

RULES AND OPERATING PROCEDURES OF THE
MODEL CITIES CITIZENS PLANNING BOARD'S WORKING COMMITTEE

August 16, 1971

I. Purpose

- A. The purpose of each Working Committee established by the Citizens Planning Board are to assist the Citizens Planning Board by:
 - 1. Developing Model Cities projects.
 - 2. Recommending policies for approval by the Citizens Planning Board and the Portland City Council.
 - 3. Reviewing on-going projects.
 - 4. Plan for future action years.
 - 5. Assume other duties assigned by the Citizens Planning Board.
- B. A Working Committee may not assume any responsibility or in any way act on a project until a project has been presented, reviewed and returned to the Working Committee by the Executive Committee.
- C. In no case should a Working Committee or member of a Working Committee speak for the Model Cities program without prior authorization of the Board.

II. Technical Assistance

Each Working Committee shall have assigned to it by the Director of the Model Cities staff, a member of the staff or an outside consultant to provide expertise, technical assistance, drafting assistance, and whatever other assistance, advice or information is required by the Working Committee. A Working Committee may at its sole discretion and at any time request, through the Chairman of the Citizens Planning Board or his delegate, and consultation with the Director, additional staff, and if necessary outside consultants, or may request the staff member or consultants assigned to it be replaced.

III. Other Model Cities Staff Responsibilities

Notwithstanding the above, the Model Cities staff shall be responsible for providing meeting places, publicity of meeting times, obtaining representatives for the Working Committee from the elementary school attendance areas, publishing minutes of the Working Committees and rendering clerical assistance of the Working Committee by the staff.

IV. Membership

The membership of each Working Committee shall include the following:

- a. Not less than two assigned members of the Citizens Planning Board.
- b. One Model Neighborhood resident from each of the eight elementary school attendance areas appointed by the President or Chairman of the Neighborhood Organization.
- c. Any person desiring to be a member of the Working Committee.

V. Voting

- a. Only residents of Model Cities area and members of the Citizens Planning Board may have one vote.

VI. Officers

- a. The officers of a Working Committee shall be Model Neighborhood residents.
- b. Officers of the Working Committee shall be elected from its members by the voting members of the Working Committee at a meeting called for the purpose of electing officers by the members present at such meeting at such time as shall be determined by the Executive Committee of the Citizens Planning Board.
- c. Each Working Committee shall elect a Chairman, Assistant Chairman, and a Secretary for a term of 12 months. In keeping with 12 months terms, the election of Working Committee officers will be held in November.

Committee Rules & Procedures

- a. If a Chairman is unable to serve out his term of office the Assistant Chairman shall fill the unexpired term.
- b. Any officer of a Working Committee may be removed for cause after approval of cause by the Working Committee and concurred by the Executive Committee of the Citizens Planning Board.
- c. No member of the Citizens Planning Board may be an officer of a Working Committee.

Duties of Officers

- a. The Chairman shall be the presiding officer; shall maintain a constant and accurate working relationship with the Executive Committee and the Chairman of the Citizens Planning Board. Each Working Committee Chairman shall be an advisory member of the Citizens Planning Board. Each Working Committee Chairman shall work and coordinate with Model Cities staff members and consultants assigned to the Working Committee.
- b. The secretary shall keep an accurate record of the actions and activities of the Working Committee; shall maintain attendance records and addresses to justify the voting rights of members.

Meetings

- a. Regular meetings shall be held once a month on a regular schedule and a meeting place provided by City Demonstration Agency staff, providing such time does not conflict with the regular meeting of the Citizens Planning Board.
- b. Special meetings may be called by the Chairman or by the Executive Committee of the Citizens Planning Board upon 24 hours notice to all members.
- c. All meetings of a Working Committee shall be decided by a vote of the majority of the voting members present except as otherwise herein provided.

Working Committee Rules & Procedures

IX. Procedure for Consideration of a Proposal

A. Idea comes to Working Committee from:

1. Individual
2. Agencies
3. Neighborhood Organization
4. Staff

B. Question - Is the project concept primary function related to the proper Working Committee?
If no - Submit to proper Working Committee
If yes - Outline the following:

1. Objectives
2. Needs
3. Beneficiaries
 - a. Recipients
 - b. Resident Employment
4. Proposed Operating Agency
5. Funding Sources
 - a. Non Supplemental
 - b. Supplemental
6. Scope of activities
7. Time-table

C. Submit to Executive Board-request need analysis from Evaluation Committee.

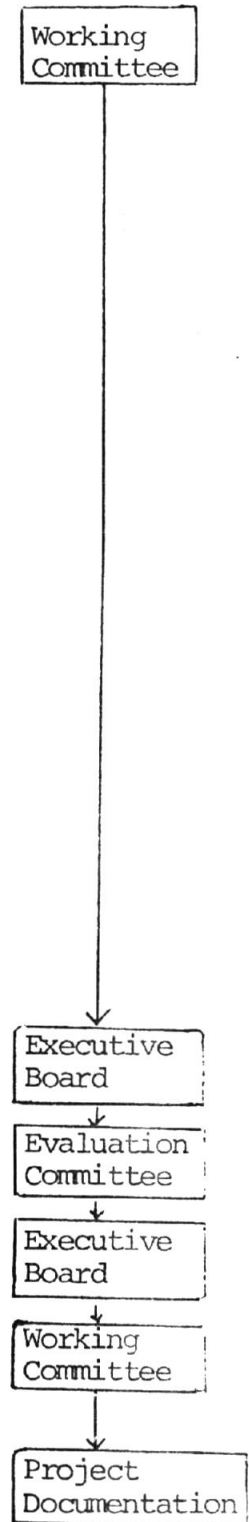
D. Submit to Evaluation Committee. Conduct need analysis.

E. Findings submitted to Executive Board

F. Project concept and data assigned to proper Working Committee

G. Project placed in Project Documentation by

1. Operating Agency
2. Working Committee
3. Planning Staff



X. Sub-Committees

Any Working Committee may form sub-committees as needed.

XI. Amendments

These rules may be amended by the Citizens Planning Board.

XII. Rules of Order

Roberts Rules of Order, revised, shall govern the conduct of any meeting unless they are in conflict with these rules or the by-laws of the Citizens Planning Board.

citizens
planning
board



portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-8261

Executive Board Action

October 30, 1973

1. Mr. Loving moved that the Executive Board support the Comprehensive Health Planning Association's planning grant and Model Cities pay 75% and Comprehensive Health Planning Association pay 25%. Seconded. Motion Carried.
2. Mr. Rogers moved for approval of the Albina Contractors Association's work program for the \$6,000 allocation. Seconded. Motion Carried.
3. Mr. Watson moved that Mr. Scalia coordinate with Model Cities Liaison Person, Doug McNeely and that they both attend the next regular Executive Board Meeting, together, and McNeely attend on a regular basis. Seconded. Motion Carried.
4. Mr. Watson moved that the Executive Board obtain Mr. John Toran to draw up the Articles of Incorporation for the Citizens Planning Board, and they then be submitted to the Executive Board and passed on to the total Citizens Planning Board. Seconded. Motion Carried. Kay Toran Abstained.
5. Mr. Loving moved that the Executive Board authorize the Citizens Participation Coordinator to coordinate the activities for the Citizens Planning Board regarding a Report on the Citizens Involvement Workshop. Seconded. Motion Carried.
6. Mr. Loving moved that since the City has indicated that they cannot do an audit of the Model Cities Program, in the essence of time, we want them to be cognizant of the fact that we are soliciting that an audit be done from the Federal level. Seconded. Motion Carried. Brozie Lathan Opposed.

May 6, 1974

Mr. Al Jamison, Executive Director
Model Cities
5329 NE Union Avenue
Portland, Oregon 97211

Dear Al:

The Oregon Historical Society mentioned to me that they had started a project to tape old timers in the model neighborhood area. He mentioned that some tapes are already available at the Historical Society, but that he had no resources to continue the project. He asked me if I would be willing to train a black student to carry on the work this summer, and I indicated that I would be. I tried to recruit a black student from Lewis and Clark College, but this did not work out. I have put in a request to Portland State University,, through Sumner Sharpe at the Urban Studies Department. He administers the WICHE (Western Interstate Commission for Higher Education) program. You will find, enclosed, a copy of the original request I made, and a copy of the agreement sent back by WICHE.

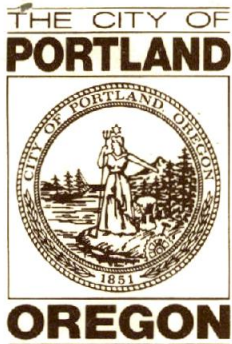
In order to go much further with this, we will need an ordinance from the City Council to authorize the spending of funds. I will be interested in hearing from you, whether or not this project meets with the Boards approval and in what way you would like to participate.

Sincerely,

Mary C. Pedersen
City Coordinator

Enc.

