

**Amalia Alarcón de Morris,
Director**

Community & Neighborhood Involvement Center
Brian Hoop, Mgr

Disability Program Coordinator
Nickole Cheron

Diverse & Civic Leadership Coordinator
Jeri Williams

Neighborhood Program Coordinator
Paul Leistner

Public Involvement Best Practices Program
Ashley Horne

Youth Commission Coordinator
Andrea Marquez

Neighborhood District Coalitions
Diversity and Civic Leadership
Elders in Action

*Tom Griffin-Valade,
Director (NPNS)*

*Richard Bixby,
Director (EPNO)*

Information & Referral
John Dutt, Manager

5 Information & Referral Specialists
*Susan Barr
Lisa Leddy
David Muir
Teresa Solano
Jonah Willbach*

Staff
*Doretta Schrock
Mary J Kelley
Pamela Plance
Arolia McSwain*

Staff
*Lore Wintergreen
David Ashton
Debby Smith
Eliza Lindsay
PT Vacant*

Crime Prevention
Stephanie Reynolds, Manager

Crime Prevention Coordinators
All housed at 4747 E Burnside

CENTRAL PRECINCT <i>Jacob Brostoff Jenni Pullen Teri Poppino</i>	NORTH PRECINCT <i>Angela Wagnon Mary Tompkins Sara Hussein</i>
EAST PRECINCT <i>Marianna Lomanto Celeste Carey Mark Wells</i>	

Citywide Assignments
Enhanced Safety Properties - *Mike Boyer*
Community Building - *Brad Taylor*
Communications - *Stefanie Adams*

