

- 5 c. The relationship of the Citizens' Planning Board to new neighborhood citizen structures should be delineated, keeping in mind the overall responsibility of the Planning Board as the umbrella citizen participation structure for the Model Cities Program.

Charters

Constituted

Bylaws

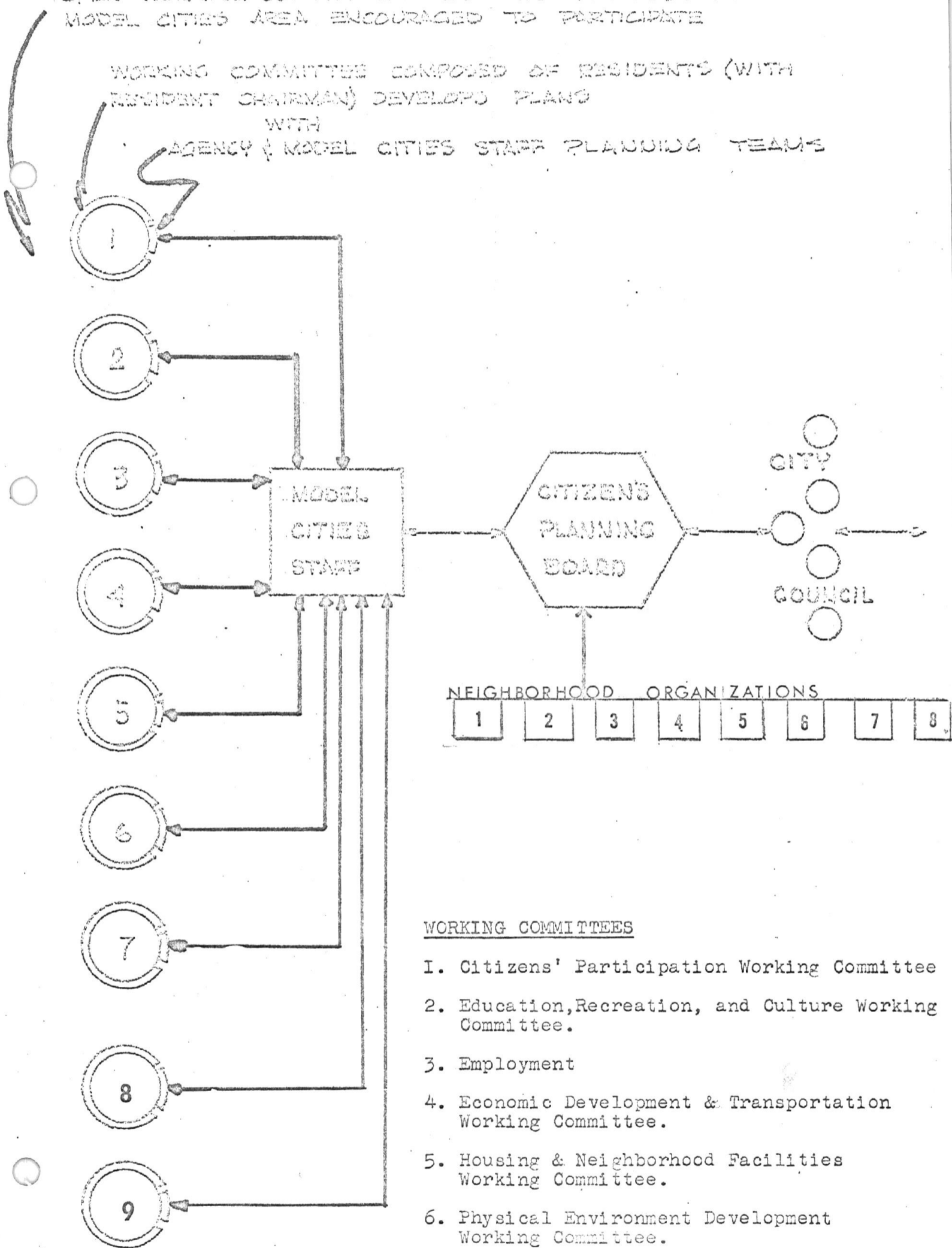
Policies & Procedures

Minutes

PLANNING ACTIVITIES WORK FLOW CHART

OPEN WORKING COMMITTEE MEETINGS - ALL RESIDENTS OF MODEL CITIES AREA ENCOURAGED TO PARTICIPATE

WORKING COMMITTEE COMPOSED OF RESIDENTS (WITH RESIDENT CHAIRMAN) DEVELOPS PLANS WITH AGENCY & MODEL CITIES STAFF PLANNING TEAMS