MCP:bjb



cc: Official Files (2)
Gregg C. Watson
Charles Jordan
Mildred Schwab
Author/Jamison

DEPARTMENT OF
PUBLIC SAFETY

CHARLES JORDAN
COMMISSIONER

MODEL CITIES
AGENCY

ALONZO JAMISON, JR.
DIRECTOR

5329 N.E. UNION AVE.
PORTLAND, OR. 97211
503/288-8261

November 13, 1974

Ms. Mary Pedersen
Office of Neighborhood Associations
City Hall
Portland, OR 97204

Dear Mary:

Please find attached a list of revisions we have made in the Citizen's Participation Component of the Portland Model Cities Transition Plan. The revisions have been made in accordance with the concerns outlined in your memo of August 26, 1974, (attachment) and reflect, in addition, a clarification of several issues raised by Commissioner Schwab at the October 29, 1974, Transition Plan Pre-Council Hearing. It is my understanding that you have had an opportunity to review these changes and that they meet with your approval.

I would like to take this opportunity to thank you for reviewing the Transition Plan and offering constructive comment. We feel that the Citizen's Participation Component has been developed to conform closely with City Ordinance #137816 and lends support to the goals and efforts of the Office of Neighborhood Associations. We appreciate your input and support towards the expanding role of citizen participation in local government.

If you have further questions or comments regarding the Citizen's Participation Component of the Transition Plan, will you please forward them immediately to my office. We are introducing the Component for adoption by City Council Resolution on Wednesday, November 20, 1974, and we would like to resolve any additional concerns you may have before that time.

Thank you.

Sincerely,


Alonzo Jamison, Jr.
Director

AJ:tah
Attachments

PORTLAND MODEL CITIES TRANSITION PLAN: CITIZEN'S PARTICIPATION
COMPONENT

Revisions:

Pg. 22 - 1.2 Strategic Decision-making. Citizens have the right to:

- b) Negotiate mutually satisfactory agreements with any agency responsible for planning or operating programs in their neighborhoods.

Pg. 24 - 2.1.5 Recognized NA's will undertake to manage projects as may be agreed upon or contracted with public or private agencies.

Pg. 24 - Line 11; change date to "January 31, 1975"

Pg. 27 - Line 31; change date to "January"

PORTLAND



OREGON

SEP 09 1974

August 26, 1974

OFFICE OF
NEIGHBORHOOD
ASSOCIATIONS

MARY PEDERSEN
COORDINATOR

1220 S.W. FIFTH AVE
PORTLAND, OREGON 97204
503/248-4519

TO: Commissioner Jordan

FROM: Mary Pedersen

SUBJECT: The Citizen Participation Component in the
Model Cities Transition Plan

The citizen participation component of the transition plan is a very fine piece of work. The objectives are very clearly stated, and they are in harmony with the ordinance relating to neighborhood associations. We will probably be talking about this more in the future, but at this time, I have one recommendation and one question.

My recommendation is to extend the date by which neighborhood associations plan to submit their applications for recognition from September 30, 1974 to November 15, 1974. The reason for this postponement would be to allow us time to bring neighborhood associations bylaws into agreement with the section on accountability in the ordinance relating to neighborhood associations. It is possible that this process has already been started, and I would be happy to meet with a delegation of citizens to discuss bylaws. Attached to this memo is a draft set of guidelines for bylaws. These guidelines are drawn from the ordinance, but they are a little fuller in their explanation of the intent of the ordinance. We may also have to make some provisions about boundaries prior to applying for recognition. I am sure that the neighborhood associations will proceed through these discussions cooperately, but I believe that they will take more time than one month. } *ok*

My question is about the phrase "write off authority" in objective 1.2.B; what does write off authority mean in actual practice?

I am enclosing for your review a copy of the paper which I have prepared for delivery at the American Political Science Association Convention. The paper describes the historical development of the ordinance relating to neighborhood associations and defines the concepts behind what we are doing in Portland more clearly. This paper is certainly not a final word on what could or will happen in Portland, but it may provide a starting point for some

copy - Robertson

discussions about the future of neighborhood associations in Portland.

As we move into a program of planning for community development revenue sharing, neighborhood associations may become even more active. The City's own Capitol Improvements Program and the State requirement for comprehensive land use planning mean more work for neighborhood associations. At this time my main concern is that we will over burden citizens groups with too much work. I am hoping to bring before Council in early September the contracts which will make it possible for neighborhood associations in Southwest, Northwest, and North Portland to hire their small staffs. We have been working to prepare these contracts all summer, and it will be another thirty to forty days after the contracts are passed before we would be able to hire staff. Considering the work we face, however, the neighborhood associations need these offices as soon as possible. Training these new staff people will be a very important activity for me this fall, and I hope that I will be able to draw upon your staff to help get the new people oriented.

Mary C. Pedersen

RECEIVED
NOV 13 1974

THE CITY OF
PORTLAND



OREGON

OFFICE OF
NEIGHBORHOOD
ASSOCIATIONS

MARY PEDERSEN
COORDINATOR

1220 S.W. FIFTH AVE.
PORTLAND, OREGON 97204
503/248-4519

November 18, 1974

Alonzo Jamison Jr., Director
Model Cities Agency
5329 N.E. Union Avenue
Portland, Oregon 97211

Dear Al:

Thank you very much for sending me the list of revisions to the citizens participation component of the Portland Model Cities Transition Plan. These changes satisfies fully the concerns outlined in my memo of August 26, 1974, and clearly reflect the City ordinance regarding neighborhood associations.

The citizen participation component of the transition plan represents another step in the evolution of citizen participation in Portland. I fully support the plan and look forward to working with you and your staff in its implementation. If there is any way I can be of help, please do not hesitate to contact me.

Sincerely,

Mary C. Pedersen
City Coordinator, OONA

MCP:bjb

NOV 19 1974

PORTLAND MODEL CITIES TRANSITION PLAN: CITIZEN'S PARTICIPATION COMPONENT

Revisions:

- Pg. 22 - 1.2 Strategic Decision-Making. Citizens have the right to:
- b) Negotiate mutually satisfactory agreements with any agency responsible for planning or operating programs in their neighborhoods.
- Pg. 24 - 2.1.5. Recognized NA's will undertake to manage projects as may be agreed upon or contracted with public or private agencies.
- Pg. 27 - Line 11; Change date to "January 31, 1975"
- Pg. 27 - Line 31; Change date to "January"
- Pg. 29 - Correction of typo: 2.6 paragraph 2, line 12, after "City" add "and citizens".
- Pg. 27 - Correction in paragraph 4, to read:
"in their efforts to administer and/or manage projects that operate in their neighborhoods as may be agreed upon or contracted with public or private agencies..."

II. CITIZEN'S PARTICIPATION COMPONENT

A. Purpose: The Citizen's Participation Component is designed to guarantee citizen involvement in governmental processes which effect the planning and implementation of social and physical programs in local neighborhoods. Strategies outlined in this component will insure that citizen's participation, demonstrated to be effective through the Model Cities Program, will be maintained in the City of Portland in continuing social service and community development efforts.

B. Objectives:

1.0 Citizen's Participation (CP) Processes. Citizens will participate fully in those processes which conceptually and practically define governance.

1.1 Planning. Citizens have the right to:

- a) Conduct needs assessments in their neighborhoods. ✓
- b) Set priorities once needs are identified. ✓
- c) Identify human, economic, and institutional resources. ✓
- d) Acquire resources.
- f) Be notified and involved at the outset of any City planning activities that affect their neighborhood. ✓
- g) Evaluate planning activities. ✓

1.2 Strategic Decision-Making. Citizens have the right to:

- a) Hold positions in a variety of local government and community organizations so that they have access to important information at critical times and have official authority to make decisions.
- b) Have final approval or "write off" authority, for any plans or programs scheduled to operate in their neighborhoods including activities involving contractual agreements.]
- c) Set policies that guide social and physical development in their neighborhoods. Those policies shall be consistent with comprehensive plans developed by neighborhoods and adopted by City Council with the understanding that opportunities for periodic revision and modification of comprehensive plans will be necessary.
- d) Evaluate decision-making activities. ✓

revised

1.3 Implementation. Citizens have the right to:

- a) Participate fully in all decisions regarding the contracting and sub-contracting of services planned for their neighborhoods. ✓
- b) Be involved in the allocation of all resources for their neighborhoods.
- c) Utilize local expertise, public or private, to implement plans or programs scheduled for their neighborhoods.
- d) Have their recommendations seriously considered regarding the hiring and termination of staff who implement plans and programs in their neighborhoods.
- e) Evaluate implementation activities. ✓

1.4 Review. Citizens have the right to:

- a) Conduct periodic reviews of programs in their neighborhoods to provide feedback for those programs. ✓
- b) Evaluate review procedures. ✓

1.5 Formal Evaluation. Citizens have the right to:

- a) Request a formal evaluation of all CP processes within a given organization or group. ✓
- b) Request a formal evaluation of programs operating in their communities. ✓

2.0 CP Structures. Citizen's participation shall be guaranteed by citizen involvement in established and/or planned institutions and organizations in the City of Portland.

