

THE CITY OF  
PORTLAND



OREGON

DEPARTMENT OF  
PUBLIC SAFETY  
CHARLES JORDAN  
COMMISSIONER

OFFICE OF  
NEIGHBORHOOD  
ASSOCIATIONS  
MARY PEDERSEN  
COORDINATOR

1220 SW FIFTH AVE.  
PORTLAND, OR 97204  
503/248-4519

November 16, 1977

Governor Bob Straus  
State Capitol Building  
Salem, Oregon 97301

Dear Governor Straus:

Thank you very much for your help  
in recommending me for the National  
Commission on Neighborhoods. Your  
support encourages me to go on  
with this important work, even  
though my name was not chosen  
for the commission. This is one  
more indication of your interest in  
Portland's neighborhood program, and  
both the volunteers and I appreciate  
your continuing support.

Sincerely,  
Mary C. Pedersen

Thanks also to  
C: Len Begstein

THE CITY OF  
PORTLAND



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1220 SW FIFTH AVE.  
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503/248-4519

November 16, 1977.

Congressman Les AuCoin  
House Office Building  
Washington, D.C.

Dear Les:

Thank you for taking the time to write recommending me for the National Commission on Neighborhoods. I appreciate the encouragement that you gave me, even though my name was not chosen. Your interest in a wide variety of neighborhood related subjects has been helpful both to me and to Portland's neighborhoods, in helping us to understand and use our government system. With your continuing support, we will continue our efforts in Portland to involve other citizens in our democratic process.

Sincerely,

Mary Pedersen

c: Pat McCormack

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1220 SW FIFTH AVE.  
PORTLAND, OR 97204  
503-248-4519

November 16, 1977

Senator Mark Hatfield  
Senate Office Building  
Washington, D.C.

Dear Senator Hatfield:

Thank you for taking time from your busy schedule to write recommending me for the National Commission on Neighborhoods. Although my name was not chosen, I do thank you for the encouragement you have given me. This is really one more indication of your interest in Portland's neighborhoods, and the volunteers and I truly appreciate your support.

Sincerely,

Mary C. Pedersen



December 13, 1977

Mary C. Pedersen, Coordinator, Office of Neighborhood Associations

Charles R. Jordan, Commissioner of Public Safety

Future Events

*Mary*

December has been a very busy month, as both the comprehensive planning staff and the crime prevention unit have tried to work out their programs before Christmas. At the moment, it seems that the neighborhoods within the East Precinct will each relate to a representative on the Precinct Council, while the Central Precinct Council will be composed of one representative from each neighborhood itself. Both these decisions were made at citizens meetings and are subject to change as they develop over time.

The evaluation which you requested in Northeast Portland is scheduled to begin on January 5 with an Executive Board meeting. The full Northeast Coalition Board will meet on the 17th, and we will have a report for you soon after that date. It is important to note, however, that there are several reasons why the comprehensive planning effort in Northeast Portland has not drawn a large participation. For one thing, the desegregation in the school study and crime prevention are taking precedence over the planning, and the citizens also believe that they have now written two plans in four years, neither one of which has reached City Council. Perhaps you could inquire of the Planning Bureau when they intend to schedule the Northeast Plan for hearing.

If it meets with your approval, I would like to spend Christmas with my family in New Jersey. I hope to leave here on December 21, and return on January 2, as I have both some vacation and some compensation time coming.

MCP/bb

cc Peter Engbretson



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1220 SW FIFTH AVE.  
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503/248-4519

November 17, 1977.

Commissioner Francis Ivancie  
City Hall  
Portland, Oregon

Dear Commissioner Ivancie:

Thank you very much for recommending me for the National Commission on Neighborhoods. Although my name was not chosen, your support encourages me to go on working with volunteers to involve citizens in our democracy. City Council support, combined with cooperation between the bureaus and the neighborhood associations, have given Portland a first-rate system of citizen participation. I appreciate your support and I'm sure the neighborhoods do, too.

Sincerely,

Mary Pedersen

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503/248-4519

November 17, 1977

Commissioner Connie McCready  
City Hall  
Portland, Oregon

Dear Commissioner McCready:

Thank you very much for recommending me for the National Commission on Neighborhoods. Your support encourages me to go on with this important work, even though my name was not chosen for appointment to the Commission. Thanks to the volunteers and the City Council, Portland has a growing program of citizen involvement which has become a model for other cities. With your continuing encouragement and the support of your bureau, we will go on working to involve citizens in our democracy.

Sincerely,

Mary C. Pedersen

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November 17, 1977

Commissioner Connie McCready  
City Hall  
Portland, Oregon

Dear Commissioner McCready:

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Sincerely,

Mary C. Pedersen



November 10 , 1977

Mary C. Pedersen, Coordinator, Office of Neighborhood Associations

Charles R. Jordan, Commissioner of Public Safety

### Lents UDAG Project

On Friday, November 4, Patti Jacobsen and I went with Cary Schaye to review the proposed UDAG site in Lents. We drove the perimeter, stopped and looked at some housing, stopped at the Loaves and Fishes Program to talk with some people there, and ate in a restaurant in Lents itself. On Tuesday after the pre-Council session, I spoke with the three men from Lents who attended that session - Craig Moskee, Carl Minich, and Jim Martin. I hope that the following findings will be of some interest to you and possibly assist you in your consideration whether or not the Council should fund some studies of the situation there.

The area within the boundaries is a rather mixed collection of businesses and residences. Many of the business buildings are not in very good shape structurally, but only a few are vanant. Two of the stores probably provide support services to low income people in the area, namely, the Salvation Army and the Goodwill. The antique stores that used to be there eight years ago seem to have moved over on to Foster Road. Since Foster Road has become the entryway to the freeway, a number of new uses have been built along that road outside Lents, including a Pizza Hut and a small shopping center along with some other new stores.

Housing in Lents is a mixture of small frame buildings, a number of them with new coats of paint and plastic over the windows, and small apartment structures which seem to have been recently built. I was surprised to see the number of new structures.

When we stopped at the Loaves and Fishes Program, we learned that at least two cases of evictions have occurred recently, and apparently the Lincoln Loan Company headed by Fred O. Benson seems to have something to do with these cases. The staff at Loaves and Fishes told us that the housing situation in the deep Southeast area is very serious right now, as there are some buildings with some very serious health conditions where high rents are charged. Apparently the high rents are chargeable because of the serious shortage of housing.

We were unable to determine the quality of the housing - structurally or internally, and this kind of information really is needed. Nor could we tell the ownerships. Lents has a reputation as a rental district, and apparently 80% of the units out there are supposed to be rental units. However, it could be that the small apartment building constitute a majority of the rental units and maybe most of the houses are owner occupied. There is no way to tell at the moment. From the records we do have, we could probably say that there are few large landowners out there, but we do not know if the buildings are largely owner-occupied.



From what Cary tells me, there is a good deal of confusion from the people in the area about what location benefits are available to them, if relocation is necessary. Cary strongly urges the necessity of having someone from the PDC relocation staff at the next meeting, which is on the 17th of November. It might be useful to carry some before and after pictures from previous relocation efforts, although even this Measure may not reassure some of the older people.

From the people I have talked to so far, it seems that there is agreement that something needs to be done in Lents, but the people are not in agreement about what that should be. The businessmen do not want to see the business district relocated or rebuilt, as they believe that Lents would not be Lents if such a major change were made. However, the housing situation is a serious one, and I am unclear whether the business people live in Lents area themselves.

From our short visit, it was clear that streets, sidewalks, and lights are needed and I understand that the sewers are needed as well. These improvements would be costly as the district has been little touched by previous City rehabilitation efforts. The freeway which runs just to the east of the Lents district is elevated through this section, and a transit station or a park and ride lot is anticipated. At the very least then, the Lents District needs traffic studies and I believe these have been started. The businessmen believe that the single largest deterrent to the improvement of the Lents Business District (they believe that this improvement began about 8 months ago), is the lack of parking for customers. They hope that the park and ride station might help alleviate this situation.

All in all, there are a great many unanswered questions about that situation. If it is at all possible for you to support a measure which would help them have some adequate planning as soon as possible, I am sure this would help to alleviate the irrational fears and give them some good hard facts to work with as they decide what is ahead for Lents. As one of the businessmen remarked to me on Tuesday, "At least this UDAG thing has brought the community together". Now that they are together, it seems unfair to leave them in ignorance or dependent upon planners who really do not have sufficient time to gather the information the people need.



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COORDINATOR

1220 SW FIFTH AVE.  
PORTLAND, OR 97204  
503/248-4519

November 16, 1977

Commissioner Charles Jordan  
City Hall  
Portland, Oregon

Dear Commissioner Jordan:

Thank you very much for your help in recommending me for the National Commission on Neighborhoods. Your strong support encourages me to go on with our important work here, even though my name was not chosen. The hidden blessing in this event is the re-direction of my interest from the national level to the grassroots block level, as shown by our grant request. Your continuing encouragement is appreciated both by me and by the neighborhoods.

Sincerely,  
Mary Pedersen

c. Peter Engbretson  
(thanks, also)



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1220 SW FIFTH AVE.  
PORTLAND, OR 97204  
503/248-4519

November 15, 1977

Mayor Neil Goldschmidt  
City Hall,  
Portland, Oregon.

Dear Neil,

Thank you for recommending me for  
the National Commission on Neighborhoods.  
As you can see from the enclosed letter,  
my name was not chosen. Your  
support and that of the Council is  
really a tribute to the accomplish-  
ments of neighborhood volunteers, however,  
and encourages me to go on trying  
to involve citizens in our  
democratic process.

Sincerely,

Mary C. Pedersen

C: Angus Duncan

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1220 SW FIFTH AVE.  
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503/248-4519

November 15, 1977.

Commissioner Mildred Schwab

City Hall  
Portland, Oregon

Dear Mildred,

Thank you for recommending me for  
the National Commission on Neighborhoods.  
As you can see from the enclosed letter,  
my name was not chosen. Your support,  
however, encourages me to go trying  
to involve citizens in our democratic  
process. In a way, your support and  
that of the Council is really a  
tribute to the accomplishments of  
neighborhood volunteers in recent  
years. I appreciate your encouragement  
and I am sure, they do too.

Sincerely

Mary C. Pedersen

File



MEMORANDUM

DATE: December 13, 1977

TO: Mayor Neil Goldschmidt  
Commissioner Francis Ivancie  
Commissioner Connie McCready  
Commissioner Mildred Schwab

FROM: Commissioner Charles Jordan

SUBJECT: Council stance on South African  
Apartheid and sale of the Kruggerand

OFFICE OF  
PUBLIC SAFETY  
CHARLES JORDAN  
COMMISSIONER

1220 S.W. FIFTH AVE.  
PORTLAND, OR. 97204  
503 248-4682

I am bringing to Council on December 21, at the request of the Metropolitan Human Relations Commission and the American Friends Service Committee, a Resolution opposing South African racial policies and the sale in Portland of the Kruggerand gold coin.

I believe that the City Council should address international issues only when such issues are of immediate local relevance, and when the evidence surrounding an issue is so compelling that to officially ignore it would contravene the demands of conscience and public morality. In my view both conditions hold in the marketing of the Kruggerand.

The attached package of background information is provided for your consideration. I find the case for a strong City resolution unequivocal.

CJ:ph

Attachments

RECEIVED

DEC 28 1977



ATTACHMENTS:

Background Information on Kruggerand

- Proposed Council Resolution, to be filed December 16, 1977.
- Resolutions proposed by:
  - Metropolitan Human Relations Commission
  - American Friends Service Committee (including documentation).
- Resolutions passed by:
  - San Antonio
  - Denver
  - Chicago
- Media Actions:
  - "3 City TV Stations Stopping Ad on Coin From South Africa," New York Times, November 5, 1977.
- Background and Perspectives:
  - "The Kruggerand: Facts about South Africa's Gold Coin," The Africa Fund, published with the assistance of the Africa Office of the National Council of Churches, October, 1977.
  - Anthony Lewis, "To stay or not: Businesses Weigh South African Connection," Oregonian, December 9, 1977.
  - Tom Wicker, "South African investment supports aprtheid," Oregonian, December 7, 1977.
  - John F. Burns, "South Africa Gold Glitters, but mines are Dark, Satanic World," New York Times, November 4, 1977.
  - "US now top buyer of South African gold coins," Johannesburg Star, July 9, 1977.
  - "Sudden popularity of the Kruggerand," Business Week, November 29, 1976.

