

City of Portland - Office of Neighborhood Involvement
Bureau Advisory Committee (BAC) Summary Notes
October 11, 2010

In Attendance:

Christina Albo (Resolutions NW), April Burriss (North Tabor), Jan Campbell (Disability Commission), Carol Carmick (Resolutions NW), Paige Coleman (NECN), Anne Dufay (SEUL, BAC Co-Chair), Donita Fry (NAYA), Leah Hyman (SEUL), Oleg Kubrakov (IRCO), Don MacGillivray (Buckman), Arolia McSwain (NPNS), Doretta Schrock (NPNS), Jen Tonneson (Rocky Point Marina, BAC Co-chair)

ONI Staff: Amalia Alarcón de Morris, Amy Archer, Michael Boyer (Crime Prevention), Nickole Cheron (NRC/Disability), Brian Hoop (NRC), Michelle Pellegrin (ONI Intern), Stephanie Reynolds (Crime Prevention)

Other: Elizabeth Erickson (upcoming volunteer BAC Lead Facilitator)

Welcome and Introductions

As part of general introductions, participants shared some of the items they wanted to learn about during the meeting, including:

- Process this budget year,
- Affordable housing,
- Understanding the budget process and how we will all agree
- Meeting who is new

Commissioner Amanda Fritz welcomed the group and provided some general information regarding the budget process this year, including:

- She is proud of the ONI budget process, particularly as her staff have observed many other bureau's processes that do not include the level of involvement as the ONI process.
- She is responsible for oversight of specific bureaus including ONI, but is also responsible to ensure core City services are provided like Police and Fire.
- Communication and collaboration brings bureaus together.
- She is working hard to make sure the City spends money wisely. There is a tentative agreement with all unions except Police and they all include a 0% cost of living increase for personnel in this fiscal year. It could have been 0.7% based on inflation in the Portland area but given the economy they were able to get agreement on not implementing any increase this year, which results in some savings. In addition, the Office of Management and Finance has done a good job of forecasting budget. The public retirement system (PERS) had changes that resulted in additional costs to employers. However, the forecast had anticipated these changes and therefore does not create additional budget shortfall for the City as it has for some others.

- The City still has approximately \$13 million in ongoing programs that are funded with one-time dollars so that will continue to pose a challenge in budgeting this year.
- Council does not know whether or how much money bureaus will need to cut during this budget process. What happens in November elections will have an impact on budget.
- ONI has made it through two tough years with budgeting. We value the programs that we are funding as well as the people involved in the programs. She encouraged ONI programs to continue to document the amount of dollars leveraged with volunteer hours. This has been valuable information.

Budget Orientation

ONI staff provided a budget overview presentation including overviews of:

- ONI Mission/Goals/Values and short history of how they were developed over prior years.
- ONI Program descriptions (overall programs, more detail will follow in upcoming budget meetings)
- City Budget process and Council responsibilities
- ONI Budget process and role of Bureau/Budget Advisory Committee participants

A copy of the orientation presentation can be viewed online at <http://www.portlandonline.com/oni/index.cfm?c=53442&a=321988>. Participants also received some handouts providing some background information (copy attached to these notes).

Future Agenda items:

- November 1st– Budget Kickoff

Next Meeting: Monday, November 1, 2010, 5:30pm – Portland Building Room C

**Office of Neighborhood Involvement
Mission/Goals/Values**

Office of Neighborhood Involvement Mission:

Promote a culture of civic engagement by connecting and supporting all Portlanders working together and with government to build inclusive, safe and livable neighborhoods and communities.

Office of Neighborhood Involvement Goals:

Community Involvement

- Increase the number and diversity of people who are involved and volunteer in their communities and neighborhoods.

Capacity Building

- Strengthen neighborhood and community capacity to build identity, skills, relationships and partnerships.

Public Impact

- Increase community and neighborhood impact on public decisions.

Livability and Safety

- Provide tools and resources to improve neighborhood and community livability and safety.

Services

- Provide accurate information and responsive and effective services to community members and organizations.

Office of Neighborhood Involvement Values:

PREAMBLE

The Office of Neighborhood Involvement (ONI) works towards a future where the community is a full and equal decision-making partner in all aspects of the City of Portland. We serve our increasingly diverse community through promoting collective civic engagement for all people in Portland, with a commitment to transparency, compassion, and relationship building. We strive to recognize and repair the disparities that exclude and harm the people of Portland. We strive to be authentic, accessible and accountable within government and the community. The values put forth here are intended as a guide and foundation for all our work.

