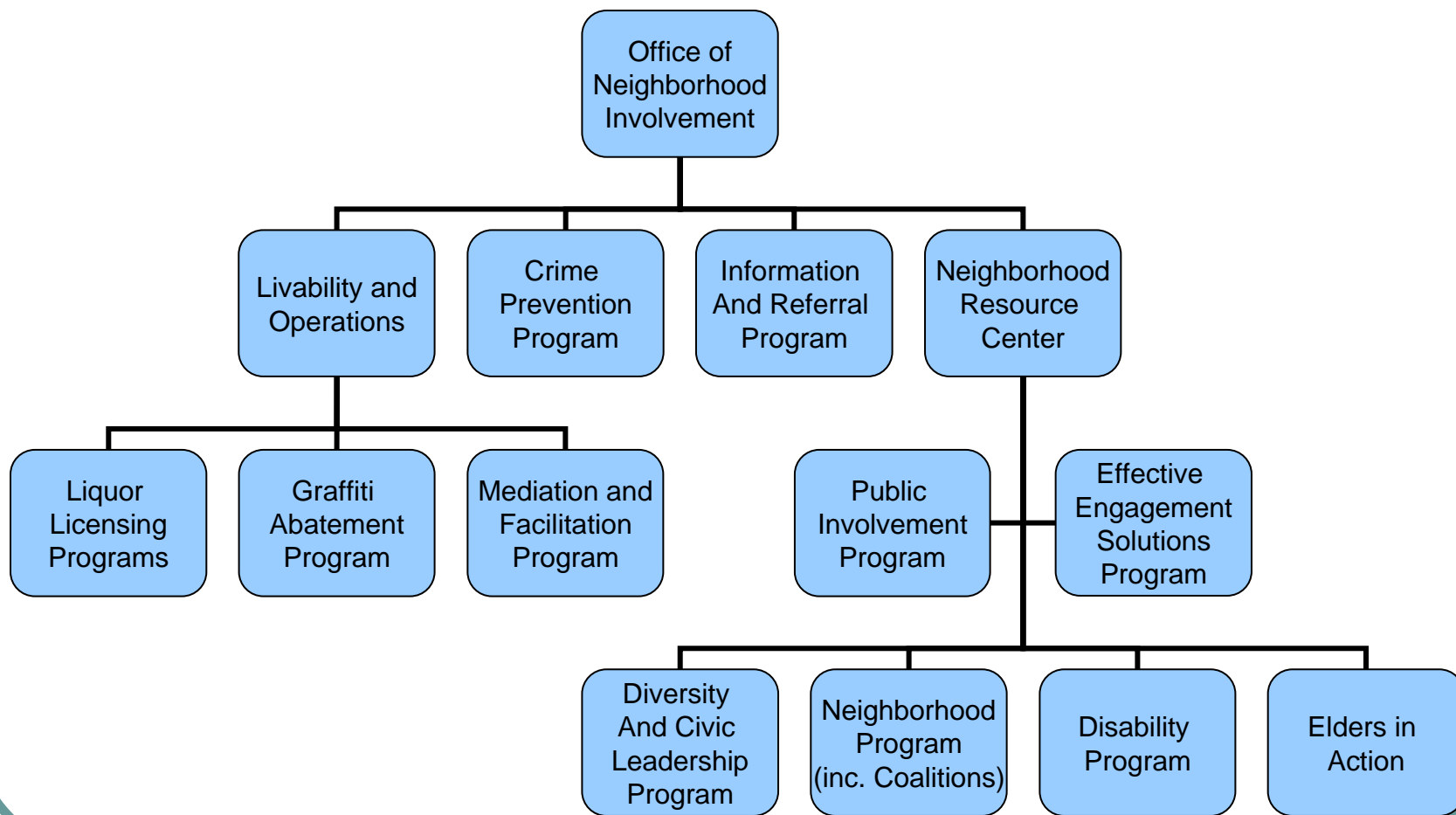
- *Promote a culture of civic engagement by connecting and supporting all Portlanders working together and with government to build inclusive, safe and livable neighborhoods and communities.*

- **ONI Goals:**

- Increase the number and diversity of people who are involved and volunteer in their communities and neighborhoods.
- Strengthen neighborhood and community capacity to build identity, skills, relationships and partnerships.
- Increase community and neighborhood impact on public decisions.
- Provide tools and resources to improve neighborhood and community livability and safety.
- Provide accurate information and responsive and effective services to community members and organizations.