Proposed Council Resolution, to be filed  
December 16, 1977.

RESOLUTION NO.

WHEREAS a major advertising campaign has been mounted in Portland and in other metropolitan areas of the United States to promote the sale of gold bullion coins minted in South Africa and called Kruggerands; and

WHEREAS a substantial portion of the profits derived from the sale of Kruggerands will help finance the present government of South Africa; and

WHEREAS South Africa has been justly condemned throughout the world for its suppressive and dehumanizing treatment of blacks and its program of apartheid, which is based on racial segregation and on domination by the white minority; and

WHEREAS South African apartheid contravenes the basic human rights and values upheld by the American Constitution, and therefore represents a principle which Americans and the government of the United States ought to oppose, both privately and publicly; and

WHEREAS the Council is impelled in good conscience to urge opposition to the racial policies of the government of South Africa and to the sale of the Kruggerand; NOW, THEREFORE,

BE IT RESOLVED that the Council hereby expresses its opposition to the racial policies of the government of South Africa and therefore to the sale in Portland of the gold coins known as Kruggerands, which commerce serves to reinforce that government in pursuing its repugnant program of apartheid; and that the Council urges the citizens of Portland not to buy Kruggerands, and urges further that electronic and print media based in Portland reconsider their policy of carrying advertisements for the sale of the Kruggerand.

Adopted by the Council:

Auditor of the City of Portland

Commissioner Charles Jordan  
December 12, 1977

PE:ph



8/19/77

## Peter Engbretson

Connie -

I've done some poking around on the use of ONA's neighborhood lists. I see 3 problems:

- ① Bureaus often don't incorporate revisions into their own mailing lists. (Revisions are distributed every 6 weeks or so.)
- ② Although improved, the lists themselves are unclear in some respects, and are correspondingly less useful than they might be.
- ③ ONA tries very hard to see that all list users receive the revisions.



F. Commissioner's Corres.

## Peter Engbretson

This is a continuing problem because the lists are sometimes passed on from the receivers to people ONA doesn't know about; if the receivers don't also pass on subsequent revisions, ~~errors~~ the out-of-date list will continue to be used.

This is what we're doing:

- ① Comm Jordan is writing the Council to ask that Bureau chiefs be reminded to use current lists only.
- ② Format changes are being developed, and future

TO  
↓  
Laura,  
ONA

## Peter Engbretson

lists will be accompanied by a brief explanatory text.

- ③ Every page of future lists will have a "no longer operative" date, and where to call for a current list.

When there are foulups ONA staff asks to be informed of what the error and who the mailer was. Please call me if you've got other ideas for improvement.

Peter

THE CITY OF  
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OFFICE OF  
PUBLIC SAFETY

CHARLES JORDAN  
COMMISSIONER

1220 S.W. FIFTH AVE.  
PORTLAND, OR. 97204  
503 248-4682

MEMORANDUM

DATE: August 22, 1977

TO: Mayor Neil Goldschmidt  
Commissioner Francis Ivancie  
Commissioner Connie McCready  
Commissioner Mildred Schwab

FROM: Commissioner Charles Jordan

SUBJECT: Neighborhood Association Contact Persons

The Office of Neighborhood Associations frequently distributes revised lists of neighborhood associations and their contact persons. The lists are dated and revisions are indicated with an asterisk.

Indications are that some City bureaus do not amend their mailing lists to include revisions in the ONA list. The result is that mailings are sometimes misdirected and appropriate contact people in neighborhood associations are not reached.

Please encourage your office staff and bureaus to incorporate ONA revisions into their mailing and reference lists. If they do not periodically receive such revisions they should contact the Office of Neighborhood Associations at ext. 4519.

CJ:kj

cc: Mary Pedersen, ONA ✓  
Chief Bruce Baker  
Nick Barnett, MHRC  
Wayne Potter, BNE

*Laura -  
Let's talk  
again about  
revisions  
maybe after calendar  
on Thursday?*

*F: Commissioner's  
Corresp.*



CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

F. Commissioner's  
Correspondence

From Mary C. Pedersen, Coordinator, Office of Neighborhood Associations  
To Charles Jordan, Commissioner of Public Safety  
Addressed to *Mary*  
Subject Salary Raises for Neighborhood Employees Under Contract

In the fall of 1974, when neighborhoods in North Portland and in Northwest Portland were preparing to hire staff, the Personnel Bureau was still considering the salary rate for neighborhood coordinators. As a consequence, the Review Boards in the neighborhoods established rates for their coordinators. When the Bureau of Personnel established a rate for neighborhood coordinators, they did so in order to smooth the transition of the citizen participation coordinator at Model Cities.

For these historic reasons, we have a situation today where the coordinators in North and Northwest Portland are earning less than the coordinator in Northeast. This spring while the Review Boards in North and Northwest Portland were reviewing the budget for next year, they considered the question of this difference in salary. Both Review Boards unanimously passed motions to set the salary rate for their coordinator at the same as the city rate, currently \$6.52/hour.

We have computed what the additional cost to the budget would be and it is as follows:

Neighbors North - J. Mounce

Current Rate:	\$5.87/hour
Additional Salary:	\$1,352.00
Benefits:	243.36
	<u>\$1,595.36</u>

Neighborhoods West/NW - M. Strachan

Current Rate:	\$5.30/hour
Additional Salary:	\$2,537.60
Benefits:	456.76
	<u>\$2,994.36</u>

Together the total increase to the budget would be \$4,590. The budget as approved by the Bureau of Management and Budget accepted by us is currently \$2,308 below the maximum budget span. Therefore, in order to raise the salaries of the contract employees to that of the city rate would cause the budget to exceed the budget span by \$2,282. Nevertheless, the Review Boards believe this question is one of equity. They feel very strongly that their coordinators are doing the same work as the Northeast coordinator who is a city employee and that the work is being done well. They feel very strongly about the contracts and do not wish to give them up because they appreciate the opportunity of setting the work program for their own employees.

The Review Boards have asked me to convey this information to you. They will probably appear before City Council at the budget hearing to present their point of view on this issue. In my view, the budget for next year is tight as a drum already. We have identified savings for this year's

Memo to Commissioner Charles Jordan  
April 7, 1977  
Page 2

budget and used those funds to fit in an assistant coordinator position for the Fartheast Southeast Neighborhoods. Monica Little in the Budget Office has reviewed our budget and found reductions totaling \$852. We have accepted those reductions but would find it difficult to identify any others. Under the circumstances, if the Council decides to grant this Review Board request, thus exceeding the budget span by nearly \$2,300 we will be very vigilant next year in watching for savings so that we may finish the year out with expenditures less than the budget span of \$199,824.

We have attached a package which could be presented to Council if you wish to do so. The Review Boards would appreciate some expression of your thinking on this question before the budget hearing.

cc Peter Engbretson  
Monica Little  
Neighbors North  
Neighborhoods West/Northwest

Enclosures



City of Portland  
Bureau of Management & Budget

PACKAGE  
REQUEST JUSTIFICATION

APPROPRIATION UNIT Office of Neighborhood Associations	PACKAGE TITLE: Equalize Salaries for Neighborhood Coordinators		RU NUMBER 342	PACKAGE NUMBER 3
Expenditure Classification	1976-77 Revised Budget	1977-78 Request	1977-78 Resources	
			Funding Source	\$
Personal Services Materials and Services Capital Outlay Other	--	\$4,590.00	General Fund	\$4,590.00
Total Appropriation			Total Resources	\$4,590.00

PERFORMANCE INDICATORS	FY 77-78 Units	FY 77-78 Costs

Package/Project Description and Justification (Attach additional pages as required):

The coordinators in the Neighbors North Office and the Neighborhoods West/Northwest Office are contract employees of the neighborhood associations. Their work is in every way equivalent to the Northeast coordinator who is a city employee. Review Boards of both offices have passed unanimous motions to equalize salaries because the work is the same and they are very satisfied with their employees' work.

In the fall of 1974, when neighborhoods in North Portland and in Northwest Portland were preparing to hire staff, the Personnel Bureau was still considering the salary rate for neighborhood coordinators. As a consequence, the Review Boards in the neighborhoods established rates for their coordinators. When the Bureau of Personnel established a rate for neighborhood coordinators, they did so in order to smooth the transition of the citizen participation coordinator at Model Cities.

We have computed what the additional cost to the budget would be and it is as follows:

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\$1,595.36

Neighborhoods West/NW - M. Strachan

Current Rate: \$5.30/hour  
Additional Salary: \$2,537.60  
Benefits: 456.76  
\$2,994.36

City of Portland  
Bureau of Management & Budget

APPROPRIATION UNIT  
LINE ITEM WORKSHEET

Code	Object Title	Neighbors North		Neighborhoods West/NW	
110	Full-Time Employees	\$1,352.00		\$2,537.60	
120	Part-Time Employees				
130	Federal Program Enrollees				
140	Overtime				
150	Premium Pay				
170	Benefits	243.36		456.76	
190	Less Labor Turnover				
100	Total Personal Services	\$1,595.36		\$2,994.36	
210	Professional Services				
220	Utilities				
230	Equipment Rental				
240	Repair & Maintenance				
260	Miscellaneous Services		(\$1,595.36)		(\$2,994.36)
310	Office Supplies				
320	Operating Supplies				
330	Repair & Maint. Supplies				
340	Minor Equipment & Tools				
350	Clothing & Uniforms				
380	Other Commodities—External				
410	Education				
420	Local Travel				
430	Out-of-Town Travel				
440	Space Rental				
450	Interest				
460	Refunds				
470	Retirement System Payments				
490	Miscellaneous				
510	Fleet Services				
520	Printing Services				
530	Distribution Services				
540	Electronic Services				
550	Data Processing Services				
560	Insurance				
570	Telephone Services				
580	Intro-Fund Services				
590	Other Services—Internal				
200- 500	Total Materials & Services				
610	Land				
620	Buildings				
630	Improvements				
640	Furniture & Equipment				
600	Total Capital Outlay				
700	Other				
	TOTAL				

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COMMISSIONER

1220 S.W. FIFTH AVE.  
PORTLAND, OR. 97204  
503 248-4682

MEMORANDUM

DATE: July 25, 1977  
TO: Mary Pedersen, ONA  
FROM: Commissioner Charles Jordan  
SUBJECT: Selection of Southeast Assistant  
Neighborhood Coordinator

I'm pleased to learn that there were so many applicants for this position and that the selection committee has been able to narrow the field to three strong candidates. From your description it appears that the selection process has been carefully defined and fairly administered.

As Commissioner-in-charge I am required by ordinance to approve the hiring of staff in district offices. This is to inform you that I will endorse the hiring of the top candidate decided upon by the selection committee.

A month or so after the new Assistant Coordinator is hired I would like to visit briefly with her or him. In the interim, please send me (1) a copy of the City contract with S.E. Uplift, (2) a brief description of the selection process and procedures, and (3) the top three candidates' resumes with an explanation of their ranking in the final interview.

Thank you. I'll soon be looking for stepped up community activity in the non-HCD Southeast Neighborhoods.

CJ:kj

cc: Southeast Uplift

RECEIVED

AUG 08 1977

1 SEU file

F: Commissioner's  
Correspondence

Peter E.

Mary Pedersen

ONA

Thanks,  
Mary.

