

City of Portland - Office of Neighborhood Involvement  
Bureau/Budget Advisory Committee (BAC) Summary Notes  
November 1, 2010

**In Attendance:**

Christina Albo (Resolutions NW), Richard Bixby (EPNO), Sylvia Bogert (SWNI), April Burris (North Tabor), Jan Campbell (Disability Commission), Betsy Coddington (Resolutions NW), Donita Fry (NAYA), Vicki Hersen (Elders in Action), Oleg Kubrakov (IRCO), Tom Lewis (Centennial/EPNO), Jane Netboy (Goosehollow), Tom Schaper (Ashcreek/SWNI), Doretta Schrock (NPNS), Mark Sieber (NWNW), Jen Tonneson (Rocky Point Marina, BAC Co-chair), Bob Ueland (Hollywood/CNN), Ellen Wyoming (PSU Student – Observer)

**ONI Staff:** Afifa Ahmed-Shafi (NRC), Amalia Alarcón de Morris, Katherine Anderson (Crime Prevention), Amy Archer, Michael Boyer (Crime Prevention), Celeste Carey (Crime Prevention), John Dutt (Info & Referral), Brian Hoop (NRC), Dennis LoGiudice (Info & Referral), Michelle Pellegrin (ONI Intern), Stephanie Reynolds (Crime Prevention)

**Commissioner's office/Other:** Commissioner Amanda Fritz, Pam Jones

**Facilitators:** Judith Mowry, Lisa Reed Guarnero

**Welcome and Introductions**

Commissioner Amanda Fritz welcomed the group, including:

- Announced that the Spirit of Portland awards are on Monday November 8<sup>th</sup> and encouraged everybody to come. We need to celebrate when we get things right. Thanks to Dennis LoGiudice for all the planning for the event.
- Thank you to everybody that is participating in the ONI Budget process this year. She feels she is in a room of friends, both those that have been involved before as well as new friends.
- Confident that we will figure things out as a family. Last year we were able to get the majority of what we wanted. It wasn't ideal but given the budget constraints it was a success. ONI made the case collectively and had good turnout at Council so it was very strategic.
- Council held their first budget work session and the information received is that it is that we are not in as bad shape as we could be based on good forecasting and planning. The FY10 ended with about \$3.5 million more than forecasted, but with \$13 million in ongoing programs funded with one-time dollars (including graffiti and mediation) this still presents a major challenge this year.
- Elections will have an impact on budget.
- She knew great things about the work ONI did as an organizer but now that she has a closer look from within the City she is amazed at the services provided by small staff at ONI.
- Dora will be engaged with the ONI BAC through the budget process, though right now she is working part-time so was unable to attend this evening.

- This is just the beginning of the process with clear instructions from Council anticipated in early December.

### **Resource Sharing/Announcements**

- Mark Sieber shared a brief overview of the plan to provide an electronic bulletin board. They are not sure about categories but are willing to give it a shot if folks would find it useful. Contact Mark with any recommended categories.
- Mark Sieber announced that he is working with Coalitions regarding the new rules with the IRS. With a change in the \$ threshold to \$200,000/year, it requires more forms for all of the Coalitions. It is complicated so he is hoping to share information across Coalitions and willing to work with other non-profit partners as well. Lisa announced that she may know somebody at the IRS that may be able to provide support. She plans to research and connect with Mark.
- The National Coalition on Deliberation and Dialogue is holding a conference here in Portland on Saturday 11/13. There is an opening evening conversation on Friday 11/12 to discuss “What is good public engagement?” It is an interesting event and more information can be found on ONI’s website at <http://www.portlandonline.com/oni/index.cfm?c=29367&a=325883>

### **Budget Overview**

Amy Archer provided a brief overview of the budget process and described the roles of the BAC Leadership. A copy of the presentation is attached to these notes. Participants interested in volunteering as BAC Chair, Steering Committee or Mentor were asked to submit their names for consideration. Budget notebooks were also distributed and contents briefly described. These are intended to provide background information for the ONI budget and should be brought to future BAC meetings as new information will be added throughout the process.