Assistant Program Specialist. (CNIC/Graffiti)
Victor Salinas

Livability and Operations
Amy Archer, Manager

Financial Analyst
Michael Kersting

Neighbor Mediation and Facilitation Program
Resolutions NW

Graffiti Abatement Coordinator
Dennis LoGiudice

Noise Control Officer
Paul Van Orden

Code Specialist II
Juliette Muracchioli

Liquor Licensing Coordinator
Theresa Marchetti

Assistant Program Specialist – Liquor/Noise
Kathy Couch

Office Support Specialist II
Patrick Owen

**Office of Neighborhood Involvement
General Program Overview of Goals/Services/Staffing
November 2014**

	Mission	Goals	Program offerings	Communities served	Partnerships	Staff members	FTE	Source of funding
ONI overall	Office of Neighborhood Involvement (ONI) 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.	1. Increase the number and diversity of people who are involved and volunteer in their communities and neighborhoods. 2. Strengthen neighborhood and community capacity to build identity, skills, relationships, and partnerships. 3. Increase community and neighborhood impact on public decisions. 4. Provide tools and resources to improve neighborhood and community livability and safety. 5. Provide accurate information and responsive and effective services to community members and organizations.	See below	See below	See below	See below	See below	See below
CNIC	Community and Neighborhood Involvement Center (CNIC) 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.	1. Increase the number and diversity of people who are involved and volunteer in their communities and neighborhoods. 2. Strengthen neighborhood and community capacity to build identity, skills, relationships, and partnerships. 3. Increase community and neighborhood impact on public decisions.	1. Disability Program - Voluntary Emergency Registry, Portland Commission on Disability, info and referral, leadership development/workshops, organizational partnership building, communication, outreach, advocacy, civic engagement and community awareness, TA bureaus. 2. Public Involvement Best Practices Program - Public Involvement Advisory Council, city staff networking sessions and workshops, TA for city bureaus. 3. Diversity and Civic Leadership Program -five community of color, immigrant and refugee organizations, civic engagement, leadership development/workshops, communication/outreach, organizational partnership building, identifying board and committee opportunities, TA for city bureaus. 4. Neighborhood Program - seven neighborhood district coalitions, neighborhood small grants, civic engagement, leadership development/workshops, communication/outreach, organizational partnership building, TA on nonprofit issues, TA for city bureaus. 5. Elders in Action - civic engagement, leadership development/workshops, communication/outreach, organizational partnership building, Elders in Action commission. 6. Youth Commission - civic engagement and leadership development, supporting the Multnomah County/City of Portland youth commission. 7. General - Grant/contract and fund management, notifications of involvement opportunities, updating neighborhood directory, processing City board and commission applications, maintaining community organization and	13 ONI partner organizations we fund; Volunteers, members and leaders in 95 neighborhood associations, 35 business associations, 5 DCL organizations, Elders in Action commission, Portland Commission on Disability, Public Involvement Advisory Council, Restorative Listening Project, etc.; City Bureau Staff, City Council; Media; General public	Seven District Coalitions; 5 DCL organizations; Elders in Action; 94 Neighborhood Associations; 35 Business District Associations; Venture Portland (formerly APNBA), Resolutions Northwest; City bureaus (Transportation, BPS, Cable, PDC, etc); Portland State University, internships; Concordia University; several local churches; Motivespace; Youth Commission; The Public Involvement Advisory Council (PIAC) is a partnership of 18 community organizations (eight of which are from underrepresented communities) and 14 City bureaus/projects; The Citywide Public Involvement Network (CPIN) has had regular participation from 15 bureaus and 14 community organizations (who have served as presenters) in past several years; National civic engagement leaders, Matt Leighninger; National League of Cities; NUSA; Kettering Foundation; Art mural PDX members; Multnomah County Sheriff's Office; County Commissioner Diane McKeel's office; Senator Ron Wyden's office; Portland State Women's studies classes; PSU Urban Studies; Warner Pacific Urban Studies; Organizing People Activating Leaders; Portland Public Schools; Rose Haven; BCC Cascade; Groundwork Portland; Our Beloved	Nickole Cheron, Brian Hoop (supervisor), Ashley Horne, Paul Leistner, Andrea Marquez, Victor Salinas, Jeri Williams, and .15 I & R general support for CNIC tasks. Grantee staff - Coalitions, DCL partners	11 city FTE (includes staff in left box plus EPNO and NPNS city seasonal staff), Estimates for district coalitions - 25 FTE not including EPNO and NPNS, DCL groups - 7.5 FTE, Elders in Action - 3 FTE.	General fund
CP	Crime Prevention: Organize and support community partnerships to prevent crime and the fear of crime.	1. Increase community participation and stewardship of neighborhood public safety efforts. 2. Offer training and educational resources to address crime trends and community needs. 3. Facilitate community problem solving efforts by coordinating public safety teams and resources. 4. Assist in establishing sustainable communication links between the community and the public safety system.	1. Community Organizing, formal and informal, long- and short-range. Community meetings, Neighborhood Watch, Foot Patrol, Enhanced Safety Properties, National Night Out, support to public safety action committees. 2. Problem-Solving-- coaching and assistance. Meetings, partnership agreements, security assessments, advice. 3. Training and Education on crimes and livability problems, and crime prevention techniques. In person, handouts, newsletters, web, social media.	Crime victims People at risk of being crime victims People experiencing fear of crime People impacted by neighborhood livability problems General public	Individual community members; neighborhood system; culturally specific programs; business associations; law enforcement agencies; liquor control; mediation; city bureaus; social services; housing authority; school districts; county agencies; drug and alcohol coalition; state agencies.	Stefanie Adams, Michael Boyer, Jacob Brostoff, Celeste Carey, Sara Hussein, Marianna Lomanto, Teri Poppino, Jenni Pullen, Stephanie Reynolds (supervisor), Brad Taylor, Mary Tompkins, Angela Wagnon, Mark Wells	13.0 FTE	General fund
I&R	Information & Referral: Simplify community access to services and information by providing timely, accurate information in a helpful and competent manner.	1. Answer 90% of calls within 25 seconds. 2. No constituent complaints.	Central source for basic information and referral to city and county programs, services, and employees. A single line to call: 503-823-4000	All community members living in the Portland metropolitan area.	City of Portland and Multnomah County	John Dutt (supervisor), Susan Barr, Lisa Leddy, David Muir, Teresa Solano, Jonah Wilbach	5.75 FTE	County 50% City overhead 30% City general fund 20%
Livability	Neighborhood Livability Services Provide a range of problem-solving tools and resources to address neighborhood and livability problems.	1. Ensure that all liquor outlets meet the high expectations of the community, operate in a lawful manner, and do not unreasonably disturb the peace and tranquility of the neighborhoods. 2. Improve neighborhood livability by enforcing the City's noise regulations and issuing noise variances for events and activities that necessitate more noise than the code normally allows. 3. Improve neighborhood livability by decreasing graffiti in partnership with the Police Bureau, neighborhood and business associations, and other community partners. 4. Empower individuals and communities to work together to make decisions that meet both individual and collective needs.	1. Liquor Licensing - Liquor license application notification, review, recommendations Enforcement of Time, Place, Manner and problem-solving with liquor licensed establishments Legislative monitoring and advocacy for liquor regulations impacting the community 2. Noise Control - receive and investigate complaints regarding noise, enforcement of Title 18 Noise Regulations, processing noise variances. 3. Graffiti Abatement - Receive and track complaints of graffiti, providing data for prosecution of vandals; Coordinate removal of graffiti and enforcement of Graffiti Abatement Code and Graffiti Materials and Sales Code; Training & education on graffiti removal, Volunteer coordination for graffiti clean ups and ongoing livability teams Graffiti abatement community grants; Graffiti abatement youth walking crews- job opportunities for youth at risk (ON HOLD) 4. Mediation/Facilitation - Neighbor to neighbor mediation services, Conflict resolution education & training, Facilitation services to support communities in conflict	Individuals experiencing conflict Victims of graffiti crimes Neighbors of liquor establishments At-risk youth General public	Neighborhoods and Coalitions; Diversity and Civic Leadership Program partners and other community organizations; Portland Police Bureau and other jurisdictional police; Bureau of Development Services Programs; Fire Bureau; Multnomah County; businesses; Oregon Liquor Control Commission; DPSST; State Lottery; Central City Concern; State Legislature; Portland Parks and Recreation; Community Alliance of Tenants; Housing Authority of Portland; Port of Portland; Noise Review Board.	Amy Archer (manager, but not part of FTE), Theresa Marchetti, Dennis LoGiudice, Kathy Couch, Patrick Owen, Paul van Orden, Juliette Murrachioli, Victor Salinas Grantee employees at Resolutions NW	7.5 FTE City employees + approx 4.0 FTE at Resolutions NW	Liquor revenues Noise fines and variance revenues General fund
Admin	Administration Provide sound and responsive management of the bureau's fiscal, personnel and policy issues.	1. Deliver efficient, effective and accountable services. 2. Provide support and policy direction for all ONI programs and ensure they are advancing the bureau's mission, goals and values. 3. Provide a safe and supportive work environment for staff.	Budget Development and Monitoring Fiscal Administration Human Resources Administration and Oversight of ONI programs Grant and Contract Administration (Management of Livability Programs)	Staff Programs Community grantees, contractors and partners Council Other City Bureaus	See communities served and partnerships for all ONI programs	Amalia Alarcón de Morris Amy Archer Michael Kersting	3 FTE	General fund