2.1 Neighborhood Associations. CP processes (ref. 1.0) shall be conducted through Neighborhood Associations. Further, the Model Cities Citizen's Planning Board (CPB) makes the following recommendations regarding Neighborhood Associations during the transition year:

- 2.1.1 The City Demonstration Agency (CDA) will assist all Model Cities Neighborhood Associations (NA) in their efforts to apply for and receive recognition by City Council. ✓
- 2.1.2 CPB actively supports the concept that there will be only one NA within a neighborhood area. ✓
- 2.1.3 CPB actively supports the concept that NA's will determine the boundaries for their recognized NA. ✓

- 2.1.4 CPB requires that NA's be involved at the outset of any City planning activities for their neighborhoods.
- 2.1.5 Recognized NA's will have shared authority with any funding agency involved for administering and managing projects and programs that operate in their neighborhoods.
- 2.1.6 Recognized NA's will account for and administer all income generated from any volunteer dues, contributions, contracts, grants, or subscriptions to newsletters.
- 2.1.7 CDA and CPB will extend full support to any Model Neighborhood Association wishing to legally incorporate, and will encourage all Model NA's to do so.
- 2.1.8 A CPB task force in cooperation with the Office of Neighborhood Associations (ONA), the CP Working Committee, and CDA staff will work with Model Neighborhood Associations which need reorganization in order to be functional and to apply for recognition.

2.2 Planning District. If a planning district is formed in N. E. Portland including any part of the Model Cities Neighborhood area, CPB recommends that the elected representatives from the current eight Model Neighborhood Associations on the CPB will determine the boundaries of that planning district.

*be involved
in the
determination*

2.3 The CPB, Incorporated. Neighborhood Associations will remain strong and active as the basic unit of citizen's participation. A CPB shall be maintained to provide coordination and support for neighborhood activities.

2.3.1 The present CPB will form a nonprofit corporation recognized by the City to operate for the eight Model Neighborhood Associations during the transition period.

2.3.2 After June 30, 1975, membership of the CPB, Inc. will consist of an equal number of elected representatives from each of the eight recognized Model Neighborhood Associations.

2.4 City Budget Review Committees. CPB strongly supports citizen participation on City Budget Review Committees.

2.4.1 CPB recommends that each City Commissioner appoint a citizen to sit on their Budget Review Committee from a list of three recommendations submitted by the Model Neighborhood and other geographic areas of the City.

2.4.2 CPB recommends that all changes made by the City Budget Review Committee be returned to Citizens Budget Review Committees for review and comment before final action is taken.

Recommends
2.5 Human Resources Bureau Advisory Board. CPB strongly ~~supports~~ citizen participation on a Human Resources Bureau (HRB) Advisory Board.

2.5.1 CPB recommends that a Citizen's Advisory Board for HRB be formed to report directly to the Commissioner of Public Safety.

2.5.2 CPB recommends that three citizens from each geographic area of the City be appointed from recommendations made by citizens residing in those areas to serve on the HRB Advisory Board.

2.5.3 Citizens sitting on the HRB Advisory Board will participate in planning, policy setting, review of budgets, reviewing program activities in various areas of the City, and advising the Commissioner of Public Safety of needs related to youth, manpower, and aging.

2.5.4 Citizens sitting on the HRB Advisory Board will be responsible for reporting back to their respective geographic areas of the City but will have no authority over those areas.

2.6 Citizen Committees and Commissions for the City of Portland. CPB recommends that Model Neighborhood citizens be seriously considered for appointment to all City committees, commissions, and boards.

2.6.1 CPB recommends that Model Neighborhood residents be appointed to City citizen committees and commissions upon the recommendation of Model Neighborhood citizens or their representatives.

2.6.2 Citizens appointed to any City committee or commission are responsible for reporting back to their respective geographic areas, but will have no authority over those areas.

2.6.3 CPB recommends that Model Neighborhood residents be especially considered for the following boards and commissions:

- a) City Planning Commission
- b) Metropolitan Youth Commission
- c) City-County Commission on Aging
- d) Area Manpower Planning Council
- e) Housing Authority of the City of Portland
- f) Metropolitan Arts Commission ?
- g) City Civil Service Board
- h) Fire and Police Disability and Retirement Fund Board

C. Procedures: In order to implement each set of objectives, it is necessary to describe procedures through which the intent of the objectives is implemented. Therefore, each set of objectives listed below is accompanied by a narrative explaining how those objectives will be carried out and who is primarily responsible for coordinating the activity.

1.0 Citizen's Participation (CP) Processes. (Procedures include Objectives 1.1 - 1.5)

Guaranteeing the right of citizens to participate in processes which conceptually and practically define governance is a matter of commitment by City Council to approve and encourage citizen involvement, and a commitment by citizens to accept responsibility for carrying out their charge. Approval of the Citizen's Participation Component by the City Council will be considered the necessary commitment for insuring citizen's rights to participate fully in decision making that affects their neighborhoods and their lives.

2.0 CP Structures.

2.1 Neighborhood Associations. (Procedures include Objectives 2.1.1 - 2.1.8)

Neighborhood Associations are considered to be the primary structure through which citizens can participate in the processes of governance. It is a high priority, then, that all Model Neighborhood Associations become recognized by City Council

according to specifications outlined in City Ordinance 137816. A task force comprised of members from the CPB, the CP Working Committee, the Neighborhood Planning Office or Office of Neighborhood Associations, and the CDA staff will contact all Model Neighborhood Associations and work with them in preparing applications for recognition. The eight Model Neighborhood Associations will simultaneously submit applications for recognition to the Office of Neighborhood Associations by September 30, 1974. The same task force will assist all Model Neighborhood Associations to determine mutually agreeable boundaries for their recognized associations.

In addition to applying for recognition, Model Neighborhood Associations will consider the possibilities of becoming legal, nonprofit, incorporated entities. The task force appointed to assist associations in applying for recognition will also be available to assist associations in becoming incorporated groups. CPB and CDA will encourage all Model Neighborhood Associations to become nonprofit, corporations during the transition year.

For those current Model Neighborhood Associations needing revitalization or reorganization, the task force will make every effort to assist in the development of a strong association. It will be necessary to make each of the eight associations ready for application for recognition by the end of September.

After recognition has been granted by City Council, CPB will support each association's request to be involved at the outset of any City planning activities affecting their neighborhoods. CPB will assist all recognized associations in their efforts to have shared authority for administering and managing projects that operate in their neighborhoods and to account for and administer all income generated from any volunteer dues, contributions, contracts, grants, or subscriptions to newsletters.

revised: →

2.2 Planning District.

The Planning District concept, although earlier discarded in Office of Neighborhood Association planning, still seems to be a factor in City Ordinance 137816. A planning district is mentioned or

alluded to throughout the ordinance. It seems as if unofficial districts may become operative when the Office of Neighborhood Associations locates Neighborhood Planning Offices in various parts of the City. Therefore, the CPB recommends that the elected representatives from the current eight Model Neighborhood Associations serving on the CPB will determine the boundaries of any planning district formed that would include any part of the Model Neighborhood.

2.3 The CPB, Incorporated. (Procedures include Objectives 2.3.1 - 2.3.2)

CPB recognizes the need for the continuation of its services throughout the transition period. The present CPB has drawn up Articles of Incorporation and will file for legal status as a non-profit corporation. The CPB, Inc. will operate for all Model Neighborhood Associations during the transition period. After June 30, 1975 membership in the CPB, Inc. will be comprised only of elected representatives. Each Neighborhood Association will elect an equal number of representatives to serve on the incorporated board. The relationship between the CPB, Inc. and recognized Neighborhood Associations will be clearly defined so that the powers of each are not violated by the other, and at the same time, full cooperation can be maintained.

2.4 City Budget Review Committees. (Procedures include Objectives 2.4.1 - 2.4.2)

A CPB task force will be responsible for submitting a list of three names to each City Commissioner for consideration of appointments to budget review committees. The Commissioners will be able to select one name from each list of three recommendations. The CPB encourages all other areas of the City to make recommendations to Commissioners for citizen involvement on budget review committees. In this way, Commissioners will be able to insure representation from all parts of the City in critical budget processes.

2.5 Human Resources Bureau Advisory Board. (Procedures include Objectives 2.5.1 - 2.5.4)

A CPB task force will be responsible for submitting a list of citizens recommended to sit on a Human Resources Advisory Board. CPB encourages other

RESOLUTION NO.

