



**URBAN TECHNICAL ASSISTANCE PROGRAM** OEO/HUD  
PHONE 503/288-8884 / 91 N.E. RUSSELL STREET / PORTLAND, OREGON 97212

The Urban Technical Assistance Program is a joint effort between the Office of Economic Opportunity and the Department of Housing and Urban Development, (coordinated by the Portland Metropolitan Steering Committee and Model Cities), to train 450 residents of the Model Neighborhood.

This Technical Assistance Program is designed to assist residents of the Model Neighborhood to participate more actively in Model Cities Programs. There is a definite lack of knowledge and understanding of the very complex planning process in the City Demonstration Agency, Community Action Agency, and other Model Neighborhood programs. For example, a large number of residents fail to speak up in meetings. They appear to be apprehensive when it comes to making a motion, and they are fearful of participation in a meeting. Through the use of five five-week training sessions, the residents will be trained in parliamentary procedure, in the structure of governmental organizations, i.e., HUD, OEO, etc., on the national and local level, and CDA, CAA, and citizen structure. These sessions will inform citizens of definitions of terms commonly used, the responsibilities of each agency involved, the strength of each agency, and the limitations. Further, it will assist the Model Cities program in keeping a continual flow of information and data to Model Neighborhood residents.

The training sessions will consist of 90 people, divided into classes of 45 each. The course structure will be divided into five pertinent areas:

**I. OEO/HUD orientation and Board function**

An introduction to the Office of Economic Opportunity and to the Department of Housing and Urban Development. Trainees will have an opportunity to gain an understanding of OEO/HUD legislation, memos and instruction. Emphasis will be placed on CAP and Model Cities mission and strategies.

## II. Resource identification and development

Techniques in the identification and development of local resources.

## III. Monitoring and program evaluation

Techniques of monitoring and evaluating Community Action Agency/Cities Demonstration Agency and other programs operating in the Model Neighborhood.

## IV. Institutional change

Analysis of existing local institutional structures (through citizens participation, residents can learn how to work with local governments and institutions to implement needed changes).

## V. Rules of order: Procedure

Parliamentary Procedure as it relates to Board function.

Through a greater knowledge of these five areas, a better understanding of community programs will arise affording greater communication and participation from area residents.

Stipends will be awarded to those participants who qualify under the OEO Income Guidelines. The stipends will not be in excess of ten (\$10.00) dollars per session. The stipends are awarded for child care, transportation, and other assistance that will enable the residents to participate fully in the training program.

The first Training Seminar has been completed; it was held from November 18, to December 16, 1970. The second Training Seminar is now in its third week, and applications are being taken for the third Seminar. Prospective participants must come into our office to fill out the necessary forms. The office is located at 91 N.E. Russell, (the corner of Rodney and Russell), and the office hours are 8 o'clock a.m. until 5 o'clock p.m. Please feel free to contact us at any time.

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

Portland, Oregon  
January 20, 1970

I. Purposes

(a) The purposes of each Working Committee established by the Citizens Planning Board are to assist the Citizens Planning Board by developing Model Cities projects and policies for approval by the Citizens Planning Board and the Portland City Council including development of work programs and budgets; developing approved projects for contract with an operating agency; negotiating contracts with operating agencies; monitoring on-going projects in conjunction with work programs and budget and to recommend continuation, modification or discontinuance of the project; planning for future action years; and other assigned by the Citizens Planning Board or the Executive Committee thereof.

(b) In all instances, the Working Committees shall receive their assignments, work priorities, and the appropriate procedures from the Executive Committee of the Citizens Planning Board through its chairman or his delegated agent. A Working Committee may not assume any responsibility, carry on any activity, or in any way act for the Citizens Planning Board without having been given the proper authorization by the Executive Committee.

(c) If a Working Committee or a member thereof desires a Working Committee to initiate any project or activity, notification shall be given to the Chairman of the Citizens Planning 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. Model Cities Staff Responsibilities

Notwithstanding the above, a member of the Model Cities staff shall be responsible for providing meeting places, publicity of meeting times, obtaining representatives from the elementary school attendance areas, publishing minutes of the Working Committees and rendering any other necessary and reasonable clerical assistances as coordinated with the staff member assigned to the Working Committee.