WORKING COMMITTEES

1. Citizens' Participation Working Committee
2. Education, Recreation, and Culture Working Committee.
3. Employment
4. Economic Development & Transportation Working Committee.
5. Housing & Neighborhood Facilities Working Committee.
6. Physical Environment Development Working Committee.
7. Law & Justice
8. Social Services Working Committee.
9. Health Services.

CITIZENS PARTICIPATION
PLANNING WORK PROGRAM

Planning Activity		Time Period (Monthly)												Planning Cost and Source Fund.	Responsible Planning Staff/Committee									
		1 weeks			2 weeks			3 weeks			4 weeks					5 weeks			6 weeks					
Milestone	Work Task	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4			
Planning resource acquisition and allocation	Organize committee meetings - time and place																							Citizens Planning Board (CPB)
	Orientation training workshop																							
	Budget determination																							Working Committee/CDA
Identification of planning needs	Initiate project analysis.																							Working Committee/CDA
Review current work programs and evaluation reports	Revise and refine CCDP																							Working Committee/CDA
Problem identification and analysis	Project documentation.																							Working Committee/CDA
	Finalize in-house analysis.																							
Project selection, analysis, and budgeting	Recruit and select operating agency for agency project analysis.																							Working Committee/CDA

PLANNING WORK PROGRAM

Planning Activity	Time Period (Monthly)																								Planning Cost and Source Fund.	Responsible Planning Staff/Committee
	1 weeks				2 weeks				3 weeks				4 weeks				5 weeks				6 weeks					
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
Milestone	Work Task																									
Project documentation (Follow standard format)	Reconciliation of in-house and agency project analysis.																									Working Committee CDA/Operating Agency
Project application and financing.	Finalize application.																									CPB/CDA
Citizens Planning Board approval																										CPB
City Council approval																										City Council
Reporting and review																										HUD Regional Office

HOUSING AND NEIGHBORHOOD FACILITIES
PLANNING WORK PROGRAM

Planning Activity		Time Period (Monthly)																								Planning Cost and Source Fund.	Responsible Planning Staff/Committee
		1 weeks				2 weeks				3 weeks				4 weeks				5 weeks				6 weeks					
Milestone	Work Task	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
Planning resource acquisition and allocation	Organize committee meetings - time and place																										Citizens Planning Board (CPB)
	Orientation training workshop																										
	Budget determination																										Working Committee/CDA
Identification of planning needs	Initiate project analysis.																										Working Committee/CDA
Review current work programs and evaluation reports	Revise and refine CCDP																										Working Committee/CDA
Problem identification and analysis	Project documentation.																										Working Committee/CDA
	Finalize in-house analysis.																										
Project selection, analysis, and budgeting	Recruit and select operating agency for agency project analysis.																										Working Committee/CDA

PLANNING WORK PROGRAM

Planning Activity		Time Period (Monthly)																								Planning Cost and Source Fund.	Responsible Planning Staff/Committee
		1 weeks				2 weeks				3 weeks				4 weeks				5 weeks				6 weeks					
Milestone	Work task	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
.Project documentation (Follow standard format)	.Reconciliation of in-house and agency project analysis.																										Working Committee CDA/Operating Agency
.Project application and financing.	.Finalize application.																										CPB/CDA
.Citizens Planning Board approval																											CPB
.City Council approval																											City Council
.Reporting and review																											HUD Regional Office

EDUCATION, RECREATION AND CULTURE
PLANNING WORK PROGRAM

Planning Activity		Time Period (Monthly)						Planning Cost and Source Fund.	Responsible Planning Staff/Committee										
		1 weeks		2 weeks		3 weeks				4 weeks		5 weeks		6 weeks					
Milestone	Work Task	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
Planning resource acquisition and allocation	Organize committee meetings - time and place																		Citizens Planning Board (CPB)
	Orientation training workshop																		
	Budget determination																		Working Committee/ CDA
Identification of planning needs	Initiate project analysis.																		Working Committee/ CDA
Review current work programs and evaluation reports	Revise and refine CCDP																		Working Committee/ CDA
Problem identification and analysis	Project documentation.																		Working Committee/ CDA
	Finalize in-house analysis.																		
Project selection, analysis, and budgeting	Recruit and select operating agency for agency project analysis.																		Working Committee/ CDA