VALUES

- **Inclusion - No one gets left out**
 - We are committed to equal participation and the continuous development of organized and meaningful inter-cultural relationships.
 - Our neighborhood system strives to fully engage residents of Portland from all cultural, social and economic walks of life.
 - We aspire to understand and honor the diversity of ways in which our communities communicate and participate, and ensure that our processes and opportunities reflect that understanding.

- **Shared Power and Governance**
 - We continuously strive to level the playing field for those that want to participate.
 - We seek the most effective ways to include and respond to the community and eliminate attitudes and behaviors that exclude or isolate community voices.
 - We work for equal access, equal opportunity, and equity in our work, in ways that are culturally-diverse, culturally-specific, and multicultural.
 - We incorporate the flexibility to adjust whenever necessary in order to eliminate barriers to genuine collaboration with community.
 - There is always room for those who want to participate.

- **Relationships - the cornerstone of our work**
 - The foundation of our work is a belief in effective, equitable and collaborative relationships with government and community partners.
 - We seek to maintain the highest community trust through accountability and transparency in our processes and decisions.
 - We value our community relationships and show it by being flexible and listening - ensuring timely, accurate and helpful responses to those who work with us or seek our services.
 - We approach our work with humility and the understanding that we learn together. We embrace and encourage youth input and involvement.

- **Social Sustainability – people are our most important resource**
 - We use an equity lens to make decisions collaboratively with community partners.
 - We strive to provide more choices for people who may have fewer choices.
 - We recognize that involving and connecting people with government and with each other results in the most sustainable efforts for the City.

Adopted April 12, 2010

Office of Neighborhood Involvement Budget Advisory Committee FY2010-11 Guidelines

If this is a successful process, we will:

- Develop a common understanding of the bureau and the budget
- Have confidence in the transparency of the process, decisions and resulting budget
- Make good use of everyone's time
- Be creative and innovative
- Reflect community needs
- Represent all communities
- Keep the big picture in mind
- Make consensus decisions
- Maintain our sense of humor
- Identify opportunities to collaborate with one another
- Make personal commitments to engage fully:
 - Come to every meeting
 - Touch base with someone else if you cannot attend a meeting
 - Be prepared; do your homework
 - Be respectful
 - Be open and honest
 - Ask the hard questions and hear the answers
 - Speak up, at the moment it's relevant
 - Be accountable
 - Respect the consensus that has been built
 - We can't fix what we don't know about. If you have a concern, bring it to us so we can seek a solution together as part of this process.

**Office of Neighborhood Involvement
Budget Advisory Committee FY2010-11 Guidelines**

A good ONI Budget will:

- Meet ONI's mission
- Support the City's goals and focus areas
- Promote social, economic, and environmental equity
- Support the Five-Year Plan to Increase Community Involvement
- Meet the needs of our many constituents
- Earn support of community partners
- Maximize resources
- Give ONI and partners tools and resources to succeed
- Build in performance measures and clear outcomes
- Identify evidence and trends to solidly support our requests
- Model transparency and accuracy
- Embrace change: forward thinking, groundbreaking
- Be strategic



CITY OF

PORTLAND, OREGON

OFFICE OF NEIGHBORHOOD INVOLVEMENT

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

Promoting a culture of civic engagement by connecting and supporting all Portlanders working together and with government to build inclusive, safe and livable neighborhoods and communities.

Memorandum

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

From: Amalia Alarcón de Morris, Bureau Director
Anne Dufay, BAC Co-chair
Kayse Jama, BAC Co-chair
Jen Tonneson, BAC Co-chair

Date: September 17, 2010

Re: Invitation to Participate in ONI's Budget Development for Fiscal Year
2011-12 (FY11-12) – Budget Orientation meeting on October 11th to learn
more

It is budgeting time again! The Office of Neighborhood Involvement (ONI) is starting our annual community process to review our programs and to develop our budget for Fiscal Year 2011-12. We would like to take this opportunity to:

- Extend an invitation to our staff, community partners and the general public to participate in this very important process;
- Extend an invitation to anybody that may be interested to attend an Orientation on October 11, 2010. This is an opportunity to learn the basics of our budgeting process and what it means to participate.
- Provide information about how to get involved.
- Provide an overview of current budget challenges and opportunities;
- Outline the expectations of budget work group members; and
- Provide an overview of the budget timeline.

All are welcome to participate

While our ONI Bureau Advisory Committee (BAC) will be at the core of this budgeting 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 FY11-12 Budget Advisory Committee, and please forward it to others you believe may be interested. This is an important opportunity to serve your community and we need and welcome your involvement.

