City of Portland - Office of Neighborhood Involvement (ONI)
Bureau/Budget Advisory Committee (BAC) Summary Notes
December 16, 2013

In Attendance:
Christina Albo (Resolutions NW), Richard Bixby (EPNO), Sylvia Bogert (SWNI), April Burris (Community Member), Lew Church (Portland State), Betsy Coddington (Resolutions NW), Shoshana Cohen (NECN), Anne Dufay (SEUL), Leslie Foren (Elders in Action), Duncan Hwang (APANO), Moshe Lenske (Woodstock NA), Tom Lewis (Centennial/EPAP), Marianna Lomanto (CIO), Mary Loos (Downtown NA), Midge Purcell (Urban League), Victor Salinas (Latino Network), Doretta Schrock (NPNS), Angela Southwick (NWNW), Alison Stoll (CNN), Pei-ru Wang (IRCO), Diana Wu (APANO).

ONI Staff: Amy Archer (Livability/Operations), Katherine Anderson (Crime Prevention), Michael Boyer (Crime Prevention), Jacob Brostoff (Crime Prevention), Nickole Cheron (CNIC/Disability), Kathy Couch (Livability – Noise/Liquor), John Dutt (Information & Referral), Brian Hoop (CNIC), Michael Kersting (Administration), Stephanie Reynolds (Crime Prevention), Teresa Solano (I&R).

Other/Council Offices: Chad Stover (Mayor's Office), Yung Ouyang (City Budget Office)

Welcome and Introductions
Leslie Foren started the meeting with general introductions. She also introduced the Steering Committee members which includes Leslie Foren, Amalia Alarcon de Morris, Christina Albo, Amy Archer, Michael Boyer, Duncan Hwang, Jane Netboy, Nancy Ramirez Arriaga, and Victor Salinas. The Steering committee had discussed that this year is a bit more positive than prior years and it was an opportunity for us to celebrate not having to face cuts after 6 years of cuts. It is exciting to be looking at building our bureau and expanding the great work that is being done. The group took the opportunity to share some individual celebrations, ranging from personal accomplishments, to organization fundraising successes, to program successes such as effective problem solving and an incredible leadership training.

Ground Rules Review
Leslie Foren referred to the draft "ONI Budget Criteria" document included in the budget binder (attached to these notes and available online at http://www.portlandoregon.gov/oni/article/477038). It was explained that each year the ONI BAC develops updated criteria to establish as ground rules for our budget development process. The draft distributed was what was determined from the prior year's development. People were asked to review it and provide feedback on any appropriate changes. No feedback was given. People were asked to review it between meetings and give feedback at a future meeting or email Amy Archer.

Budget Update

Amy Archer provided a brief update on the budget. General fund bureaus such as ONI have been instructed to plan for a stable budget, meaning no planned cuts. There is approximately 2.5% inflation to external materials and services, which means that ONI's grantees would expect that amount of increase in their overall budgets. There will be ongoing funds and one-time funds available to request. We anticipated the Mayor giving some guidance on an approximate amount that would be reasonable for ONI to request, but following the meeting clarified that no further guidance was available. The request should not be a huge number and should include justification. The way in which the small grants leverages funds is a positive example to provide.

Due to the cancellation of the 12/9 meeting, the group was asked to provide availability to add another meeting either 1/6, 1/21 or 1/22. The room was polled and it was decided that we would add a meeting on Wednesday January 22nd.

Program Updates

The BAC took on program overviews a bit differently than in prior years. The group split up into dyads to learn about one another's programs. Each dyad discussed

1) what is the program/organizations mission?
2) How do you carry them out in your programs?
3) What populations do you serve?
4) What are the top five things others should know about your program?
5) What is your role at the organization?
6) What do you enjoy about the work that you do?

Then each member reported back to the large group what they learned about another program. Following are some of the general comments raised and additional detail is available in the program summaries in the budget binders. Where multiple staff were present for a particular program/organization, their summaries are combined below for ease of understanding.

