

CITY OF PORTLAND
INTER-OFFICE CORRESPONDENCE
(NOT FOR MAILING)

November 15, 1978

TO
From Mary C. Pedersen, Coordinator, Office of Neighborhood Associations
To Peter Engbretson, Administrative Assistant to Commissioner Jordan
Addressed to *Mary*
Subject Travel Budget for ONA

On November 9, Howard Hallman called me from Washington, DC. He is inviting me to a gathering in Seattle on Wednesday, December 13. His goal is to plan for a regional workshop of staffpeople to improve their skills with regard to the Community Development Block Grant Program. I am attaching some information which will explain what he is trying to do.

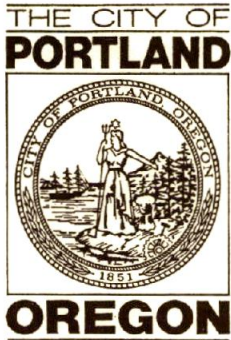
OK
Will you please ask Commissioner Jordan if he would approve spending a small amount of money (approximately \$50) from our travel budget for a day in Seattle? Thank you. We have approximately \$340 left for this year's travel.

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The next meeting of the National Conference on Neighborhood Councils will be held on Friday, January 12 and Saturday, January 13 in Wichita. This will be a meeting to plan the agenda for the May conference in Wichita. Howard has also invited me to spend Wednesday, January 10, and Thursday, January 11 at his expense in Kansas City and paying my expenses, he makes it possible for me to go to the NCNC planning meeting at little expense to the City. Will it be alright with the Commissioner if I am away January 10 through the following weekend (January 14). In this way, we can save \$300 toward the National Conference on Neighborhood Councils in Wichita on May 16-18, 1979.

** Missouri is non-ERA state.
Kansas is OK.*

Trip OK subject to ERA restrictions.

*Pete
11/17/78*



March 6, 1978

MEMO

TO: Mary Pedersen, Coordinator
Office of Neighborhood Associations

FROM: Kenneth C. Jones *KCJ*
Budget Officer

SUBJECT: Review of 1978-79 Budget Request

NEIL GOLDSCHMIDT, MAYOR

BUREAU OF
MANAGEMENT AND BUDGET

KENNETH C. JONES III
BUDGET OFFICER

1220 S.W. FIFTH AVENUE
PORTLAND, OREGON 97204
503/248-4038

The Bureau of Management and Budget has reviewed your 1978-79 budget request in order to assist the Mayor and the City Council in the preparation of the Proposed and Approved Budget documents. The review of FY 1978-79 bureau requests again includes recommendations on each package request, with emphasis given to policy issues and levels of service.

A copy of the review is attached for your information and comments. Additional copies are being sent to each member of the City Council and to the citizen budget task force coordinator.

The Proposed Budget will be presented on Friday, March 31. A final schedule of City Council budget hearings will be distributed later this week.

If you have any questions regarding this review or the budget schedule, please contact me or the assigned budget analyst.

KCJ:BDM:mss

Attachments

cc: Mayor Neil Goldschmidt
Commissioner Francis Ivancie
Commissioner Charles Jordan
Commissioner Connie McCready
Commissioner Mildred Schwab
Ms. Patti Jacobsen, Citizen Budget Task Force Coordinator



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cc: Mayor Neil Goldschmidt
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Commissioner Mildred Schwab
Ms. Patti Jacobsen, Citizen Budget Task Force Coordinator

2 AU BUDGET REQUEST & RECOMMENDATION SUMMARY

Appropriation Unit: Office of Neighborhood Associations

Operating Fund: General

SUMMARY	APPROPRIATION	FULL TIME POSITIONS
1977-78 APPROVED BUDGET	\$ 200,458	5

1978-79 BUREAU REQUEST:		
MINIMUM BUDGET SPAN	219,211	
MAXIMUM BUDGET SPAN	219,211	6
TOTAL	\$ 230,576	6

1978-79 BUDGET OFFICE RECOMMENDATIONS:		
APPROVAL	\$ 229,976	6
CONDITIONAL APPROVAL	600	
NOT RECOMMENDED		
TOTAL	\$ 230,576	6

COMMENTS:

