

City of Portland - Office of Neighborhood Involvement
Bureau/Budget Advisory Committee (BAC) Summary Notes
December 6, 2010

In Attendance:

Christina Albo (Resolutions NW), Richard Bixby (EPNO), Sylvia Bogert (SWNI), April Burris (North Tabor), Jan Campbell (Disability Commission), Betsy Coddington (Resolutions NW), Donita Fry (NAYA), Vicki Hersen (Elders in Action), Leah Hyman (SEUL), Oleg Kubrakov (IRCO), Tom Lewis (Centennial/EPNO), Arolia McSwain (NPNS), Jerry Powell (Goosehollow/NWNW), Tom Schaper (Ashcreek/SWNI), Doretta Schrock (NPNS), Mark Sieber (NWNW), Fern Wilgus (Laurelhurst NA).

ONI Staff: Amalia Alarcón de Morris, Katherine Anderson (Crime Prevention), Amy Archer, Michael Boyer (Crime Prevention), Celeste Carey (Crime Prevention), Nickole Cheron (NRC), John Dutt (I&R), Brian Hoop (NRC), Michael Kersting (Admin/Finance), Dennis LoGiudice (Info & Referral), Michelle Pellegrin (ONI Intern), Stephanie Reynolds (Crime Prevention)

Commissioner/Other: Commissioner Amanda Fritz, Tim Crail, Dora Perry

Facilitators: Elizabeth Erickson, Judith Mowry, Anthony Jackson, Sandra Jackson

Welcome and Introductions

Commissioner Amanda Fritz welcomed everyone to the BAC and lead the group in introductions.

Update regarding Budget Instructions

Amy Archer provided an overview of the budget instructions provided by the Office of Management and Finance (OMF). The instructions are also available online at <http://www.portlandonline.com/oni/index.cfm?c=53442&a=327290>. General highlights included:

- Due to the City's conservative forecasting and proactive cuts taken past several years, the current forecast is generally more positive than ONI expected.
- The Mayor is asking bureau's to prepare for moderate cuts, which for ONI means that we must reach a 1.5% cut of approximately \$90,000. Public safety bureaus are requested to prepare .75% cuts.
- All cuts requested are one-time cuts, meaning that we would eliminate the money in FY11-12 but would get it back in FY12-13.
- Bureaus cannot submit add packages. All add packages must go through the Commissioner's office. We are permitted to request continuation of the ongoing programs funded with one-time dollars typically referred to at the "shadow budget", which includes for ONI the funding for ½ of Mediation/Facilitation and all of Graffiti Abatement. It seems that the requested one-time cuts may be to create one-time funding in order to continue these types of programs.

Review Cut Proposal(s)

Amalia provided an overview regarding the ONI budget cut exercise. At the November 15th meeting the BAC had agreed to have all programs and partners review their respective budgets and identify potential cuts as we have in prior years. However, once ONI received the instructions with a 1.5% cut we reviewed it with the BAC Steering Committee and decided to eliminate that requirement. Instead, ONI focused on trying to identify the cuts internally and develop a cut proposal for the BAC to review. We also asked any BAC members to submit additional cut proposals by December 2nd and/or at this meeting on December 6th.

ONI distributed a proposal, also available online at <http://www.portlandonline.com/oni/index.cfm?c=53442&a=330176>. The proposal included maintaining the Crime Prevention Training and Events Coordinator position vacant through FY2011-12, and additional cut from either ONI materials and services or maintaining a partial vacancy of the Administrative Support position depending on the additional funds needed to reach the full target. An initial draft proposal included spreading the cuts out a bit more but required eliminating the inflation increase to partners grants/contracts. Since this has been done for the past several years this has a significant impact and we heard that concern. It was difficult to put the Crime Prevention position on the table for cuts, particularly considering the loss of another position in the current fiscal year budget. However, given the limited options for cuts it seemed to be the most reasonable approach without impacting existing staffing in multiple programs.