- Crime Prevention –
    - There are 12 FTE that consult on a wide range of crime related issues to prevent crime and the fear of crime. Staff are centrally located and the work involves a lot of night and weekend work.
    - Work includes problem solving, community organizing and education/training. The staff organize and train groups like Neighborhood Watch, Foot Patrols and Enhanced Safety Properties.
    - The model of CP program in Portland is unique since it often resides in Police instead. Here they are a link between community and Police.
    - They partner and collaborate with a wide range of partners and the services are available to anyone for free.
    - The Enhanced Safety Property program is an interesting program for rental properties to engage in crime prevention that has over 10,000 units that are involved.
    - Recent staff have added multilingual capacity but there is interest in expanding that further.
    - Various staffs reported that their favorite part of the work is:

        - They learn/do something new every day.
        - They like the opportunity to empower people.
        - They love helping people, giving people skills and resources.
        - They enjoy their coworkers.
- APANO -program not receiving direct funding through ONI
    - Work to provide opportunities for Asian & Pacific Islanders (API) to engage, advance equity and do community organizing for their shared interests.
    - Currently 8 FTE and 400 dues paying members.
    - Work on political advocacy for the API community, particularly in the areas of health and equity.
    - CORAL program is a training program for API to become community leaders.
    - Work on statewide equity issues
    - Manage a program with PDC for the Jade District to develop culturally specific Asian-themed commercial area.
    - Bring people together from around the world.
    - Working on data collection and disaggregation as the existing data around Asian Americans are not good.
    - The API population is growing fast in Portland.
    - Staff working on a Vietnamese immersion program, economic development zone around 82nd, and an Asian night market.
    - Programs are effective and there are a lot of successes.
    - Support artistic expression.
- Immigrant and Refugee Community Organization (IRCO) – Diversity and Civic Leadership Program
    - Integrate Immigrant and Refugees to new homes.
    - Currently 150 FTE and 1000 hourly staff, 95 programs and thousands of clients.
    - Programs include with youth, refugee settlement, community health and leadership development program.
    - The populations they serve have really high volunteer rates and also voting rates.
    - Staff reported their favorite part of the work is seeing the growth of leaders.
- Information & Referral –
    - City and County information services at 503-823-4000
    - Handle 12,000 calls a month, 200-300 emails and 1000-1500 walk-ins.
    - Enjoy the variety of people and learning about resources.
- Disability Program –
    - Connect, support and engage people with disabilities with available resources. There is a lot of Information & Referral.
    - Build Capacity and recognize through annual Make a Difference event with about 400 people in attendance.
    - Work on emergency preparedness for people with disabilities through the Additional Needs Registry, and have developed training and video.

    - Working with Portland Bureau of Emergency Management to do an inventory of emergency plans and how they address people with disabilities and people that do not speak english.
    - Approximately 17% of the population are people with disabilities.
    - Work with the Connecting Communities Coalition on a leadership academy.
    - Staff enjoys the use of social media.
- Coalitions – Neighbors West/Northwest – Neighborhood Program
    - Serves 12 neighborhoods in NW, Downtown and rural areas of Portland.
    - It operates as a grass roots democracy and does not have coalition-wide policies.
    - Focus on neighborhood outreach and service based, responding to the needs of the community.
    - Staff coordinates minutes for meetings and by-laws.
- Coalitions – Northeast Coalition of Neighborhoods – Neighborhood Program
    - One of the 7 District Coaltions. NECN serves 12 neighborhoods in NE Portland.
    - Promote civic engagement, leadership development, technical assistance, and education. Support a wide range of committees such as land use and safety committees.
    - Provide community based project support.
    - Programs are open to anyone in the geographic area they serve.
    - Work to realize the visions for the community.
    - NECN has had 40 years in the same office location.
    - Staff report that in the 4 years working there they enjoy that every day is different.
- Coalitions – North Portland Neighborhood Services – Neighborhood Program
    - Focus on an asset based community model in North Portland.
    - Look to the community for projects and priorities. Assist people who want to do things.
    - Support all organizations, not just the neighborhood associations, working on incorporation, bylaws, boards, etc.
    - Project oriented work.
    - Provide a large community meeting space, which is very limited in North Portland.
    - Incubate a lot of projects such as the St. Johns Farmers Market and Tool Library by providing space and managing employees.
    - Staff enjoys having a million things to work on ranging from community resource development, managing building, IT, committees, etc.
- Coalitions – East Portland Neighborhood Office – Neighborhood Program
    - Serves a really large neighborhood area east of I205.
    - Focus on community involvement and enhancing civic engagement.
    - Staff provide administration, coordination and organizational development.
    - Work is task oriented, supporting specific events.
    - Open to everybody and welcoming.

