

**Bureau Advisory Committee  
Office of Neighborhood Involvement  
City of Portland**

**General Information**

**Office of Neighborhood Involvement (ONI)**

The Office of Neighborhood Involvement (ONI) was established in 1974 (originally as the Office of Neighborhood Associations ONA). ONI works in partnership with many organizations including neighborhood associations, their district coalition offices, business associations, other city bureaus, community organizations, cultural organizations and the general public. Through these partners and ONI's programs, the City supports opportunities for Portlanders to interact with one another and with City government to help build inclusive, safe and livable neighborhoods and communities.

**Office of Neighborhood Involvement Mission Statement**

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

**Office of Neighborhood Involvement Goals:**

**Community Involvement**

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

**Capacity Building**

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

**Public Impact**

- Increase community and neighborhood impact on public decisions.

**Livability and Safety**

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

**Services**

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

**Office of Neighborhood Involvement Values:**

**PREAMBLE**

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

## VALUES

- **Inclusion - No one gets left out**
  - We are committed to equal participation and the continuous development of organized and meaningful inter-cultural relationships.
  - Our neighborhood system strives to fully engage residents of Portland from all cultural, social and economic walks of life.
  - We aspire to understand and honor the diversity of ways in which our communities communicate and participate, and ensure that our processes and opportunities reflect that understanding.
  
- **Shared Power and Governance**
  - We continuously strive to level the playing field for those that want to participate.
  - We seek the most effective ways to include and respond to the community and eliminate attitudes and behaviors that exclude or isolate community voices.
  - We work for equal access, equal opportunity, and equity in our work, in ways that are culturally-diverse, culturally-specific, and multicultural.
  - We incorporate the flexibility to adjust whenever necessary in order to eliminate barriers to genuine collaboration with community.
  - There is always room for those who want to participate.
  
- **Relationships - the cornerstone of our work**
  - The foundation of our work is a belief in effective, equitable and collaborative relationships with government and community partners.
  - We seek to maintain the highest community trust through accountability and transparency in our processes and decisions.
  - We value our community relationships and show it by being flexible and listening - ensuring timely, accurate and helpful responses to those who work with us or seek our services.
  - We approach our work with humility and the understanding that we learn together. We embrace and encourage youth input and involvement.
  
- **Social Sustainability – people are our most important resource**
  - We use an equity lens to make decisions collaboratively with community partners.
  - We strive to provide more choices for people who may have fewer choices.
  - We recognize that involving and connecting people with government and with each other results in the most sustainable efforts for the City.

ONI's mission, goals and values above were adopted April 12, 2010. For more detailed information about the Bureau and our programs, please visit the web site: [www.portlandoregon.gov/oni](http://www.portlandoregon.gov/oni)

## ONI Programs

ONI's budget for July 1, 2014 to June 30, 2015 (fiscal year 2014-15), is approximately \$7.8 million. A review of past and current budget documents can be located online at:

<http://www.portlandoregon.gov/oni/budget>

ONI Programs include:

- Community and Neighborhood Involvement Center (formerly Neighborhood Resource Center) – promotes civic engagement and leadership development through a diverse network of neighborhood and community based non-profits engaging geographically defined neighborhoods, communities of color, immigrants and refugees, seniors and people with disabilities. Subprograms: Disability Program, Diversity and Civic Leadership Program,

New Portlander Program, Elders in Action, Neighborhood Program, Youth Commission, Public Involvement Best Practices Program.

- Crime Prevention Program – Provides problem solving, community organizing, education and events on issues of crime and public safety. Services provided to support prevention of crime and the fear of crime. Also includes a one-time funded Mental Health Specialist.
- Information and Referral Program – City/County Information and Referral line 503-823-4000 is a central source for basic information and referral to city and county programs, services and employees.
- Livability Programs – Provides problem solving tools, resources and technical assistance to impact livability and nuisance issues. Programs include liquor licensing, graffiti abatement, marijuana policy, noise control and mediation and facilitation.
- Operations –Budget, Human Resources, Grants/Contracts and general administrative oversight of ONI.
- Coalition Offices – two of the seven coalition offices (North Portland and East Portland) are currently city-run offices.

### **Bureau Advisory Committee Regular Meeting Schedule:**

On the second Monday of each month

5:30 – 7:00 PM City Hall (expands to 5:30-8:30pm and relocates to Portland Building during budget season November-February)

**Steering Committee:** Amalia Alarcón de Morris, Amy Archer, Richard Bixby, Michael Boyer, Jacob Brostoff, Brian Hoop, Sandra LeFrancois, Zack Mohamed, Antonio Ramirez Subiria, Stephanie Reynolds, Doretta Schrock, Mark Sieber, Carlos Windham. (FY17 Budget Development Facilitator Kristin Lensen)

NOTE: Steering Committee membership list as of December 2015 for FY2016-17 budget development process. Leadership participation may change. Interested parties should contact Amy Archer or Amalia Alarcón de Morris if interested in participating in this group that assists with agenda setting and meeting planning.

