



OFFICE OF Community & Civic Life

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

Date: March 17, 2022

To: Lorena Guadiana, Financial Analyst II, City Budget Office

From: Michael Montoya, Interim Director

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

Please accept the Office of Community & Civic Life's (Civic Life) submittal of the FY 2021-22 Spring Budget Monitoring Process. The following items are the only major changes to the Civic Life Budget in the FY 2021-22 Spring BMP. I will detail each in turn below.

- \$2.4 Graffiti Abatement and Work-Order Coordination
- \$648,459 Strategic Planning & Data Driven Programming
- \$137,450K EPCO Move
- \$3.8M Reimagine Oregon Community Budgeting

Graffiti Abatement and Work-Order Coordination

The graffiti carryover is the result of the budget augmentation we received last year. From the initial amount of \$3.4 M, \$636,000 was transferred to PBOT to remove abandoned vehicles as part of the City clean up efforts. The requested carryover will ensure the efficient spend down of this balance in the coming two FYs. To date, we have more than doubled our removal in square footage, added four additional contractors, and are attending several coordination meetings to best amplify the important graffiti removal and clean-up efforts of partner bureaus and community groups. We are also adding staff to continue to streamline and coordinate our City-wide graffiti complaint processing systems.

Strategic Planning and Data Driven Programming

Due to the unprecedented separation of Civic Life staff and leadership in this FY, we have considerable unspent funds from salary savings. It is no secret that Civic Life has perennially struggled with leadership and staff turnover, ineffective engagement programs and a diluted purpose. These challenges have unfortunately contributed to engagement



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practices that amplify disconnection, distrust, complaints and programmatic inefficiencies. This BMP request is a unique and likely once in a lifetime opportunity to address the current and future weaknesses in Portland's civic engagement infrastructure.

Over the past 9 months, we have engaged in a robust set of healing conversations, internal alignments and programmatic strengthening measures designed to stabilize and prepare our bureau to adapt, include and empower all Portlanders. However, these immediate measures require a strategic plan that is bigger than our bureau and frankly bigger than our City. Our most significant request for the Spring BMP is for a series of expenses related to a robust strategic planning process that:

- 1- Articulates with the 2035 Comprehensive Plan,
- 2- Is driven by the most current neighborhood demographic and vulnerability data available, and
- 3- Is deeply informed by engagement practitioners within the City, and importantly, the thousands of resident volunteers who serve our City in myriad ways.

To this end, in FY 2021-22 we have begun a strategic planning process that we request funds to continue through its completion in FY 2023-24. We request the funds necessary to fully complete and begin implementation of this strategic plan.

Reaching residents that are disconnected from City government, who are distrustful or who simply do not know how to get involved requires an engagement process commensurate with the engagement infrastructure the plan, once complete, will detail. Our strategic planning process involves deep and wide listening to residents and our city partner organizations. It also requires deep and wide listening to the many dedicated engagement practitioners within City government. These dual sets of listening activities will occur in the next 12 months with the assistance of two consulting firms. These firms will build upon the bureau's rebranding of 2018-19 to add the vision and voice of the amazing pool of engaged employees and residents who will ultimately enact the civic engagement our City most needs today, in 2035 and beyond.

Further, in FY 2021-22, Civic Life has commissioned the Hatfield School of Government's, Population Research Center to create a map of our City neighborhoods that includes data from the 2010 and 2020 Census, The American Community Survey, Feed America Hunger data, The Social Vulnerability Index (SVI), voter and voting data, housing burden data, among other important equity centered data sets. This publicly available map will be the first map that enables our City to see a snapshot of the demographic and other characteristics of each neighborhood and neighborhood district.

Funding from our unspent salary savings are requested in this BMP to translate data rich neighborhood and district profiles into user friendly, accessible dashboards and visualizations created by user queries that can compare, rank and visualize intersecting vulnerabilities across the City. We are also asking for communications support necessary

for the inclusive and transparent process we think Portlanders deserve. For example, with this mapping tool, we will be able to see which neighborhoods have grown, which have added new languages, which have added children, which are burdened by food insecurity, crowding or rent burdens. It will be upon this data of intersecting vulnerabilities and assets that our new engagement infrastructure will be built. It is, after all, a collective problem that our City “promote the common good.” We fully expect that our current neighborhood associations and districts will continue to serve as a key part of our engagement infrastructure in the coming decades and that their role will only be enhanced by the ideas that emerge from our strategic planning process.