P

F:  
Comissr  
Correspondence

RECEIVED  
AUG 08 1977

THE CITY OF  
**PORTLAND**



**OREGON**

OFFICE OF  
PUBLIC SAFETY

CHARLES JORDAN  
COMMISSIONER

1220 S.W. FIFTH AVE.  
PORTLAND, OR. 97204  
503 248-4682

MEMORANDUM

DATE: September 13, 1977

TO: Nick Barnett, MHRC  
Al Jamison, Acting RCF Coordinator  
Mary Pedersen, ONA  
Wayne Potter, BNE  
Mike Kaiel, OMS  
Special Projects Directors:  
\*Susan Kerr, Neighborhood Standards  
\*Mike Thomas, Code Enforcement  
\*Gil Wright, Intake/Referral

FROM: Commissioner Charles Jordan

SUBJECT: Staff Changes in the Office of Public Safety:

- . Community Affairs Coordinator
- . Acting RCF Coordinator

I am pleased to announce the appointment of Peter Engbretson to the position of Community Affairs Coordinator/Commissioner's Assistant III.

Mr. Engbretson will serve as my executive liaison with the Bureau of Neighborhood Environment, the Office of Neighborhood Associations, and the staffs of the Metropolitan Human Relations Commission and the Residential Care Facility Licensing Board and will represent me on matters concerning these organizations.

Such representation will include chairing the Community Affairs Policy Council, sitting on Steering Committees that direct CETA Special Projects jointly sponsored by this office and the Office of Management Services, and working with my Public Safety/Community Affairs Budget Advisory Committee.

I am also pleased to announce that Al Jamison has accepted the position of Acting Residential Care Facility Coordinator. Mr. Jamison brings a wealth of experience to this sensitive position and will serve the City well until such time as a permanent RCF Coordinator is hired through the Civil Service selection process.

CJ:kj

cc: RCF Licensing Board  
Chris Thomas  
Chief Bruce Baker

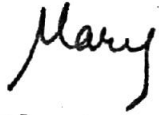
RECEIVED

SEP 14 1977



CITY OF PORTLAND  
**INTER-OFFICE CORRESPONDENCE**  
(NOT FOR MAILING)

July 12, 1977

*From* Mary C. Pedersen, Coordinator, Office of Neighborhood Associations  
*To* Charles R. Jordan, Commissioner of Public Safety  
*Addressed to*   
*Subject* Model Cities Policy Plan - Policies Requiring Implementation by  
the Office of Neighborhood Associations

The Model Cities Policy Plan includes two policies which have required implementation by the Office of Neighborhood Associations.

IT SHALL BE THE POLICY OF THE CITY TO INCLUDE PRIORITIES ESTABLISHED BY CITIZENS VIA THEIR NEIGHBORHOOD ASSOCIATIONS AND THEIR PARTICIPATION ON THE BUDGET REVIEW BOARDS FOR THE SEVERAL BUREAUS AS WELL AS FOR THE CITY AS A WHOLE.

In August of each year, the Office of Neighborhood Associations distributes Neighborhood Need Report forms for neighborhoods to report their needs and priorities. Throughout the year, other need reports may be filed, and the Office of Neighborhood Associations follows the need reports through the bureaus. After the Council has held budget hearings, then the Office of Neighborhood Associations prepares a report for each neighborhood office on the results for the reports.

In addition, the coordinators of the Office of Neighborhood Associations and of the Northeast Neighborhoods Office met with the Northeast Coalition Board in November, 1976, to determine ideas for projects needed in Northeast Portland. We then set up meetings with appropriate bureaus to assist in the coordination of these projects.

As a result of these efforts, fewer of the neighborhood need reports have been lost in the system. Whether a response is positive or negative, bureaus have been responding to the neighborhoods in writing about the reasons for their recommendation.

CITY BUREAUS AND AGENCIES SHALL HAVE THE RESPONSIBILITY BY CITY COUNCIL DIRECTIVE TO MAKE NOTIFICATION OF PUBLIC HEARINGS AND MEETINGS.

Procedures at the Bureau of Planning were changed two years ago to make it possible for earlier notification on zone changes and variance hearings. Occasional problems do arise, but usually there is at least three weeks notice time given. The Office of Neighborhood Associations also collects the dates, times, and places of neighborhood meetings and sends this information to the newspapers in Portland, so that the general public may be better informed about neighborhood meetings. The Neighbor-to-Neighbor Newsletter is used consistently by reporters covering hearings and meetings sponsored by city agencies; most county, state, and regional agencies are notifying the Office of Neighborhood Associations of meetings that affect neighborhood groups.

Memorandum to Commissioner Jordan  
July 12, 1977  
Page 2

Several neighborhoods have recently suggested that notices of zoning hearings sent by the Auditor's Office should include the information that neighborhood boards may be meeting to review the request. If the wording and other details can be worked out, this suggestion would help all parties to be better informed.

The Office of Neighborhood Associations will continue to work with citizens to develop better ways of implementing these two policy goals. All suggestions are welcome, and efforts will be made to work them into the budgets of existing agencies.

THE CITY OF  
**PORTLAND**



**OREGON**

May 23, 1977

Room 413

M E M O R A N D U M

TO: Commissioner Charles Jordan

FROM: Douglas L. Capps, Executive Assistant *DL*

RE: Model Cities Policy Plan; Policies Requiring  
Implementation by Office of Neighborhood Assns.

OFFICE OF  
THE MAYOR  
NEIL GOLDSCHMIDT  
MAYOR

1220 S. W. FIFTH AVE.  
PORTLAND, OR. 97204  
503 248-4120

The Model Cities Policy Plan has been through the Planning Commission and will shortly be before Council. Included are the following two policies. These will require implementation by ONA.

IT SHALL BE THE POLICY OF THE CITY TO INCLUDE PRIORITIES ESTABLISHED BY CITIZENS VIA THEIR NEIGHBORHOOD ASSOCIATIONS AND THEIR PARTICIPATION ON THE BUDGET REVIEW BOARDS FOR THE SEVERAL BUREAUS AS WELL AS FOR THE CITY AS A WHOLE.

CITY BUREAUS AND AGENCIES SHALL HAVE THE RESPONSIBILITY BY CITY COUNCIL DIRECTIVE, TO MAKE NOTIFICATION OF PUBLIC HEARINGS AND MEETINGS.

The Planning Bureau needs to have ONA review these, noting whether they are currently implemented or have received some commitment for implementation; costs and problems of implementing these policies, if not currently in effect; ONA's specific recommendation on disposition of these policies in terms of continuing or modifying existing programs, developing new programs or Council rejection of the policy.

Please ask Mary Pedersen to direct any questions on this matter to Michael Harrison, Bureau of Planning, (248-4509). Direct your response to Dennis Wilde, Chief Planner, Neighborhood and District Planning.

Thanks for your cooperation.

DLC:pjr

cc: Dennis Wilde ✓

**RECEIVED**

**JUN 29 1977**

THE CITY OF  
**PORTLAND**



**OREGON**

OFFICE OF  
PUBLIC SAFETY

**CHARLES JORDAN**  
COMMISSIONER

1220 S.W. FIFTH AVE.  
PORTLAND, OR. 97204  
503 248-4682

*Copy for Edna Please*

August 19, 1977

MEMORANDUM

TO: Commissioner Ivancie  
Commissioner McCready  
Commissioner Schwab

FROM: Commissioner Jordan  
Mayor Goldschmidt

SUBJECT: City contacts with motorcycle groups in Northeast Portland.

Following a shooting on July 28, a volatile and potentially dangerous situation exists in Northeast Portland. The primary actors at this time are two rival motorcycle clubs, a White "outlaw" group called the Outsiders, which you will remember was active in Sunnyside last year, and a predominantly Black group called the Brothers Free.

At a meeting of the Northeast Princiinct Council August 9 it was agreed that Nick Barnett, Director of the Metropolitan Human Relations Commission, would act as mediator between the rival groups. He is being assisted by Robert Hughes, Community Relations Division of the US Department of Justice. Both groups are now at the bargaining table, and negotiations are expected to continue for at least the next two weeks.

Because the negotiations at this point are extremely delicate it is imperative that the lines of communication between the City and these groups be clear, and that Nick Barnett be aware of any City activity in relation to either the Outsiders or the Brothers Free. For these reasons we request that you instruct your bureau chiefs to clear with Mr. Barnett all contacts with these groups or with individuals known or suspected to be members.

The Outsiders have a club house/residence at 4038 North Williams. The Brothers Free have no comparable facility.

NG:CJ:PE/lf

cc: Nick Barnett

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AUG 23 1977

CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

August 4, 1977

*From* Mary C. Pedersen, Coordinator, Office of Neighborhood Associations  
*To* Charles R. Jordan, Commissioner of Public Safety  
*Addressed to*  
*Subject* Insurance for Neighborhood Block Parties

*Mary*

The City of Portland requires neighbors who wish to hold a block party to have liability insurance which will also cover any risk the city may incur with these events. In the last few years, the cost of this insurance has risen from \$50 to approximately \$100 to \$150. When the cost was \$50, the neighbors could just barely manage to raise the money for this, but now the cost has become prohibitive.

When the North Portland Citizens Committee and the Neighborhoods West/Northwest neighborhoods insured their neighborhood offices, they found they could cover neighborhood block parties for a low additional cost. People on a north or northwest block can approach the neighborhood office for permission to be covered under that insurance. When the Neighborhood Board agrees, then the people from the block can go to Jim Kirk in the Engineer's Office and get a permit for closing the street. As you know, the City has recently changed the procedures so that temporary street closures may be granted by staff rather than going through City Council.

With the completion of the contract with Southeast Uplift, we searched for insurance to cover that office and bond the employee, and also to cover block parties which would take place in Southeast. What we found is that block parties can be covered as part of the standard liability insurance for the office if: 1) there would be no competitive sports events at the block party - for example, a skateboard race; 2) no alcohol of any sort is served; 3) there is no street dancing. This kind of insurance coverage would allow potlucks, closing the street for socializing, art festivals, Saturday Market activities, etc.

We are also trying to arrange for this kind of coverage for the northeast neighborhoods through an agreement with the Northeast Neighborhood Coalition, Inc. We believe that the effort to insure mild-mannered block parties in Northeast and Southeast will be successful for this year. However, some interesting questions have been raised during our explorations.

The first question that has been raised is the possibility of having one insurance policy which would cover all block parties throughout the City and for which the City would be insured. The insurance agent that has helped us is now looking to see whether or not it would be possible to get this kind of an insurance policy.



Memorandum to Commissioner Jordan

August 4, 1977

Page 2

Second, why doesn't the City insure itself on block parties? Why does the City require neighborhood groups to insure block parties for which the City will not insure itself? As the City is requiring insurance for the block parties, is this a left over from the days when the City had to buy its own insurance?

Third, Jim Kirk in the City Engineer's Office has worked quite closely with us and grants permits to those groups which are insured, either by themselves or through one of these agreements. He raises the question as whether or not it would be feasible to ask for a fee of \$15 or \$20 for each permit. This fee could be collected by the City Engineer's Office and would be returned to the General Fund as a way of reimbursing the City for the cost of the insurance which is paid for out of the Office of Neighborhood Associations' budget. If revenues were to be collected, the Engineer's Office would be the likely place to do them since the Office of Neighborhood Associations has never been set up to collect revenues. The Engineer's Office has cashiers and all the necessary procedures.

These questions have become big enough that I think we need to establish some kind of study or committee to cope with them. It would make sense to ask someone from the Risk Management section and probably someone from Financial Affairs or from the Management Analysis and Review section, along with a few neighbors and neighborhood coordinators. In addition, we should ask for one or two representatives of the insurance industry.