**Office of Neighborhood Involvement
Staffing and Organizational Overview- November 2014**

Center	Program	Position	Description
Administration (3 FTE)	Bureau Director	Amalia Alarcón de Morris	<ul style="list-style-type: none"> • Works closely with the City's elected leadership in setting and carrying out the City's vision, mission and objectives for the bureau • Directs the development of and monitors bureau performance against the budget • Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets • Coordinates and directs long-range planning and implementation of neighborhood association, district coalition and bureau policies, contracts and programs • Develops and maintains effective coalitions and relationships with other City bureaus, neighborhood and community organizations, service providers and the community • Coordinates City efforts to improve communications among community members, various neighborhood and community partners, service providers and bureau staff • Tracks, participates, and implements recommendations from the Five Year Plan to Increase Community Involvement
	Business Operations Supervisor	Amy Archer	<ul style="list-style-type: none"> • Responsible for managing the budget development and maintenance process • Manages human resource functions of the bureau including: hiring, discipline, labor/management relations, workload and staffing resource issues • Provides centralized accountability for all outside grants and contracts • Coordinates all intra-bureau activities (i.e. BTS, BGS, OMF, etc), which include-governmental agreements, facility/space planning, IT/communication infrastructure • Develops and monitors bureau diversity plan and Affirmative Action strategies • Provides oversight and accountability for program management functions (i.e. hiring, setting performance measures, monitoring budgets, etc.) • Develops internal policies and procedures that guide the work of the bureau • Organizes, directs and evaluates the work of Neighborhood Livability programs and staff (Noise Control, Graffiti Abatement, Liquor Licensing and Mediation/Facilitation) including develops, implements, and monitors work plan and policies to achieve program goals and objectives • Serves as ONI's legislative liaison to develop legislative agenda and coordinate responses to legislation impacting bureau programs.
	Financial Analyst	Michael Kersting	<ul style="list-style-type: none"> • Responsible for all aspects of ONI's Budget & Accounting functions, including: • Annual Budget Development • Ongoing Budget Monitoring for ONI and City Budget office needs. • Accounts Payable processing • Accounts Receivable billing • Payroll & HR duties • Maintenance of ONI chart of accounts • Development of ONI financial forecast & revenue projections. • Interagency billings and revenues