Finally, from a portion of these unspent funds, we request the ability to work with another unit within the Hatfield School of Government, The Center for Public Involvement, to coordinate a summit of local and international engagement thought leaders and practitioners. This summit will establish a common vocabulary, an idea-bank for engagement best practices, and an early reflection moment for our strategic planning process. Planned for 2023, this summit will convene an array of stakeholders to reflect upon the engagement infrastructure emerging from the design phase of our strategic planning process and will also align our emergent ideas with what cities around the world have tried in an effort to advance equity in all that we do.

East Portland Field Office Space

In 2020-21, our East Portland District Coalition Office was required to move from the Hazelwood building. We have been searching for a new site to serve East Portland ever since. These funds are requested as part of the costs to move, fund tenant improvements, technology infrastructure and rent for our eventual occupancy in a new office.

Reimagine Oregon Community Budgeting

This request carries forward the annual installment of these funds until the community steering committee and City staff have capacity to develop the full community budgeting plan.

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

NI - Office of Community and Civic Life**DP Type****GF Program Carryover****Request Name:** 13389 -Community Budgeting/Re-imagining Carryover**Package Description**

This request carries forward the annual installment of these funds until the community steering committee and City staff have capacity to develop the full community budgeting plan. These are Cannabis Tax funds.

Service Impacts

No service impacts

Equity Impacts

No equity impacts

Account Name		2021-22 SPRING Requested Adj
Expense	External Materials and Services	3,857,000
Expense	Sum:	3,857,000

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	0
	Miscellaneous Fund Allocation	3,857,000
Revenue	Sum:	3,857,000

NI - Office of Community and Civic Life**DP Type****Technical Adjustments****Request Name:** 13392 -Technical correction - cannabis cost center move**Package Description**

Corrections to budget items due to the move of cannabis cost centers from NINL000006 into NICN000001, NICN000002, and NICN000003. \$1,500,000 was moved OUT of NINL000006 by CBO, but that money had already been moved to NICN000003. \$27,517 too much budget was erroneously moved out of IA accounts in NINL000006 to NICN000001.

Service Impacts

No service impacts.

Equity Impacts

No equity impacts.

Account Name		2021-22 SPRING Requested Adj
Expense	Internal Materials and Services	0
Expense	Sum:	0

NI - Office of Community and Civic Life**DP Type****GF Program Carryover****Request Name: 13448 -Carryover savings for 2-year Strategic Planning****Package Description**

Due to the unprecedented separation of Civic Life staff and leadership in this FY, we have considerable unspent funds from salary savings. It is no secret that Civic Life has perennially struggled with leadership and staff turnover, ineffective engagement programs and a diluted purpose. These challenges have unfortunately contributed to engagement practices that amplify disconnection, distrust, complaints and programmatic inefficiencies. This BMP request is a unique and likely once in a lifetime opportunity to address the current and future weaknesses in Portland's civic engagement infrastructure.

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To this end, in FY 2021-22 we have begun a strategic planning process that we request funds to continue through its completion in FY 2023–24. We request the funds necessary to fully complete and begin implementation of this strategic plan.

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Further, in FY 2021-22, Civic Life has commissioned the Hatfield School of Government's, Population Research Center to create a map of our City neighborhoods that includes data from the 2010 and 2020 Census, The American Community Survey, Feed America Hunger data, The Social Vulnerability Index (SVI), voter and voting data, housing burden data, among other important equity centered data sets. This publicly available map will be the first map that enables our City to see a snapshot of the demographic and other characteristics of each neighborhood and neighborhood district.

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Finally, from a portion of these unspent funds, we request the ability to work with another unit within the Hatfield School of Government, The Center for Public Involvement, to coordinate a summit of local and international engagement thought leaders and practitioners. This summit will establish a common vocabulary, an idea-bank for engagement best practices, and an early reflection moment for our strategic planning process. Planned for 2023, this summit will convene an array of stakeholders to reflect upon the engagement infrastructure emerging from the design phase of our strategic planning process and will also align our emergent ideas with what cities around the world have tried in an effort to advance equity in all that we do.

Service Impacts

The strategic planning will:

- 1- Articulate with the 2035 Comprehensive Plan,
- 2- Be driven by the most current neighborhood demographic and vulnerability data available, and
- 3- Be deeply informed by engagement practitioners within the City, and importantly, the thousands of resident volunteers who serve our City in myriad ways.