For the rest of this summer and autumn, neighborhoods and their affiliated blocks can continue with holding mild-mannered parties that fit within the insurance coverage. However, this rings to me like a temporary arrangement, and it would make sense to look ahead to next summer. Please advise me how to proceed.

cc David Kottkamp  
Neighborhood Coordinators

CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

August 5, 1977

*From* Mary C. Pedersen, Coordinator, Office of Neighborhood Associations

*To* Charles R. Jordan, Commissioner of Public Safety

*Addressed to*

*Mary*

*Subject* Possible Appointment to National Commission on Neighborhoods

In March, the committees of the United States Senate and House of Representatives agreed on a bill for a National Commission on Neighborhoods. In this bill, the Congress found that existing City neighborhoods are a national resource to be conserved wherever possible. They established the National Commission on Neighborhoods to carry out the following charge: Conduct an analysis of the impact of existing federal, state, and local policies, programs, and laws on neighborhood survival and revitalization; identify and analyze other patterns, trends, and obstacles which relate to the well-being of neighborhoods; assess the existing mechanisms of neighborhoods governance; analyze the impact of poverty and racial conflict on neighborhoods. The full text of the Senate version is attached. The Commission is also charged to make recommendations for modifications in federal, state, and local laws, policies, and programs necessary to facilitate neighborhood preservation.

The Commission is to be composed of twenty members including: Two members of the Senate, two members of the House of Representatives, 16 public members appointed by the President, at least five of them whom shall be elected officers of recognized neighborhood organizations, and at least five of whom shall be elected or appointed officials of local government involved in preservation programs. The remaining members are referred to as outstanding individuals with demonstrated experience in neighborhood revitalization activities. The individuals appointed by the President are to be selected so as to provide representation to a broad cross-section of racial, ethnic, and geographic groups. As I understand it, there is still some work to be done to appropriate the \$1 million needed for the one-year life of the Commission. However, the bill which was passed does provide for paying the members of the Commission at a rate of \$100 per day for each day they are actually working on Commission work and reimbursing them for travel and other necessary expenses.

The reason why I am writing you this memo is that my name has been suggested for appointment to the Commission. I am hoping you would find this a worthwhile activity for my time. If you agree that it would be good to pursue this a little further, perhaps you could write a letter of recommendation. We do not know yet when the appointments will be made, although they are expected in September or October. The Department of Housing and Urban Development will be the staff liaison to the Commission. If you have any further questions, or if you would like to talk about this, please let me know.

cc Peter Engbretson

THE CITY OF  
**PORTLAND**



**OREGON**

DEPARTMENT OF  
PUBLIC SAFETY  
CHARLES JORDAN  
COMMISSIONER

OFFICE OF  
NEIGHBORHOOD  
ASSOCIATIONS

MARY PEDERSEN  
COORDINATOR

1220 SW FIFTH AVE.  
PORTLAND, OR 97204  
503/248-4519

MEMO

TO: Charles R. Jordan  
Commissioner of Public Safety

FROM: Mary C. Pedersen  
Office of Neighborhood Associations

DATE: July 1, 1977 *Mary*

SUBJECT: Proposed Relocation for the Office of  
Neighborhood Associations

On Tuesday, July 5, at an informal council session Facilities Management will request a decision about which offices should be relocated outside City Hall. It has been proposed that the Office of Neighborhood Associations should be moved, so we would like to present to you information about our work and an alternative.

Four of our functions are related to our location at City Hall. First, our role as a liaison between neighborhood associations and City agencies (functions 5 and 8 in the ordinance) depends heavily on a location where we can easily reach the Commissioners' offices, as well as agencies. We are asked to get messages through to key staff people, and to run errands for neighborhoods at the auditor's office, planning bureau, etc. This work saves citizens unnecessary trips downtown. Our location makes it convenient for bureaus to connect with us, or to reach neighborhoods through us.

Second, in our role as an information resource, our location affects both our receiving and dispersing of information (functions 1 and 2). Because we are located here, we can serve as a backup resource for the information desk, the auditor, and the planning bureau. They also help us in the same way. Thus, whether a citizen comes to City Hall asking for information about a neighborhood or a neighborhood map, a planning study, or "how to do it", the answers are all available within a few steps of each other. We are often responsible for notification and our location here means that we hear news to pass on.

Occasionally, the Council or a commissioner's office refers someone here for a lengthy explanation or advice on how to get a volunteer project going. In addition, we work on the Council agenda with Marion Thompson as it is prepared for the Oregonian and Journal on Friday, and we supply calendars of neighborhood meetings and community events to all ten newspapers in Portland. Our location here is timesaving for the reporters located here, as well as for the citizens seeking aid. We are often responsible for notifying people of events coming up.



Memorandum to Commissioner Charles Jordan

Page 2

July 1, 1977

Third, our role in coordinating the budget advisory committees relies upon a close relationship with the commissioners' staff. As you know, Patti Jacobsen works part-time, and covers quite a bit of work in a shorter period. In addition, most of the Budget Advisory Committee meetings occur in City Hall. If the Office of Neighborhood Associations were relocated, Patti would use additional hours because of traveling time back and forth frequently.

Fourth, this office space is home base for citizens and neighborhood staff. When they have business to transact at City Hall, either with staff or with City Council, or budget advisory committee meetings, they often stop in here for materials, information, or to transact other business with us. This part of our role is the informal part.

We believe that the Office of Neighborhood Associations should be located in City Hall, based on our job-related functions. As an alternative to moving us, we suggest that the Bureau of Computer Services be moved, again for job-related reasons. The Oregonian Building (5th floor) contains existing computer facilities, and Leonard Yoon has indicated a preference for locating there.

We hope that this information will be useful to you on Tuesday morning and convincing to the other Commissioners.

CITY OF PORTLAND  
**INTER-OFFICE CORRESPONDENCE**  
(NOT FOR MAILING)

*From* Mary C. Pedersen, Coordinator, Office of Neighborhood Associations

*To* Mildred A. Schwab, Commissioner of Public Affairs  
Mayor Neil Goldschmidt

*Addressed to*

*Subject* AD II Club

Enclosed is a copy of a letter from Tim Kehoe, Chairman of the Committee of the AD II Club which carries out community projects. Mr. Kehoe is proposing to work with the Office of Neighborhood Associations and the Committee for Citizen Involvement to design and carry out a public awareness campaign. We have stressed to him that we will try to find non-tax funds for the program as we did for the lapel stickers at Neighborfair.

Mr. Kehoe will be meeting with the Committee for Citizen Involvement at their October meeting, and if the Commissioners are interested, he would appreciate an opportunity to discuss your ideas and suggestions.

This offer is most impressive because of the past work done by the AD II Club for community service. Recently, the Club was responsible for designing and carrying out the OMSI campaign: "Give your kid the sun, the moon, & the stars for a nickel a day". The attached letter will introduce the AD II Club's ideas to you.

*Mary*

cc Commissioner McCready  
cc Commissioner Ivancie  
cc Commissioner Jordan

*Ad II Enc. Letter*

REPORT FROM THE COMMISSIONER OF PUBLIC AFFAIRS  
ON RECOGNITION PROBLEMS IN THE CITY CODE  
REGARDING NEIGHBORHOOD ASSOCIATIONS

The ordinance on neighborhood associations includes a process for City Council to recognize associations when they can show evidence that the bylaws of the group have been circulated to the people eligible for membership and that the bylaws are acceptable to the people. As it is written, the ordinance provides that only one group is to be recognized per neighborhood, and boundaries should not overlap those of other neighborhoods.

The ordinance also sets minimum standards of fair and open procedures for the bylaws. First, membership should be open to residents, property owners, business licensees, and representatives from non-profit organizations located in the neighborhood. Second, the bylaws should include a specific procedure for notifying proposers of zone changes and other changes when their proposal will be reviewed by the group with "adequate notice". Third, a grievance procedure should be included. Fourth, dues should not be a barrier to membership or voting. Fifth, associations are responsible for general notification in their area and for reporting both the majority view and dissenting points of view.

Once recognition is granted, then City bureaus and agencies are obliged to notify the group of activities which affect that neighborhood. Policy matters (usually defined as Council action requiring changes in laws) would require 30 days notice for hearings.

Several problems have been raised with recognition procedure in the ordinance on neighborhood associations. These are:

- 1) At least one neighborhood association (Irvington Community Association) has membership open to residents only. Since it is a non-profit corporation, a change in their bylaws would need to be filed with the State Corporation Commissioner.
- 2) Two groups in North Portland with the same boundaries have applied for recognition: the North Portland Citizens Committee and the North Community Action Council.
- 3) At least one group has bylaws which provide for membership dues and a membership card for voting. This group (the Southwest Hills Residential League) did write asking for recognition in 1974 but has indicated that they are not interested in recognition at this time.
- 4) The boundaries of the Homestead Neighborhood Association and the Goose Hollow Foothills League overlap the boundaries of the Southwest Hills Residential League. The boundaries of Sabin and Irvington did overlap, but Sabin has now adopted Fremont as their south boundary and no overlap exists.

Several changes have been discussed for the recognition procedure.

1) Both Concordia Community Association and Sabin Community Association have suggested that there should be a loosening of the recognition procedure. Sabin proposes that a variance procedure should be built into the ordinance so that:

"if any neighborhood wants to vary from the ordinance it is up to them to show a compelling reason. The Office of Neighborhood Associations should set up a Review Board that would review any such requests for variance. Their ruling could, of course, be appealed to the City Council. Neighborhoods not wishing to participate need not do so."

2) There has been some discussion about changing the basis of the recognition procedure away from a review of bylaws and substituting a petition showing support from a certain percentage of the eligible membership.

3) The North Portland Citizens Committee proposes that the ordinance should provide for both neighborhood associations and recognized neighborhood associations. All associations on the list collected by the Office of Neighborhood Associations should receive notification of important matters, but some associations would be recognized for the purpose of contracting with the City.

4) Several groups have raised the possibility of doing away with a recognition procedure. They find that the City has operated with this law since February, 1974, without recognizing any groups and they wonder whether it is necessary.

Other changes will probably be presented during the hearing.

DATE

Initials  
MCL/bjb

Commissioner of Public Affairs



10

10

## CITY SPACE NEEDS

LOCATION	SPACE PROBLEM	SOLUTION	TARGET DATE	FUND SOURCE	ESTIMATED COST YEARLY
City Hall	Require 2,000 sq. ft. of additional space for Financial Affairs due to over-crowding.	Move License Bureau of the combination of ONA, Human Resources, Arts Commission to rental space or do not move Computer Services into City Hall.	Approx. Aug. 1977	General Fund	\$11,000
Rental	Bureau of Human Resources requires additional space. Now has 9,720 sq. ft.	Space has been rented in another facility. The Yeon Bldg.	Approx. Aug. 1977	General Fund Federal Funding	\$52,500
Rental	CETA misc. programs require 5,366 sq. ft. additional.	Rent space (one Central Bldg.) in another facility.	Approx. Aug. 1977	Federal Funding	\$28,976
24th St. Fire Station	Neighborhood History and Sr. Citizens Recreation Project	Fund the CETA VI Round II Improvement Projects 1,500 sq. ft.	Aug. 1977	General Fund	(\$9,000)
Annex I	Planning Bureau needs 1,800 sq. ft. additional space for the "Policy Section. (12 employees)	Rent additional space in another facility or move them into the vacated Bureau of Crime Prevention Space in the Chamber of Commerce Bldg.	Aug. 1977	General Fund	\$8,200
Rental	Bureau of Crime Prevention is in Rental Space. Approx. 1,800 sq. ft.	Move them into newly vacated County Space at Police Hdqts. Potential Savings of \$7,000 per year.	Sept. 1977	Federal Funding	(\$7,000)
Interstate Fire Station	This facility is run down and requires remodeling but it could be used, after remodeling for office space. 4,600 sq. ft. of office space and 900 sq. ft. of storage available.	Authorize a CETA VI project to Jan. 1978 upgrade and improve this facility to provide 4,600 sq. ft. of off-ice space for City functions; (1) Bureau of Neighborhood Environment (2,300 sq. ft.) (\$10,000 savings in rent available). (2) Misc. other City functions, savings in rent available.		General Fund (Savings Available)	(\$23,000)

RECEIVED

AUG 05 1977

CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

From Mary C. Pedersen, Coordinator, Office of Neighborhood Associations  
To Charles Jordan, Commissioner of Public Safety  
Addressed to *Mary*  
Subject Salary Raises for Neighborhood Employees Under Contract

In the fall of 1974, when neighborhoods in North Portland and in Northwest Portland were preparing to hire staff, the Personnel Bureau was still considering the salary rate for neighborhood coordinators. As a consequence, the Review Boards in the neighborhoods established rates for their coordinators. When the Bureau of Personnel established a rate for neighborhood coordinators, they did so in order to smooth the transition of the citizen participation coordinator at Model Cities.