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Neighborhood Livability Services <i>(6.5 FTE – supervised by Amy Archer in Administration)</i>	Liquor Licensing	Theresa Marchetti- Program Coordinator	<ul style="list-style-type: none"> • Oversees the implementation of Time, Place, and Manner (TPM) regulations for establishments that sell or serve alcohol and assists in coordinating case management functions for TPM related complaints • Processes liquor license applications; notifying neighbors, businesses, and community based organizations which may be impacted by a new license or changes to an existing license • Participates in local recommendation provided to the OLCC; summarizing community feedback • Processes and ensures compliance on all liquor license renewals • Provides education & training to neighborhood organizations to address problem-liquor establishments • Works with communities to develop prevention strategies through use of agreements and other tools • Provides feedback regarding legislative agenda and responds to legislative proposals related to liquor issues with consideration of impact on the bureau and the community. • Provides technical assistance to neighbors and community-based organizations who may wish to testify • Facilitates ongoing problem solving amongst ONI Crime Prevention, OLCC, Police, Noise, and others
	Graffiti Abatement	Dennis LoGiudice – Program Coordinator	<ul style="list-style-type: none"> • Oversees the enforcement of the Graffiti Property Maintenance Code 14B.080; which includes notifying property owners, offering removal assistance, receiving permission forms, serving administrative warrants, and recovering costs for removal • Shares information with agency partners through the Graffiti Abatement Task force to develop a regional strategy of enforcement and prevention • Manages graffiti abatement contracts; ensuring that graffiti is removed in a timely manner and meets expectations of the community • Oversees the enforcement of the Graffiti Materials and Sales Code 14B.085 (with CP and PPB). • Maintains a graffiti database to track reports of graffiti and vandal information, assisting with enforcement and prosecution when appropriate. • Provides training on reporting and removal methods for neighborhood and community-based organizations • Promotes community stewardship through the coordination of volunteer graffiti removal efforts. Promotes and supports ongoing reporting and cleanup of graffiti through livability and other teams/volunteers. • Works with schools to develop prevention strategies for youth; utilizing the school police resource officers
		Asst. Program Specialist 0.5 FTE Victor Salinas (shared with CNIC)	<ul style="list-style-type: none"> • Assist with online graffiti reports using Portland Online Trackit database including tracking status of outstanding requests, attaching photos to reports, responding to questions, and saving, resizing and transcribing photos, overall database management, performance reporting. • Referral of graffiti cleanup to contractors, ensuring timely removal and database tracking. • Answer graffiti hotline and triage complaints and inquiries. • Assist with logistics and materials preparation for graffiti task force. • Develop search warrants for mandated cleanups on property, preparing case for code hearings. • Provide training to community members on graffiti codes and importance of prompt cleanup. • Monitor, order and deliver volunteer supplies, training on proper usage. • Design and update website content for livability programs. • Coordinates Annual Graffiti Abatement Summit