**General:** See List for Current BAC Membership/Participation.

**Parking:** Validation at Smart Park locations, Bus tickets available for public transportation

**Food:** Currently provided at regular meetings, provided at subcommittee meetings when appropriate. Food availability contingent upon budget availability.

### **Bureau Advisory Committee (BAC) General Information:**

The BAC is committed to providing a “highest and best-use” venue for the volunteer hours our membership contributes to the organization. BAC membership/participation is open to any stakeholders that are interested in participating in evaluation and decision making about ONI’s programs, policies, practices, priorities and budget. Current participation includes ONI management and staff; labor representatives, Coalition staff and board representatives; neighborhood representatives; diversity and civic leadership participants, staff and representatives; community partners, and general community members. The BAC meetings are open to the public and typically have attendance of 20-60 participants.

For the last several budget years a larger, more inclusive group of stakeholders has been convened by the ONI Director to work on developing the budget. During budget season the group meets more frequently and schedules subcommittee meetings as needed. The group meets approximately 5-6 times from December through February.

## **Structure and Decision-Making**

Co-Chairs may be nominated/elected for one year terms and serve to facilitate the BAC meetings when an independent facilitator is not available. The co-chairs and/or Director also convene a Steering Committee that meets prior to the full BAC meetings to confirm agenda and strategize about process. Co-chairs have not been selected for the current cycle.

The BAC uses a form of modified consensus for decision-making. All persons that attend a BAC meeting are eligible to participate fully in decision making including giving input, showing support and/or raising concerns. Issues that require additional work beyond the BAC discussions may be referred to a subcommittee. Subcommittees meet outside of the regular BAC meeting and typically develop recommendations for consideration by the full BAC. Particularly during the budget process, voting may be used to rank priorities and make decisions, often utilizing straw-polls before a more formal consensus is determined.

## **Current roles and goals**

Following are the current BAC roles and responsibilities underpinning our work. It is the goal of the BAC that the committee will work creatively and productively to the benefit of both ONI and the underlying constituencies we all serve.

### **BAC Goal**

- To increase community involvement in the management of the City's resources.
- To gain an understanding of ONI and the relationship between ONI and the needs of the individuals and organizations who access its services. Also to gain understanding of the other city bureaus – most importantly where those bureaus' needs and opportunities intersect with ONI.
- To provide recommendations to ONI regarding goals, priorities, policies and budgets.

### **BAC Values**

- **Budget equity – Inclusionary and equitable outcomes**
  - We approach the budget process keeping the good of the whole system at the forefront rather than individual interests.
  - We strive to prioritize lifting up those with fewer resources and sharing resources.
  - We strive to remove or at least minimize systemic and institutional barriers.
  - We are committed to building towards and achieving impacts – a willingness to accomplish our impacts as well as our intentions.
- **Budget equity – Inclusionary and equitable process**
  - All voices are heard and valued. We value the work of all individuals and organizations who are represented at the table.
  - We approach our involvement with cultural sensitivity. We understand and respect we each come with different learning styles. This is a healing space allowing for people to make mistakes and learn from them.
  - We recognize peoples' time is valuable so we strive to use data to seek informed decisions, design efficient processes, make our priorities consistent and seek actionable results.
  - We attempt to maximize unity, working hard to move forward together, taking transformational risks while being responsive and holding each other accountable, always learning and building from the past.
- **Budget equity – Interpersonal behaviors and expectations**

- Our expectations of ONI BAC members are to engage in the budget process with a high value on self-reflection, honesty, reciprocity, and respect.

Values for developing a more equitable budget for ONI's BAC were adopted January, 7, 2015.

### **BAC Role**

- \* To recommend policy direction for ONI and the city council by:
  - \* identifying and discussing ONI policies, as well as citywide issues;
  - \* identifying and discussing activities and projects in which ONI is involved;
  - \* review of current service levels to determine if they should be continued or changed, including the allocation of limited resources and program cuts.
- \* To contribute to the presentation of a budget that is responsive to community needs by:
  - \* identifying ONI's goals and objectives and prioritizing budget items that need funding;
  - \* obtaining community input about budget and policy items through review of community surveys and meetings;
  - \* reviewing the current budget to determine if expenses and income levels are over or under the budgeted amounts.
- \* To increase community access to the budget process by:
  - \* increasing community participation in the management of city resources;
  - \* providing a strong communication link between the community and elected officials and their staffs.