The completion of this plan will significantly determine programmatic service levels, new programmatic offerings and clearly aligned engagement objectives for each bureau program.

Equity Impacts

4 - BMP Amendment Request Report (Spring Requested DP)

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The current engagement framework and programmatic offerings of Civic Life are outdated and largely insufficient to enable equitable engagement for all Portlanders. A forward thinking strategic plan that accounts for the demographic changes of the city, draws upon local and global civic engagement innovations, and is designed to ensure that our most vulnerable residents are included in all that we do will significantly transform our bureau's ability to support residents and other bureaus to achieve their equity based engagement goals.

Further, in FY 2021-22, Civic Life has commissioned the Hatfield School of Government's, Population Research Center to create a map of our City neighborhoods that includes data from the 2010 and 2020 Census, The American Community Survey, Feed America Hunger data, The Social Vulnerability Index (SVI), voter and voting data, housing burden data, among other important equity centered data sets. This publicly available map will be the first map that enables our City to see a snapshot of the demographic and other characteristics of each neighborhood and neighborhood district and thus will enable new City-wide equity metrics to be developed based upon current data.

Account Name		2021-22 SPRING Requested Adj
Expense	External Materials and Services	-136,459
	Personnel	-512,000
Expense	Sum:	-648,459

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	-648,459
Revenue	Sum:	-648,459

NI - Office of Community and Civic Life DP Type GF Program Carryover**Request Name: 13450 -Carryover one-time EPCO move costs****Package Description**

In 2020-21, our East Portland District Coalition Office was required to move from the Hazelwood building. We have been searching for a new site to serve East Portland ever since. These funds are requested as part of the costs to move, fund tenant improvements, technology infrastructure and rent for our eventual occupancy in a new office.

Service Impacts

Providing services to neighborhoods and community groups is ineffective and inefficient from one central office.

Equity Impacts

Puts coalition staff in their geographical area as they are in the other coalitions.

Account Name		2021-22 SPRING Requested Adj
Expense	External Materials and Services	-113,450
	Internal Materials and Services	-24,000
Expense	Sum:	-137,450

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	-137,450
Revenue	Sum:	-137,450

NI - Office of Community and Civic Life**DP Type****Mid-Year Reduction****Request Name:** 13451 -Revenue reductions for Noise and Liquor Licensing**Package Description**

The Noise Control program and Liquor Licensing programs were both budgeted at the start of the fiscal year as if historical revenues would return. Since both programs were, and are still affected by COVID related reductions, this request reflects the expected revenue reductions for the year. Current projections are for the Noise program to fall \$75,000 short of budgeted revenue, and the Liquor licensing program to fall \$50,000 short. Vacancy savings will offset the revenue shortfall.

Service Impacts

The Noise Control Program has been operating with the Code Inspector position vacant all year, knowing that revenues are down. The Livability program as a whole has been without a manager while the current manager is acting Director.

Equity Impacts

No equity impacts.

Account Name		2021-22 SPRING Requested Adj
Expense	Personnel	-125,000
Expense	Sum:	-125,000

Account Name		2021-22 SPRING Requested Adj
Revenue	Charges for Services	-125,000
Revenue	Sum:	-125,000

NI - Office of Community and Civic Life**DP Type****GF Program Carryover****Request Name:** 13455 -Graffiti one-time funding program carryover**Package Description**

The graffiti carryover is the result of the budget augmentation we received last year. From the initial amount of \$3.4 M, \$636,000 was transferred to PBOT to remove abandoned vehicles as part of the City clean up efforts. The requested carryover will ensure the efficient spend down of this balance in the coming two FYs. To date, we have more than doubled our removal in square footage, added four additional contractors, and are attending several coordination meetings to best amplify the important graffiti removal and clean-up efforts of partner bureaus and community groups. We are also adding staff to continue to streamline and coordinate our City-wide graffiti complaint processing systems. This request of \$2.4 million is the full amount of the one-time graffiti funds expected to be remaining at the end of this fiscal year. An earlier iteration of this package existed in the requested budget for \$1.1 million - which is only the amount expected to be used in FY 2022-23.

Service Impacts

The requested carryover will ensure the efficient spend down of this balance in the coming two FYs. To date, we have more than doubled our removal in square footage, added four additional contractors, and are attending several coordination meetings to best amplify the important graffiti removal and clean-up efforts of partner bureaus and community groups.