Amalia provided a brief overview of the budget process, including:

- The current collaborative budget process is the way ONI has been budgeting for about the last 5 years. Prior to that it was a bit rougher where there was not a lot of information sharing. The last time ONI did it the prior way, the bureau and programs lost about \$500,000 and it did not go to partners but rather to other City projects/ventures. Since then we have worked as a team to bring broad perspectives to the discussion as we develop the budget together. We ask everybody to take a step back and look at the full picture.
- In thinking about the process this year, she is concerned about the timing as Amy is scheduled for maternity leave in the beginning of January. We are often cramming in a lot of decision making in January so that will be very difficult without the budget development support from Amy. Some approaches in the past have been a bit shorter, once when we held a day long retreat with just a few follow up meetings or in a prior year when the timeline was shortened and we had multiple meetings in December. Amalia is recommending that we consider an alternative timeline to what is scheduled to try to accomplish more early in December – perhaps having a longer meeting/retreat. There was general discussion, including the following comments:

- Their only weekend day is Wednesday so if it was a weekend retreat they wouldn't be able to participate.
- How long of a meeting are we talking about? Amalia suggested 6-8 hours facilitated well to reduce the timeline. There were concerns whether it would really save time or just eliminate one meeting. Several responded that reduced burnout and transition between who shows up for meetings that we may be able to accomplish more in a shorter time.
- Concern that if we don't finish in December we may still need to come back and hold January meetings anyway.
- Concern that if it is too rushed that people may not absorb the information.
- If we don't have clear instructions from Council then how productive could we be?
- The group agreed to have a subcommittee consider the potential change to process. The following volunteered for the subcommittee: Stephanie Reynolds, Mark Sieber, Doretta Schrock, Jen Tonneson, Dennis LoGiudice, April Burris, Judith Mowry, Lisa Reed Guarnero, Amalia Alarcón de Morris, Amy Archer.

### **Program Overviews**

Each ONI program provides a brief program update to summarize their program services and provide any highlights over the past year. Program summaries are provided in the budget notebooks and also online at <http://www.portlandonline.com/oni/index.cfm?c=53444>. The notes below are just brief highlights of the presentations. Please refer to the program summaries online for more details.

### **Neighborhood Resource Center/Civic Involvement Team (NRC/CIT)**

Brian briefly summarized the general functions provided by staff in the NRC/CIT that would not be giving their own program summaries. Highlights included:

- The NRC/CIT goals include:
  - Increase the number and diversity of people who are involved and volunteer in their communities and neighborhoods.
  - Strengthen neighborhood and community capacity to build identity, skills, relationships and partnerships.
  - Increase community and neighborhood impact on public decisions.
- These goals come out of the multi-year Community Connect process in 2005-2007 that resulted in the City's Five Year Plan to Increase Community Involvement.
- The NRC/CIT budget is approximately \$3.5 million and faced cuts this year of approximately \$145,000 (although the program budget appears to increase due to the addition of East Portland Action Plan funding directly into ONI's budget last year).
- Major program cuts have been significant cuts to neighborhood small grants program, temporary reductions in staff at ONI, and reductions to materials and services. The program currently has 7.5 FTE authorized positions, and have 6.85

FTE filled positions. With a recent retirement ONI has maintained partial vacancy in order to achieve some savings.

- Major functions of the central ONI staff over the past year includes: contract management (approximately \$2.5 million in grants/contracts to partners), answering main ONI phone, quarterly contact updates and diverse organization list updates, City Boards and Commissions application support, Spirit of Portland awards coordination, performance measures, ONI standards updates, development of ONI Public Involvement strategy and doing work on using social media and digital storytelling.

### Disability Program

Nickole Cheron provided a short description of her program by video, including:

- Program serves as a one-stop-shop for disability related questions at the City.
- Hold events to build relationships and capacity.
- Staff Portland's Commission on Disability
- Provide tools for advocates and activists to navigate the City system
- Advise on disability related issues.
- Provide technical support and serve as information hub on disability issues.
- Provide training for first responders on how to deal appropriately with people with disability
- Provide community grants for training and education
- Work with Bureau of Emergency Communications, Portland Office of Emergency Management, and Multnomah County for the Volunteer Emergency Registry to ensure that people with disabilities do not get left behind in the event of an emergency.

### Public Involvement Best Practices

Afifa Ahmed-Shafi provided an overview of her role as the staff for the program:

- The program developed out of past City efforts regarding public involvement including the Bureau Innovation Project #9 and the Public Involvement Task Force. These efforts identified that the City does a broad range of public involvement and some efforts are done well, some not so well. Efforts are inconsistent and there are not citywide standards or best practices to improve consistency.
- One major focus is staffing the Public Involvement Advisory Council (PIAC):
  - Membership is ½ staff (from 14 City bureaus) and ½ community. This was intentionally done in partnership.
  - Having 2<sup>nd</sup> year anniversary and is the first City standing committee on public involvement.
  - Membership diversity has expanded with a total of 34 members – including new representation from 3 new bureaus (Housing, Technology Services, and Transportation), youth, disability, elders, and business.
  - Went to Council in August 2010 with initial recommendations adopted.
  - Developed public involvement principles with a goal for staff to have a guide and the community can raise specific issues with bureaus if the principles are not met.