## IV. Membership

The membership of each Working Committee shall include at least two members of the Citizens Planning Board; one representative from each of the eight elementary school attendance areas within the Model Cities areas appointed by the president or chairman of the neighborhood organization, and any other person desiring to be a member of the Working Committee.

## V. Voting

(a) Residents of the Model Cities area and members of the Citizens Planning Board may have one vote upon attending their third consecutive meeting of a Working Committee. Voting rights must be obtained separately for each Working Committee.

(b) Voting privileges shall be lost after a member of a Working Committee misses three consecutive regular meetings and may be restored as provided in paragraph (a) above.

(c) Model Cities residents and members of the Citizens Planning Board attending the organization meeting of a Working Committee shall have voting privileges notwithstanding paragraph (a) above, but paragraph (b) above shall apply to such members.

(d) A written vote of an absent qualified voting member will be accepted for specific issues included in the agenda.

## VI. Officers

(a) Officers of the Working Committees shall be elected from its members by the voting members of the Working Committees 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.

(b) Each Working Committee shall elect a chairman and one or more assistant chairmen, and a secretary and one or more assistant secretaries as each Working Committee shall determine to serve for a term of six months.

(c) If a chairman is unable to serve out his term of office, the Working Committee shall elect another chairman to serve out such term.

(d) Any officer of a Working Committee may be removed either by two-thirds of the voting members of the Working Committee eligible to vote at the time such vote is taken.

(e) No member of the Citizens Planning Board may be an officer of a Working Committee.

## VII. Duties of Officers

(a) The chairman shall be the presiding officer; shall maintain a constant and accurate liaison with the Chairman of the Citizens Planning Board or his delegate and work and coordinate with the Model Cities staff members and the consultants assigned to the Working Committee.

(b) Assistant officers, among other duties delegated by the chairman, will act as the principal officer only in the temporary absence of the principal officer.

(c) The secretary shall keep an accurate record of the actions and activities of the Working Committee; shall maintain attendance records and record the voting right of the members at each meeting.

#### VIII. Meetings

(a) Regular meeting shall be held twice a month on a regular schedule and meeting place chosen by the Working Committee - providing such times does not conflict with another Working Committee or the meeting of the Citizens Planning Board.

(b) Special meeting may be called by the chairman or by the Executive Committee of the Citizens Planning Board upon 24 hours notice to all members attending the preceding two meetings.

(c) All meetings of a Working Committee are open to the public and all attending a meeting have a right to be heard, subject to the discretion of the chairman.

(d) All actions taken by the Working Committee shall be decided by a vote of the majority of the voting members present except as otherwise herein provided.

#### IX. Amendment

These rules may be amended by the Citizens Planning Board.

#### X. Sub-Committees

Any Working Committee may form Sub-Committees as needed.

#### XI. 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.

PORTLAND MODEL CITIES

Citizens Participation Workshop

Saturday, January 23, 1971

Cascade Center Student Union Building  
5606 North Borthwick Avenue

We Seek Your Suggestions  
for a Second Model Cities Workshop

To be held during the summer at a time as yet to be determined by the Model Cities Citizens Participation Working Committee and to involve only Model neighborhood residents.

1. Would you find a half-day or an evening workshop preferable to an all-day workshop?

Yes \_\_\_\_\_ No \_\_\_\_\_ Prefer all-day \_\_\_\_\_

2. What suggestions do you have for the organization and content of a second workshop?

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3. What do you see to be the major problems of the Model Cities neighborhood?

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4. What solutions would you suggest to these problems?

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5. What suggestions would you have for improving and stimulating increased citizen participation in the Model Cities Program?

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If you are interested in helping to plan the second workshop or to participate in one of the Model Cities Working Committees please fill out the following form. Your remarks to the above questions will be kept confidential by separating the slip at the dotted lines. Please return each separately.