**Office of Neighborhood Involvement
Staffing and Organizational Overview- November 2014**

Neighborhood Livability Services (Continued) <i>(6.5 FTE – supervised by Amy Archer in Administration)</i>	Admin/ Program Support (Shared Liquor and Noise)	Patrick Owen – Administrative Coordinator (OSSII)	<ul style="list-style-type: none"> • Answer Liquor and Noise hotlines, receiving complaints, explaining code requirements, opening cases, etc. • Receiving, logging, and data entry into database and spreadsheets of new liquor applications, renewals and temporary sales licenses, noise variances, noise complaints. • Preparation of liquor and noise notices and stuffing/ mailing notices to neighbors and key contacts. • Receiving applications and payment at the front counter or via mail. • Mailing abatement notices, warning letters, citations, etc. and tracking responses • Recording minutes during meetings, sorting paperwork and filing. • Assists with meeting and workshop logistics.
		Kathy Couch – Asst Program Specialist	<ul style="list-style-type: none"> • Receive and review noise variance applications, drafting variance approvals • Provides logistic and administrative support to the Noise Review Board, materials preparation, research of issues for discussion, summary reports, etc. • Backup support for noise and liquor hotline, provide support on complex inquiries. • Prepare violation notices and warning letters for noise citations and liquor violation cases. • Compile complaint history and police reports, evaluate and triage information for case reviews with noise and liquor for problem solving efforts. • Provide support for administrative reviews of violation cases. • Assist with development of good neighbor agreements, education and organizing of community members on problem solving efforts. • Research special noise and/or liquor projects. • Oversight of daily cash receiving and reporting.
	Noise Control	Paul van Orden – Noise Control Officer	<ul style="list-style-type: none"> • Administers the Citywide noise pollution program to ensure that noise in the City is within levels mandated by Title 18; participates in developing, recommends and implements policies, systems and procedures; serves as a technical resource to other bureau and City personnel. • Serves as staff to Noise Review Board, represents City positions in hearing before the Board; prepares reports on Board determinations; prepares activity reports for the Board • Prepares detailed scientific analyses for noise variance applications and develops staff recommendations for variance decisions. • Investigates noise complaints and violations; interprets and explains Code requirements and noise standards; identifies actions necessary to resolve violations; ensures compliance with City requirements by voluntary action, mediation, citation or other means. • Represents the bureau and program on problem solving efforts, meetings, the medial, in court actions, etc.
		Code Specialist II – 1.0 FTE Juliette Murrachioli	<ul style="list-style-type: none"> • Investigates noise complaints and violations. • Interprets and explains Code requirements and noise standards. • Educates public on how to document noise complaints. • Identifies actions necessary to resolve violations. • Ensures compliance with City requirements by voluntary action, mediation, citation or other means.

**Office of Neighborhood Involvement
Staffing and Organizational Overview- November 2014**

<p>Community and Neighborhood Involvement Center (CNIC) <i>(6.5 FTE ONI, plus approximately 7 FTE at city-run Coalition offices)</i></p>	<p>Civic Engagement and Leadership Development</p>	<p>Brian Hoop-Program Manager</p>	<ul style="list-style-type: none"> • Organizes, directs, and evaluates the work of CNIC program coordinators, (including Neighborhood, Diversity and Civic Leadership, Disability, Public Involvement, and Office Support Specialist. • Develops, implements, and monitors work plan to achieve program goals and objectives including coordinating implementation of the Five Year Plan to Increase Community Involvement. • Manages CNIC program/SAP budget, grant/contract development and ordinance process for contractors. • Coordinate development and implementation of system-wide performance measurement improvements. • Manage NRC communications and messaging strategy with including development of outreach and marketing materials. • Provides technical advice on contracts, Standards, grievances, non-profit law, community organizing and non-profit admin. • Participates on City committees developing best practices for neighborhood and community involvement. • Manages development of public involvement contact database, neighborhood bylaws and map update efforts
		<p>Jeri Williams-Diversity and Civic Leadership Program Coordinator</p>	<ul style="list-style-type: none"> • Coordinates grants for delivery of support services to Diversity and Civic Leadership (DCL) program funded organizations. • Reviews and evaluates performance measurement reporting by DCL organizations. • Provides technical information, expertise and guidance to DCL organizations on grant implementation, opportunities for participation on City committees, non-profit administration issues, and community organizing, etc. • Collaborates with DCL organizations to develop and implement leadership training including organizational development and community organizing skills. • Assists DCL organizations and under-engaged communities to build partnerships with neighborhood-based organizations. • Participates on City committees developing best practices for neighborhood and community involvement. • Advises other city bureaus and public agencies on effective community involvement strategies. • Develops, produces, and distributes various program outreach, educational, web and marketing materials.
		<p>Paul Leistner – Neighborhood Program Coordinator</p>	<ul style="list-style-type: none"> • Coordinates district coalition grants for the delivery of support services to neighborhood associations. • Reviews and evaluates performance measurement reporting by district coalitions. • Provides technical information, expertise and guidance to coalitions and neighborhood associations on ONI guidelines, City codes and state laws, non-profit administration issues, and community organizing. • Coordinates neighborhood small grants program in partnership with district coalitions, including program development, marketing, troubleshooting, and fund management. • Participates on City committees developing best practices for neighborhood and community involvement. • Advises other city bureaus and public agencies on effective community involvement strategies. • Assists district coalitions and under-engaged communities to build partnerships. • Develops and implements leadership training including organizational development and community organizing • Develops, produces, and distributes various program outreach, educational, web and marketing materials. • Collaborates with neighborhood leaders to develop best practices and information guides related to neighborhood system.