- **ONI Values – Under development**

ONI Program Overview

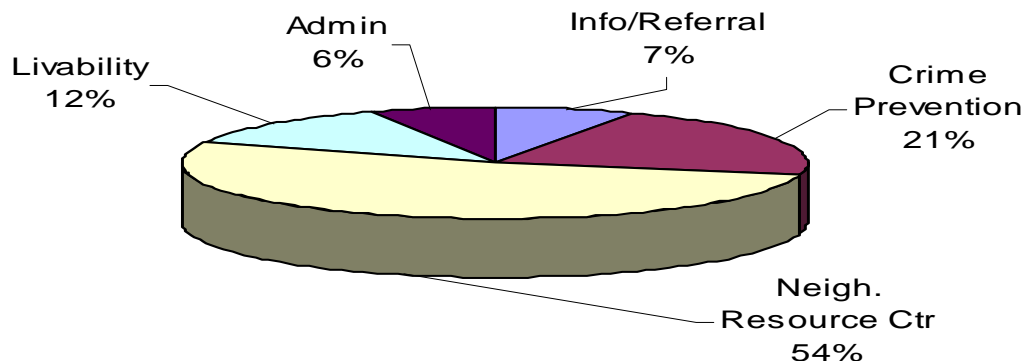


ONI Program Overview (cont.)

- **Neighborhood Resource Center** – promotes civic engagement through a diverse network of neighborhood and community based non-profits. Subprograms: Disability Program, Diversity and Civic Leadership Program, Effective Engagement Solutions Program, Elders in Action, Neighborhood Program, Public Involvement Standards Program.
- **Crime Prevention Program** – Provides problem solving, community organizing, education and events on issues of crime and public safety. Services provided to support prevention of crime and the fear of crime.
- **Information and Referral Program** – City/County Information and Referral line 503-823-4000 is a central source for basic information and referral to city and county programs, services and employees.
- **Livability Programs** – Provide problem solving tools, resources and technical assistance to impact livability and nuisance issues. Programs include liquor, graffiti, mediation and facilitation.
- **Operations** – Budget, Human Resources, Grants/Contracts and general administrative oversight of ONI.

ONI Budget by Program (FY10)