Equity Impacts

FY 2021-22, the Graffiti Program executed five graffiti removal contracts for MWESB vendors, four of which were for \$100,000 over 5 years, to help diversify the pool of businesses performing graffiti removal services in Portland. The inclusion of four new MWESB contracts in FY 2021-22 was a step towards promoting more equitable business opportunities.

Account Name		2021-22 SPRING Requested Adj
Expense	External Materials and Services	-2,410,880
Expense	Sum:	-2,410,880

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	-2,410,880
Revenue	Sum:	-2,410,880

NI - Office of Community and Civic Life**DP Type****Internal Transfer****Request Name:** 13456 -Increase interagency with BTS for technical work**Package Description**

Increase the IA with BTS for work on Acela configuration and interface with SAP.

Service Impacts

Will allow new software to interact with the City's accounting system and increase efficiency.

Equity Impacts

improve accessibility for all new licensing and renewal applications, and provide additional on-line payment options.

Account Name		2021-22 SPRING Requested Adj
Expense	External Materials and Services	-15,000
	Internal Materials and Services	15,000
Expense	Sum:	0

Bureau Name	Request Type Name	CBO Recommended	GF Discretionary Impact	DP	Type	Fund Number - Nam
Office of Community and Civic Life	GF Program Carryover	0	0	13,389 - Community Budgeting/Re-imagining Carryover	NA	100 - General Fund
Office of Community and Civic Life	GF Program Carryover	0	0	13,389 - Community Budgeting/Re-imagining Carryover	NA	100 - General Fund
Office of Community and Civic Life	GF Program Carryover	0	0	13,389 - Community Budgeting/Re-imagining Carryover	NA	227 - Recreational Marijuana Ta
Office of Community and Civic Life	GF Program Carryover	0	0	13,389 - Community Budgeting/Re-imagining Carryover	NA	227 - Recreational Marijuana Ta
Office of Community and Civic Life	GF Program Carryover	0	0	13,389 - Community Budgeting/Re-imagining Carryover	NA	227 - Recreational Marijuana Ta
Office of Community and Civic Life	GF Program Carryover	0	0	13,448 - Carryover savings for 2-year Strategic Planning	NA	100 - General Fund
Office of Community and Civic Life	GF Program Carryover	0	0	13,448 - Carryover savings for 2-year Strategic Planning	NA	100 - General Fund
Office of Community and Civic Life	GF Program Carryover	0	0	13,448 - Carryover savings for 2-year Strategic Planning	NA	100 - General Fund
Office of Community and Civic Life	GF Program Carryover	0	0	13,448 - Carryover savings for 2-year Strategic Planning	NA	100 - General Fund
Office of Community and Civic Life	GF Program Carryover	0	0	13,448 - Carryover savings for 2-year Strategic Planning	NA	100 - General Fund
Office of Community and Civic Life	GF Program Carryover	0	0	13,448 - Carryover savings for 2-year Strategic Planning	NA	100 - General Fund
Office of Community and Civic Life	GF Program Carryover	0	0	13,448 - Carryover savings for 2-year Strategic Planning	NA	100 - General Fund
Office of Community and Civic Life	GF Program Carryover	0	0	13,448 - Carryover savings for 2-year Strategic Planning	NA	100 - General Fund
Office of Community and Civic Life	GF Program Carryover	0	0	13,448 - Carryover savings for 2-year Strategic Planning	NA	100 - General Fund
Office of Community and Civic Life	GF Program Carryover	0	0	13,448 - Carryover savings for 2-year Strategic Planning	NA	100 - General Fund
Office of Community and Civic Life	GF Program Carryover	0	0	13,448 - Carryover savings for 2-year Strategic Planning	NA	100 - General Fund
Office of Community and Civic Life	GF Program Carryover	0	0	13,450 - Carryover one-time EPCO move costs	NA	100 - General Fund
Office of Community and Civic Life	GF Program Carryover	0	0	13,450 - Carryover one-time EPCO move costs	NA	100 - General Fund
Office of Community and Civic Life	GF Program Carryover	0	0	13,450 - Carryover one-time EPCO move costs	NA	100 - General Fund
Office of Community and Civic Life	GF Program Carryover	0	0	13,450 - Carryover one-time EPCO move costs	NA	100 - General Fund
Office of Community and Civic Life	GF Program Carryover	0	0	13,450 - Carryover one-time EPCO move costs	NA	100 - General Fund
Office of Community and Civic Life	GF Program Carryover	0	0	13,455 - Graffiti one-time funding program carryover	NA	100 - General Fund
Office of Community and Civic Life	GF Program Carryover	0	0	13,455 - Graffiti one-time funding program carryover	NA	100 - General Fund
Office of Community and Civic Life	Internal Transfer	0	0	13,456 - Increase interagency with BTS for technical work	NA	228 - Cannabis Licensing Fund