EMPLOYMENT

PLANNING WORK PROGRAM

Planning Activity		Time Period (Monthly)																								Planning Cost and Source Fund.	Responsible Planning Staff/Committee
		1				2				3				4				5				6					
		weeks				weeks				weeks				weeks				weeks				weeks					
Milestone	Work Task	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
Planning resource acquisition and allocation	Organize committee meetings - time and place																										Citizens Planning Board (CPB)
	Orientation training workshop																										
Identification of planning needs	Budget determination																										Working Committee/ CDA
	Initiate project analysis.																										Working Committee/ CDA
Review current work programs and evaluation reports	Revise and refine CCDP																										Working Committee/ CDA
Problem identification and analysis	Project documentation.																										Working Committee/ CDA
	Finalize in-house analysis.																										
Project selection, analysis, and budgeting	Recruit and select operating agency for agency project analysis.																										Working Committee/ CDA

ECONOMIC DEVELOPMENT AND TRANSPORTATION

PLANNING WORK PROGRAM

Planning Activity		Time Period (Monthly)																								Planning Cost and Source Fund.	Responsible Planning Staff/Committee
		1 weeks				2 weeks				3 weeks				4 weeks				5 weeks				6 weeks					
Milestone	Work Task	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
Planning resource acquisition and allocation	<ul style="list-style-type: none"> Organize committee meetings - time and place Orientation training workshop Budget determination 																										Citizens Planning Board (CPB)
Identification of planning needs	<ul style="list-style-type: none"> Initiate project analysis. 																										Working Committee/CDA
Review current work programs and evaluation reports	<ul style="list-style-type: none"> Revise and refine CDDP 																										Working Committee/CDA
Problem identification and analysis	<ul style="list-style-type: none"> Project documentation. Finalize in-house analysis. 																										Working Committee/CDA
Project selection, analysis, and budgeting	<ul style="list-style-type: none"> Recruit and select operating agency for agency project analysis. 																										Working Committee/CDA

PLANNING WORK PROGRAM

Planning Activity		Time Period (Monthly)																								Planning Cost and Source Fund.	Responsible Planning Staff/Committee
		1 weeks				2 weeks				3 weeks				4 weeks				5 weeks				6 weeks					
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
Milestone	Work Task																										
Project documentation (Follow standard format)	Reconciliation of in-house and agency project analysis.																										Working Committee CDA/Operating Agency
Project application and financing.	Finalize application.																										CPB/CDA
Citizens Planning Board approval																											CPB
City Council approval																											City Council
Reporting and review																											HUD Regional Ofc.

PHYSICAL ENVIRONMENT DEVELOPMENT
PLANNING WORK PROGRAM

Planning Activity		Time Period (Monthly)																								Planning Cost and Source Fund.	Responsible Planning Staff/Committee
		1 weeks				2 weeks				3 weeks				4 weeks				5 weeks				6 weeks					
Milestone	Work Task	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
Planning resource acquisition and allocation	Organize committee meetings - time and place																										Citizens Planning Board (CPB)
	Orientation training workshop																										
	Budget determination																										Working Committee/CD
Identification of planning needs	Initiate project analysis.																										Working Committee/CDA
Review current work programs and evaluation reports	Revise and refine CCDP																										Working Committee/CDA
Problem identification and analysis	Project documentation.																										Working Committee/CDA
	Finalize in-house analysis.																										
Project selection, analysis, and budgeting	Recruit and select operating agency for agency project analysis.																										Working Committee/CDA