DESIGNATED BUDGET SPAN: \$ 217,317 to \$ 219,211

Bureau of Management and Budget recommends for approval:

General Fund: \$ 230,576

TOTAL \$ 230,576

REQUESTED & PROPOSED PACKAGE SUMMARY

Appropriation Unit: Office of Neighborhood Associations

AU PRIORITY NUMBER	PACKAGE DESCRIPTION	REQUESTED		PROPOSED	
		NO. PSNS.	AMOUNT	NO. PSNS.	AMOUNT
1	Continue Operating Neighborhood Offices: 3 Contracts: North, Outer Southeast, West/ Northwest 2 Offices: Northeast, Southwest, Neighbor- hoods without offices	- 3	\$ 152,446		
2	Manage Neighborhood Participation Program Office Downtown Manages Contracts, produces monthly newsletter, weekly calendars.	2	66,765		
3	Improve Coordination of Involvement in Budget process	1	10,609		
4	Equipment to aid in calendar preparation		756		
	TOTAL PACKAGE REQUEST	6	<u>\$ 230,576</u>		

4 APPROPRIATION SUMMARY

Appropriation Unit: Office of Neighborhood Associations

Department: Public Safety

Operating Fund: General

Expenditure Classification	FY 75-76 Actual	FY 76-77 Actual	FY 77-78 Adopted Budget	FY 78-79 Proposed	FY 78-79 Approved
Personal Services	\$ 75,807	\$ 87,553	\$ 92,849		
Materials and Services	80,827	68,023	107,609		
Capital Outlay	278	0	0		
Other	0	0	0		
Total Appropriation	\$ 156,912	\$ 155,576	\$ 200,458		

Funding Sources:

General Fund

AU Mission: Encourage citizen participation and assist in the development of processes for involvement

FY 78-79 Activity Highlights & Performance Indicators:

-- Continues operations of 5 neighborhood offices with funds for staff, printing and distribution funds for neighborhood offices as well as neighborhoods without staff, and insurance for block parties through four of the five neighborhood offices.

-- Provides budget for administration of neighborhood contracts and offices, Neighbor-to-Neighbor newsletter, and monthly/weekly calendars.

-- Requests funds to improve staff support to citizens involved with budget process and neighborhood need reports.

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PROPOSED POLICIES AND PROGRAMS 1978-79

BUREAU OF NEIGHBORHOOD ASSOCIATIONS

CURRENT POLICY OF SERVICE:

It is the policy of the City Council to provide a series of services necessary to encourage citizen participation in government by: (1) improving communications within and among neighborhoods and between neighborhoods and City agencies, (2) assisting present and newly forming neighborhood groups, and (3) coordinating volunteer efforts.

POLICY ISSUES

Service Level Increase

No new policy issues are proposed for FY 78-79.

ANALYST:

Samuel Aikin

APPROPRIATION UNIT

Office of Neighborhood Associations

Package No.	Package Title	Request	Budget Recommendation	Mayor's Proposed Budget	Budget Committee Approved
		\$230,576	\$230,576		

Description & Analysis:

SUMMARY OF BUREAU BUDGET REQUEST

The budget submission for the Office of Neighborhood Associations (ONA) will provide basically the same level of service. The ONA seeks to enhance its current level of operation by requesting the reclassification of a Stenographer Clerk position to Secretarial Assistant to enable a more efficient approach to monitoring contracts with three neighborhood offices. The ONA requests the addition of a full-time Administrative Assistant I position to provide better service to the Budget Advisory Committees and to allow greater follow-through in the Neighborhood Need Report Process. Without these position changes the ONA request represents an increase of 9% or \$17,615 beyond FY 77-78 approved budget level. However, with the position changes General Fund support is requested at 15% or \$31,265 beyond FY 77-78 approved budget level. The budget request contains minor miscalculations of personal services costs; however, this will not effect the requested funding level or performance of the Office of Neighborhood Associations. Additionally, the ONA requests \$756 to purchase a new IBM typewriter.

Recommendation

Approval.

