

ONI DIRECTORY--PROPOSAL FOR NEW WAY TO  
IDENTIFY CONTACTS FOR DEMOLITION NOTICES

(draft 12/04/2015)

OVERALL PROCESS:

- NA provide their contact information to Neighborhood Coalitions/ONI
- ONI enters contact information in its database:
  - General correspondence
  - NA officers (chair, secretary, treasurer, etc.)
  - NA committee chairs (e.g. land use, transportation, etc.)
- ONI sends updated contact information to city bureaus
- City bureaus decide which NA officer or committee chair they want to send their notices to

DEFINITIONS:

- **ONI DATABASE:** ONI's database that includes neighborhood association contact information and much more.
  - Only can be accessed by ONI staff
- **ONI DIRECTORY:** Searchable directory of contact information for each neighborhood association.
  - Accessible to community members and City bureau staff on the ONI website: <http://www.portlandoregon.gov/oni/28386>
  - Searchable by contact type and neighborhood association.
  - Contact information can be downloaded by anyone to an Excel spreadsheet.

PROBLEM TO BE SOLVED:

- Neighborhood associations have complained for many years that:
  - city bureaus are not sending notices to the right people for their neighborhood association
  - city bureaus should send to more than one person to make sure the neighborhood association receives the notice

- neighborhood associations differ in who should get the notices (“one size doesn’t fit all—for instance, one neighborhood association may want notices to go to the board chair, another may want them to go to the secretary, another to the land use committee chair, etc.)
- the contact information for their neighborhood association—in the ONI database and/or the city bureau neighborhood contact lists—is not accurate or current.
- City bureaus have been frustrated:
  - Not sure who to send notices to make sure neighborhood association gets it
  - Frustrated by ongoing complaints

PROPOSAL:

- Include contact information in the ONI database by “function” vs. “role”
  - i.e. establish a category “Demolition Notices Contact”
  - let every neighborhood association identify, for this contact:
    - physical mailing address
    - email address
- Lets each neighborhood associations identify the best person/s to receive the notices for their neighborhood association (both hard copy mailing and email)
- Also allows each neighborhood association to create/designate an email address specifically for receiving formal demolition notices—this can be an individual’s email address or can be a dedicated email address just to receive formal notices. Neighborhood associations could set the email address up to forward to one or more people who want to receive the notices.
  - Neighborhood associations would have complete control over who receives the emails (e.g. one person or a number of individuals)
  - Neighborhood associations could, at any time, update/change who receives the forwarded email notices.
    - This eliminating the need for the NA to send updates through the current system—to neighborhood coalitions, which send them to ONI, which send them to City bureaus)

- City bureaus would have a consistent email address that likely would be more constant over time.
- ONI and the neighborhood coalitions would be able to make the case to each neighborhood association to provide a mailing address and email address that they are willing to let City bureaus have access to--if they want to receive the notices.
  - Some neighborhood leaders ask that their mailing addresses or email address in the ONI database be kept confidential. If that person is, for instance, the NA land use chair, a City bureau that tries to send a formal notice to that NA's land use chair would not be able to access the contact information.
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HOW THIS WOULD WORK:

- **NEIGHBORHOOD ASSOCIATION**
  - Identifies a physical mailing address, and
  - Identifies an email address to which to send demolition notices
- **ONI**
  - Enters this contact information in a new "Demolition Notices Contact" category for each neighborhood association
- **CITY BUREAUS**
  - City bureaus can search the online ONI Directory for Demolition Notice contact information by neighborhood association and download this information into an Excel spreadsheet.
  - City bureau sends:
    - Hard copy notice to mailing address
    - Email notice to email address

QUESTIONS/SUGGESTIONS/WANT MORE INFORMATION?:

- Contact Paul Leistner at ONI: [paul.leistner@portlandoregon.gov](mailto:paul.leistner@portlandoregon.gov); 503-823-5284