PLANNING WORK PROGRAM

Planning Activity	Time Period (Monthly)																								Planning Cost and Source Fund.	Responsible Planning Staff/Committee
	1 weeks				2 weeks				3 weeks				4 weeks				5 weeks				6 weeks					
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
Milestone	Work Task																									
Project documentation (follow standard format)	Reconciliation of in-house and agency project analysis.																									Working Committee CDA/Operating Agency
Project application and financing.	Finalize application.																									CPB/CDA
Citizens Planning Board approval																										CPB
City Council approval																										City Council
Reporting and review																										HUD Regional Office

LAW AND JUSTICE
PLANNING WORK PROGRAM

Planning Activity		Time Period (Monthly)												Planning Cost and Source Fund.	Responsible Planning Staff/Committee								
		1			2			3			4					5			6				
		weeks			weeks			weeks			weeks			weeks			weeks						
Milestone	Work Task	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
Planning resource acquisition and allocation	Organize committee meetings - time and place																						Citizens Planning Board CPB
	Orientation training workshop																						
	Budget determination																						Working Committee/ CDA
Identification of planning needs	Initiate project analysis.																						Working Committee/ CDA
Review current work programs and evaluation reports	Revise and refine CCDP																						Working Committee/ CDA
Problem identification and analysis	Project documentation.																						Working Committee/ CDA
	Finalize in-house analysis.																						
Project selection, analysis, and budgeting	Recruit and select operating agency for agency project analysis.																						Working Committee/ CDA

SOCIAL SERVICES

PLANNING FORK PROGRAM

Planning Activity	Time Period (Monthly)						Planning Cost and Source Fund.	Responsible Planning Staff/Committee
	1 weeks	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks		
Milestone Planning resource acquisition and allocation	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	Citizens Planning Board (CPB)	
Work Task Organize committee meetings - time and place Orientation training workshop Budget determination							Working Committee (CDA)	
Identification of planning needs							Working Committee (CDA)	
Examine current work programs and evaluation reports							Working Committee/CDA	
Problem identification and analysis							Working Committee/CDA	
Project selection, analysis, and budgeting							Working Committee/CDA	

PLANNING WORK PROGRAM

Planning Activity		Time Period (Monthly)																								Planning Cost and Source Fund.	Responsible Planning Staff/Committee
		1 weeks				2 weeks				3 weeks				4 weeks				5 weeks				6 weeks					
Milestone	Work Task	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
Project documentation (Follow standard format)	Reconciliation of in-house and agency project analysis.																										Working Committee GDA/Operating Agency
Project application and financing.	Finalize application.																										CPB/CDA
City Council approval																											CPB
City Council approval																											City Council
Reporting and review																											HUD Regional Office

**CITIZENS
PLANNING
BOARD**



Phone 288-6923

MODEL CITIES / PORTLAND
Room 210 5329 N.E. UNION AVENUE OREGON 97211

COMMITTEE ASSIGNMENTS

Hiring and Personnel Practices

- | | |
|---------------------|---------------------|
| 1. Mr. Ellis Casson | 4. Mrs. Bobby Nunn |
| 2. Mrs. Hazel Hays | 5. Mr. Herb Simpson |
| 3. Mr. Ray Holloway | |

Special Projects

- | | |
|-----------------------|------------------------------|
| 1. Mr. Harry Ward | 4. Mrs. Juanita Brown |
| 2. Mr. John Gustafson | 5. Mrs. Bobbie Nunn |
| 3. Mr. Emmett Baskett | 6. Mr. Lee Kell (ex-officio) |

Rules

- | | |
|----------------------|----------------------|
| 1. Mrs. Treva Barker | 4. Mrs. Debby Norman |
| 2. Mr. James Loving | 5. Rev. John Jackson |
| 3. Mr. Peter Wolmut | |

WORKING COMMITTEES

I. Citizens Participation	Strong	Loving
II. Education	Barker	Nunn
III. Employment	Hays	Simpson
IV. Economic Development & Transportation	Wilson	Wintermute
V. Health Services	Casson	Jensen
VI. Housing	Rogers	Peoples and Moore
VII. Physical Environment Development	Boyd	Grant
VIII. Law and Justice	Holloway	Bernhard
IX. Social Services	Brown	Cogan and J. Jackson
X. Recreation & Culture	E. Jackson	Gustafson

CPB Working Committees

Note: First name on committee is convenor

Employment: Vernon C. Butler, John R. Gustafson, Herb Simpson,
Reverend Edgar Jackson, Tom Wilson.