Commissioner Fritz provided some input and guidance on the proposal distributed:

- It is good news that we are only looking at 1.5% cut. Although any cut is difficult, her first two years as Commissioner included really significant cuts into the ONI budget. She commended the BAC for doing a great job reaching those earlier tough decisions and advocating for the Right Budget for ONI.
- It doesn't feel good to offer any position but she feels that having a single program impacted makes it easier to advocate for restoration. Similar to last year with the Graffiti program it is something that is clearer when advocating for why it is important rather than bits and pieces of multiple programs where the impacts are so varied.
- Last fiscal year she did hear from Council some recognition that the cuts have had significant impacts on small bureaus.
- She is proud that ONI staffs have been willing to offer to reduce hours voluntarily in order to meet the cut in prior year, and some may be willing this year but we would need to ensure that they could return to full funding in future years.
- This year ONI will not be creating the "Right Budget for ONI", that will be her job as Commissioner. She is asking for the trust of the group to advocate for the ONI budget.
- There has been some recent discussion regarding the Crime Prevention program and the potential to consider consolidating into a central location. She asked that the BAC not look at that scenario as a budget related decision but rather as a longer conversation to look at policy and what is best for the program.

- She wants the BAC to also think about a 5 year funding plan. A lot has been cut over the prior years. It would be helpful to begin the forward thinking strategy of priorities for the future – what needs to be added to the budget as soon as possible, what over the next 5 years, and what would be valuable but lower priorities long term for reaching our goals.

The group discussed the proposal:

- One member stated that their heart sank when hearing that Crime Prevention would have to limp along with reduced head count even longer. The community depends on police and crime prevention and both have been cut over the past years. They hope there is a chance that even if submitted as a cut that we won't lose the position.
- One member stated that the Crime Prevention program added 3 people to the program several years ago. At that time the BAC heard a good story on why those positions were important and were successful at getting it funded. Even with the cut last year and the potential loss of this position, the program is still up 1 FTE.
- One member clarified that the FY11 one-time cuts will be back next year (small portion of small grants and voluntary staff reductions). The same will be true if this cut is required, that the Crime Prevention position would return in FY13.
- There seems to be less concern about getting the "shadow budget" funded this year. We have had success the past two years and they remain a high priority to move back to ongoing funding once it is available in the future.
- One member asked for clarification on what the Commissioner planned to advocate for in this budget: The one-time funding to continue for mediation/facilitation and graffiti, ONI not being required to take the 1.5% cut submitted, and if there is funding available for anything else then consideration of other priorities that could be added back in.
- One member asked Crime Prevention staff present how the proposal felt.
 - Stephanie responded that it is scary because it is not easy to operate without that position right now and difficult to think of doing it for another year. However, it is logical given the budget situation and she feels confident that the staff can pull together to overcome the obstacles. It is better that it is just a one-time cut. It impacts our labor partners, and they have been very giving and supportive through these budget cuts. It is a vacancy versus people that would be lost if we had to go out to partners to find cuts. Everything else requires some staff cuts.
- One member asked if it is possible to cut Crime Prevention for half the year and other partners take the other half of the cut?
 - We need to be strategic on what we offer as a cut. It is easier to advocate for a single program impact so that messaging is clear on current or future restoration. In addition, if partners took the cuts it would mean job loss for staff.
- One member asked if Crime Prevention has documented what is lost from that current vacancy? Have any things gotten better or more efficient based on doing it better?

- Stephanie responded: Yes, they are documenting the impacts. It is hard to manage such a large program that is so spread out without that position to support her as the manager. Staffs currently lack the support that they need and deserve. We do hope to have a conversation regarding how to do things more efficiently but have not had that conversation yet.

No additional proposals had been submitted in advance of the meeting. The group was asked whether there were any additional proposals that should be considered to meet the cut requirement, no proposals were provided.

ACTION: The group voted on whether to accept the proposal submitted in order to meet the cut required in the Requested Budget. There was one yellow indicating that they are concerned with the impact to Crime Prevention but could live with the decision. The rest of the votes were green cards. The BAC approved the cut proposal reviewed.