ONI FY10 Budget by Program

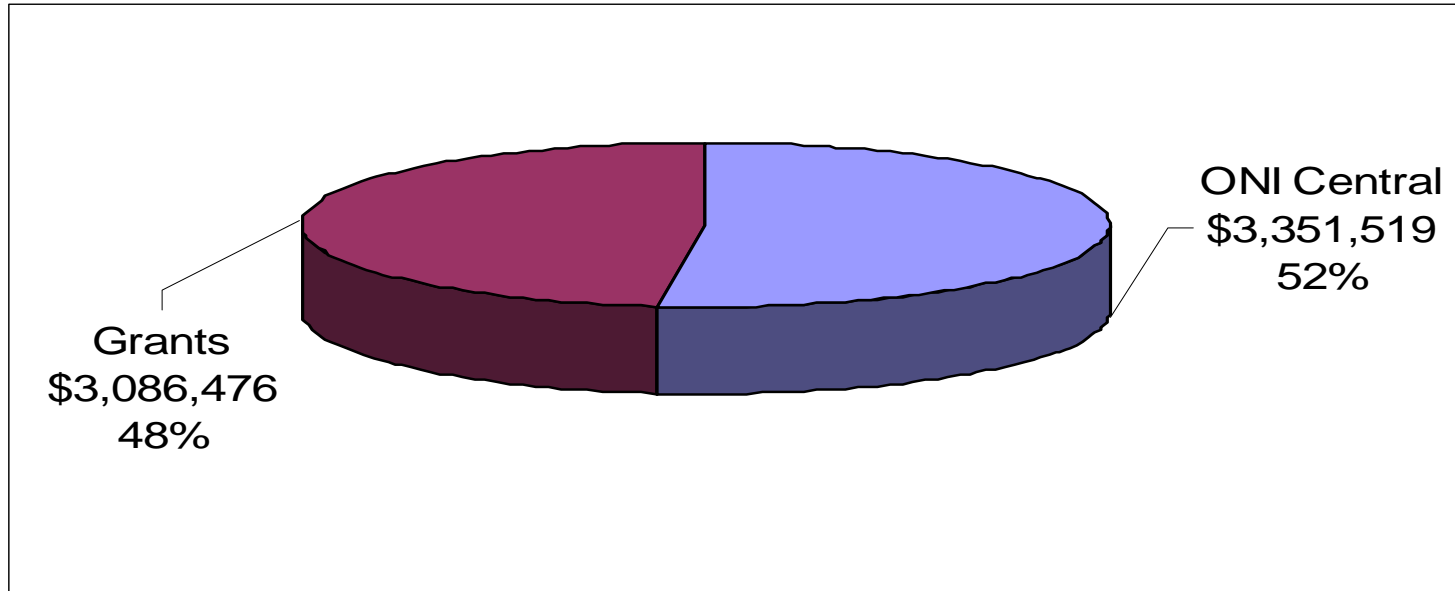


<u>Program</u>	<u>FY10 Adopted Budget</u>	
Information & Referral (with Mult Co.)	\$ 467,979	7.3%
Crime Prevention Center	\$ 1,349,166	21.0%
Neighborhood Resource Center	\$ 3,420,776	53.1%
Neighborhood Livability Center	\$ 788,330	12.2%
Administration	\$ 411,744	6.4%
Total	\$ 6,437,995	100.0%

ONI Programs with Revenue

- The Majority of ONI services are funded with discretionary general fund dollars, with the following exceptions:
 - Information & Referral – approximately 50% of funding comes from Multnomah County
 - Liquor Licensing – funded through program revenues collected on licenses
 - Other projects with funding from grants or interagencies – recent examples include East Portland Action Plan and Elders in Action Community Policing Project.

ONI Fund Distribution



- Grants to Non-profits: Coalitions, DCL Program, Elders, Mediation/Facilitation, Graffiti Abatement
- Central: ONI internal program staffing for Crime Prevention, Information/Referral, Livability, NRC support and Administration.

ONI Budget Development

- Use CAL and instruction from OMF as baseline
- Provide information to and gather input from:
 - Bureau/Budget Advisory Committee
 - Labor Management Committee
 - ONI Staff
 - Community Partners
 - General Public
 - Council
- Develop Requested Budget with input/approval from:
 - Bureau/Budget Advisory Committee
 - Bureau Director (Amalia Alarcón de Morris)
 - Commissioner-in-Charge (Amanda Fritz)

ONI Bureau/Budget Advisory Committee (BAC)

- Volunteer committee to evaluate and make recommendations about ONI's programs, policies, practices, priorities and budget.
- Committee is advisory to ONI. Bureau Director is responsible for final decisions based on all inputs and BAC advice as well as Commissioner recommendations and support.
- Membership/participation is open to the public.
- Anybody that attends can participate fully and contribute to decision making.
- Guidelines established annually to confirm goals and expectations for participation (updated as needed).

Current BAC Leadership

- **Co-Chairs FY10:**

- Ronault (Polo) Catalani, City Immigrant and Refugee Coordinator
- Anne Dufay, Executive Director of Southeast Uplift

- **Steering committee** – volunteer committee representing various program/partners. Meets between BAC meetings to strategize and finalize agendas. Also requested for input to respond to time-sensitive requests for information. Current members:

- ONI: Amalia Alarcón de Morris, Amy Archer, Judith Mowry
- Labor: Michael Boyer (AFSCME Local 189)
- Community Partners: Paige Coleman (NECN), Polo Catalani (Immigrant & Refugee Coordinator), Anne Dufay (SEUL), Kayse Jama (CIO), Doretta Schrock (NPNS).

ONI Bureau/Budget Advisory Committee Participation

- Subcommittees formed as needed for issues that require further discussion or work. Subcommittees meet as needed and typically bring back recommendations to regular BAC meetings.
- Participation typically 20-50 people, expands during budget season to “Budget” Advisory Committee to focus primarily on budget development.
- Consensus model of decision-making.
- Input may also be submitted in writing and/or outside of meetings.
- Anybody that requests may be added to the BAC mail/email list to receive regular communications regarding future meetings.