Education: Dean Gisvold, Mrs. Bobbie G. Nunn, Harry Ward,
Mrs. Howard Wolfe.

Health, Social, & Legal Services:

Norman Schroeder, James Thompson, Rev. David Weed.

Public Safety:

Mrs. Treva Barker, Matt Dishman, Peter Wolmut.

Citizens' Participation:

Mrs. Luther Strong, Mrs. Elaine Cogan, Mrs. Helen
Rawlins.

Housing

Frank E. Brawner, Reverend John Jackson, Otto
Rutherford, Mrs. Roselle Yee

Physical Environment:

James K. Neill, W. Leonard Smith, Reverend Mel
Stead.

HGH:rc
5/23/68

Assignments to Working Committees

by

Executive Committee of the Model Cities Citizens Planning Board

COMMITTEE

PROJECT & PRIORITY

CONTRACT
PROCEDURE

Citizens
Participation

1. Citizens Planning Board election procedures (seek technical assistance from staff, league of women voters and County board of elections)
2. Use of Citizen Participation portion of the CDA Administrative budget #6.703 (Ascertain what the budget is, how much, what it can be used for and what programming is needed)
3. Work with Neighborhood Organizations (Review budgets and programs as proposed by the organizations, intergrate with existing projects where possible, suggest new programs where necessary, research sources of funds)
4. Develop a program for training and technical assistance for board members, staff, and the Boards of Neighborhood organizations

Education
(No Priority)

1. Education Aides #3.42 Regular
2. Pre-school Expansion #3.43 Regular
3. Secondary and Continuing Education #3.44 Regular

Employment
(No Priority)

1. Operation Step-up #3.22 (Change in
(Operating
2. Employment Relations Commission #3.21 (Agency

Economic Development
and
Transportation

1. Transportation Service Center #3.201 Regular
2. Community Development Corporation #3.31 Change in
Work Program

Housing and
Neighborhood
Facilities

1. Residential Development Program #3.81 Regular
2. Housing Counseling #3.82 (No Model Cities funds
needed Regular

Assignments to Working Committees

Continued P.2

COMMITTEE

PROJECT & PRIORITY

CONTRACT
PROCEDURE

Housing and
Neighborhood
Facilities
con't.

- 3. Rehabilitation of Housing #3.83
(No Model Cities funds needed)

Regular

Physical
Environment,
Development

- 1. NDP #3.122 (No Model Cities funds needed)
- 2. Relocation Study #3.123 (No Model Cities funds needed)
- 3. Demolition of Substandard Structures #3.84
(No Model Cities funds needed)

Regular

Regular

Regular

Law and Justice

- 1. Community Legal Services #3.101
- 2. Implement all three of the following or recommend a priority
 - A. Police Community Relations #3.141
 - B. Police Interns #3.142
 - C. Elementary Police Education #3.143
- 3. Portland Community College Summer Institute #3.144

(Change in
Operating
Agency)

(Regular or
Change in
(Work Program
(and Budget)

Regular

Social Services
(Temporary Priority)

- 1. Multi-Service Center #3.186
- 2. Consumer Protection #3.185
- 3. Total Care for the Aging #3.181
- 4. Comprehensive Child Care #3.182
- 5. Juvenile Care and Foster Homes #3.184

Regular or
Change in
Program

Regular

Change in
Operating
Agency

Change in
Operating
Agency

Regular

Health Services

- 1. Services for Mentally Retarded #3.62
- 2. Health Insurance Design #3.61

Change in
Operating
Agency

Regular



<u>COMMITTEE</u>	<u>PROJECT & PRIORITY</u>	<u>CONTRACT PROCEDURE</u>
Recreation and Culture	<ol style="list-style-type: none"> 1. Youth Activities and Planning #3.161 (Technical Assistance from city Park and Recreation Department for a Planner or work with Mayor's Youth Coordinator). 	Regular or change in Work Program
Rules	<ol style="list-style-type: none"> 1. Write Rules and Procedures for Working Committees 2. Revise and Update By-laws 	
Special Projects	<ol style="list-style-type: none"> 1. Work with staff to develop Cascade College usage program #3.45 (or monitor progress of city city hall in this regard). 	