- Beginning in January 2011 bureaus will need to include a public involvement report with ordinances and resolutions going before Council. This will raise the level of conversation on public involvement at the City.
- Planning to do an assessment of current public involvement at bureaus. It is modeled after the Customer Service Advisory Committee evaluation reports that provided a tool to report to Council on what bureaus are currently doing and identifies areas that need focus.
- One subcommittee is looking at the City budget process and still working on recommendations.
- One subcommittee is working on developing “equipedia” – an interactive public involvement best practices tool to provide ongoing dialogue in a constructive way.
- One subcommittee is developing “Pdx Civic Connect” – an online strategy intended for people new to the City to provide a single interface to learn how to get involved. The plan is to have a directory to make public involvement easily accessible.
- Another focus is staffing the Citywide Public Involvement Network (CPIN). CPIN provides training and networking sessions for City staff on a wide range of issues. Examples of issues can be seen in the program summary in the budget notebook or on the program website at <http://www.portlandonline.com/oni/index.cfm?c=49222&>.

#### Effective Engagement Solutions Program

Judith Mowry provided a brief overview of the type of service provided by the program:

- The Restorative Listening Project is a monthly community dialogue on gentrification and its impacts in the community. The focus will be shifting to have a larger conversation about equity.
- The program also provides facilitation services on a wide range of special projects. Just one example has been the work on Last Thursday on Alberta. Last Thursday is a large event that has been controversial and had major impact on the surrounding community. Judith has been facilitating the Friends of Last Thursday in an effort to support the community taking ownership over the event. It is a broad range of participants ranging from anarchists to businesses, etc. The goal is to be very strategic about conflicts and working to ensure that people frustrated that they have not been heard have the opportunity to have their voice heard.

#### Crime Prevention

Stephanie Reynolds provided an overview of the Crime Prevention program:

- As shown on the program summary, the past year has been a successful year as the program has: translated brochures into multiple languages, documented volunteer hours, implemented a central online database to document and track the work being done, and surveyed neighborhood watch so they know which ones are still active.
- The program has a new temporary employee that speaks Somali, Bantu, Swahili and Italian.

- The program provides Crime Prevention Through Environmental Design (CPTED) evaluations where they look at the physical environment and identify ways to minimize the chance of crime. An example was shared of a CPTED success at New Columbia Park where the trees/overgrowth provided a haven for drug dealers and criminal activity. Parks responded to the evaluation and trimmed up the trees so that the areas are all visible and the park feels much safer.
- An example of the program's community organizing was provided by Michael Boyer. He partnered with the Q Center, Portland Police and the community to respond to recent bias crimes and assault. They developed new manuals and training for a new community foot patrol, the "Q Patrol". Volunteers have been patrolling the area from 11pm-2am on Friday and Saturday since July and report no recent bias crimes and an increased sense of safety.

### Graffiti Abatement

Amy Archer provided a brief overview of the Graffiti Abatement program:

- Mission is to improve neighborhood livability by decreasing graffiti in Portland.
- Enforce city codes requiring removal of graffiti. Grant agreement with Youth Employment Institute for graffiti crews providing free cleanup on certain properties (small businesses, non-profit, owner occupied residential)
- Major area of focus is Education and coordination of volunteers –
  - Saturday cleanups are often an introduction to graffiti removal, typically 8 per year during warm months and in the past year the program supported an additional 34 volunteer cleanups. Several (6) neighborhoods have formally organized to do ongoing cleanup in their area and others continue to engage. One example is in Pearl District where 120 blocks have been organized and adopted for ongoing cleanup.
  - Partnership with CCC Community Volunteer Corps – training opportunities for adults in transition. They provide the volunteers, property owners provide paint and we coordinate the locations to clean up large scale properties that would not qualify for free removal. Have provided job training opportunities with cleanups at 16 locations that otherwise would not have been cleaned.
  - We estimate over 6,200 volunteer hours leveraged through volunteer and ongoing cleanup efforts.
- Enforcement – Also focus on collecting graffiti reports into a database to aid in the capture and conviction of graffiti vandals.
  - In FY10, 190 taggers arrested with 36 on probation and several cases still pending. Average probation is 18 months and includes community service
  - Approximately \$27k in restitution for public and private
- Funding has historically been ongoing but in FY09 it was converted to one-time due to budget cuts. In FY11 the program took additional 17% cut and remains one-time funded so continues to be at risk unless Council decides to continue funding.