WHEREAS, the City of Portland has been the recipient of a grant from the Department of Housing and Urban Development for a City Demonstration Program; and

WHEREAS, the City Demonstration Program was established through the efforts of concerned hard working citizens dedicated to improving their community; and

WHEREAS, Community Organizations and Neighborhood Associations in the Model Cities Program have been the vehicle through which citizens have been meaningfully involved in the Model Cities process and City government; and

WHEREAS, the City Council has recognized the innovations brought about through citizen participation; and

WHEREAS, a City Office of Neighborhood Associations has been established embodying the processes of Model Cities citizen participation as well as those of other neighborhood associations; and

WHEREAS, the Model Cities Program is in its last year of funding under the City Demonstration Act; and

WHEREAS, the Citizens Planning Board of Model Cities has prepared and presented to the City Council a transition plan which will encourage continued meaningful citizen involvement in City government following Model Cities funding; and

WHEREAS, the staff of the Office of Neighborhood Associations has reviewed and approved of the Model Cities Transition Plan for Citizen Participation as being consistent with the City ordinance establishing the Office of Neighborhood Associations; now therefore, be it

RESOLVED, that the City Council hereby adopts the Citizen Participation section of the Model Cities Transition Plan, attached to the original only hereof, and supports the implementation of the recommendations contained therein.

Adopted by the Council:

AUDITOR OF THE CITY OF PORTLAND

Commissioner Jordan
DOK:cns
November 21, 1974

citizens
planning
board



portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-6923

MARCH 12, 1975

COMMISSIONER MILDRED SCHWAB
DEPARTMENT OF PUBLIC AFFAIRS
CITY HALL
1220 S. W. 5TH AVENUE
PORTLAND, OR 97204

DEAR COMMISSIONER SCHWAB:

THE MODEL CITIES' PERSONNEL/GRIEVANCE COMMITTEE AND THE CITIZENS PLANNING BOARD'S EXECUTIVE COMMITTEE HAVE REVIEWED THE TENTATIVE BUDGET FOR THE SITE OFFICE OF THE MODEL NEIGHBORHOOD, UNDER THE OFFICE OF NEIGHBORHOOD ASSOCIATIONS CONCEPT, AND WE FIND THERE ARE A FEW DISCREPANCIES WHICH WE DO NOT UNDERSTAND AND CANNOT ACCEPT.

ONE OF THE DISCREPANCIES IS YOUR JUSTIFICATION FOR A SUBSTANTIAL CUT IN PAY OF ONE OF OUR PRESENT EMPLOYEES, WHICH SEEMS TO NOT TAKE INTO ACCOUNT THE FOLLOWING FACTS:

- (1) FOUR YEARS OF EXPERIENCE IN A SPECIALIZED FIELD.
- (2) ADDITIONAL RESPONSIBILITIES FROM YOUR OFFICE UPON ACCEPTANCE OF THE POSITION.
- (3) STARTING AT THE SAME SALARY AS NEW EMPLOYEES WITH LITTLE OR NO EXPERIENCE IN THE SAME FIELD.
- (4) COMPARED TO OTHER CDA EMPLOYEES INVOLVED IN THE TRANSITION, IT REMAINS THE LARGEST FINANCIAL CUT, \$4,14, SOMETHING THE CONCEPT OF THE TRANSITION PLAN WANTED TO AVOID.

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TO: COMMISSIONER SCHWAB
MARCH 12, 1975

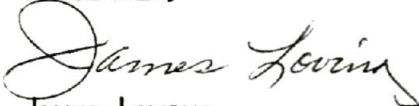
BECAUSE OF THE RESULTS OF THESE INEQUITIES AS OUR BOARD SEES THEM, WE STRONGLY RECOMMEND THAT OUR COORDINATOR'S POSITION, INVOLVING THIS EMPLOYEE'S SALARY SCALE, BE REDUCED BY NO MORE THAN \$2.00 PER HOUR FROM HER PRESENT SALARY RATE.

IN ORDER TO COME TO SOME KIND OF AGREEABLE TERMS, IF YOU CONTINUE TO DIFFER WITH THIS RECOMMENDATION, WE SUGGEST A MEETING WITH YOU AND ALL OTHER PARTIES DIRECTLY CONCERNED, AS SOON AS POSSIBLE.

IF YOU HAVE ANY FURTHER QUESTIONS, PLEASE DO NOT HESITATE TO CONTACT ME.

THANKING YOU IN ADVANCE FOR YOUR COOPERATION.

SINCERELY,



JAMES LOVING
CHAIRMAN

JL:GLM

CC: MARY PEDERSEN ✓
COMMISSIONER JORDAN
MARCUS GLENN
ALONZO JAMISON
EDNA ROBERTSON
LEROY ALBERT
JAMES LOVING/AUTHOR

RECEIVED
MAR 14 1975

citizens
planning
board



portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-6923

MARCH 31, 1975

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MS. MARY PEDERSEN, DIRECTOR
OFFICE OF NEIGHBORHOOD ASSOCIATIONS
CITY HALL
1220 S. W. 5TH AVENUE
PORTLAND, OR 97204

DEAR MS. PEDERSEN:

THE CHAIRMEN OF THE MODEL NEIGHBORHOOD ARE REQUESTING THAT YOU PROVIDE PROFESSIONAL EXPERTISE ON CITIZENS PARTICIPATION CITY-WIDE AND (A) BY-LAWS AND (B) BOUNDARIES, AT THE NEIGHBORHOOD ASSOCIATION TRAINING WORKSHOP, TO BE HELD AT THE TRAVELODGE, 1441 N. E. 2ND AVENUE, ON SATURDAY, APRIL 26, 1975, AND SUNDAY, APRIL 27, 1975.

WE HOPE THAT YOUR BUSY SCHEDULE WILL PERMIT YOUR PARTICIPATION IN OUR WORKSHOP. PLEASE CONTACT MRS. EDNA ROBERTSON AS SOON AS POSSIBLE IN ORDER THAT OUR AGENDA MAY BE COMPLETED.

THANKING YOU IN ADVANCE FOR YOUR COOPERATION.

SINCERELY,

JAMES LOVING
CHAIRMAN

JL:GLM

OK

citizens
planning
board



portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-6923

APRIL 10, 1975

MS. MARY PEDERSEN, DIRECTOR
OFFICE OF NEIGHBORHOOD ASSOCIATIONS
CITY HALL
1220 S. W. 5TH AVENUE
PORTLAND, OR 97204

DEAR MARY:

THE CHAIRMEN OF THE MODEL NEIGHBORHOOD ARE ONCE AGAIN REQUESTING THAT YOU ATTEND THE NEIGHBORHOOD ASSOCIATION TRAINING WORKSHOP, TO BE HELD AT THE TRAVELODGE, 1441 N. E. 2ND AVENUE, ON SATURDAY, APRIL 26, 1975, AND SUNDAY, APRIL 27, 1975, TO LEND YOUR EXPERTISE BY PARTICIPATING IN AREAS OF CITIZENS PARTICIPATION CITY-WIDE AND (A) BY-LAWS AND (B) BOUNDARIES.

THIS WORKSHOP WILL BE A WORKING WORKSHOP, CENTERED AROUND YOUR INPUT.

WE WOULD APPRECIATE IT IF YOU WOULD RESPOND IN WRITING, AS TO WHETHER YOU WILL PARTICIPATE OR NOT, BY TUESDAY, APRIL 15, 1975.

THANKING YOU IN ADVANCE FOR YOUR COOPERATION.

SINCERELY,

James Loving
JAMES LOVING
CHAIRMAN

GLM

RECEIVED
APR 11 1975

THE CITY OF
PORTLAND



OREGON

DEPARTMENT OF
PUBLIC SAFETY

CHARLES JORDAN
COMMISSIONER

MODEL CITIES
AGENCY

ALONZO JAMISON, JR.
DIRECTOR

5329 N.E. UNION AVE.
PORTLAND, OR. 97211
503/288-8261

JUNE 12, 1975

MS. MARY PEDERSON, DIRECTOR
OFFICE OF NEIGHBORHOOD ASSOCIATIONS
CITY HALL
1220 S. W. 5TH AVENUE
PORTLAND, OR 97204

DEAR MARY:

ENCLOSED IS THE LEASE AGREEMENT WITH THE CITY OF
PORTLAND FOR THE OFFICE OF NEIGHBORHOOD ASSOCIATIONS
IN ROOM #217 AND #219, WALNUT PARK BUILDING.

THIS IS THE SAME LEASE AGREEMENT WHICH WE HAVE USED
IN PRIOR YEARS AT THE MODEL CITIES AGENCY. IF THE
DOCUMENT MEETS WITH YOUR APPROVAL, WOULD YOU PLEASE
HAVE THE APPROPRIATE OFFICIALS SIGN THE DUPLICATE
COPY OF THE LETTER AGREEMENT AND RETURN IT TO THEIR
OFFICE.

SINCERELY,

Edna M. Robertson

(MRS.) EDNA M. ROBERTSON
CITIZENS PARTICIPATION
COORDINATOR

EMR:GLM

OK.
6-19
Rep.
FILE NE OFFICE

THE CITY OF
PORTLAND



OREGON

June 27, 1975

DEPARTMENT OF
PUBLIC SAFETY

CHARLES JORDAN
COMMISSIONER

MODEL CITIES
AGENCY

ALONZO JAMISON, JR.
DIRECTOR

5329 N.E. UNION AVE.
PORTLAND, OR. 97211
503/288-8261

Ms. Mary Pedersen, Coordinator
Office of Neighborhood Organizations
1220 S. W. 5th Avenue, Room 411
Portland, Oregon 97204

Dear Ms. Pedersen:

While the Model Cities Agency is completing its final year as a demonstration project, may I take this opportunity to express on behalf of the staff of Model Cities our sincere appreciation for the dedication and service that you have given to the Model Cities program. Your contributions to the program have benefited the residents of the community as well as accomplishing the purposes for which the Model Cities program was created to demonstrate. The success of Model Cities could not have been achieved without your active participation and assistance.