7 City of Portland Bureau of Management & Budget	APPROPRIATION UNIT BUDGET REQUEST REVIEW and ANALYSIS
ANALYST: Samuel Aikin	APPROPRIATION UNIT Office of Neighborhood Associations

Package No.	Package Title	Request	Budget Recommendation	Mayor's Proposed Budget	Budget Committee Approved
1	Continue Operating Neighborhood Offices	\$152,446	\$152,446		

Description & Analysis:

This package provides for continuation of five neighborhood offices and services to unstaffed neighborhoods.

<u>Neighborhood Offices</u>	<u>Staff</u>
Neighbors North	2
Northeast Office	2
Farther Southeast Office	1
Southwest Offices	1
West/Northwest	2
Other Neighborhoods	-
	—
Total Positions	8

The Office of Neighborhood Associations (ONA) request 9% or \$12,789 more in General Fund beyond the FY 77-78 approved level to continue this package. Service levels in this package will remain constant. Printing cost in this package increased by 24% or \$1,300 beyond FY 77-78 approved level. The Office of Neighborhood Associations did not have funds budgeted for out-of-town travel in its FY 77-78 approved budget; however, the ONA has \$600 requested for this line item in its FY 78-79 request, but no documentation as to the need and use of this request has been provided.

Recommendation

Approval. This recommendation includes conditional approval of \$600 for out-of-town travel contingent on the bureau providing documentation.

ANALYST:

Samuel Aikin

APPROPRIATION UNIT

Office of Neighborhood Associations

Package No.	Package Title	Request	Budget Recommendation	Mayor's Proposed Budget	Budget Committee Approved
2	Manage Neighborhood Participation Program	\$66,765	\$66,765		

Description & Analysis:

This package request continues to provide (1) Calendar of neighborhood meetings, hearings, and meeting agenda, (2) editing of the Council agenda for publication, (3) assistance with the neighborhood newsletter, (4) monitoring of contracts with neighborhood offices, (5) a vehicle for communication between the neighborhood and City government, and (6) performance of administrative duties (ie., allotment reports, ordinance preparation, budget preparation, etc.).

The package also requests continuation of two full-time positions. However, this package proposes the reclassification of Senior Stenographer Clerk to Secretarial Assistant. This request, costing \$2,431, is made to allow the proper classification for the responsibility of contract monitoring. Additionally, \$7,691 is encompassed in personnel services for continuation of a part-time position. This position is requested to be funded as a full-time Administrative Assistant I position; and the additional cost and justification to make this position full-time is included in package 3.

Recommendation

Approval

ANALYST:

Samuel Aikin

APPROPRIATION UNIT

Office of Neighborhood Associations

Package No.	Package Title	Request	Budget Recommendation	Mayor's Proposed Budget	Budget Committee Approved
3	Improve Coordination and Involvement in Budget Process	\$10,609	\$10,609		

Description & Analysis:

This package speaks to increasing the Office of Neighborhood Association (ONA) ability to assist Budget advisory committees (report preparation, identifying interested citizens, etc.) and provide follow-through in the Neighborhood Need Report process. The latter function would be more significantly increased through making one part-time coordinator a full-time Administrative Assistant I. The ONA advises that the deficiency for advocating the needs of 300 neighborhoods to City bureaus requires dedicated staff support.

The ONA has requested \$7,691, in package 2, for continuation of the part-time coordinator currently in the FY 77-78 approved budget. This package requests support to make up the difference between the part-time position and full-time position.

Recommendation

Approval

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City of Portland
Bureau of Management & Budget

APPROPRIATION UNIT
BUDGET REQUEST REVIEW and ANALYSIS

ANALYST:

Samuel Aikin

APPROPRIATION UNIT

Office of Neighborhood Associations

Package No.	Package Title	Request	Budget Recommendation	Mayor's Proposed Budget	Budget Committee Approved
4	Equipment to Aid in Calendar Preparation	\$756	\$756		

Description & Analysis:

Package requests \$756 for an IBM Selectric typewriter. This equipment would be used primarily to aid the Office of Neighborhood Association (ONA) in preparation of the monthly newsletter and neighborhood calendars. Additionally, the equipment would be used for general administrative work. ONA advises that the existing typewriter is inadequate. The ONA did not have funds appropriated for equipment purchases in its FY 77-78 approved budget.

Recommendation

Approval