e	Subfund - Name	Funds Center - Name	Fnd Prgms	Project Code - Name	Account Name	Major Object Name	Comml
	100000 - General Fund	NICN000003 - Cannabis Community Led Budgeting Process	0	0 - Non-Project	Expense	External Materials and Services	529001 - Outgoing Grant-
	100000 - General Fund	NICN000003 - Cannabis Community Led Budgeting Process	0	0 - Non-Project	Revenue	General Fund Discretionary	487120 - General Fund D
ix Fund	227060 - Recreational Can	NICN000003 - Cannabis Community Led Budgeting Process	0	0 - Non-Project	Expense	External Materials and Services	529001 - Outgoing Grant-
ix Fund	227060 - Recreational Can	NICN000003 - Cannabis Community Led Budgeting Process	0	0 - Non-Project	Revenue	General Fund Discretionary	487120 - General Fund D
ix Fund	227060 - Recreational Can	NICN000003 - Cannabis Community Led Budgeting Process	0	0 - Non-Project	Revenue	Miscellaneous Fund Allocation	487310 - Cannabis Fund
	100000 - General Fund	NIAD000001 - ONI Administration	0	0 - Non-Project	Expense	Personnel	511100 - Regular (perm f
	100000 - General Fund	NIAD000001 - ONI Administration	0	0 - Non-Project	Revenue	General Fund Discretionary	487110 - General Fund D
	100000 - General Fund	NICP000001 - Crime Prevention	0	0 - Non-Project	Expense	Personnel	511100 - Regular (perm f
	100000 - General Fund	NICP000001 - Crime Prevention	0	0 - Non-Project	Revenue	General Fund Discretionary	487110 - General Fund D
	100000 - General Fund	NINL000002 - Graffiti Abatement	0	0 - Non-Project	Expense	Personnel	511100 - Regular (perm f
	100000 - General Fund	NINL000002 - Graffiti Abatement	0	0 - Non-Project	Revenue	General Fund Discretionary	487110 - General Fund D
	100000 - General Fund	NINR000001 - Neighborhood Resource Center	0	0 - Non-Project	Expense	External Materials and Services	529000 - Miscellaneous s
	100000 - General Fund	NINR000001 - Neighborhood Resource Center	0	0 - Non-Project	Expense	Personnel	511100 - Regular (perm f
	100000 - General Fund	NINR000001 - Neighborhood Resource Center	0	0 - Non-Project	Revenue	General Fund Discretionary	487110 - General Fund D
	100000 - General Fund	NINR000006 - East Portland Neighborhood Office	0	0 - Non-Project	Expense	External Materials and Services	544000 - Space rental
	100000 - General Fund	NINR000006 - East Portland Neighborhood Office	0	0 - Non-Project	Revenue	General Fund Discretionary	487110 - General Fund D
	100000 - General Fund	NINR000014 - SW Neighborhood Office	0	0 - Non-Project	Expense	Personnel	511100 - Regular (perm f
	100000 - General Fund	NINR000014 - SW Neighborhood Office	0	0 - Non-Project	Revenue	General Fund Discretionary	487110 - General Fund D
	100000 - General Fund	NINR000006 - East Portland Neighborhood Office	0	0 - Non-Project	Expense	External Materials and Services	529000 - Miscellaneous s
	100000 - General Fund	NINR000006 - East Portland Neighborhood Office	0	0 - Non-Project	Expense	External Materials and Services	544000 - Space rental
	100000 - General Fund	NINR000006 - East Portland Neighborhood Office	0	0 - Non-Project	Revenue	General Fund Discretionary	487120 - General Fund D
	100000 - General Fund	NINR000006 - East Portland Neighborhood Office	3MFTS2NI01	0 - Non-Project	Expense	External Materials and Services	544000 - Space rental
	100000 - General Fund	NINR000006 - East Portland Neighborhood Office	3MFTS2NI01	0 - Non-Project	Expense	Internal Materials and Services	651511 - Telecomm Billal
	100000 - General Fund	NINL000002 - Graffiti Abatement	0	0 - Non-Project	Expense	External Materials and Services	529000 - Miscellaneous s
	100000 - General Fund	NINL000002 - Graffiti Abatement	0	0 - Non-Project	Revenue	General Fund Discretionary	487120 - General Fund D
	228000 - Cannabis Licensin	NICN000001 - Cannabis Licensing	0	0 - Non-Project	Expense	External Materials and Services	529000 - Miscellaneous s