    - There is significant transition in demographics and a very diverse makeup in East Portland.
- Centennial Neighborhood Resident/East Portland Action Plan
    - Engage a large variety of community including new Portlanders and people displaced from other areas in Portland such as NE.
    - Mission is focused on community building, which is a challenge with such a diverse community spread over different districts and jurisdictions.
    - A lot of the program work is done through the East Portland Action Plan such as 2 neighborhood prosperity initiatives and building partnerships to facilitate improvements (public safety, active transportation, parks, etc).
    - Reports that what they enjoy the most is that they have been chair for 6 years and have made deep relationships that will be enduring.
- Coalitions – Southeast Uplift – Neighborhood Program
    - Work for a vibrant and empowered SE Portland.
    - Serve 20 neighborhood associations in SE Portland.
    - Serve all who live and work in the area.
    - Very grass roots organization.
    - Own the building and provide community space for the public.
    - Similar to other coalitions, incubate many projects including 25 non-profits.
    - Staff report that what they enjoy the most is seeing the change people can make.
- Coalitions – Southwest Neighborhoods Inc. – Neighborhood Program
    - Work out of the Multnomah Arts Center.
    - Provide an all house/home mailing to 36,000 households and also a monthly paper to 9,500 households.
    - Involved in social networking, including 46 events this past summer.
    - Very active nature volunteer group involved in ivy pulling.
- Coalitions – Central Northeast Neighbors – Neighborhood Program
    - Supports neighborhood associations, business associations and work with non-profits such as NAYA and Hacienda.
    - Only neighborhood group located in an active Fire station.
    - Provide neighborhood cleanups, work with the Port of Portland on noise issues at the airport, work on leadership development.
    - Staff report that they enjoy empowering people with information so that they can effect change themselves.
- Elders in Action –
    - Goal of making a more vibrant community through the active involvement of older adults.
    - Work to include older adults in dialogue and have more voices heard (person reporting this said this was in common with their work at CIO).
    - Have 6 FTE and 2 Part-time staff, 150 volunteers.
    - Council passed an Age-Friendly City Action Plan.
    - Staff stated that part of what they enjoy about the work is that they are passionate about older adults.
- Center for Intercultural Organizing – Diversity and Civic Leadership Program
    - Currently 6 FTE and expanding into Washington County.

    - Was an academy participant and now a volunteer.
    - Advocacy, information & referral, social justice, grass roots, create change locally and state issues are always changing.
    - Gatherings may be social and may be advocacy focused. Examples of First Friday and Last Friday events.
- Latino Network – Diversity and Civic Leadership Program
    - Leadership development and civic engagement program serving Multnomah County area.
    - Advocacy for wellbeing of community, for the whole family including youth and adults.
    - Work to create independent and positive cultural identity and empower people to be agents of change.
    - Staff enjoy seeing the progress from the leadership workshops that result in a transformation, particularly for youth, with participants coming out as a leader in the community.
- Urban League – Diversity and Civic Leadership Program
    - Oldest direct services agency existing since 1945.
    - Work to empower people in areas of employment, education, economic security, senior and health/medical.
    - Focus on advocacy through the organization and extending civic engagement to benefit African American community.
    - Develop policy and advocate to focus on thinking through an equity lens.
    - Leadership development focused on empowerment and engagement.
    - Coalition building.
    - Staff report that they are most excited to see leadership development of the next generation as they will drive the future of the organization.
- Resolutions NW – Mediation/Facilitation Program
    - For 30 years and have a focus on providing conflict resolutions skills and trainings to community. Provide neighborhood mediation, facilitate group meetings and community trainings.
    - Build capacity to resolve issues.
    - Serve all languages and backgrounds.
    - Programs started with juvenile offenders and changed to family and now to broader community conflict resolution.
    - Services are rooted in volunteers and would not be possible without them. Staff spend a lot of time mentoring.
    - Approximately 70-80 people apply each year to be volunteers with the program, but only have room for much less.
    - Staff report that they enjoy providing the training for students and are humbled by the people they work with. Believe in helping people find resolutions.
- Community residents – unaffiliated and not receiving direct funding from ONI
    - One was a resident of North Tabor for 18 years, consider themselves a “troublemaker” asking hard questions.
    - Promote diversity in community and neighborhood association boards.