For these historic reasons, we have a situation today where the coordinators in North and Northwest Portland are earning less than the coordinator in Northeast. This spring while the Review Boards in North and Northwest Portland were reviewing the budget for next year, they considered the question of this difference in salary. Both Review Boards unanimously passed motions to set the salary rate for their coordinator at the same as the city rate, currently \$6.52/hour.

We have computed what the additional cost to the budget would be and it is as follows:

Neighbors North - J. Mounce  
Current Rate: \$5.87/hour  
Additional Salary: \$1,352.00  
Benefits: 243.36  
\$1,595.36

Neighborhoods West/NW - M. Strachan  
Current Rate: \$5.30/hour  
Additional Salary: \$2,537.60  
Benefits: 456.76  
\$2,994.36

Together the total increase to the budget would be \$4,590. The budget as approved by the Bureau of Management and Budget accepted by us is currently \$2,308 below the maximum budget span. Therefore, in order to raise the salaries of the contract employees to that of the city rate would cause the budget to exceed the budget span by \$2,282. Nevertheless, the Review Boards believe this question is one of equity. They feel very strongly that their coordinators are doing the same work as the Northeast coordinator who is a city employee and that the work is being done well. They feel very strongly about the contracts and do not wish to give them up because they appreciate the opportunity of setting the work program for their own employees.

The Review Boards have asked me to convey this information to you. They will probably appear before City Council at the budget hearing to present their point of view on this issue. In my view, the budget for next year is tight as a drum already. We have identified savings for this year's

Memo to Commissioner Charles Jordan  
April 7, 1977  
Page 2

budget and used those funds to fit in an assistant coordinator position for the Fartheast Southeast Neighborhoods. Monica Little in the Budget Office has reviewed our budget and found reductions totaling \$852. We have accepted those reductions but would find it difficult to identify any others. Under the circumstances, if the Council decides to grant this Review Board request, thus exceeding the budget span by nearly \$2,300 we will be very vigilant next year in watching for savings so that we may finish the year out with expenditures less than the budget span of \$199,824.

We have attached a package which could be presented to Council if you wish to do so. The Review Boards would appreciate some expression of your thinking on this question before the budget hearing.

cc Peter Engbretson  
Monica Little  
Neighbors North  
Neighborhoods West/Northwest

Enclosures



City of Portland Bureau of Management & Budget			PACKAGE REQUEST JUSTIFICATION	
APPROPRIATION UNIT Office of Neighborhood Associations		PACKAGE TITLE: Equalize Salaries for Neighborhood Coordinators		RU NUMBER 342
				PACKAGE NUMBER 3
Expenditure Classification	1976-77 Revised Budget	1977-78 Request	1977-78 Resources	
			Funding Source	\$
Personal Services Materials and Services Capital Outlay Other	--	\$4,590.00	General Fund	\$4,590.00
Total Appropriation			Total Resources	\$4,590.00
PERFORMANCE INDICATORS			FY 77-78 Units	FY 77-78 Costs

Package/Project Description and Justification (Attach additional pages as required):

The coordinators in the Neighbors North Office and the Neighborhoods West/Northwest Office are contract employees of the neighborhood associations. Their work is in every way equivalent to the Northeast coordinator who is a city employee. Review Boards of both offices have passed unanimous motions to equalize salaries because the work is the same and they are very satisfied with their employees' work.

In the fall of 1974, when neighborhoods in North Portland and in Northwest Portland were preparing to hire staff, the Personnel Bureau was still considering the salary rate for neighborhood coordinators. As a consequence, the Review Boards in the neighborhoods established rates for their coordinators. When the Bureau of Personnel established a rate for neighborhood coordinators, they did so in order to smooth the transition of the citizen participation coordinator at Model Cities.

We have computed what the additional cost to the budget would be and it is as follows:

Neighbors North - J. Mounce

Current Rate: \$5.87/hour  
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\$1,595.36

Neighborhoods West/NW - M. Strachan

Current Rate: \$5.30/hour  
 Additional Salary: \$2,537.60  
 Benefits: 456.76  
\$2,994.36

**City of Portland  
Bureau of Management & Budget**

**APPROPRIATION UNIT  
LINE ITEM WORKSHEET**

Code	Object Title	Neighbors North		Neighborhoods West/NW	
110	Full-Time Employees	\$1,352.00		\$2,537.60	
120	Part-Time Employees				
130	Federal Program Enrollees				
140	Overtime				
150	Premium Pay				
170	Benefits	243.36		456.76	
190	Less-Labor Turnover				
100	<b>Total Personal Services</b>	\$1,595.36		\$2,994.36	
210	Professional Services				
220	Utilities				
230	Equipment Rental				
240	Repair & Maintenance				
260	Miscellaneous Services		(\$1,595.36)		(\$2,994.36)
310	Office Supplies				
320	Operating Supplies				
330	Repair & Maint. Supplies				
340	Minor Equipment & Tools				
350	Clothing & Uniforms				
380	Other Commodities—External				
410	Education				
420	Local Travel				
430	Out-of-Town Travel				
440	Space Rental				
450	Interest				
460	Refunds				
470	Retirement System Payments				
490	Miscellaneous				
510	Fleet Services				
520	Printing Services				
530	Distribution Services				
540	Electronic Services				
550	Data Processing Services				
560	Insurance				
570	Telephone Services				
580	Intra-Fund Services				
590	Other Services—Internal				
200- 500	<b>Total Materials &amp; Services</b>				
610	Land				
620	Buildings				
630	Improvements				
640	Furniture & Equipment				
600	<b>Total Capital Outlay</b>				
700	Other				
	<b>TOTAL</b>				

5540 S.E. Hawthorne Blvd.  
Portland, Oregon 97215  
May 2, 1977

Commissioner Mildred Schwab  
City Hall  
1220 S.W. Fifth Ave.  
Portland, Oregon 97204

Dear Commissioner Schwab:

You may recall that I wrote to you almost one year ago on the problems of Mt. Tabor Park. I also wrote to Dale Christiansen, then Director of the Park Bureau, and set forth some specific suggestions as to how the noise and traffic problems could be alleviated.

On April 21 I attended a meeting of East Precinct Advisory Council of the Police Department, and I was told of the resumption of these problems this year in the Park, since the advent of good weather. In fact I was told by the police patrolmen that the traffic and drinking problems are worse this year than any year in recent memory. On some weekends the traffic is so heavy, that it is virtually impossible for anyone to drive into the park or leave it by car if caught within a traffic jam. The drinking and vandalism are so bad that the policemen will patrol the park only in pairs.

It is obvious that if this condition continues, the Park will be unusable by the majority of the taxpaying residents of this City. Surrender of the Park to the hoodlum element would signify a serious civic order breakdown.

The police have suggested as an emergency measure that a permanent iron gate be placed at the intersection leading to the upper loop road so that it can be closed when necessary. Our Association considered this proposal at our April 27 meeting and we have approved the installation and use of such a gate.

We are told by the police that they cannot continue to divert their limited resources in the numbers necessary to curb the Park abuses. A long range reassessment of the nature and extent of continued park usage is long overdue. You are urged to give this matter priority attention.

Our association will be pleased to meet with you at any time to discuss alternatives. Please feel free to contact me at 221-3451.

Very truly yours,

Peter A. Plumridge, Chairman  
Mt. Tabor Park Committee,  
Mt. Tabor Neighborhood Assn.

cc: Mayor Goldschmidt  
Commissioner Jordan  
Chief Bruce Baker  
Capt. Melvin Hulett

Doug Bridges, Park Bureau  
✓ Mary Pedersen, OONA

RECEIVED

MAY 03 1977



OFFICE OF  
PUBLIC SAFETY

CHARLES JORDAN  
COMMISSIONER

1220 S.W. FIFTH AVE.  
PORTLAND, OR. 97204  
503 248-4682

April 18, 1977

Grant Nelson, Chairperson  
Southeast Uplift Advisory Board  
4316 S.E. Hawthorne Blvd.  
Portland, Oregon 97215

Dear Mr. Nelson:

I appreciate your support, under the conditions you specify in your letter of April 5, of a budget proposal by the Office of Neighborhood Associations to provide staff to serve Outer-Southeast Neighborhoods. I invite your testimony to this effect in the Council's budget hearings.

The study of reorganization options is still going on. Southeast Uplift has been sent the minutes of major meetings to date, and will be informed of reorganization decisions when they are made.

I anticipate that whatever shape the reorganization (or lack of it) takes, the ONA budget proposal for an additional staff person will remain intact.

Sincerely,

CHARLES JORDAN  
Commissioner of Public  
Safety

cc: Mary Pederson, ONA ✓  
Patrick La Crosse, PDC

CJ:rm

RECEIVED

APR 19 1977



CITY OF PORTLAND  
**INTER-OFFICE CORRESPONDENCE**  
(NOT FOR MAILING)

*From* Mary C. Pedersen, Coordinator, Office of Neighborhood Associations

*To* Charles Jordan, Commissioner of Public Safety

*Addressed to*

*Subject* Sellwood-Moreland Improvement League (S.M.I.L.E.) Discussion of Comprehensive Planning Committee

Prior to the meeting on Friday, March 3, I had discussions with the following people: Ruth Dee - the current President of S.M.I.L.E., Clyde Brummell - the former President of S.M.I.L.E., Terry Jacobsen who brought in the petition signed by 43 people asking to postpone the elections for the comprehensive planning committee, and Roger Oake - one of the people who signed that petition/list of attendance. This memo will be superseded by the official minutes, but my purpose here is to bring you up to date.

The meeting was well attended, with about 64 people and press present at 10:00 a.m. on Friday. After a reading of the previous minutes and a treasurer's report, and another item which preceded this one on the agenda, the discussion began by focusing on the time of the S.M.I.L.E. meetings. This is not a new issue. The motion was made that all future S.M.I.L.E. meetings should be held in the evening. In the process of the discussion, it became clear that this issue had been raised in Sellwood-Moreland before, and that the board had done what they could to accommodate the needs of different populations to attend at different times of the day. The current by-laws call for the meetings to alternate - one month in the morning, and the following month in the evening. After this discussion, the motion to amend the by-laws (which would have required a two-thirds vote) failed by a vote of 19 in favor and 20 opposed. Ruth Dee then appointed a committee including some of the people who protested the question to look into it. Roger Oake was asked to be the chairman and he accepted.

Next the discussion went on to talk about the kind of notice that was given on the planning committee election and how it was inadequate. Specifically, it was not clear from the coupon in the paper (see attached) how nominations could be made, the notice did not give the time or the place of the election (although the Sellwood Bee did include this in another location), and the notice mentioned that seven past members of the planning committee would be automatically included in the new committee but their names were not given in the ad. Roger Oake described how he had gone to his immediate neighbors and they had not known about the election nor had they known about comprehensive planning coming up. Roger moved that the motion adopted at the previous meeting describing this election should be rescinded. After a lengthy discussion, a vote was called for and it was announced that it would require a two-thirds vote to rescind the action taken at the previous meeting. There was a majority for this motion but it did not reach two-thirds, as the votes were 25 in favor and 14 opposed. It was pretty clear how the people at the meeting felt even though the motion did not get a two-thirds vote.