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Community and Neighborhood Involvement Center (CNIC-- Continued)	Civic Engagement and Leadership Development	Youth Commission Coordinator – 1.0 FTE Andrea Marquez	<ul style="list-style-type: none"> • Coordination of the City of Portland’s collaboration with Multnomah County to provide support to the Multnomah Youth Commission (MYC). • Coordinating MYC meetings and activities, recording and managing meeting documents. • Assisting with MYC recruitment to build and retain diverse membership. • Serve as primary support staff for half of the MYC youth, providing skill-building training to youth in policy development and advocacy. • Serve as liaison with City staff to MYC, providing trainings and advice to agencies regarding positive youth development and youth policy goals. • Assist with online and social media presence for CNIC programs.
	CNIC Event and Project Support	Victor Salinas – 0.5 FTE (Shared with Livability)	<ul style="list-style-type: none"> • Plans and Coordinates Spirit of Portland community awards program, including coordination with Council, budget management, solicitation and review process, etc. • Coordinates processing of bureau ordinances and grants for City Council. • Coordinates the Community Summit and other special events. • Coordinates and provides oversight of updates to public involvement contact information database including quarterly updating of neighborhood and business association contacts, infrequent updates of various community organization lists and events calendar. Train partners and other staff on database entry. • Provides administrative support for the CNIC programs, including website and materials updates.
	Disability Program	Nickole Cheron-Program Specialist	<ul style="list-style-type: none"> • Manages Disability Specific Disaster training Grants and Disability related Vision into Action grant. • Coordinates several events a year including the making a difference Awards and The Roll and Stroll. • Works with elected officials on projects and policy as a disability community subject expert. • Represents City on State wide efforts to raise the quality of life of People with disabilities in Oregon. • Coordinates the Additional Needs Registry, a volunteer registry program for citizens with barriers to evacuation, information, and/or independent living through an emergency or disaster. • Updates and maintains a disability resource database of community organizations and leaders. • Works with ONI’s City/County I&R to provide accurate disability services reference information • Maintains knowledge of current federal, state, and local laws, City policies & current issues related to disabled community. • Expands awareness of disability issues by building cultural competency skills and organizing to take action. • Works in partnership with civic organizations to promote mass media attention on disability. • Designs and coordinates workshops for public addressing the needs of people with disabilities in emergency evacuation and preparedness, community awareness, and government compliance. • Develops outreach material to educate and inform the public on disability issues. • Organizes and hosts workshops and educational opportunities for city staff around disability: inclusively and compliance. • Is a liaison with the City attorney’s working committee on developing and implementing the City’s ADA transition plan • Assists with emergency planning for persons with disabilities and develops and coordinates 911 disabilities outreach project, coordinating tracking system with BOEC and POEM.