    - Working on a grant for a nature area as there are no parks in neighborhood.
    - One was a resident of Downtown Neighborhood Association working to advocate for tenant rights, particularly low income tenants and renters working with organizations like Community Alliance of Tenants, JOIN, and Sisters of the Road.
    - One was a SEUL board member and stated that it serves a very large geographic area. Enjoys mentoring people and has been involved 30 years.
    - One was a resident of Downtown Neighborhood Association and stated that the makeup is mixed with lots of business but increasing residential population now. Enjoys participating in the organization.
- Graffiti Abatement Program – Livability Programs
    - Work to promote safe and livable neighborhoods.
    - Take reports of graffiti and try to ensure cleaned up as soon as possible. Clean up for free from some private property and non-profits.
    - Organize livability teams of volunteers doing ongoing cleanup in neighborhoods and educate to create a climate that graffiti is not tolerated.
    - Staff report that most enjoyable part of work is working with volunteers.
- Liquor Licensing Program – Livability Programs
    - Work to promote safe and livable neighborhoods.
    - Problem solve, gathering community feedback regarding concerns and trying to mitigate the issues raised.
    - Working with the OLCC and industry can feel like hitting head against a brick wall.
    - Focus on areas where we can make a difference locally through efforts like our Time Place Manner enforcement allowing problem solving that addresses the issues. Work on good neighbor agreements when appropriate.
    - Engage with the community and on behalf of the public on broader policy issues, advocating for those that may not be able to advocate for themselves.
    - Staff reported that their favorite part of the work is the outstanding staff on this program that has really advance the effectiveness of the work.
- Noise Control Program – Livability Programs
    - Work to promote safe and livable neighborhoods. Nosie is a livability and health issue.
    - Enforce the noise ordinance and process permits/variances.
    - It is a complaint driven process, Answer the hotline and email complaints regarding noise.
    - Work with neighborhood associations when there are issues impacting a broad number of people such as the recent crematorium case where there was a very loud furnace.
    - Respond to anybody in the City, please call if there is an issue as they are a resource ready to help.

    - Partner with liquor, crime prevention, police and other agencies to problem solve, working to solve informally and then enforce if necessary.
    - There are 4 FTE, one of which is the Noise Control Officer.
    - Staff report that they like helping people to make things improve, and also have a great group of coworkers.
- Administration – Finance
    - ONI's financial analyst pays and collects bills.
    - Makes sure people follow the rules.
    - Serve all of ONI and its partners.
    - Staff reports that they like working with numbers, enjoys projecting out to find money for projects and likes making things happen within the structure.

Historical Perspective – Prior Years' Budget Cuts

Amy Archer distributed a summary sheet with a bullet list of services that had been added to programs previously but have been cut in prior years. The document does not include any specific amounts but is a reference point as a reminder of what has been lost and may want to consider adding back. Document online at http://www.portlandoregon.gov/oni/article/477309.

Add Package/Homework Instruction

Amy Archer distributed a draft template for add package submissions. A final version was later emailed to the BAC and is available at http://www.portlandoregon.gov/oni/article/474144. Participants were asked to review program losses, think about program expansions and develop draft add packages to be considered by the BAC. Packages were due to Amy Archer by 1/8 and will be provided to the BAC for consideration at the 1/13 meeting. Participants were encouraged to think about needs but also keep in mind the limitations of the available budget.

Future Agenda items:

- Add Package Prioritizations

Next Meeting: Monday, January 13, 2014, 5:30pm-8:30pm, Portland Building Room C, 1120 SW 5th Ave, Portland OR 97201

MEETING ADDED: Wednesday January 22, 2014, 5:30pm-8:30pm. Same location.

SAMPLE ONI Budget Criteria – From FY2014 Budget Development

Ground Rules- ONI Budget process will:

- **Be respectful (to each other and to our time)**
- **Be inclusive (everybody can participate in ways that are comfortable for them)**
- **Provide enough information for informed decisions**
- **Provide satisfaction and minimize pain**
- **Lead to results we can all support (it is our responsibility to raise issues/concerns early)**
- **Fairly rank needs (recognizing it is not the same for everyone)**
- **Be transparent**
- **Hear all ideas**
- **Provide language accessibility**
- Speak to ideas not numbers
- Brainstorm for opportunities for collaboration between programs
- Weed out what we don't need
- Result in all feeling heard
- Preserve relationships
- Be thoughtful
- Be innovative
- Be adoptable
- Reflect our values
- Identify the "needs" and "wants"
- Have fun / sense of humor

Note: bold text reflects priorities discussed in 2012

ONI Budget will:

- **Ensure a voice to vulnerable populations**
- **Be informed by a strategic direction**
- **Enable service levels that achieve high quality customer service and meets community expectations.**
- **Be strategic with what is lost**
- **Reflect our mission, goals and values**
- Be equitable
- Provide for stability of ONI programs
- Provide value to the community
- Advance our goals
- Be understandable
- Leverage cost savings with as little loss off employment as possible
- Serve everyone in the city
- Be accurate
- Be beneficial for the community
- Sustainable
- Be something of which we can be proud
- Make a compelling argument for minimizing cuts
- Be the best budget for ONI

Note: bold text reflects priorities discussed in 2012