After another 30 minutes of discussion, a motion was made to postpone the election to the next regularly scheduled evening meeting on April 7. The second part of the motion moved that all the nominees (there are more than 20 for 18 positions) should sit together on March 16, Wednesday evening, and discuss the procedures for getting started, including: how to gather input from the neighbors, how to coordinate the effort, how to contact the

Memorandum to Commissioner Charles Jordan  
March 8, 1977  
Page 2

property owners, and how to begin figuring out what the issues are. I was asked to describe the ordinance on neighborhood associations and how they fit into comprehensive planning. I called on members in the audience to explain how far along the process was for Sellwood. They already have their base maps and they are ready to begin identifying issues or improvements that could be made in the area. Motion then passed 32 to 5.

Throughout the discussion, Ruth Dee, chairperson, did a very excellent job of trying to steer the discussion in a constructive direction. It was clear from the attitude of the people at the meeting that they were trying to make it possible for everybody to be heard, they were happy to see the new people turn out for the meeting, and several of the new people got appointed to committees. The last motion was made by one of the people who had particularly protested the notice - Mary Laski moved that all future notices of all future S.M.I.L.E. meetings should be sent to all the churches, all the PTA's, and both residential high-rise manors in the area. This was passed by the people at the meeting with no opposing votes, even though they are aware that the Sellwood Bee does a pretty good job of reaching many people in the area. Southeast Uplift has agreed to do a general mailing to every household before the next meeting of April 7. An additional committee was appointed to focus in on public information efforts of the future.

All in all, it seems that S.M.I.L.E. has taken a big step forward. The election for April 7 will be widely publicized and several new committees have been formed. The election for the comprehensive planning committee will be one of the most well-publicized in the city. The high energy level possibly may be difficult to maintain throughout the two or three year planning process, but with the cooperation of the Bee, people will be better notified in the future. All in all, it seems that they are weathering the challenge.

MCP/bb

cc Mildred A. Schwab  
Jan Batiste  
Clyde Brummell  
Ruth Dee  
Peter Engbretson  
Terry Jacobson  
Roger Oake

CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

From Mary C. Pedersen, Coordinator, Office of Neighborhood Associations  
To Charles Jordan, Commissioner of Public Safety  
Addressed to *Mary*  
Subject Salary Raises for Neighborhood Employees Under Contract

In the fall of 1974, when neighborhoods in North Portland and in Northwest Portland were preparing to hire staff, the Personnel Bureau was still considering the salary rate for neighborhood coordinators. As a consequence, the Review Boards in the neighborhoods established rates for their coordinators. When the Bureau of Personnel established a rate for neighborhood coordinators, they did so in order to smooth the transition of the citizen participation coordinator at Model Cities.

For these historic reasons, we have a situation today where the coordinators in North and Northwest Portland are earning less than the coordinator in Northeast. This spring while the Review Boards in North and Northwest Portland were reviewing the budget for next year, they considered the question of this difference in salary. Both Review Boards unanimously passed motions to set the salary rate for their coordinator at the same as the city rate, currently \$6.52/hour.

We have computed what the additional cost to the budget would be and it is as follows:

Neighbors North - J. Mounce

Current Rate:	\$5.87/hour
Additional Salary:	\$1,352.00
Benefits:	243.36
	<u>\$1,595.36</u>

Neighborhoods West/NW - M. Strachan

Current Rate:	\$5.30/hour
Additional Salary:	\$2,537.60
Benefits:	456.76
	<u>\$2,994.36</u>

Together the total increase to the budget would be \$4,590. The budget as approved by the Bureau of Management and Budget accepted by us is currently \$2,308 below the maximum budget span. Therefore, in order to raise the salaries of the contract employees to that of the city rate would cause the budget to exceed the budget span by \$2,282. Nevertheless, the Review Boards believe this question is one of equity. They feel very strongly that their coordinators are doing the same work as the Northeast coordinator who is a city employee and that the work is being done well. They feel very strongly about the contracts and do not wish to give them up because they appreciate the opportunity of setting the work program for their own employees.

The Review Boards have asked me to convey this information to you. They will probably appear before City Council at the budget hearing to present their point of view on this issue. In my view, the budget for next year is tight as a drum already. We have identified savings for this year's

Memo to Commissioner Charles Jordan  
April 7, 1977  
Page 2

budget and used those funds to fit in an assistant coordinator position for the Fartheast Southeast Neighborhoods. Monica Little in the Budget Office has reviewed our budget and found reductions totaling \$852. We have accepted those reductions but would find it difficult to identify any others. Under the circumstances, if the Council decides to grant this Review Board request, thus exceeding the budget span by nearly \$2,300 we will be very vigilant next year in watching for savings so that we may finish the year out with expenditures less than the budget span of \$199,824.

We have attached a package which could be presented to Council if you wish to do so. The Review Boards would appreciate some expression of your thinking on this question before the budget hearing.

cc Peter Engbretson  
Monica Little  
Neighbors North  
Neighborhoods West/Northwest

Enclosures



City of Portland  
Bureau of Management & Budget

PACKAGE  
REQUEST JUSTIFICATION

APPROPRIATION UNIT	PACKAGE TITLE:		RU NUMBER	PACKAGE NUMBER
Office of Neighborhood Associations	Equalize Salaries for Neighborhood Coordinators		342	3
Expenditure Classification	1976-77 Revised Budget	1977-78 Request	1977-78 Resources	
			Funding Source	\$
Personal Services	--	\$4,590.00	General Fund	\$4,590.00
Materials and Services				
Capital Outlay				
Other				
Total Appropriation			Total Resources	\$4,590.00

PERFORMANCE INDICATORS	FY 77-78 Units	FY 77-78 Costs

Package/Project Description and Justification (Attach additional pages as required):

The coordinators in the Neighbors North Office and the Neighborhoods West/Northwest Office are contract employees of the neighborhood associations. Their work is in every way equivalent to the Northeast coordinator who is a city employee. Review Boards of both offices have passed unanimous motions to equalize salaries because the work is the same and they are very satisfied with their employees' work.

In the fall of 1974, when neighborhoods in North Portland and in Northwest Portland were preparing to hire staff, the Personnel Bureau was still considering the salary rate for neighborhood coordinators. As a consequence, the Review Boards in the neighborhoods established rates for their coordinators. When the Bureau of Personnel established a rate for neighborhood coordinators, they did so in order to smooth the transition of the citizen participation coordinator at Model Cities.

We have computed what the additional cost to the budget would be and it is as follows:

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Benefits: 243.36  
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Neighborhoods West/NW - M. Strachan

Current Rate: \$5.30/hour  
Additional Salary: \$2,537.60  
Benefits: 456.76  
\$2,994.36

City of Portland  
Bureau of Management & Budget


APPROPRIATION UNIT  
LINE ITEM WORKSHEET

Code	Object Title	Neighbors North		Neighborhoods West/NW		
110	Full-Time Employees	\$1,352.00		\$2,537.60		
120	Part-Time Employees					
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	243.36		456.76		
190	Less-Labor Turnover					
100	Total Personal Services	\$1,595.36		\$2,994.36		
210	Professional Services					
220	Utilities					
230	Equipment Rental					
240	Repair & Maintenance					
260	Miscellaneous Services		(\$1,595.36)		(\$2,994.36)	
310	Office Supplies					
320	Operating Supplies					
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities—External					
410	Education					
420	Local Travel					
430	Out-of-Town Travel					
440	Space Rental					
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous					
510	Fleet Services					
520	Printing Services					
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance					
570	Telephone Services					
580	Intra-Fund Services					
590	Other Services—Internal					
200- 500	Total Materials & Services					
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
600	Total Capital Outlay					
700	Other					
	TOTAL					

CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

February 25, 1977

*From* Commissioner Schwab  
*To* Office of Neighborhood Associations  
*Addressed to* Mary Pedersen  
*Subject* Letter from Sylvia Bouneff/Mr. and Mrs. Chris Christie



Attached hereto you will find a copy of a letter which was sent to me. As you will notice, the original was sent to the Oregon State Highway Department.

I would very much appreciate your checking into this matter to see what happened, and if there is any way we can get involved in helping this situation, so that these types of things do not occur.

In looking at the city map, it appears that N.E. 107th Place is outside of the city limits of Portland and you may therefore have to check with the county as well as with the state.

I would appreciate your reporting to me on this and sending a copy of your response to the writers of the letter.

Thank you.

MAS.g

attach.

cc: Jim McKillip  
Ms. Bouneff  
Mr. and Mrs. Christie

RECEIVED

FEB 28 1977





February 25, 1977

MILDRED A. SCHWAB  
COMMISSIONER OF  
PUBLIC AFFAIRS

1220 S. W. FIFTH AVE.  
PORTLAND, OR. 97204  
248-4180

Sylvia J. Bouneff  
Mr. and Mrs. Chris Christie  
740 N.E. 107th Place  
Portland, Oregon 97220

Dear Ms. Bouneff and Mr. and Mrs. Christie:

Thank you for sending me a copy of your letter addressed to the Oregon State Highway Department.

From looking at the city map, it would appear to me that your address is outside of the city limits.

Nonetheless, I have forwarded a copy of your letter to Mary Pedersen who is in charge of Neighborhood Associations for the City of Portland.

For your information, I am enclosing a copy of my memo to her, and I am sure you will be hearing from her shortly.

Thank you for writing to me.

Sincerely,

Mildred A. Schwab  
COMMISSIONER OF PUBLIC AFFAIRS

MAS.g

attach.

cc: Jim McKillip  
Mary Pedersen



740 N. E. 107th Place  
Portland, Oregon 97220

February 23, 1977

*Oregon State Highway Dept.*

RECEIVED  
FEB 25 1977

Gentlemen:

OFFICE OF COMMISSIONER  
OF PUBLIC AFFAIRS

I wish to lodge a protest. On February 11, 1977, I telephoned to check and see if there was a meeting at Luckey's Buffet and was advised by a representative of the Highway Department that there was no meeting that day nor any planned for the future.

Business associates from the area told me that there had been a meeting on February 14th at Luckey's where two alternative plans were discussed. The implementation of either plan would destroy the economic utility of property in the area where my family has an interest.

By virtue of the misinformation given me by phone, whether intentional or not, you prevented full public discourse and participation. By doing so, you lend truth to the accusations set out in "Transitway News" wherein citizens "... expressed concern that their voice didn't count," and "... they felt helpless when it came to swaying government."

In the future if there is a true interest in citizen voice in the formation of policy ideas and the decision-making process, more concern should be shown citizen opinion and a better effort should be made to provide all concerned with the proper and correct information.

Very truly yours,

SYLVIA J. BOUNEFF

252-7601

MR. AND MRS. CHRIS CHRISTIE

2111 N. Skidmore Ct.

288-4495

SB:dh

1005 NE Union

337 NE Holladay

BANFIELD TRANSITWAY

*Have been going to meetings  
2-23 at Luckey's Grand & Uleider.*

*Got herself signed up*

*reputed to MRS- 2-28  
McP.*

THE CITY OF  
**PORTLAND**



**OREGON**

OFFICE OF  
CITY AUDITOR

GEORGE YERKOVICH  
CITY AUDITOR

INTERNAL AUDIT DIVISION  
ARTHUR W. SETO, CPA  
SUPERVISOR

1220 S.W. FIFTH AVE.  
PORTLAND, OREGON 97204  
248-4688

February 14, 1977

To: Commissioner Mildred Schwab

Subject: Audit Report  
Neighbors North Office<sup>1</sup>  
Contract Number 14767

As requested, we have made a financial audit of the Neighbors North Office (Office) which is operated by the North Portland Citizens Committee, Inc. (NPCC). NPCC operates this Office through Contract No. 14767 with the City of Portland.

We examined the accounts and records of the Neighbors North Office for the period July 1, 1975 to June 30, 1976 (see Note 1). The scope of our audit included:

- an examination of the financial transactions and records for the audit period;
- determining that expenditures were properly documented and were made in compliance with NPCC's contract with the City; and
- verifying the Office's unexpended and unobligated cash balance as of June 30, 1976.