Note that there will be a general budget orientation on October 11th, 5:30-7:00 pm in the Portland Building Room C (2nd floor, 1121 SW 5th Ave). This will be in place of the regularly scheduled BAC meeting and is intended to give people a general overview of budgeting at the City and what it means to participate in ONI's budget process. Although intended for people who are new to the process and interested in learning more about participating, returning participants are also welcome to attend the orientation. The first full budget kickoff meeting is on Monday November 1st from 5:30-8:30pm in The Portland Building Room C (2nd Floor, 1121 SW 5th Ave).

All ONI BAC 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 Budget Advisory Committee 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 building access on late arrivals. Amy can be reached at Amy.Archer@portlandoregon.gov or via phone at 503-823-2294.

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

- The City continues to face a number of financial issues that impact the budget process, including recession, increased inflation and reduced revenues. In addition, some of ONI and other bureaus' programs have been intended as ongoing services but have been funded with "one-time" dollars. This created an expectation of a service or program without any directly associated source of funding.
- The bureaus have not received budget instructions yet from Council and the Office of Management and Finance. However, we already know some of the challenges ONI faces and also anticipate the potential need to develop cut packages so want to get started early.
- In FY09-10, ONI prioritized programs and reallocated funding to maintain programs that were most core to ONI's mission and community priorities.
- Although all programs were considered important to maintain, two programs that were less core to ONI's mission received "one-time" funding in the current year including: 100% of the Graffiti Abatement Program and 50% of the Neighborhood Mediation and Facilitation Program. This funding may not be available in FY11-12 or future years unless Council decides to continue funding.
- ONI's base budget for all programs is about \$6.4 million, with approximately 8% of the budget (\$516,000) funded with one-time dollars that may not continue. ONI has already taken significant cuts over the past several years so there are no "easy cuts" to take in the remaining budget.

- The BAC will need to re-evaluate program priorities, determine how to effectively maintain critical programs, and determine program cuts (if required).
- The ONI BAC makes decisions by a modified consensus model. All participants have the opportunity to ask questions, share information and contribute to the decisions.

The following are the expectations of ONI Budget Advisory Committee members:

- Must be committed to attending and participating in all or most meetings, which typically occur downtown in the Portland Building but may be located in the community as well. Parking can be validated at SmartPark or TriMet tickets can be supplied to committee members preferring to use public transportation. Food will be served (budget permitting).
- Must be willing to communicate to ONI staff and partners what materials and 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 Orientation on October 11th, 2010.** This meeting will provide an important overview for anybody considering participation;
- ONI Budget Advisory Committee kicks off on Monday November 1st, 2010.
- The City budget season goes from the kick-off date through the end of June of 2011. The bureau's requested budget is typically due at the end of January or beginning of February, therefore the most intensive meeting schedule is between November and January;
- The workgroup will generally meet on scheduled Mondays from 5:30 – 8:30pm as well as additional dates to be identified by the group. Unless otherwise noted, scheduled meetings will be held in the Portland Building Room C (2nd Floor, 1120 SW 5th Ave). Following are the currently scheduled meetings:
 - Monday, October 11th, 5:30-7:00pm (Budget Orientation for new participants)
 - Monday, November 1st, 5:30-8:30pm (Budget Kick-off)
 - Monday, November 15th, 5:30-8:30pm
 - Monday, December 13th, 5:30-8:30pm
 - Monday, December 20th, 5:30-8:30pm
 - Monday, January 10th, 5:30-8:30pm
 - Tuesday, January 18th, 5:30-8:30pm

- Monday, January 24th, 5:30-8:30pm (if needed)
- Monday, January 31st, 5:30-8:30pm (if needed)
- Monday, February 14th, 5:30-7:00pm
- **There may be additional meetings scheduled as needed, most likely between November and January.** These may be daytime or evening meetings as determined by the group and could possibly include half or full day budget retreats. This would be discussed by the group based on identified needs.
- Through this process participants will: gain understanding of ONI's programs and budget; review program prioritization; 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 in February, the Bureau Advisory Committee will likely return to meeting on the second Monday of the month from 5:30-7:00pm from February through June 2011. However, there may be a need for additional budget focused meetings.

Special Needs and Accommodations:

- 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.
- Language Interpretation services available upon request. Please contact Amy Archer at 503-823-2294 or Amy.Archer@portlandoregon.gov at least five (5) business days prior to the meeting to make arrangements.
- Although resources do not allow us to provide childcare for the meetings, the meeting room is large enough that your child(ren) may be able to play quietly in the room under your supervision if necessary. ONI maintains a box of toys and books that we can bring to the meeting upon request. Please contact Amy Archer at 503-823-2294 or Amy.Archer@portlandoregon.gov prior to the meeting to make arrangements.