### Liquor Licensing Program

Amy Archer provided an overview regarding the program, including:

- Goal is to improve livability by ensuring liquor outlets do not unreasonably disturb the neighborhoods and operate in a lawful manner.
- It is funded by revenues collected processing liquor licenses (generally not impacted by general fund cuts). Licenses being processed have increased by approx 25%.
- Focus on identifying problems and working with licensees, police and impacted neighbors to problem solve issues and/or advocate with OLCC for action. Efforts frequently partner with Crime Prevention.
- Generally there are a small percentage of licensees that generate complaints. For example, in FY10 of 2500 licenses, approx 67 locations with complaints, 42 of those resulted in enforcement (approximately 30% increase from prior year). Generally result in informal problem solving, formal abatement plan and possibility of going to code hearings.
- Program also works on area-wide issues. Over past year have worked with crime prevention, businesses, neighborhoods and others in downtown regarding impacts associated with street drinking in the area (assault, public urination, intoxication, harassment, property damage). Some stores enforced through Time Place Manner and restricting products had positive impacts. Tried to get all stores to voluntarily restrict high alcohol content products but unsuccessful. Council approved petitioning OLCC for mandatory restrictions, still in process.
- Focus on legislative changes that can improve problem solving locally. Currently preparing for the 2011 legislative session and some changes that could have positive impacts.

#### Information and Referral

John Dutt provided a brief overview stating that the program is a central source for basic information and referral to City and County services, programs and employees. Details are provided in the program summary, but to get an understanding of the program he provided a brief video created by Lisa Leddy, one of the I&R Specialists (also viewable online at <http://www.youtube.com/watch?v=CYHIHO6rORw>)

#### Elders in Action

Vicki Hersen provided a brief overview of their program, including:

- Elders in Action have been advising Portland for 42 years. The mission/motto is that quality of life should never depend on age.
- Approximately 150 volunteers help provide their services.
- Commissioner Fish is the liaison to the Elders Commission and they meet regularly with him on issues.
- Work on anything that effects older adults.
- Personal advocate program – problem solvers to help people navigate systems and break down barriers. Volunteers help fill out forms, navigate phone trees, recover money from errors or scams.
- Work with Transportation on senior strolls to educate about transportation issues effecting older adults. Have worked on new crosswalks to ensure that they are elder friendly.

- Always looking at new ways to get people involved – events such as their art event, Sunday parkways, Portland Plan session for seniors, etc.
- Working on service learning model – example of “hidden hunger” to focus on food insecurities and facilitate being able to use food vouchers at farmers markets.
- Have developed the Elder Friendly standard and evaluate bureaus and businesses for certification.

### **Guidelines Review**

The group broke into small groups to discuss the draft guidelines and criteria for the budget development process at ONI, developed in prior years but revised annually based on input. A copy of the prior year’s standards was provided in the notebook and is available online at <http://www.portlandonline.com/oni/index.cfm?c=51168&a=275948>.

The following comments were raised:

- Do we have City goals? How can we support them if they don’t exist? There was discussion during the meeting that Council has not established new goals for the City that are used in the budget process. It was recommended that the 2<sup>nd</sup> bullet on page 2 of the document be modified to state “Respond to City’s directives, priorities and initiatives”.
- One participant stated that they like the statement that we ask the hard questions and hear the answers. Last year was their first year involved and they really saw that in practice during the process.
- One participant stated that “many” seemed unnecessary in the 5<sup>th</sup> bullet on the 2<sup>nd</sup> page “Meet the needs of our many constituents”. There was discussion on the issue and ultimately other participants felt that the statement “many” was a reminder that not all are included and we always need to be aware that we don’t serve a single group. The group agreed on the following revision: “Meet the diverse needs of our many constituents.”