Item - Name	CBO Recommended	Included in Proposed	2021-22 SPRING Revised Base	2021-22 SPRING Requested Adj	2021-22 SPRING Requested Total	2021-22 SPRING Recom Total	2021-22 SPRING Proposed Total
-Subrecipients	0	0	0	0	0	0	0
Discretionary One-Time	0	0	0	0	0	0	0
-Subrecipients	0	0	0	3,857,000	3,857,000	0	0
Discretionary One-Time	0	0	0	0	0	0	0
Discretionary Ongoing	0	0	0	3,857,000	3,857,000	0	0
(full time)	0	0	0	-96,000	-96,000	0	0
Discretionary Ongoing	0	0	0	-96,000	-96,000	0	0
(full time)	0	0	0	-157,000	-157,000	0	0
Discretionary Ongoing	0	0	0	-157,000	-157,000	0	0
(full time)	0	0	0	-20,000	-20,000	0	0
Discretionary Ongoing	0	0	0	-20,000	-20,000	0	0
Services	0	0	0	-125,400	-125,400	0	0
(full time)	0	0	0	-172,000	-172,000	0	0
Discretionary Ongoing	0	0	0	-297,400	-297,400	0	0
	0	0	0	-11,059	-11,059	0	0
Discretionary Ongoing	0	0	0	-11,059	-11,059	0	0
(full time)	0	0	0	-67,000	-67,000	0	0
Discretionary Ongoing	0	0	0	-67,000	-67,000	0	0
Services	0	0	0	-8,450	-8,450	0	0
	0	0	0	-105,000	-105,000	0	0
Discretionary One-Time	0	0	0	-137,450	-137,450	0	0
	0	0	0	0	0	0	0
able	0	0	0	-24,000	-24,000	0	0
Services	0	0	0	-2,410,880	-2,410,880	0	0
Discretionary One-Time	0	0	0	-2,410,880	-2,410,880	0	0
Services	0	0	0	-15,000	-15,000	0	0

Office of Community and Civic Life	Internal Transfer	0	0	13,456 - Increase interagency with BTS for technical work	NA	228 - Cannabis Licensing Fund
Office of Community and Civic Life	Mid-Year Reduction	0	0	13,451 - Revenue reductions for Noise and Liquor Licensing	NA	100 - General Fund
Office of Community and Civic Life	Mid-Year Reduction	0	0	13,451 - Revenue reductions for Noise and Liquor Licensing	NA	100 - General Fund
Office of Community and Civic Life	Mid-Year Reduction	0	0	13,451 - Revenue reductions for Noise and Liquor Licensing	NA	100 - General Fund
Office of Community and Civic Life	Mid-Year Reduction	0	0	13,451 - Revenue reductions for Noise and Liquor Licensing	NA	100 - General Fund
Office of Community and Civic Life	Technical Adjustments	0	0	13,392 - Technical correction - cannabis cost center move	NA	228 - Cannabis Licensing Fund
Office of Community and Civic Life	Technical Adjustments	0	0	13,392 - Technical correction - cannabis cost center move	NA	228 - Cannabis Licensing Fund

228000 - Cannabis Licensin	NICN000001 - Cannabis Licensing	3MFTS2NI01	0 - Non-Project	Expense	Internal Materials and Services	651532 - Strategic Techn
100000 - General Fund	NINL000001 - Liquor Licensing Notification	0	0 - Non-Project	Expense	Personnel	511100 - Regular (perm f
100000 - General Fund	NINL000001 - Liquor Licensing Notification	0	0 - Non-Project	Revenue	Charges for Services	439100 - Miscellaneous s
100000 - General Fund	NINL000005 - NOISE CONTROL	0	0 - Non-Project	Expense	Personnel	511100 - Regular (perm f
100000 - General Fund	NINL000005 - NOISE CONTROL	0	0 - Non-Project	Revenue	Charges for Services	439100 - Miscellaneous s
228000 - Cannabis Licensin	NICN000001 - Cannabis Licensing	3MFTS2NI01	0 - Non-Project	Expense	Internal Materials and Services	651524 - Data Networks
228000 - Cannabis Licensin	NINL000006 - Marijuana Licensing and Regulation	3MFTS2NI01	0 - Non-Project	Expense	Internal Materials and Services	651524 - Data Networks