The Model Cities program has demonstrated that people can successfully plan and implement programs which improve the quality and standard of life for the people for which services were intended. The experience that people have gained in decision making and planning will continue to have an impact upon local government. The achievements of Model Cities reflects the pride and the distinction that we all share in establishing a better community.

We gratefully express our appreciation for the service you have given to the Model Cities program and extend to you our warmest wishes of success.

Sincerely,

Al Jamison, Director
Model Cities Agency

RECEIVED
JUN 30 1975

*Planning &
Model Cities*

PORTLAND CITY PLANNING COMMISSION
Minutes of Meeting
8 September 1975

A special meeting of the Portland City Planning Commission was held 8 September 1975 at Concordia College on the Model Cities Comprehensive Plan.

Planning Commission Members Present: Sheldon, Gustafson, Katz, Minden, Barnett

Bureau of Planning Staff Present: Wilde, Lyons

Mr. George Sheldon, President, Portland City Planning Commission, opened the meeting at 7:40 p.m. in the Physical Education Building at Concordia College. He stated that the hearing this evening and that of tomorrow evening were split into two committees in order to hear with responsibility neighborhood response. Mr. Sheldon then read a letter from Dennis Wilde which related problems of the previous meetings in which certain individuals dominated the public testimony. In order to avoid a similar situation, Mr. Sheldon, with the approval of the rest of the Commission, set time limits for public testimony. Five minutes was agreed upon for people speaking on behalf of individuals and ten minutes was established as the time limit for people speaking on behalf of groups or organizations. Mr. Sheldon went on to say that the Model Cities Plan was a policy guideline and not individual plans of neighborhoods. He explained that tonight's hearing was in relation to the whole district policy and tomorrow's hearing was in regard specifically to the Union Avenue Redevelopment Plan. He then asked for a show of hands to ascertain how many people planned to testify. Five were raised.

The floor was then turned over to Mr. Wilde who explained that the Staff Report was an attempt to summarize the policy manual of the 1973 plan as well as an attempt to assess the policies in terms of which can be effectively assessed by the Planning Commission and which can be effectively assessed by other City agencies. A letter was then read for the record by Mr. Wilde written by him and addressed to Commissioner Charles Jordan. The letter contained the suggestion that certain policies of the Model Cities Plan be handled by the Commission of Human Resources as some of the policies are outside the jurisdiction of the Planning Commission. Mr. Wilde went on to say that the policies were assessed in terms of which bureau can deal with them or if none could, they were categorized in

the Staff Report as "eliminated". Some of the policies in the original policy manual have been incorporated into other policies and these were among the eliminated. Other policies have already been adopted and since it would be redundant to address them again, these adopted policies were also categorized as eliminated from the Staff Report.

Mr. Wilde then read the recommended district policies in the Staff Report and correlated them with the assessments of the policies in the appendices of the Staff Report.

Mr. Sheldon then asked the Commission for questions to be directed to the staff.

Mr. Barnett was concerned with the social implications of the policies. He stated that everything the City does has social impact. He was also concerned with the splitting up of the policies among various bureaus.

Mr. Wilde stated that it was not a part of the Planning Commission to make policies outside of its domain. There is no way of enforcing those policies outside of its domain.

Mr. Barnett then questioned what the definition was of the Planning Commission.

Mrs. Gustafson stated that there should be some way of systematically forwarding policies to agencies that might handle them instead of making the suggestion that they be deferred to certain agencies.

Mr. Sheldon suggested the replacement of the word "defer" in the appendices of the Staff Report to "refer".

Mrs. Gustafson stated that the gist of their discussion revolved around the splitting up of the Comprehensive Plan.

Mr. Sheldon felt that Policy No. 1 was unclear and needed clarification.

Mr. Minden felt that there were not enough tools to satisfy the needs of the community and that the "RVD thing" should be brought to the front.

Mrs. Gustafson voiced concern over potential changes in zoning which might result in potential changes in density.

Mr. Sheldon questioned the Staff's ability to effectively research the necessary hearings and adopt a plan. He stated that it would take a lot of legal research to have the plan stand up in court. Mr. Sheldon, expressing concern for a quick adoption of

the plan, said that it sometimes took a minimum of two years to adopt a new zone and that it would be prudent to adopt language in the plan that would facilitate a speedy adoption. Mr. Sheldon then asked for public testimony.

Mr. Robert Easter of the Irvington Neighborhood Association suggested that Policy 7 be struck. Policy 1 contained no referral to any neighborhood plans and that the policy should include that there would be no change in policy without the consent of the neighborhood associations. He questioned to which neighborhoods Policy 1 refers.

Mr. Wilde stated that there are eight neighborhood associations within Model Cities.

Mr. Sheldon stated that there are no specific mentions of neighborhoods in the Plan and that they are grouped under the general title of Model Cities.

Mrs. Gustafson said that there is no policy recognizing only eight neighborhood associations.

Mr. Charles Carter of the Albina Action Center asked why the Model Cities Plan was chopped up. He felt that money was being wasted as well as time because the Model Cities monies were being used for HCD.

Mr. Minden responded by saying that the Commission was trying to do a good job.

Ms. Jan Childs, 6565 N. E. 8th, asked if the City Planning Commission will address and make recommendations on all policies or just the ones over which they have direct jurisdiction.

Mr. Katz stated that the Planning Commission could really only address those policies over which they have direct jurisdiction, but that recommendations could be made to other bureaus that would handle those policies outside the jurisdiction of the Planning Commission.

Mr. James Loving, Chairperson of the Model Cities Planning Board, Inc., asked if individual neighborhoods would be presenting their individual plans this evening.

Mr. Sheldon responded with a negative.

Mr. Loving also questioned the justifications for eliminating those policies under the category "eliminated" in the appendices. He felt that nothing in the report should be eliminated.

Mr. Greg Watson, 4841 N. E. Rodney, member of the Model Cities Planning Board, Inc., felt that Policy 2 should be altered but that as a whole the Plan should stay in tact. There should be a clarification of language and an updating of the material, but that there should be no deletions.

Mr. Herbert Simpson, Sabin Neighborhood Association and member of the Model Cities Planning Board, voiced agreement with Mr. Barnett regarding the notion that the Plan should not be confined to merely physical planning. He felt that there are indeed social problems within the Model Cities, but that one of the biggest problems was regarding home ownership. The major weakness in the Plan, he felt, was that it fails to address specific problems. He went on to say that the stability of the community depends on the number of single-family dwellings.

Mrs. Gustafson said that the Commission was not talking about zoning until they had talked with the neighborhood associations. She felt that Mr. Simpson was objecting to an increase in density of his neighborhood. She then asked him if he was speaking from his own position or from the position held by his neighborhood. Mr. Simpson responded that he was voicing the opinion of his neighborhood.

Mr. Eddy Moss felt that social problems are best overcome with planning and that this board should have specific recommendations. He felt that there should be a move away from single-family dwellings as most people cannot afford them, and a move toward apartment buildings. He felt that the answer to social problems in the community was through the businesses and not the dwellings.

Mr. Forrest Brown, 2416 N. E. 18th, Irvington Neighborhood Association, endorsed residential planning. He spoke against apartment buildings and said that he wanted to preserve the zoning as it is. He asked when additional meetings will be organized so that neighborhoods can discuss their futures and when will neighborhoods be able to offer their plans and ideas to the Planning Commission.

There ensued a discussion regarding a change of dates for future meetings scheduled.

Mr. Charles Wainwright, 419 N. W. Albemar, of the Elliot Neighborhood, endorsed Mr. Simpson's testimony and also the testimony of Mr. Moss. He stated that businesses need customers and customers need a place to live. He spoke in favor of multiple housing in the Elliot area. Mr. Wainwright also remarked about

the abstruse wording of Policy 5 and would like it reworded.

Mr. Dick Selsing of the Irvington Neighborhood Association felt that the Plan should be submitted as is, approved by the City Council and then sent back for revision.

Mr. Al Green, 613 N. E. Saratoga, of the Woodlawn Neighborhood Association, felt that there are two problems with the Model Cities. One was the problem of unemployment and the second concerned housing. "Does your plan address the problems", he queried. He also stated that there is a declining population in the Model Cities and questioned if the Plan dealt with this problem as well.

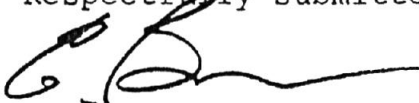
At the conclusion of the public testimony, Mrs. Gustafson stated that the Staff should present a review of the policies, including all policies with the language revisions, and that it should be indicated specifically which policies are the province of the Planning Commission and which are the province of other City bureaus. City Council could then take action however it relates to the problems presented. At any rate, piecemeal policy making should be cut out.