### **Future Agenda items:**

- Subcommittee recommendation regarding revised meeting timeline.
- Program presentations – RNW, DCL, Coalitions
- Program prioritization
- Budget package development

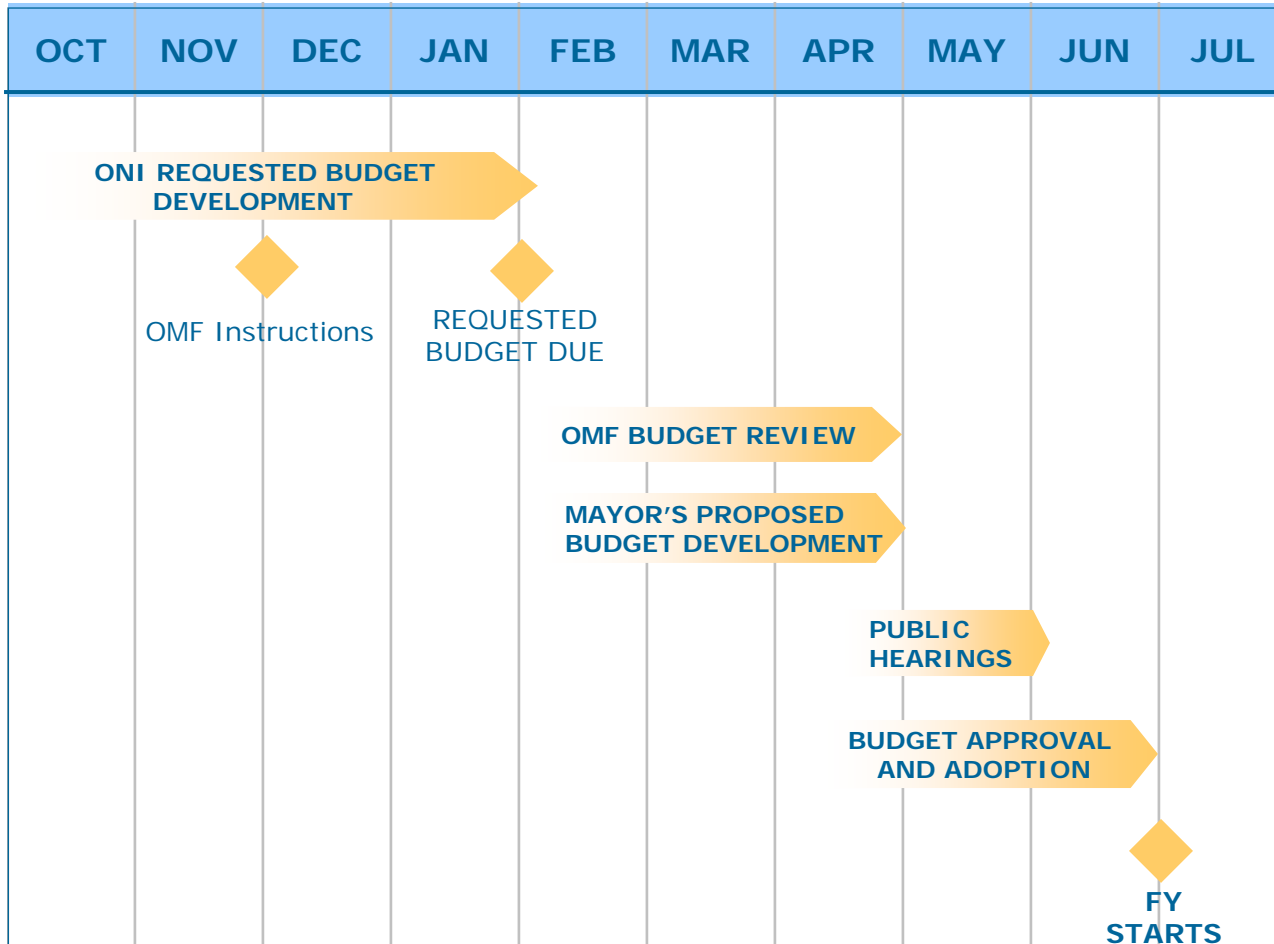
**Next Meeting: Monday, November 15, 2010, 5:30pm – Portland Building Room C**