ology Billable	0	0	0	15,000	15,000	0	0
ull time)	0	0	0	-50,000	-50,000	0	0
service charges and fees	0	0	0	-50,000	-50,000	0	0
ull time)	0	0	0	-75,000	-75,000	0	0
service charges and fees	0	0	0	-75,000	-75,000	0	0
	0	0	0	-27,517	-27,517	0	0
	0	0	0	27,517	27,517	0	0

Business Area Projection Report

Office of Community and Civic Life - Fund 100

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
External Materials and Services	\$4,309,298	\$1,675,255	\$4,217,377	98%
Internal Materials and Services	\$923,894	\$703,077	\$900,000	97%
Personnel	\$4,705,019	\$2,939,916	\$4,500,000	96%
Sum:	\$9,938,211	\$5,318,248	\$9,617,377	97%

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Charges for Services	\$290,339	\$162,844	\$290,339	100%
General Fund Discretionary	\$9,357,230	\$0	\$9,036,396	97%
General Fund Overhead	\$279,042	\$0	\$279,042	100%
Interagency Revenue	\$11,600	\$0	\$11,600	100%
Miscellaneous	\$0	(\$226)	\$0	
Sum:	\$9,938,211	\$162,618	\$9,617,377	97%

Revenue Discussion

Liquor and Noise revenues are down similar to how they were last fiscal year due to COVID. We expect them to rebound soon, but not significantly before the end of this fiscal year.

Revenue Risks

Non anticipated for the remainder of the fiscal year.

Expenditure Discussion

EM&S expenditures are down in some areas. We are using the savings to carryover for strategic planning.

Expenditure Risks

None anticipated.

Other Notes

Business Area Projection Report

Office of Community and Civic Life - Fund 100

Major Object	2021-22 SPRING Revised Base	2021-22 SPRING Total ADJ	2021-22 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget
External Materials and Services	6,970,087	-2,660,789	\$4,309,298	-61.75%
Internal Materials and Services	947,894	-24,000	\$923,894	-2.60%
Personnel	5,342,019	-637,000	\$4,705,019	-13.54%
Sum:			\$9,938,211	

Major Object	2021-22 SPRING Revised Base	2021-22 SPRING Total ADJ	2021-22 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget
Charges for Services	415,339	-125,000	\$290,339	-43.05%
General Fund Discretionary	12,554,019	-3,196,789	\$9,357,230	-34.16%
General Fund Overhead	279,042	0	\$279,042	0.00%
Interagency Revenue	11,600	0	\$11,600	0.00%
Miscellaneous	0	0	\$0	#DIV/0
Sum:			\$9,938,211	

Revenue Discussion

Liquor and Noise revenues are down similar to how they were last fiscal year due to COVID. We expect them to rebound soon, but not significantly before the end of this fiscal year.

Revenue Risks

Non anticipated for the remainder of the fiscal year.

Expenditure Discussion

EM&S expenditures are down in some areas. We are using the savings to carryover for strategic planning.

Expenditure Risks

None anticipated.

Other Notes

Business Area Projection Report

2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
\$1,675,255	\$4,217,377	98%
\$703,077	\$900,000	97%
\$2,939,916	\$4,500,000	96%
\$5,318,248	\$9,617,377	97%

2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
\$162,844	\$290,339	100%
\$0	\$9,036,396	97%
\$0	\$279,042	100%
\$0	\$11,600	100%
(\$226)	\$0	
\$162,618	\$9,617,377	97%

Business Area Projection Report

Office of Community and Civic Life - Fund 227

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
External Materials and Services	\$11,234,137	\$78,095	\$3,520,137	31%
Internal Materials and Services	\$0	\$67	\$0	
Sum:	\$11,234,137	\$78,162	\$3,520,137	31%

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
General Fund Discretionary	\$0	\$0	\$0	
Miscellaneous Fund Allocation	\$11,234,137	\$0	\$3,520,137	31%
Sum:	\$11,234,137	\$0	\$3,520,137	31%

Revenue Discussion

We receive revenue from the fund of \$3,520,137.