Next Steps

Commissioner Fritz stated that the BAC would not be asking for the Right Budget for ONI this year, but it is a good time to start looking to what the Right Budget would be in the future. In the interim it would be helpful to know the priorities. Amalia stated that she hoped the BAC could spend a few months talking about the longer term funding and policy issues – not just what was started and cut before but also new policy issues like the Crime Prevention consolidation proposal. There was discussion about next steps:

- Agreement from the group that the first priorities were continuing the Mediation/Facilitation and Graffiti funding, as well as not requiring the Crime Prevention position cut.
- Commissioner Fritz proposed that the additional meetings in December be cancelled and the BAC return in January to begin the discussion about priorities.
- Clarification was requested regarding timing – ONI submits the budget in January/February. Between February and April the Commissioner works with the rest of Council to advocate and review budgets for the Mayor's proposed. There are also other budget monitoring processes in Fall/Winter/Spring. If funding is available then those are also times that are appropriate for the Commissioner to advocate for funding priority projects. It is not clear when money may be available but if we have some general priorities then it can inform the Commissioner's advocacy if/when it comes available.
- The group agreed that the 5 year plan to increase community involvement is the base for decisions.
- The DCL and Coalitions were planning to have a retreat to begin this same discussion but it had been postponed until after the budget process. Ideally that retreat would help inform or be integrated into the BAC discussions.
- One member stated that working on the ONI ideal budget takes longer than the budget process. Their coalition board reviewed priorities but it is a different thing to put together the list of priorities being suggested.

- One member suggested that we look at what we have been doing for the last 4 years to understand the impacts or successes. We need time to figure out the implications.
- There was discussion about whether to prioritize a list for the Commissioner or just provide a broad list.
 - One member stated that the BAC should prioritize to inform but ultimately trust the Commissioner in identifying what is possible to fund when possible.
 - One member stated that sometimes we struggle to prioritize. It was suggested that we create tiers of priorities rather than a strictly ranked list.

ACTION: Group voted and agreed to create tiered lists.

ACTION: Group voted and agreed to close the current meeting early and have the BAC Steering Committee plan the process for January onward.

Amy distributed a summary spreadsheet at the end of the meeting that had general information on cuts made over the past 5 years by program (available online at <http://www.portlandonline.com/oni/index.cfm?c=53442&a=330197>). This document was requested by some of the partners and is intended as a general overview in preparation for the upcoming conversations on future funding priorities.

BAC Steering Committee process

The Steering Committee met and determined the following meeting schedule for next steps:

January 18th – focus on review of cuts made over past 5 years. Each program will quantify the impacts of cuts made. Goal is to prioritize into tiers for future funding restoration.

January 31st – Focus on beginning conversation regarding longer term goals for funding. Provide background/context. ONI staff will create an initial list from the existing 5 Year Plan on Community Involvement recommendations. Group will brainstorm additional proposals and develop criteria for future prioritization. Group will establish a meeting schedule to discuss the proposals.

February 14th – Focus on one or two of the proposals identified on January 31st (based on which are prepared to begin in depth discussion).

The following meetings were cancelled: December 13th & 20th, January 10th & 24th.

The Steering Committee indicated that the BAC will need commitment from participants to the full process similar to during budget season. The goal is to have informed participants involved in the prioritization so that requires being present for the proposal discussions. We will also need people to commit to developing proposals from the items raised during the brainstorm. The timeline for developing ideas for future funding could

be indefinite as ideas evolve. However, for this purpose the BAC will need to establish a timeline that will allow time to review proposals with a deadline for prioritization so that a tiered list can be used by management and the Commissioner in future discussions.

Future Agenda items:

- Review of budget items cut over past 5 years
- Develop 5 year funding plan – identify priorities for funding
- Strategy

Next Meeting: Tuesday, January 18, 2011, 5:30pm-8:30pm – Portland Building Room C