ONI BAC Process Guidelines FY10

- **If this is a successful process, we will:**
 - Develop a common understanding of the bureau and the budget
 - Make good use of everyone's time
 - Be creative and innovative
 - Reflect community needs
 - Represent all communities
 - Keep the big picture in mind
 - Make consensus decisions
 - Maintain our sense of humor
 - Identify opportunities to collaborate with one another

ONI BAC Process Guidelines (cont.)

- **If this is a successful process, we will:**
 - Make personal commitments to engage fully:
 - Come to every meeting
 - Touch base with someone else if you cannot attend a meeting
 - Be prepared; do your homework
 - Be respectful
 - Be open and honest
 - Ask the hard questions and hear the answers
 - Speak up, at the moment it's relevant
 - Be accountable
 - Respect the consensus that has been built
 - If you are having a problem, talk about it here, not in the community

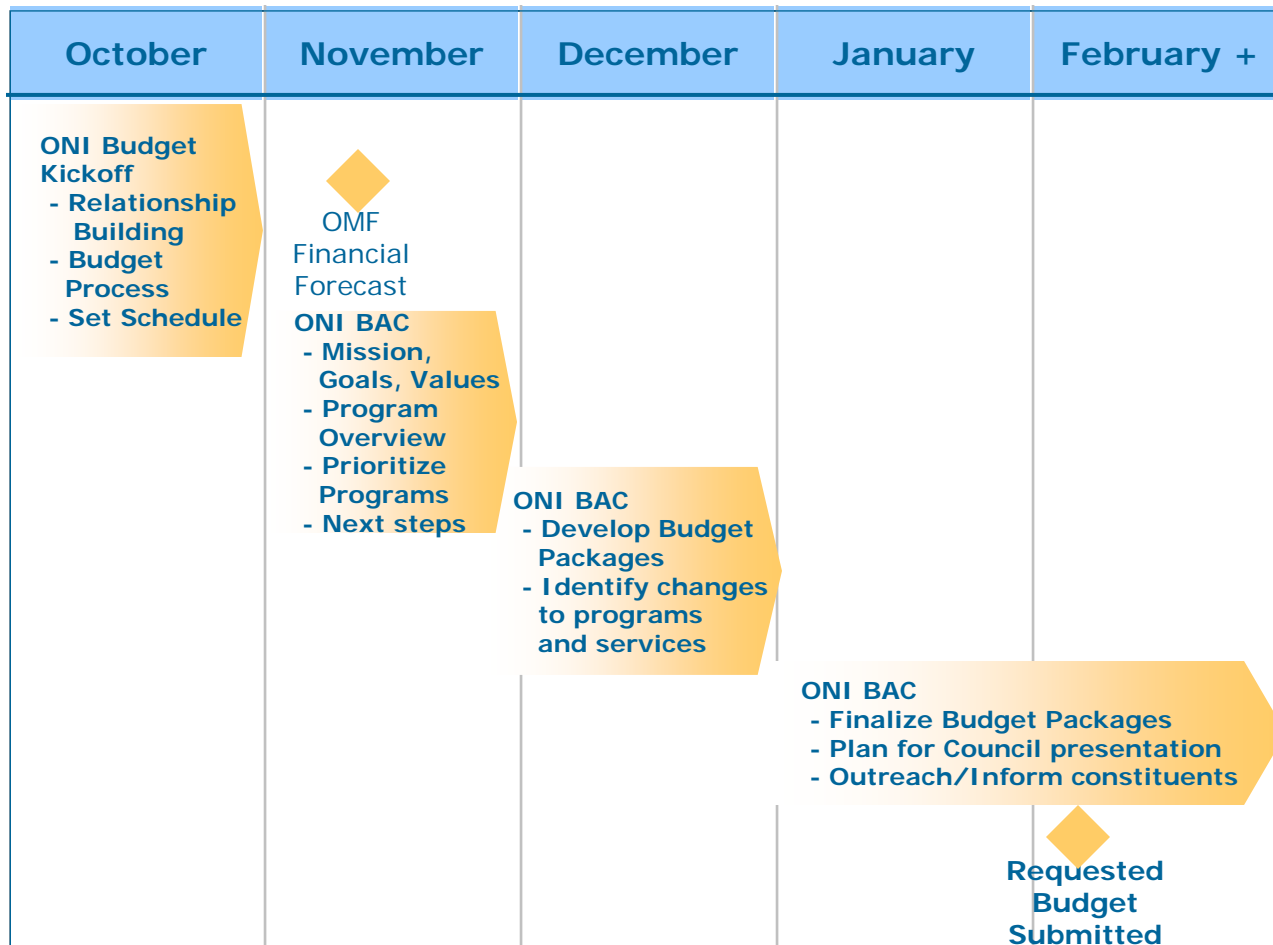
ONI BAC Budget Guidelines FY10

- **A good ONI Budget will:**
 - Meet ONI's mission
 - Meet the City's goals and focus areas (when available)
 - Promote social, economic, and environmental equity
 - Support the Five-Year Plan to Increase Community Involvement
 - Meet the needs of our many constituents
 - Earn support of community partners
 - Maximize resources

ONI BAC Budget Guidelines (cont.)

- **A good ONI Budget will:**
 - Give ONI and partners tools and resources to succeed
 - Build in performance measures and clear outcomes.
 - Rely on evidence and trends to be solid and supportable
 - Model transparency and accuracy
 - Embrace change: forward thinking, groundbreaking
 - Be strategic

ONI BAC/Budget Timeline



ONI BAC/Budget Timeline (Cont.)

- March through June activities vary based on needs. Focus on providing information, rationale and support to Council and informing constituents of decisions made.
- Once Requested Budget is submitted, ONI receives requests for information on **very** short timelines (often same day/next day). These may include requests from OMF or Council for changes or packages that were not developed or approved by the BAC. ONI responds as required and engages the BAC Steering Committee and/or BAC when it is possible/appropriate.