**Office of Neighborhood Involvement
Staffing and Organizational Overview- November 2014**

Community and Neighborhood Involvement Center (CNIC-- Continued)	Public Involvement Best Practices	Ashley Horne – Program Specialist	<ul style="list-style-type: none"> • Coordinate Public Involvement Advisory Council including development of membership, work plan, meeting facilitation, annual report and community outreach and engagement. • Coordinate Citywide Public Involvement Network of City PI staff team to foster sharing ideas and development of appropriate outreach strategies and best practices, updates on PI projects and developing professional development trainings such as equitable outreach tools with under-engaged communities. • Coordinate research efforts on draft recommendations and outreach ideas identified by PIAC and CPIN participants. • Advises city bureaus and public agencies, participates on committees, and assists with other special projects related to developing best practices on effective community involvement strategies including outreach with under-engaged communities and Bureau Innovation Project #9 recommendations.
	Neighborhood Coalitions (City-run offices)	North- Tom Griffin Valade (1.0 FTE)	<ul style="list-style-type: none"> • Promotes Assets Based Community Development mission, facilitates, trains, technical assistance, group process, fund development, organizational development, program evaluation, dispute resolution, clerical support to over 50 community building programs • Facilitates dialogue between community and elected/bureau representatives • Recruits, hires, fires, trains, and directs staff (variable 2-12 depending on grant funding) • Develops, monitors, and reconciles budget, program development and management • Provides oversight for building maintenance, daily operations, long term planning, fund raising support • Provides fiscal management, administrative and technical support, grant creation and administration, technical assistance • Administers grant fund, promotion, technical advice, training, facilitation, contract administration
		North – Doretta Schrock (.5 FTE)	<ul style="list-style-type: none"> • Conduct professional public outreach, education and community involvement projects, particularly serving populations under-represented in the NPNS neighborhood system • Serve as a liaison with and between neighborhood groups and organizations representing populations under-represented in neighborhood system • Monitor budget issues and conduct public outreach and education. • Develop and maintain alternative communications such as website, electronic communication, etc. • Coordinate Graffiti programs and crime prevention liaison • Coordinate activities at the Historic Kenton Firehouse Community Center including events, meetings, and maintenance. • Draft promotional materials and press releases regarding community events • Conduct professional public outreach, education and community involvement projects, particularly those regarding parks and recreation issues

**Office of Neighborhood Involvement
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Community and Neighborhood Involvement Center (CNIC-- Continued)	Neighborhood Coalitions (City-run offices)	North – Mary J Kelley (.5 FTE)	<ul style="list-style-type: none"> • Conduct professional public outreach, education and community involvement projects, particularly those regarding land-use and transportation issues • Coordinate the Neighborhood Small Grants and the North Portland Trust Fund programs including development, promotion, selection, contract administration, and evaluation. • Deliver technical assistance, public outreach, funding support, and coordination for special projects including Farmers Market, all neighborhood clean-ups, tree plantings, community building art projects, • Public Information Portland Parks Bureau NP Greenway Trail • Draft promotional materials and press releases regarding community events • Coordinate electronic outreach • Coordinate performance measures
		North – Pamela Plance (.5 FTE) Temporary Staff	<ul style="list-style-type: none"> • Clerical Support/Office Coordinator • Coordinates Historic Kenton Firehouse usage
		North – Arolia McSwain (.25 FTE) Temporary Staff	<ul style="list-style-type: none"> • Clerical Support • Community Outreach • Youth Outreach
		North – Project Employees (non-general fund) Temporary staff	<ul style="list-style-type: none"> • St Johns Farmers Market funded through fees and grants • North Portland Tool Library Manager funded through fund raising and grants • Project Management
		East- Richard Bixby (0.75 FTE)	<ul style="list-style-type: none"> • Recruits, hires, fires, trains, and directs coalition staff (variable 2-7) • Develops, monitors, and reconciles budget, program development and management • Staffs Neighborhood Chairs Committee (program oversight group) • Provides assistance to 3 neighborhood associations and 3 issue committees • mailing list/database management, organization support and training • Provides information and referral to community members and bureau staff • Facilitates dialogue between community and elected/bureau representatives • Provides administrative and technical support for East Portland Neighbors, a non-profit that provides fiscal sponsorship for neighborhood projects • Assists with neighborhood association website
		East - Eliza Lindsay (0.6 FTE)	<ul style="list-style-type: none"> • Provides assistance to 6 neighborhood associations and 1 issue committee • Assist with program planning • Supports community outreach and building partnerships with other community organizations

