



CITY OF

PORTLAND, OREGON

OFFICE OF NEIGHBORHOOD INVOLVEMENT

TOM POTTER, MAYOR

Amalia Alarcón de Morris, Bureau Director
1221 SW 4th Avenue, Room 110
Portland, Oregon 97204

Enhancing the quality of Portland's Neighborhoods through community participation.

Memorandum

To: Office of Neighborhood Involvement Bureau Advisory Committee (BAC) Members
Coalition Directors and Chairs
Diversity in Civic Leadership Participants
ONI Staff
Community Partners

From: Amalia Alarcón de Morris, Bureau Director
Polo Catalani, BAC Co-chair
Anne Dufay, BAC Co-chair

Date: November 6, 2008

Re: Invitation to Participate in ONI's Budget Development Process for FY 2009-10

It's that time again! ONI is embarking on our annual community process to review our programs and work plan and to develop our budget for fiscal year 2009-2010. These meetings will be professionally facilitated by Joe Hertzberg and Carol Turner of Decisions Decisions. We would like to take this opportunity to:

- Extend an invitation to our staff and community partners to participate in this very important process;
- Provide an overview of current budget challenges and opportunities;
- Outline the expectations of budget work group members;
- Provide an overview of the budget timeline, and;
- Provide information about how to get involved.

As the bureau supporting the City of Portland's neighborhood and community involvement system, ONI faces many challenges and opportunities this year, particularly related to the budget.

- The City is facing a number of financial issues that impact the budget process, including recession, increased inflation and reduced revenues. In addition, a significant number of ONI and other bureaus' programs have been intended as ongoing services but have been funded with "one-time" dollars. This has created what Council is calling "shadow" obligations – an expectation of a service or program without any directly associated source of funding. The overall result is a projection of a significant citywide budget shortfall that requires budget cuts in FY09-10.
- The preliminary budget instructions from Council and the Office of Management and Finance are for bureaus to prepare proposed budget cut packages of 2.5% and 5% from ongoing funds. The emphasis is on evaluating services to identify

those that are least important to the Bureau's mission and community priorities in order to ensure that remaining core programs are robust and effective.

- As part of the budget request, bureaus have been asked to prepare these cut packages by conducting the following:
 - Identifying the bureau's programs/services and ranking these based on whether the program/service is most core to the bureau's mission or least core. Recognizing that all programs may be considered "core", this is a forced prioritization of all programs/services.
 - Ranking the bureau's programs/services based on community priority. The City is currently working on defining how this is assessed.
 - Identifying potential cut packages based on the results of the prioritization. The intent is that if a program/service is least core to the mission and the lowest priority to the community that it should be at the top of the list for potential cut packages.
- ONI's base budget for all programs is about \$5.7 million. In addition, this year's budget included a little under \$1.5 million in one-time funds that will be considered "shadow" obligations for the purposes of next year's budget. Council will not be extending these one-time funds next year. The budget that ONI is being asked to submit for next year is a 5% cut from the existing base budget, which actually amounts to about a 24% reduction from this year's total ONI budget (on-going and one-time funds). We will have to rank approximately \$7 million worth of programs to fit a \$5.4 million budget.
- Mayor-elect Adams has convened a Budget Process Design Committee that is still working on further guidelines for this process. We will continue to communicate these instructions to budget workgroup participants as they become available.

The following are the expectations of Budget Workgroup members:

- Must be committed to attending and participating in all or most meetings, which typically occur at City Hall or in the Portland Building next door. Parking can be validated or TriMet tickets can be supplied to committee members preferring to use public transportation. Food will be served. **Note that the first meeting is the regularly scheduled BAC meeting on Monday November 10th in City Hall Lovejoy Room.**
- Must be willing to communicate to ONI staff what materials/information they need to best understand ONI's budget and to make the most informed decisions;
- Must be willing to go back to their constituency group (coalition, neighborhood, community-based organization, staff, contractor, etc.) and hold one or more focus group discussions as necessary to incorporate a broader point of view into ONI priorities, and;
- Must be willing and able to put the interests of their constituency group(s) in a larger context and first and foremost represent the best interests of neighborhoods and communities citywide.

Expected Timeline:

- ONI Budget Workgroup kicks off on Monday November 10, 2008 (not the full agenda, but initial information distributed);
- The City budget season goes from the kick-off date through the end of June of 2009. The bureau's requested budget is due end of January or beginning of

February, therefore the most intensive meeting schedule is between November and January;

- The workgroup will meet on the 2nd Monday of each month at our regularly scheduled BAC meetings, at City Hall from 5:30 – 8:30pm as well as additional dates identified. Following are the tentatively scheduled meetings:
 - Monday, November 10th, 5:30-8:30pm
 - Thursday, November 20th, 5:30-8:30pm
 - Monday, December 8th, 5:30-8:30pm
 - Tuesday, December 16th, 2:00-5:00pm
 - Monday, January 12th, 5:30-8:30pm
 - Thursday, January 22nd, 2:00-5:00pm
- There may be additional meetings scheduled as needed, possibly 1 – 2 half or full day budget retreats scheduled sometime during the budget season. This would be discussed by the work group based on identified needs.
- Participants will: prioritize programs/services based on whether it is core to the mission and/or a community need; generate budget ideas that could result in cutting programs/services or shifting funds from one program to another; present ONI's final budget to the Commissioner-in-Charge (along with ONI staff); testify about the budget decisions before Council throughout the budget process, both at City Hall and at community budget forums.
- After the Requested Budget is submitted, the Advisory Committee will likely return to meeting on the second Monday of the month from 5:30-7:30pm from February through June 2009. However, there may be a need for more frequent meetings.

While our ONI Bureau Advisory Committee will be at the core of this effort, we are looking to expand participation to include as many diverse stakeholders as possible. Please consider this memo an invitation to join ONI's 09-10 Budget Workgroup. This is an important opportunity to serve your community and we need and welcome your involvement.

All ONI meetings are public meetings and anyone is welcomed to attend. However, if you want to go a step further and become an official working member of this group please let Amy Archer, ONI Business Operations Supervisor know as soon as possible. This will help ensure we have materials available for you at the meetings and that you are on the list of participants for security reasons. Amy can be reached at Amy.Archer@ci.portland.or.us or via phone at 503-823-2294.

To help ensure equal access to City programs, services and activities, the City of Portland will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities. Call 503-823-4000, or the City's TTY at 503-823-6868, or the Oregon Relay Service at 1-800-735-2900 no less than five (5) business days prior to the event.