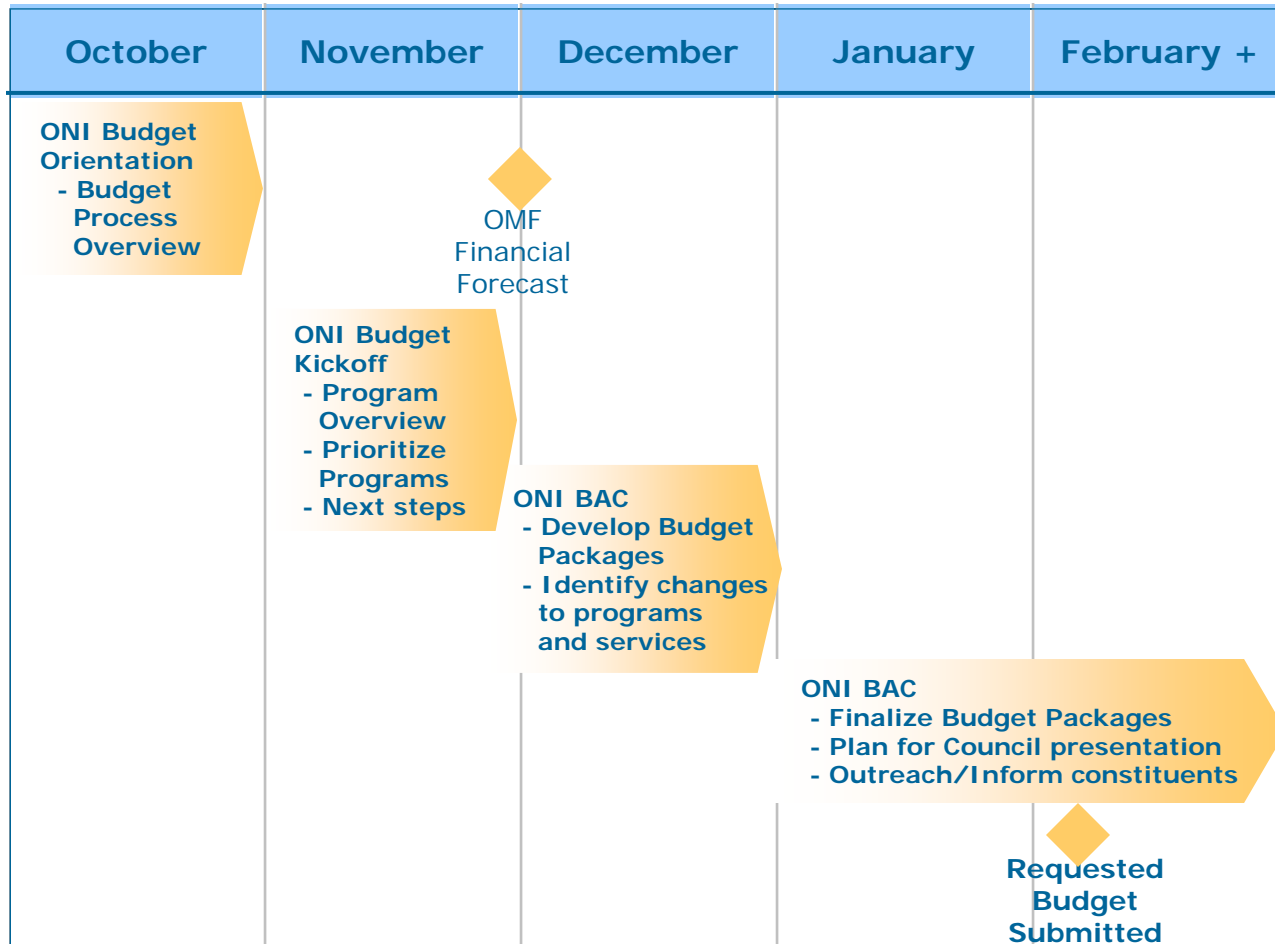
# ONI Budget Advisory Committee

**Budget Kickoff -  
FY2011-12 Budget Development  
November 1, 2010**

# Typical Budget Review Timeline



# ONI BAC/Budget Timeline



# ONI Budget Materials

- Schedule – on invite memo in notebook
- Notebook contents
  - General process and overviews
  - ONI Program summaries for FY11
  - ONI Budget History
  - Places to put future materials
- Index cards available for anonymous questions

# ONI BAC Participation/Roles

- Commissioner Fritz
  - Oversight, budget approval/submission
  - Staff involvement – Tim Crail, Dora Perry
- Office of Management and Finance (OMF)
  - Kezia Wanner, Financial Analyst
  - Observation of process/decisions
  - Respond to technical budget questions
- Volunteer Facilitators
  - Neutral facilitation of process
  - Elizabeth Erickson, Lisa Reed Guarnero, and supported by Judith Mowry

# ONI BAC Leadership Roles

- **BAC Chair/Co-Chair**
  - Convene steering committee
  - Available for information and/or decision making in between meetings
- **Steering Committee**
  - Meet between BAC meetings to strategize and finalize agendas
  - Respond to time-sensitive requests for information
- **Mentors**
  - Experienced in ONI Budgeting, available to support newer participants with questions/answers