ONI Prior year budget decisions

- FY10 Budget included significant cuts due to large portion of budget as one-time funding.
- ONI was required to prioritize programs as being core to mission and core to community needs. Programs less core were to be targeted for cuts.
- Rather than cut a program completely, ONI BAC developed the “Right Budget for ONI” by taking manageable cuts in all programs and requesting one-time funds for some of the lowest ranked programs (Mediation/Graffiti).
- Graffiti would have taken the deepest cut (50%) but Council identified additional one-time funds to preserve the program temporarily.

ONI Budget Challenges FY11

- **Citywide challenges** – recession, higher inflation, reduced revenues and significant layoffs in other bureaus.
- **One-time funds for ongoing programs** – 100% of Graffiti and 50% of Mediation/Facilitation were funded with one-time funds in FY10. Those funds end June 30 2010. How do we manage cuts in order to maintain critical programs?
- **Potential cuts required** – Already reduced budget by approximately 10% in FY10 so there are no “easy” cuts.
- Maintaining concept of “**Right Budget for ONI**”

Opportunities for Input

- **Meetings:**

- Monthly ONI BAC meetings – 2nd Monday of the month, 5:30pm, City Hall.
- Other bureau budget advisory committees:
<http://www.portlandonline.com/omf/index.cfm?c=26061>
- Budget Forums (March-May)
- Community Budget Hearing (TBD)
- Budget Approval and Adoption (TBD)

- **Online testimony/input:**

<http://www.portlandonline.com/omf/index.cfm?c=31318>

- **Contact Council directly:**

<http://www.portlandonline.com/index.cfm?c=28533>

Where to find information:

- **ONI Budget or BAC Questions:**

- Online:

- <http://www.portlandonline.com/oni/index.cfm?c=51167>

- Email: Amy.Archer@ci.portland.or.us

- Phone: Amy Archer, 503-823-2294

- Mentors: TBD

- **Citywide Budget Information:**

- Online:

- <http://www.portlandonline.com/omf/index.cfm?c=25955>

Next Steps for BAC

- BAC Committee Chairs
- BAC Steering Committee Members
- Facilitation model
- Mentors for those new to ONI budgeting
- Materials – what do people want/need to make informed decisions?
- Meeting Schedule/Location
- Updates to BAC Guidelines