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Community and Neighborhood Involvement Center (CNIC--Continued)	Neighborhood Coalitions (City-run offices)	East - Lore Wintergreen East Portland Action Plan (1 FTE limited term)	<ul style="list-style-type: none"> • Supports the East Portland Action Plan Community Committee • Monitors progress on top action plan items • Coordinates EPAP Small Grants • Facilitates dialogue within community and between community and elected/bureau representatives
		East – 1.3 FTE Temporary Employees David Ashton Debby Smith Vacant	<ul style="list-style-type: none"> • Respond to inquiries about neighborhood program • Provide assistance to 4 neighborhood associations and one issue committees • Assist with producing written communications such as flyers and articles. • Provide assistance with scheduling and neighborhood event logistics • Coordinate Neighborhood Small Grants • Liaison to Business Associations • Assists with neighborhood association website • Manages OSD neighborhood cleanup grants for neighborhoods, approximately 10 events each year • Produces district-wide neighborhood newsletter
Information & Referral (6.0 FTE)	Information and Referral Program	John Dutt-Admin Supervisor	<ul style="list-style-type: none"> • Responsible for program oversight including personnel, assisting with difficult callers, managing the budget, representing the program in various capacities and other general management functions to ensure smooth operation of the program in its effort to increase ease of access to community members to government services and agencies • Position is expected to answer phone calls to the 823-4000 line roughly 50% of the time • Serves as the Webmaster for the Office of Neighborhood Involvement, and provides other administrative support functions for the bureau • Represents the bureau on citywide committees such as the Emergency Management Committee and the Citywide Customer Service Advisory Committee, City Hall Emergency Preparedness Committee, Citywide Employee Portal Redesign Committee and other communications groups. • Chairperson for the ONI Safety Committee and a member of the bureau's Labor Management Committee
		Susan Barr, Lisa Leddy, David Muir, Teresa Solano, Jonah Willbach	<ul style="list-style-type: none"> • Primary duty is to respond to inquiries from the community regarding any and all local government services and agencies. We receive roughly 14000 calls each month and about 3000 walk-in inquiries and several hundred email inquiries. An I&R Specialist will respond to roughly 2500 calls each month on average • Staffs the front desk at the Portland Building, with responsibility to assist walk-in customers and respond to incoming emails to the main city in-box, and assist with incoming calls to the 823-4000 • Maintains Services and Employees Database, which contains approximately 1200 records of local municipal and social services and our Employee Database consists of over 10000 employee records. This data changes daily and each specialist is responsible for keeping in contact with key bureau liaisons • Serves a key administrative support role to the bureau as a whole. Some examples of these ONI support functions include: ordering office supplies, responding to ONI emails, posting content to the ONI Website, sending out Neighborhood News Notices, distributing mail, serving as the bureau liaison to BGS, Telecomm and Technology Services, preparing a monthly bureau newsletter and other administrative duties that arise

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Staffing and Organizational Overview- November 2014**

Crime Prevention Center <i>(13 FTE)</i>	Crime Prevention Program	Stephanie Reynolds-Program Manager	<ul style="list-style-type: none"> • Organizes, directs, and evaluates the work of the thirteen Crime Prevention Coordinators working out of remote locations around the city; as well as one Events and Training Supervisor, and one part-time administrative support staff. • Develops, implements, and monitors work plan to achieve program goals and objectives • Manages program budget • Brings together agencies and community members to try to solve particularly intractable problem locations or issues • Develops educational and outreach materials for the public
		East: Marianna Lomanto, Celeste Carey, Mark Wells	<ul style="list-style-type: none"> • Responds to requests from community and enforcement partners to address crime and nuisance activity throughout assigned precinct/neighborhood areas. • Coordinates community partnerships with the aim of reducing crime and fear of crime with groups such as: Portland Citizen Corps Council, Public Safety Forums, Advisory Councils, Precinct Problem-Solving meetings, Gang Violence Task Force and other efforts sponsored by community organizations • Participates in pro-active projects with various partners to reduce crime such as: car prowling and burglary prevention missions, community-based livability missions, and good neighbor/partnership agreements • Provides standard Crime Prevention Program training to community-based organizations for such topics as: Basic CPTED, Problem Solving 101, Time Place and Manner Regulations, Business/Apartment/Neighborhood Watch, and Foot Patrol • Provides training and education for the public on such topics as: Responding to Illegal Drug Activity, Preventing Residential Burglary, Preventing ID theft, Enhanced Safety Properties program, Property Management & Crime, Advanced CPTED, Child Safety, Graffiti, commercial crime prevention, gun violence prevention, and connecting Neighborhood Watch with other volunteer preparedness programs • Maintains ongoing communication network by sharing public safety information with individuals and organizations
		North: Angela Wagnon, Mary Tompkins, Sara Hussein	
		Central: Jacob Brostoff, Jenni Pullen, Teri Poppino	
		Citywide: Enhanced Safety Properties – Mike Boyer, Community Building – Brad Taylor, Communications – Stefanie Adams	