The results of our audit are as follows:

- We noted a number of clerical and arithmetic errors on the Office's employer payroll tax reports. Also, a few of the payroll tax reports could not be located for audit.

We recommend that the Office take greater care in preparing its payroll reports. Also the Office should:

- review, and file corrected reports as needed, for the payroll reports covering the 1975-76 fiscal period, and
- maintain a compensation record (showing earnings and deductions) for each employee.

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<sup>1</sup> referred to in the Contract as the North Portland Area Office.

RECEIVED

FEB 24 1977

- Except for the aforementioned finding, we found that the Office's expenditures were supported by proper documentation. However, the Office's final expenditure statement, which was submitted to the Office of Neighborhood Associations, did not completely agree with the Office's disbursement records--in that, the expenditures reported contained some errors in amount and account classification.

The Office is preparing worksheet analyses of check disbursements to make its expenditure statements. Instead of these worksheet analyses, we recommend that the Office keep a cash receipts and disbursement journal with distribution columns for recording its expenditures by budget category. This should provide for more accurate expenditure statements.

- The unexpended and unobligated cash balance (of funds advanced by the City to NPCC) as of June 30, 1976, amounted to \$2,633 (see Note 2).

We recommend that the Office refund the \$2,633 to the City.

- Internal control over financial transactions can be improved. In organizations that have only a few employees, such as the Neighbors North Office, there is an inherent weakness in internal control. Thus, it is important to have good accounting records and cash procedures. The Neighbors North Office presently has only one employee performing these functions. Also, checks issued by the Office only require the signature of either the Office's Coordinator or the NPCC President.

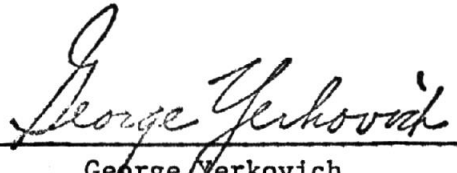
For improved internal control we recommend that NPCC consider requiring two signatures on all checks issued by the Office.

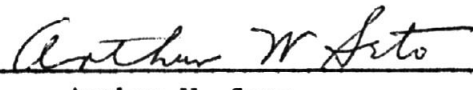
The above recommended improvements in procedures and records will improve internal control and will greatly facilitate the recordkeeping.

Exhibit A of this report presents the statement of expenditures as compared to the budget.

This audit has been reviewed with the Coordinator of the Neighbors North Office--she concurs with our audit findings and recommendations.

We would like to express our appreciation to the employees of the Neighbors North Office and the Office of Neighborhood Associations for their assistance and cooperation during the audit.

  
George Yerkovich

  
Arthur W. Seto

cc: Mayor Goldschmidt  
Commissioner Francis Ivancie  
Commissioner Charles Jordan  
Commissioner Connie McCreedy  
Dan Boggan  
Jeraldine Mounce  
Mary Pedersen ✓  
Steve Roso, NPCC  
Rod Sauer



City of Portland  
NORTH PORTLAND CITIZENS COMMITTEE, INC.  
Neighbors North Office  
Contract No. 14767

Statement of Expenditures - Budgeted and Actual  
For the period July 1, 1975 to June 30, 1976

	7-1-75 to 1-31-76			2-1-76 to 6-30-76			7-1-75 to 6-30-76		
	Budget	Expenditures Per Audit	(Over) Under Budget	Budget	Expenditures Per Audit	(Over) Under Budget	Budget	Expenditures Per Audit	(Over) Under Budget
Personal Services:									
Salaries & Wages	\$10,347	\$10,563	\$(216)	\$ 7,840	\$ 7,805	\$ 35	\$18,187	\$18,368	\$( 181)
Benefits	<u>1,821</u>	<u>1,349</u>	<u>472</u>	<u>2,000</u>	<u>1,183</u>	<u>817</u>	<u>3,821</u>	<u>2,532</u>	<u>1,289</u>
Total Personal Services	<u>\$12,168</u>	<u>\$11,912</u>	<u>\$ 256</u>	<u>\$ 9,840</u>	<u>\$ 8,988</u>	<u>\$ 852</u>	<u>\$22,008</u>	<u>\$20,900</u>	<u>\$1,108</u>
Materials and Services:									
Utilities	\$ 300	\$ 214	\$ 86	\$ 250	\$ 265	\$( 15)	\$ 550	\$ 479	\$ 71
Communications	1,350	1,459	(109)	1,063	991	72	2,413	2,450	( 37)
Insurance	100	86	14	250	107	143	350	193	157
Repairs	--	--	--	100	--	100	100	--	100
Other Services	--	--	--	75	19	56	75	19	56
Office Supplies	180	222	( 42)	400	277	123	580	499	81
Janitorial Supplies	100	9	91	50	--	50	150	9	141
Food	25	--	25				25	--	25
Local Travel	120	13	107	70	65	5	190	78	112
Printing Services	--	--	--	625	195	430	625	195	430
Distribution Services	--	--	--	150	--	150	150	--	150
Space Rental	1,050	900	150	750	750	0	1,800	1,650	150
Miscellaneous	<u>--</u>	<u>--</u>	<u>--</u>	<u>150</u>	<u>61</u>	<u>89</u>	<u>150</u>	<u>61</u>	<u>89</u>
Total Materials & Services	<u>\$ 3,225</u>	<u>\$ 2,903</u>	<u>\$ 322</u>	<u>\$ 3,933</u>	<u>\$ 2,730</u>	<u>\$1,203</u>	<u>\$ 7,158</u>	<u>\$ 5,633</u>	<u>\$1,525</u>
Totals	<u>\$15,393</u>	<u>\$14,815</u>	<u>\$ 578</u>	<u>\$13,773</u>	<u>\$11,718</u>	<u>\$2,055</u>	<u>\$29,166</u>	<u>\$26,533</u>	<u>\$2,633</u>

See accompanying Notes to Statement of Expenditures

<sup>1</sup>The 1975-76 fiscal year totals are for informational purposes only.

City of Portland

NORTH PORTLAND CITIZENS COMMITTEE, INC.  
Neighbors North Office  
Contract 14767

Notes to Statement of Expenditures  
June 30, 1976

Note 1 - Budget Periods

While our audit period covered July 1, 1975 to June 30, 1976, the scope of our audit included the examination of expenditures for the budget periods July 1, 1975 to January 31, 1976 and February 1, 1976 to June 30, 1976. The budgets for the aforementioned budget periods were established by Ordinances No. 140036 (as amended by Ordinance No. 141058) and 141183, respectively.

Note 2 - Due to the City of Portland

Under the contract, cash was advanced to NPCC for use as the Office's operating fund. As of June 30, 1976, the unexpended balance of this cash was as follows:

Received by NPCC from the City (for Contract #14767)	\$29,166
Expenditures per audit (Exhibit A)	<u>26,533</u>
Cash balance - due to the City	<u>\$ 2,633</u>

CITY OF PORTLAND  
**INTER-OFFICE CORRESPONDENCE**  
(NOT FOR MAILING)

February 18, 1977

*From* Mary C. Pedersen, Coordinator, Office of Neighborhood Associations

*To* Mildred A. Schwab, Commissioner of Public Affairs

*Addressed to*

*Subject* Notification on Transportation Matters

Thank you for your reminder of February 10. I spoke with Mr. Nelson about transportation subjects, and have investigated what is happening. In the near future, I can report to you that there will be at least two improvements in information about Southeast transportation projects. First, plans are underway to prepare a meeting for Southeast contact people and Southeast Uplift Board Members on the projects which will be proposed for Southeast over the next year using Mt. Hood transfer funds. I expect this meeting to be held in March so there will be a time for neighborhoods to review the items before Council budget hearings. Secondly, I learned that one of the projects which is rather out of touch with the neighbors is the Holgate Overpass Project. I talked with Bob Rector who is in charge of the project down at the Engineer's office, and he has sent me a packet of information and the minutes of the two citizens meetings which have been held so far. I will have this packet of information duplicated to send out to Mr. Nelson. Bob Rector tells me that the planners are anticipating a meeting in the very near future in the immediate area of this project and that notifications will be widely disseminated.

If there are any other projects which are out of touch, I will be happy to investigate them and to advise the Southeast Uplift Board about their progress.

cc Grant Nelson, Chairperson, SEUL Program

*Mary*

MCP/bb

THE CITY OF  
**PORTLAND**



**OREGON**

February 10, 1977

MILDRED A. SCHWAB  
COMMISSIONER OF  
PUBLIC AFFAIRS

1220 S. W. FIFTH AVE.  
PORTLAND, OR. 97204  
248 - 4180

Grant Nelson, Chairperson  
Southeast Uplift Program  
4318 S.E. Hawthorne Blvd.  
Portland, Oregon 97215

Dear Mr. Nelson:

I am in receipt of your letter of January 26, 1977, addressed to the City Council concerning the matter in which the bureaus of the City of Portland are seeking citizen input regarding transportation related improvements and decisions involving other land use matters.

I have forwarded copies of your letter to the Bureau of Planning and to the Office of Neighborhood Associations with the request that appropriate staff members review and comment on the concerns listed in your letter.

I have also asked that copies of their response go to every member of the City Council so that each member will have the comments of the staff.

Sincerely,

Mildred A. Schwab  
COMMISSIONER OF PUBLIC AFFAIRS

MAS.g

cc: ✓ Mary Pedersen, OONA  
Ernie Bonner, Bureau of Planning  
Gary Stout, Planning and Development  
Robert Bothman, Asst. State Highway Engineer

**RECEIVED**

**FEB 11 1977**





RECEIVED  
FEB 1 10 10 AM 1977  
GEORGE E. ERKOVICH, AUDITOR  
CITY OF PORTLAND, ORE.  
BY *clw*

**CITY OF PORTLAND SOUTHEAST UPLIFT PROGRAM**  
4318 S.E. HAWTHORNE BOULEVARD PORTLAND, OREGON 97215 PHONE 233-8236 233-8237

January 26, 1977

Portland City Council  
424 SW Main  
Portland, Oregon 97204

Dear Members:

At our meeting on January 3, 1977, the SE Uplift Advisory Board questioned whether City Bureaus are seeking citizen input in a manner consistent with existing review procedures and/or those outlined in the Neighborhood Associations Ordinance. A long standing practice in SE Portland has involved land use and transportation related reviews by individual neighborhood associations which are then followed by review and recommendations by the SEUL Advisory Board.

Lately, however, we have found this process to have broken down in two important areas.

First, little or no effort has been made to channel transportation related improvements (i.e. Banfield Freeway, Holgate Overpass, and 12th/Sandy/Burnside) through affected neighborhood associations and SE Uplift. While public meetings and technical advisory committees, etc. have advised staff, we feel that the Advisory Committees should supplement but not supplant neighborhood association and/or SE Uplift reviews. Simply putting neighborhood associations on a mailing list does not provide sufficient opportunity for neighborhood associations to have input into the decision-making process.

Secondly, affected Bureau staff are often not available to attend neighborhood association or SE Uplift Advisory Board meetings. While it is not always necessary for staff to attend individual neighborhood association meetings, we have found that staff attendance at SE Uplift Advisory Board meetings is essential when major and/or technical issues are being discussed. We have found it is helpful for the SE Uplift Board to review projects early in the planning process because in this way neighborhood representatives can take back to their association information which could be of value to them as the projects proceed. The process for reviewing zoning and other land use matters has worked well in the past and we expect it to continue if necessary commitments

CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

February 7, 1977

*From* Mary C. Pedersen, Coordinator, Office of Neighborhood Associations

*To* Mildred A. Schwab, Commissioner of Public Affairs

*Addressed to*

*Subject* Vermont Community Association Notice

In response to your memo of February 3, I asked Joy Stricker, the Southwest Secretary, to investigate the facts of the situation. She has sent me the attached memo which explains that the Multnomah group has not been very active lately. The flyer which did go out for the January 27th meeting was sent out to try to rekindle interest in that area.