ACTION: Mrs. Gustafson moved that the meetings be scheduled as soon as possible to finish the discussion of the policies, to redo the chart eliminating the "eliminated" in order to clarify what happens to those policies so categorized, and to rework the wording in Policy 2. She also moved that Policy 5 be reworked or an alternative suggested that would preserve single-family dwellings or down zoning. Mr. Katz seconded the motion. Motion carried unanimously.

Mr. Ernest Bonner, Planning Director, set October 21 as the date for the next hearing.

There being no further business, the meeting was adjourned at 11:30 p.m.

Respectfully submitted,



Ernest R. Bonner
Planning Director

ERB:jg:eb

THE CITY OF
PORTLAND



OREGON

OFFICE OF
NEIGHBORHOOD
ASSOCIATIONS

MARY PEDERSEN
COORDINATOR

1220 S.W. FIFTH AVE.
PORTLAND, OREGON 97204
503/248-4519

November 14, 1974

Alonzo Jamison Jr., Director
Model Cities Agency
5329 N. E. Union Avenue
Portland, Oregon 97211

Dear Al:

Thank you very much for sending me the list of revisions to the citizens participation component of the Portland Model Cities transition plan. These changes satisfy fully the concerns outlined in my memo of August 26, 1974 and clearly reflect the City ordinance regarding neighborhood associations.

The citizen participation component of the transition plan represents another step in the evolution of citizen participation in Portland. I fully support the plan and look forward to working with you and your staff in its implementation. If there is any way I can be of help, please do not hesitate to contact me.

Sincerely,

Mary C. Pedersen
City Coordinator, 00NA

MCP:bjb



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

NE Neighborhoods.

October 3, 1975

Ms. Mary Pederson
Office of Neighborhood Association
1220 SW 5th
Portland, OR 97204

Mary:

The purpose of this letter is two-fold: (1) to inform you that the Model Cities Comprehensive Plan is presently undergoing Planning Commission review and upon adoption will be submitted to the City Council; and (2) to request your participation in the review of the Plan.

During the first hearing on the Model Cities Comprehensive Plan several issues were raised concerning staff recommendations. Due to the comprehensiveness of the Model Cities Plan, the length of time which has transpired since its inception, and its implications for many agencies, I feel the most effective means for evaluating the Plan is to conduct a workshop involving the various affected agencies. The workshop is scheduled to be held Wednesday, 8 October 1975, at 7:00 P.M. in the conference room of the North East Neighborhood facility located at the south end of King Elementary School (4906 N.E. 6th).

Enclosed for your review prior to the workshop are the minutes from the 8 September, Planning Commission hearing and the Model Cities Policy Plan staff report. Thank you for your cooperation in this matter, and if you have any questions, feel free to contact Michael Lyons of my staff (4509).

Sincerely,

Ernest R. Bonner
Planning Director

EB:db

Enclosures

RECEIVED
OCT 06 1975



RECEIVED
APR 01 1975

Mary Pedersen
Model Cities

March 31, 1975

MEMO

NEIL GOLDSCHMIDT
MAYOR
BUREAU OF PERSONNEL
JON D. STEPHENS
DIRECTOR

TO: David Kish, Executive Assistant
Office of Commissioner Jordan

FROM: Jon D. Stephens
Personnel Director *[Signature]*

SUBJECT: Transitioning of Model Cities employees to positions
in the Office of Neighborhood Associations

The general City policy used to transition Model Cities employees will apply to positions in the Office of Neighborhood Associations. The policy pursued is as follows:

1. Vacancies found to be comparable to existing positions at Model Cities will be offered to employees with permanent Civil Service status.
2. Any City Demonstration Agency employee transitioned will not receive a salary lower than the initial rate for the class nor higher than the maximum rate for that class.
3. Within the salary range provided for the class, the Model Cities employee will be assigned to the salary step commensurate with his/her length of service in the comparable position at Model Cities.
4. In the case of a newly created position for which there is no existing classification, the first step is the determination of an appropriate Civil Service classification. If it is found that the position warrants a unique classification, the appropriate salary level for the class is determined by relating it to other classifications in the City's Compensation Plan in terms of duties and responsibilities.

The City's obligation is to transfer Model Cities employees with Civil Service status into comparable positions as they exist during the phase down of the CDA program. Comparability is based on the comparability of duties and responsibilities and is not based on the similarity of salaries.

Once the City has offered a transfer opportunity to an eligible Model Cities person, the City's obligation has been met. Of course the employee always has the right to accept or decline the offer.

J.D. Stephens to David Kish
March 31, 1975
Page 2

It is our understanding that positions in the Office of Neighborhood Associations have been, or will soon be, made available to Theresa Richardson and Edna Robertson. Since both CDA employees are specialists in community organization, comparability of positions will probably exist. In the case of Theresa Richardson, transitioning to a community worker position may result in a small, if any, change in salary. However, Edna Robertson will probably sustain a significant drop in salary. The only vacant positions in the Office of Neighborhood Associations will be subordinate to the classification of Director. At this time, the position of Director is salaried about \$3,000.00 a year below that of Edna Robertson's position at Model Cities.

While Ms. Robertson, quite naturally, would be less than enthusiastic about sustaining a drop in salary, the vacant position should still be offered.

While it does not pertain to the thrust of your memo, there have been some developments in the transitioning of Rolly Franz and Walt Kuust. Rolly Franz has been reclassified to Management Analyst and will be eligible for the next vacancy in that classification. The salary range for Management Analyst encompasses his present salary at Model Cities. Based on a recent review of Walt Kuust's position at Model Cities, we have noted that it has a number of similarities with duties and responsibilities of the proposed Contracts Compliance Coordinator position. If that position is created, we will propose that Mr. Kuust be transitioned into it.

JDS:ef

cc: Neil Goldschmidt
Charles Jordan
Al Jamison
Phil McLaurin

Model Cities' Comprehensive Plan Hearing

Next Model Cities Comprehensive Plan scheduled for October 21, 1975. At the first meeting September 8, 1975, specific concerns were discussed about two (2) policies: Policy #1 and #7. There was also concern about the transferring of social policies to the Bureau of Human Resources. There is also concern with the evaluation of the policies. The specific concern was three (3) sections, Planning Commission, Bureau of Human Resources and eliminated. Confusion resulted by using the word eliminated. The word eliminated should be interpreted that the policy was eliminated but not completely eliminated. The Planning Bureau will go through the Plan and identify the eliminations clearly and indicate why they were eliminated.

Union Avenue Meeting

Went completely through the staff presentation of planning and then began taking public testimony. One (1) person testified and then there was a disruption in the meeting and the Commission was forced to adjourn the hearing.

Prior to the hearing the President of the Planning Commission, Mr. Shelton, stated that if it was necessary to adjourn the meeting, it would be hard to reschedule another hearing date because the Commission's schedule is so full.

Memo to interested persons
From Mary Pedersen

Proposed Plan for Implementation of the Ordinance on Neighborhood Associations

The second draft of the ordinance entitled "Neighborhood Associations" is being circulated for community review. Many meetings and consultations will take place, and the Model Neighborhoods will hold a workshop in January. Revisions are still possible, and the style of the ordinance will need some polishing as well.

Several suggestions have been made to change the name of the Bureau of Neighborhood Organizations to some other, such as the Office of Neighborhood Communication or the Office of Neighborhood Associations. If you have another suggestion or a preference, please call me in my new temporary quarters at Room 405 City Hall, phone 248-4519 or 248-4521.

If the second draft of the ordinance seems acceptable for the most part to the neighborhood associations and other community groups, then a hearing can be scheduled before City Council early in January. Please call or mail in your comments. All letters will be duplicated for distribution to the commissioners.

Once the ordinance is approved by the Council, then office space can be located and a secretary hired for the city coordinator. Neighborhood associations can begin to apply for recognition. Meantime, the work necessary to pull together the budget for the next fiscal year will be underway, and neighborhood associations will want to play some role in the review process.

Some of the provisions of the ordinance require the development of procedures to carry them out. This is particularly true for the city agencies who will want to explore ways of developing a process for citizen involvement. This participation process will take time and work to evolve. Some agencies are already consulting with neighborhood associations and their experiences will be valuable assistance in trying to work out practical procedures.

Neighborhoods in some districts will want to function as a loose coalition until they feel ready to start a district planning board, while others may wish to establish a district board immediately. The ordinance is flexible enough to fit either of these situations. The budget for this fiscal year (until June 30, 1974) provides enough funds for four district offices, but only two will be funded right away. This is to allow time to get the first two off to a good start, and to work out problems which may arise. Those districts which do not have access to staff now will be considered first for staff funds, if the neighborhood associations wish to apply. Whether or not staff is provided for a district, neighborhoods and district planning boards may apply for recognition.

