



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*

**Invitation to Participate in ONI's Budget Development for Fiscal Year 2016-17 (FY17)**

**Next meeting:**

**Monday, December 14<sup>th</sup>**

5:30pm

Portland Building, 2<sup>nd</sup> floor Room B

1120 SW 5<sup>th</sup> Ave

**From:** Amalia Alarcón de Morris, Bureau Director

**FOR MORE INFORMATION CONTACT:** Amy Archer at 503-823-2294 or  
[Amy.Archer@portlandoregon.gov](mailto:Amy.Archer@portlandoregon.gov)

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 2016-17.

We would like to take this opportunity to:

1. [Extend an invitation](#) to our staff, community partners and the general public to participate in this very important process. Please attend our next budget meeting on Monday, December 14th, 5:30pm, Portland Building, 2<sup>nd</sup> floor Room B, 1120 SW 5<sup>th</sup> Ave, Portland OR 97201.
2. [Extend an invitation to anybody that may be interested to view our budget orientation presentation online](#) or request a one-on-one meeting with ONI staff to give a personal orientation. This is an opportunity to learn the basics of our budgeting process and what it means to participate.
3. Provide information about [how to get involved](#).
4. Provide an [overview of current budget opportunities](#);
5. Outline the [expectations of budget work group members](#);
6. Provide an overview of the [budget meetings and timeline](#); and
7. [Language Interpretation and other Special Needs or Accommodations](#)

**1. All are invited 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 to help inform our decisions. *Please consider this memo an invitation to join ONI's FY17 Budget Advisory Committee, and please forward it to any others you believe may be interested.* This is an important opportunity to serve your community and we need and welcome your involvement. Please contact Amy Archer to be added to the member list ([amy.archer@portlandoregon.gov](mailto:amy.archer@portlandoregon.gov) or 503-823-2294).

- 2. Note that a general [budget orientation is available online](#) AND ONI staff are available to meet with you personally if you are new to the budget process.**



Whether you know you want to participate or are not sure and want to learn more, this orientation is intended to give a general overview of budgeting at the City and what it means to participate in ONI's process. If you would like a personal meeting to orient to budgeting at the City and ONI, please contact Amy Archer at [Amy.Archer@portlandoregon.gov](mailto:Amy.Archer@portlandoregon.gov) or via phone at 503-823-2294. In person we could provide a basic overview and answer any questions you may have to prepare to fully participate in our process. We are also available over the phone or email if you have questions but are unable to meet in person.

### **3. How to get involved:**

The first full budget kickoff meeting is on Monday December 14th from 5:30-8:30pm in the Portland Building Room C (2<sup>nd</sup> Floor, 1120 SW 5<sup>th</sup> 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 Operations Manager know as soon as possible. This will help ensure that you are on the list of participants and receive meeting announcements and materials.

### **4. Overview of current budget opportunities:**

What we know about the budget development this year:

- ONI's **base budget** for all programs is about \$7.8 million.
- The Mayor released [budget guidance](#) that directs general fund bureaus to propose 5% cuts/reductions of general fund and overhead funding, which for ONI results in a cut target of \$393,555. It also allows for one-time and ongoing add packages but encourages focus on highest priority areas and using realignment of existing resources where possible.
- ONI's Bureau Advisory Committee has already spent several months on the **Funding Equity Strategy** issue learning about and reviewing existing data and developing a strategy for addressing funding gaps when new funding is available. Unfortunately, as we enter a cut year we do not anticipate progress on this effort during this budget cycle, but are sensitive to not worsening the issue as we consider cuts.
- 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.

### **5. 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. Parking vouchers can be provided for SmartPark locations or TriMet tickets can be supplied to committee members preferring to use public transportation. Food will be served when appropriate.
- 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 if appropriate hold one or more focus group discussions as necessary to incorporate a broader point of view into ONI priorities.

- 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.

## 6. Expected Timeline:

- ONI Budget Orientation is available online. This presentation can be viewed at your convenience prior to the budget kickoff and will provide an important overview for anybody considering participation. View the presentation at <http://www.portlandonline.com/oni/budget>. Please contact Amy Archer to arrange a personal orientation and program overview.
- ONI Budget Advisory Committee kicks off on Monday December 14th, 2015 at 5:30pm.
- The City budget season goes from the kick-off date through the end of June of 2015. The bureau's requested budget is typically due at the end of January or beginning of February, so the most intensive meeting schedule is between December and January;
- The workgroup will generally meet on scheduled evenings from 5:30 – 8:30pm.  
**Meetings are located at the Portland Building (2<sup>nd</sup> Floor, 1120 SW 5<sup>th</sup> Ave).**  
 Following are the currently scheduled meetings:
  - Monday, December 14<sup>th</sup>, 5:30-8:30pm (Budget Kick-off) – Room B
  - Monday, January 4<sup>th</sup>, 5:30-8:30pm - Room C
  - Monday, January 11<sup>th</sup>, 5:30-8:30pm – Room C
  - Tuesday, January 19<sup>th</sup>, 5:30-8:30pm – Room C
  - Monday, January 25<sup>th</sup>, 5:30-8:30pm (tentative, if needed)- Room C
- **There may be additional daytime or evening meetings scheduled as needed, most likely between December and January.**
- Through this process participants will: gain understanding of ONI's programs and budget; review program prioritization; generate budget ideas that could result in realigning programs/services; 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 return to meeting on the second Monday of the month from 5:30-7:30pm

## 7. Language Interpretation and other Special Needs or 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 503-823-2294, 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.
- If you are unable to view the online information, please contact Amy Archer to make alternative arrangements for materials.
- Language Interpretation services available upon request. Please contact Amy Archer 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 can bring some toys/books to the meeting upon request. Please contact Amy Archer at least 2 hours prior to the meeting to make arrangements.