I called Dick Ragland to check on the facts in Joy's memo, and he told me that he had picked up the flyers on the 24th and taken them right away to the Multnomah School. He had asked the principal to send those flyers home with the children that day. As it happened, there was also an advisory committee meeting at the Multnomah School on the same night. There were 12 to 18 people meeting at the advisory committee for the school, and 12 people meeting to revive the Multnomah Neighborhood Association. One issue that was raised was a question of boundaries. People who were there felt that the boundaries should not cut off at Multnomah, but should go further into the area south of Multnomah which had previously been claimed by the Jackson Community Association. The Jackson Community Association has not been very active in that area, and since the people identify with Multnomah, it would probably be advantageous to notify the people in the area south of Multnomah next time as well. I might note also that Dick Ragland who heads the Vermont Community Association agrees with Ms. Nitsos that the liaison has not been so good. However, he feels that the responsibility should be assumed by the people in the Multnomah area rather than by the coordinating committee for the four neighborhoods.

As you can see, the flyer also carried a notice for a meeting on February 3 in the Hayhurst area with the Vermont Coordinating Council. According to Dick Ragland, about 35 people attended this meeting and the main topic of discussion seems to have been the tennis courts proposed for Gabriel Park. They will be working with Joy Stricker to pull together a Neighborhood Need Report for some play equipment in the park.

MCP/bb



cc Dick Ragland  
Ms. Margaret Nitsos  
Joy Stricker

February 4, 1977

Mary Pedersen  
Bureau of Neighborhood Associations

Regarding Multnomah Neighborhood Association meeting notice:

Both the Hayhurst and Multnomah meeting notices went to the printers on January 17th. They were in the Multnomah office here on the morning of the 18th. Patricia Oldham and Dick Ragland were notified that they were here and Ms. Oldham picked up the Hayhurst flyers on the 18th. Dick did not pick up the Multnomah flyers until Monday, January 24th. The meeting date for Multnomah was January 27th. On Friday, January 21st I left the notices at Whitcher's Printing next to the office here, so that Dick could pick them up after the office was closed or on Saturday. For some reason he was not able to do so (?).

The Multnomah flyer did give the date and place of the Hayhurst and VCC meeting (Feb 3rd). All interested neighbors were invited to attend.

The Multnomah area did not have any active officers, committees, or contact people, and had not met in almost a year. Dick Ragland and Al Young had been more or less representing them at VCC and VCA meetings. Wilson, Hayhurst, and Maplewood all have neighbors who are responsible for distribution of flyers and newsletters. Multnomah has not had anyone for quite some time. It was hoped that the series of meetings in the Vermont area would stimulate interest and that the Multnomah people would become active again. (All four Vermont area associations met or are meeting in January/February)

Twelve people attended the Multnomah meeting. Linda Moss and Cathy Peek were elected as chairpeople. They will be representing Multnomah at future VCC meetings.

Notices of all Vermont area meetings were mailed to the 170 who are on the mailing list for the area (people who have at some time attended a meeting of one of the four associations). These went out on January 26th and were delivered the 27th. All meetings were open to anyone from the four areas and the agendas were similar for all. It was hoped that those who could not make their own meeting might make it to one of the other meetings in the area. At the Hayhurst/VCC meeting on Feb 3rd attendance was 35.

Because Multnomah has not been active, the mailing list for the area is very short. We are trying to build a much larger list for this and the other Vermont areas.

The VCC is meeting sometime this month to select committees. If you would send me Ms Mitzos<sup>(?)</sup> address and phone number, I will notify her when I get a meeting date. She would be welcome to attend this meeting.

Joy *Say*  
SW Neighborhoods Office

RECEIVED

enc


FEB 07 1977



CITY OF PORTLAND  
**INTER-OFFICE CORRESPONDENCE**  
(NOT FOR MAILING)

February 3, 1977

*From* Commissioner Schwab  
*To* Office of Neighborhood Associations  
*Addressed to* Mary Pedersen  
*Subject* Vermont Community Association Notice



I have today received a letter from Ms. Margaret Nitsos of 7604 S.W. 35th. She says in part: "The Vermont Community Association notice was put on my door January 27th, the same evening as the meeting at Multnomah School by a conscientious neighbor who had just received it. Unfortunately I was not at home. Let's face it, the liaison is lousy."

Mary, I would appreciate your checking into this matter at once, and finding out why notices are not delivered earlier. Please contact whoever is in charge of getting out these notices, explain to them the problem, and find out what steps they will take to correct it.

A notice delivered the same day as the meeting is hardly sufficient notice and does not give people a chance to be heard.

As soon as you have checked into this matter, I would appreciate your advising me, and also advising Ms. Nitsos whose address is 7604 S.W. 35th Avenue, Portland, 97214. Please give me a full report on this matter with a copy to the lady who wrote the letter.

Thank you.

MAS.g

cc: Ms. Margaret Nitsos

RECEIVED

FEB 04 1977



# VERMONT COMMUNITY ASSOCIATION

is making a special request of those people who have come to past meetings. Please come to one of the following area meetings:

\* Mulhnomah: JAN. 27 @ 7:30<sup>p</sup>, Elem. School.

\* Hayhurst: FEB. 3 @ 7:30<sup>p</sup>, Elem. School.

\* Wilson Park: FEB. 9 @ 7:30<sup>p</sup>, Elem. School

➔ The City is currently planning a PARK levy & would like your comments.

➔ Also, we want your Ideas on Comprehensive Planning for our area. We have invited speakers from the city for both topics.

FOR MORE INFO. CALL 248-4592

# MULTNOMAH NEIGHBORHOOD ASSOCIATION

## MEETING NOTICE

The Multnomah Neighborhood Area of the Vermont Community Association will hold a meeting Thursday, January 27th, 1977 beginning at 7:30 p.m. The meeting will be held at the Multnomah Grade School - 7688 S.W. Capitol Highway.

Speaking at the meeting will be representatives from the Park Bureau and the Bureau of Planning who will discuss plans for parks, streets, zoning, transit and other items important to our neighborhood. They will also be asking for suggestions and requests from us, so come prepared.

We will be electing two new chairpersons to represent us on the Vermont Community Coordinating Council. Nominations from the floor will be welcomed.

The Vermont Coordinating Council will be meeting on February 3rd, 1977 in the Hayhurst School Cafeteria (5037 S.W. Iowa) following Hayhurst's meeting. Interested neighbors are invited to attend this meeting.

If you have any questions, or advance nominations for chairperson, please call Joy Stricker at the Southwest Neighborhoods Office - 248-4592 or Patricia Oldham- 245-2777.

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CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

*From* Mary C. Pedersen, Coordinator, Office of Neighborhood Associations  
*To* Frank Frost, Bureau of Planning  
*Addressed to*  
*Subject* Proposed Boundaries for Residential Care Facilities

Your memo of January 20 on the proposed boundaries for neighborhood areas on the Residential Care Facilities reached my desk this morning. I believe that it is inaccurate to say that I "found the map acceptable". It is true that I reviewed the map when Charlotte Henry requested me to do that, and as I recall, I raised some questions about the lines which were being drawn in the Southwest area. However, it is also true that I have had two telephone calls with Dan Cooper in the Attorney's Office, one with Charlotte Henry, a visit with Peter Engbretson, and a telephone call with you this past week to pass along the doubts and concerns of Phil Lowthian as to whether there should be districts at all.

Just because I have looked at the map does not mean that I agree with the concept of drawing districts. Actually, I do not believe that I have taken any stand one way or the other. In any case, whether a staff person agrees with the map is immaterial, since what is important is what the neighborhoods think, both of the map and of the concept of districts for this purpose.

Since the Southwest Hills Residential League representative has raised the question of whether there should be districts at all, I think it is important for the staff to look into that. I don't like to sound like a broken record, and I don't believe that I am advocating a position other than to suggest that it would be wise to consult with the attorney who has been looking into the question of district boundaries as compared to distances between facilities. Even neighborhoods which have indicated approval of the district boundary concept may not have considered other alternatives to this way of establishing density guidelines. Is it possible to get some kind of staff response to this neighborhood suggestion?

cc Commissioner Schwab  
Phil Lowthian  
Irvington Community Association  
Ernie Bonner  
Peter Engbretson

*Mary*





OFFICE OF  
PLANNING AND DEVELOPMENT  
GARY E. STOUT  
ADMINISTRATOR

BUREAU OF  
PLANNING  
ERNEST R. BONNER  
DIRECTOR

424 S.W. MAIN STREET  
PORTLAND, OR. 97204

PLANNING  
503 248-4253

ZONING  
503 248-4250

January 20, 1977

MEMORANDUM

TO: Commissioner Schwab  
FROM: Frank Frost *FF*  
RE: Your January 10, 1977 memo concerning boundaries adopted by neighborhood associations

The map originating in the Bureau of Planning and entitled "Based Upon Boundaries Adopted by Neighborhood Associations" is intended only to accompany the proposed RCF density guidelines. As such, it designates what the draft guidelines refer to as "Neighborhood Area" boundaries (definition on page 3 of guidelines draft), which do not entirely correspond with the boundaries that were adopted by neighborhood associations, although based upon them. Perhaps a semantic error occurred when the term "Neighborhood Area" was used in the draft guidelines, thus implying conformity with the neighborhood association boundaries even though we realized that such conformance was not possible.

In order to facilitate discussion and use of the proposed guidelines and, more importantly, to provide for an equitable distribution of RCF's while adhering as closely as feasible to the neighborhoods that are perceived by residents themselves, the following deviations from the adopted neighborhood association boundaries were made in the RCF density guideline draft map:

- 1) Overlapping areas were arbitrarily assigned to the smaller of the two neighborhood association areas.
- 2) Small "fingers" of the City which are not included in adopted neighborhood association boundaries were included in the "Neighborhood Area" to which they were adjacent.
- 3) Portions of the City which have no neighborhood associations were arbitrarily divided as logically as possible and were named according to a prominent landmark



or arterial which would tend to locate them readily. (These include Powell Butte, Madison, Providence, Sandy, Lloyd Center, Rigler, Columbia Boulevard, and Washington Park Neighborhood Areas.)

These three deviations from the boundaries adopted by neighborhood associations in no way affect the boundaries of or the existence, or lack of existence, of neighborhood associations. The map entitled "Boundaries Adopted by Neighborhood Associations" and available from the Office of Neighborhood Associations is the only map which pertains to boundaries adopted by neighborhood associations and which designates the existence of a neighborhood association in any given area. The map which accompanies the RCF Density Guidelines Draft pertains only to the proposed guidelines and, as such, would be frozen in time (unless subsequently amended) as a basis for implementation of the guidelines. Mary Pederson and the Southeast Uplift board have found the map acceptable since it affects only the guidelines and is a necessary tool in implementing them. ]

Graphic errors exist in the second draft map (the map to which your memo refers), inadvertent omissions which are responsible for some of the confusion resulting from the map in its present form. I assure you these omissions will be corrected before the map is submitted for potential adoption, and will include legend and title changes which will more clearly state the intent and limited purpose of the map and eliminate any implication that the City is arbitrarily deciding neighborhood association boundaries.

FF:mg

cc: Mary Pedersen ✓  
Ernie Bonner  
Southwest Hills Residential League  
Irvington Neighborhood Association

CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

From Mary Pedersen  
To Frank Frost  
Addressed to 106 / Planning  
Subject RCF Map & Memo of 1/20/77.

You have a heck of a nerve to state that "Mary Pedersen & the SEU Board have found the map acceptable," in your memo. Convenience seems to have bent the truth. So far I have had 2 phone calls with Don Cope, 1 with Charlotte Henry, a visit with Peter Engbretson, & a <sup>phone call</sup> ~~visit~~ with you most recently to pass along the doubts & concerns of Phil Hawthorn as to whether there should be districts at all.

Just because I have looked at the map does not imply agreement with the concept. You should listen better.

Mary.

CC: Commr. Schwab  
Ernie Bonner  
Phil Hawthorn  
Irvington