(over)

In districts where staff will be hired, the neighborhood associations will probably form a personnel committee and advertise the position of district coordinator in the newspaper. Then the committee will screen the resumes and interview likely candidates. When 3 to 5 candidates are chosen, then the city coordinator will join the discussion with the personnel committee and a person acceptable to both the neighborhood associations and to the City will be hired.

SECOND DRAFT

ORDINANCE NO.

An Ordinance amending Title 3 of the Code of the City of Portland by adding a new chapter, relating to neighborhood associations.

The City of Portland ordains:

Section 1. The Council finds that there is a need to broaden channels of communication between the people of Portland and city officials on matters affecting neighborhood livability, and that the Commissioner of Public Affairs has recommended a plan to improve citizen participation by extending recognition to neighborhood associations and by consulting them on policies, projects, and plans which affect neighborhood livability, and that it is in the public interest to adopt this plan by incorporating it as a new chapter in Title 3 of the City Code; now, therefore, Title 3 of the Code of the City of Portland, Oregon, hereby is amended by adding thereto a new chapter to be numbered, titled and to contain sections numbered, titled and to read as follows:

Chapter 3.96 Neighborhood Associations

3.96.010 Definitions

- (a) A neighborhood association is a group of people organized within the boundaries of one neighborhood area for the purpose of considering and acting upon a broad range of issues affecting neighborhood livability.
- (b) A district is a geographic area composed of the areas of several neighborhood associations and ratified by City Council resolution as suitable for planning purposes.
- (c) A district planning board is a citizens board formed by neighborhood associations for the purpose of considering and acting upon those matters affecting neighborhood livability which are delegated to it by the neighborhood associations.
- (d) A special purpose group is an association of people formed within the boundaries of a single district or neighborhood in order to consider and act upon one particular aspect of neighborhood livability, such as social programs, economic development, or problems of a temporary nature. Special purpose groups differ from neighborhood associations in that they limit either their purposes or their membership qualifications.
- (e) A city agency means any department, bureau, office, board or commission of the City of Portland.

3.96.020 Neighborhood Associations

(a) Membership

The membership of neighborhood associations is open to residents, property owners, business licensees, and representatives of non-profit organizations within the neighborhood boundaries.

(b) Boundaries

The boundaries of a neighborhood are defined by the neighborhood association so that they reflect the common identity or social communication of the people in the area. Where two or more neighborhood associations have a dispute over boundaries or jurisdiction which they are unable to resolve themselves, they shall choose an arbiter acceptable to them and to the commissioner responsible in order to resolve the matter.

(c) Funding

The charging of dues or membership fees shall not be a barrier to membership or voting. Voluntary dues, contributions, contracts, grants, or subscriptions to newsletters may be used by neighborhood groups as sources of income.

(d) Recognition

(1) In order to be officially recognized by the City as the neighborhood association for an area, a neighborhood association shall show evidence that the goals, bylaws, and procedures for notification to be used by the group have been circulated throughout the neighborhood and are acceptable to the people.

(2) The names and addresses of the chief officers shall be filed with city agencies responsible for notifying neighborhood associations of matters which affect them, and the neighborhood association shall undertake to keep this list up-to-date.

(3) When recognition is extended by City Council resolution to a neighborhood association, the group shall be notified in writing by the commissioner responsible. Thereafter, the neighborhood association shall be notified of matters affecting their neighborhood, and shall be included in the planning efforts as established in Section 3.96.040 of this ordinance.

(4) If a neighborhood association consistently violates its own bylaws, then the people in that neighborhood area, or the other neighborhood associations in the same district, may recommend to the City that recognition be suspended until new officers can be elected or until the problem is otherwise resolved to the satisfaction of those pressing the complaint.

(e) Functions

A recognized neighborhood association may:

(1) recommend an action, a policy, or a comprehensive plan to the City and to any city agency or commission on any matter affecting the livability of the neighborhood, including but not limited to: land use, zoning, housing, community facilities, human resources, social and recreational programs, traffic and transportation, environmental quality, open space and parks;

(2) assist city agencies in determining priority needs for the neighborhood;

(3) review items for inclusion in the City budget and make recommendations relating to budget items for neighborhood improvement;

(4) undertake to manage projects as may be agreed upon or contracted with public agencies;

(5) engage in comprehensive planning on matters affecting the livability of the neighborhood when carried out by a planning committee representative of the geographic areas and of the various interests relating to that community.

(f) Accountability

(1) Neighborhood associations shall be accountable to the people of the neighborhood which they represent. They shall be responsible for notifying the people about their meetings, elections, and other events. They shall be responsible for seeking the views of the people affected by proposed policies or actions before adopting any recommendations.

(2) Views of a dissenting minority or minorities on any issue considered shall be recorded and transmitted along with any recommendations made by a neighborhood association to the City.

(3) Each neighborhood association shall establish a procedure whereby persons may appeal to the association a decision which adversely affects the person or causes some grievance.

(4) Nothing in this ordinance shall be considered as a limitation of any person's right to participate directly in the decisionmaking process of the city.

3.96.030 District Planning Boards

(a) Formation

If a majority of the recognized neighborhood associations in a district determine that they wish to establish a body for the joint consideration of mutual problems or issues, then they may choose to form a district planning board and request the City to grant it recognition.

(b) Membership

A district planning board shall include elected representatives from each of the participating neighborhood associations in the district. If the board is going to engage in comprehensive land use planning, then it must be representative of the geographic areas and of the interests relating to land use in the community. Neighborhood associations may include representatives from special purpose groups as at-large members of the board.

(c) Boundaries

The boundaries of a district planning board shall be the same as those of the district. These may be formulated by neighborhood associations and must be ratified by City Council resolution as appropriate for planning purposes.

(d) Recognition

(1) In order to be officially recognized by the City as a district planning board, the neighborhood associations shall show evidence that the functions, bylaws, and procedures for notification to be used by the board, have been

circulated throughout the neighborhood, and are acceptable to the people.

(2) The names and addresses of the board members shall be filed with the city agencies responsible for notifying neighborhood associations of matters which affect them.

(3) When recognition is extended to the district planning board by City Council resolution the board shall be notified in writing by the commissioner responsible. Thereafter, the district planning board shall be notified of matters within the scope of its functions.

(e) Functions

The neighborhood associations may delegate such of their functions as they choose to a district planning board. Any function which is not specifically delegated to the district planning board is reserved to the neighborhood associations.

(f) Accountability

A district planning board is accountable to the neighborhood associations which compose the district, and through them, to the people of the district. They shall be responsible for giving notice of meetings, elections, and other events, and they must record and transmit the views of dissenting minorities along with any recommendations to the City.

3.96.040 Mutual Responsibilities

(a) Notice and Public Information

(1) All neighborhood associations, district planning boards, and city agencies shall undertake to notify the affected persons, whether they be groups or individuals, of planning efforts as they are about to begin.

(2) Notice of pending policy decisions shall be given 30 days prior to decision by city agencies. If waiting 30 days would endanger the health or safety of the public or result in a significant financial loss to the City or to the public, then the provision for 30 days notice would not hold, but as much notice as possible shall be given.

(3) Neighborhood associations, district planning boards, and the city agencies shall abide by the laws regulating open meetings and open access to all information not protected by the right of personal privacy.

(b) Planning

(1) The neighborhood associations and city agencies shall include each other in all planning efforts which affect neighborhood livability.

(2) Comprehensive plans recommended to the City or to a city agency shall be the subject of a public hearing within a reasonable time. Any changes which are proposed by the City or by a city agency shall be sent to the affected

neighborhood association for consideration and for a response before final action is taken.

(3) City agencies and neighborhood associations shall cooperate in seeking outside sources of funding for neighborhood projects.

(c) Administrative Functions

Those functions which are administrative in nature, such as the hiring and firing of staff for the Office of Neighborhood _____, the disbursement of the budget of any district offices which may be established with city funding and so forth, shall be acted upon only with the mutual agreement of the neighborhood associations affected and commissioner responsible.

3.96.050 Office of Neighborhood _____.

(a) The Office of Neighborhood _____ shall consist of a city coordinator and such other employees as the Council may provide.

(b) Functions

In order to facilitate citizen participation and improve communication, the Office of Neighborhood _____ may assist neighborhood associations, district planning boards, and city agencies in the following ways:

(1) notify interested persons of meetings, hearings, elections, and other events;

(2) provide for the sharing of information and maintain a list of reports, studies, data sources, and other available information;

(3) provide referral services to individuals, neighborhood associations, district planning boards, city agencies, and other public agencies;

(4) keep an up-to-date list of neighborhood associations, district planning boards, and their principal officers;

(5) assist neighborhood associations and district planning boards in applying for recognition;

(6) assist in reproducing and mailing newsletters and other printed matter when written material is supplied by the group;

(7) act as liaison while neighborhood associations and city agencies work out processes for citizen involvement;

(8) assist in contacts with other public agencies;

(9) assist in educational efforts.