Revenue Risks

Not at this time.

Expenditure Discussion

All of our contracts are encumbered for the full amount budgeted: \$3,520,137. It's likely that they will not all expend fully during the fiscal year, but any balances will be encumbered for carryover in the fall BMP.

Expenditure Risks

Not at this time.

Other Notes

Business Area Projection Report

Office of Community and Civic Life - Fund 227

Major Object	2021-22 SPRING Revised Base	2021-22 SPRING Total ADJ	2021-22 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget
External Materials and Services	7,377,137	3,857,000	\$11,234,137	34.33%
Internal Materials and Services	0	0	\$0	#DIV/0
Sum:			\$11,234,137	

Major Object	2021-22 SPRING Revised Base	2021-22 SPRING Total ADJ	2021-22 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget
General Fund Discretionary	0	0	\$0	#DIV/0
Miscellaneous Fund Allocation	7,377,137	3,857,000	\$11,234,137	34.33%
Sum:			\$11,234,137	

Revenue Discussion

We receive revenue from the fund of \$3,520,137.

Revenue Risks

Not at this time.

Expenditure Discussion

All of our contracts are encumbered for the full amount budgeted: \$3,520,137. It's likely that they will not all expend fully during the fiscal year, but any balances will be encumbered for carryover in the fall BMP.

Expenditure Risks

Not at this time.

Other Notes

Business Area Projection Report

2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
\$78,095	\$3,520,137	31%
\$67	\$0	
\$78,162	\$3,520,137	31%

2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
\$0	\$0	
\$0	\$3,520,137	31%
\$0	\$3,520,137	31%

Business Area Projection Report

Office of Community and Civic Life - Fund 228

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Contingency	\$1,304,286	\$0	\$0	0%
External Materials and Services	\$401,391	\$33,203	\$90,000	22%
Fund Transfers - Expense	\$32,448	\$21,632	\$32,448	100%
Internal Materials and Services	\$257,653	\$51,111	\$220,000	85%
Personnel	\$1,187,955	\$658,646	\$1,085,000	91%
Sum:	\$3,183,733	\$764,592	\$1,427,448	45%

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Beginning Fund Balance	\$1,809,901	\$0	\$53,616	3%
Charges for Services	\$1,373,832	\$925,111	\$1,373,832	100%
Miscellaneous	\$0	\$35	\$0	
Sum:	\$3,183,733	\$925,146	\$1,427,448	45%

Revenue Discussion

Revenues are steady and should be close to our budgeted number

Revenue Risks

None anticipated

Expenditure Discussion

Actual expenditures will be less than budgeted, as the ongoing contract will carryforward to next FY.

Expenditure Risks

None anticipated.

Other Notes

Business Area Projection Report

Office of Community and Civic Life - Fund 228

Major Object	2021-22 SPRING Revised Base	2021-22 SPRING Total ADJ	2021-22 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget
Contingency	1,304,286	0	\$1,304,286	0.00%
External Materials and Services	416,391	-15,000	\$401,391	-3.74%
Fund Transfers - Expense	32,448	0	\$32,448	0.00%
Internal Materials and Services	242,653	15,000	\$257,653	5.82%
Personnel	1,187,955	0	\$1,187,955	0.00%
Sum:			\$3,183,733	

Major Object	2021-22 SPRING Revised Base	2021-22 SPRING Total ADJ	2021-22 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget
Beginning Fund Balance	1,809,901	0	\$1,809,901	0.00%
Charges for Services	1,373,832	0	\$1,373,832	0.00%
Miscellaneous	0	0	\$0	#DIV/0
Sum:			\$3,183,733	

Revenue Discussion

Revenues are steady and should be close to our budgeted number

Revenue Risks

None anticipated

Expenditure Discussion

Actual expenditures will be less than budgeted, as the ongoing contract will carryforward to next FY.

Expenditure Risks

None anticipated.

Other Notes

Business Area Projection Report

2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
\$0	\$0	0%
\$33,203	\$90,000	22%
\$21,632	\$32,448	100%
\$51,111	\$220,000	85%
\$658,646	\$1,085,000	91%
\$764,592	\$1,427,448	45%

2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
\$0	\$53,616	3%
\$925,111	\$1,373,832	100%
\$35	\$0	
\$925,146	\$1,427,448	45%

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](#)