3.96.060 Appeals

Any recommendation or action of the Office of Neighborhood _____ is subject to approval of the commissioner responsible for the office. Any person directly affected by these actions may appeal to the Council by filing written notice thereof with the City Auditor within ten days after the commissioner's decision.

citizens
planning
board



portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-6923

SECURITY AND PRIVACY ORDINANCE POSITION PAPER

THE CRISS POLICE COMPUTER SYSTEM IS REGARDED BY MOST OF THE CITIZENS OF THE MODEL CITIES COMMUNITY WITH SUSPICION, FEAR, AND UNDISGUISED HOSTILITY. EFFORTS TO CONTROL CRISS, WHILE MAINTAINING ITS FUNCTIONS AS AN INFORMATION BANK, HAVE CAUSED US TO LOOK CAREFULLY AT THE SYSTEM, TO SEEK OUT THE FEELINGS OF THE COMMUNITY, AND TO VOICE OUR CONCERNS.

WE ARE CONCERNED, FIRST OF ALL, WITH THE WIDE SCOPE OF THE SYSTEMS NEED TO KNOW. THE NUMEROUS CATEGORIES OF LISTEES WHICH GOES FAR BEYOND THE LAWBREAKER OR POTENTIAL DANGER TO THE COMMUNITY WILL LEAVE PRACTICALLY NO ONE IN NORTHEAST PORTLAND OUT. IT IS, FOR INSTANCE, DIFFICULT, IF NOT IMPOSSIBLE, TO LIVE IN THE MODEL CITIES AREA AND NOT ASSOCIATE WITH KNOWN OFFENDERS OR SUSPICIOUS PERSONS, OR REMAIN FREE FROM SUSPICIOUS CIRCUMSTANCE OR LOCATIONS. IT IS FRIGHTENING AND THREATENING TO KNOW THAT SOMEONE IS GOING TO BE KEEPING A FILE ON YOUR ACTIVITIES, AND THAT THAT FILE WILL BE AVAILABLE FOR DISTRIBUTION.

THE KEEPING OF RECORDS ON ANY CITIZEN IS A THREATENING CONCEPT. WHEN THIS CONCEPT IS EXTENDED BEYOND THE ACTUAL LAWBREAKER IT BECOMES AN INFRINGEMENT OF THE RIGHTS GUARANTEED TO EACH CITIZEN AND AN OPPRESSIVE BURDEN UPON THE PEOPLE. ALTHOUGH WE MAY IDENTIFY WITH THE NEED OF LAW ENFORCEMENT AGENCIES TO PURSUE THEIR ROLE AS THE PROTECTORS OF SOCIETY, WE STRONGLY OBJECT TO INNOCENT CITIZENS LOSING THEIR RIGHTS TO SECURITY AND PRIVACY IN THE PROCESS. A SYSTEM THAT DEVELOPS AND

MAINTAINS FILES ON CITIZENS WHO HAVE BROKEN NO LAW, IS A SYSTEM THAT HAS THE POWER TO HARM AND DESTROY THE INNOCENT. THE SUREST WAY TO LOSE THE COOPERATION OF THE OBSERVER, THE VICTIM, OR THE INNOCENT BYSTANDER, IN PURSUING THE ACTUAL OFFENDER IS TO CATAGORIZE SUCH COOPERATION AND ENTER IT INTO AN INFORMATION BANK SUCH AS CRISS. EFFECTIVE LAW ENFORCEMENT REQUIRES THE ASSISTANCE OF THE COMMUNITY---CRISS WILL DESTROY THAT. CRISS WILL DRIVE A COMMUNICATION WEDGE BETWEEN THE POLICE AND THE CITIZEN THAT MAY NEVER BE BRIDGED.

WITH REGARD TO THE POTENTIAL FOR CONTROL OF CRISS IN ORDER TO SECURE THE RIGHTS OF PRIVACY, OUR OBSERVATIONS HAVE LED US TO CONCLUDE THAT EFFECTIVE CONTROL CANNOT BE BUILT INTO THE SYSTEM. STRONG OBJECTIONS HAVE BEEN EXPRESSED IN OUR COMMUNITY OVER ACCESSIBILITY OF DATA ~~AND~~ OTHER AGENCIES IN OTHER AREAS. EVEN IN THE LIKELYHOOD THAT SOME LOCAL CONTROLS WILL BE EFFECTED, THERE IS NO WAY TO CONTROL THE THOUSANDS OF TERMINALS BEYOND OUR JURISDICTION WHICH CAN USE AND ABUSE THE SYSTEM. EVEN SHOULD THE LOCAL CONTROL AGENCY BE ABLE TO INSTITUTE REASONABLE AND WORKABLE RULES AND GUIDELINES THE VERY NATURE AND FUNCTION AS A NATIONAL INFORMATION SHARING SYSTEM DEFIES LOCAL CONTROLS. IN ADDITION, THE ULTIMATE GOAL OF STATEWIDE DATA STORAGE FOR GREATER EFFICIENCY, FOLLOWED BY THE EVENTUAL AND INEVITABLE NATIONAL DATA BANK RAISES THE UGLY SPECTOR OF A NATIONAL POLICE STATE PROCESS THAT MAKES THE CURRENT CIA REVELATIONS SEEM TAME BY COMPARISON. WE CANNOT APPROVE THIS SYSTEM AT ANY STAGE.

THE ISSUE OF LOCAL CONTROL AND THE ORDINANCE BEFORE US ALSO LEAVES MANY APPREHENSIONS. BY THE NATURE OF THE SYSTEM, ABUSE OF ANY RULE OR GUIDELINE ESTABLISHED TO PROTECT THE RIGHTS OF PRIVACY, CAN HARDLY BE CORRECTED. INCORRECT INFORMATION, MATTERS OF SECURITY,

PERSONALLY DAMAGING INFORMATION, AND NUMEROUS OTHER LEAKS WILL HAVE ALREADY ^{CREATED} ~~CARRIED~~ THE DAMAGE AND WILL NOT BE REDEEMABLE. THERE ARE NO ADEQUATE APPROPRIATE PENALTIES POSSIBLE TO CORRECT SUCH ABUSES, AND THOSE WHO SUFFER INJUSTICE CAN NEVER BE RESTORED. THIS SYSTEM IN THE HANDS OF LAW ENFORCEMENT AGENCIES WITH THEIR PROVEN ORIENTATION TOWARD APPREHENSION AND CITIZEN CONTROL WILL ONLY BE ANOTHER TOOL, POTENTIALLY THE MOST POWERFUL ONE THEY HAVE, IN THE PERFORMANCE OF THEIR FUNCTIONS. WHEN THE FUNCTION IS IN CONFLICT WITH THE RIGHTS OF THE INDIVIDUAL, IT IS THE INDIVIDUAL WHO MUST SUFFER. THAT IS A PRICE OUR FOUNDING FATHERS WERE UNWILLING TO PAY AND WE CONCUR.

FINALLY THERE IS ADDITIONAL CONCERN IN THE COMMUNITY ABOUT THE FACT THAT THIS SYSTEM WHICH REACHES INTO THEIR PRIVATE LIVES, MAKES THEM VULNERABLE TO HARASSMENT, AND BREEDS SUSPICION AND FEAR, HAS NEVER BEEN FULLY EXPLAINED TO THEM, WAS IMPLEMENTED WITHOUT THEIR KNOWLEDGE AND CONTINUES TO OPERATE WITHOUT CIVILIAN CONTROL OR APPROVAL. ALTHOUGH WE UNDERSTAND THIS GIFT COMES TO US FROM THE FEDERAL LAW ENFORCEMENT ASSISTANCE ACT, IT IS NOT UNLIKE THE GIFT ONES SO JOYFULLY ACCEPTED BY THE CITIZENS OF TROY. AS THERE WERE VOICES RAISED IN CAUTION AT THAT TIME, ALTHOUGH UNHEEDED, WE CALL FOR CAUTION NOW, WITH THE HOPE THAT SOMEONE IN AUTHORITY WILL HEAR US.

THOUGH IT HAS BEEN NECESSARY TO LIMIT OUR REMARKS IN ORDER TO RELATE DIRECTLY TO THE SCOPE OF THIS HEARING, WE ARE CONFIDENT THAT OPEN PUBLIC DISCUSSION ON CRISS ITSELF WILL PRODUCE OVERWHELMING SENTIMENT FOR REJECTION OF THE SYSTEM.

IT IS OBVIOUS TO US THAT NO PATCHWORK ORDINANCE WILL EVER EFFECTIVELY PROTECT THE SECURITY AND PRIVACY OF THE INDIVIDUAL. THE SYSTEM IS WRONG, IMMORAL AND UNSALVAGEABLE. WE URGE THE CITY, AND COUNTY TO WITHDRAW FROM CRISS AND HOLD LENGTHY OPEN HEARINGS IN ALL PARTS OF THE CITY AND COUNTY TO DEVELOP WITH THE AID OF THE CITIZENS, A FAIR, WORKABLE AND SECURE DATA STORAGE SYSTEM THAT NOT ONLY ASSISTS THE LAW ENFORCEMENT PROCESS, BUT COMPLETELY PROTECTS THE RIGHTS OF THE INDIVIDUALS.