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Name \_\_\_\_\_ Address \_\_\_\_\_

Model Cities Area \_\_\_\_\_ Phone \_\_\_\_\_

1. I wish to participate in the planning of the second workshop

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Check the Working Committee on which you wish to participate

Employment \_\_\_\_\_

Education \_\_\_\_\_

Law & Justice \_\_\_\_\_

Social Services \_\_\_\_\_

Physical Environment & Housing \_\_\_\_\_

Economic Development & Transportation \_\_\_\_\_

Recreation & Culture \_\_\_\_\_

Health \_\_\_\_\_

Citizens Participation \_\_\_\_\_

3. I am not interested or have no time to participate \_\_\_\_\_.

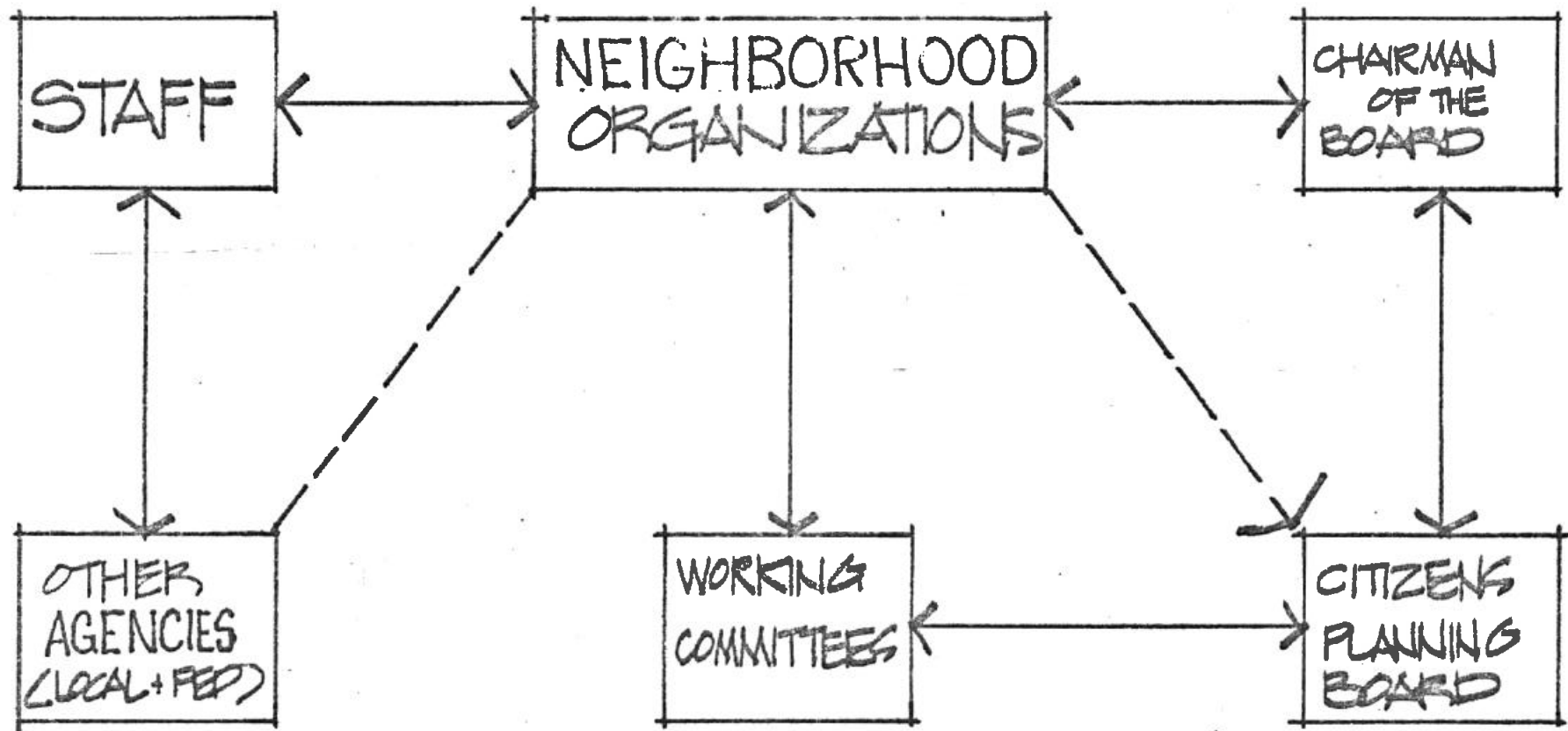


# MODEL CITIES WEEKLY SCHEDULE

## OF MEETINGS

January 25 - January 29  
1971

COMMITTEE/ORGANIZATION	TIME	PLACE	AGENDA ITEM
Social Services Working Committee	Tuesday, January 26 7:30 P.M.	Model Cities Conference Room Room 226 5329 N.E. Union	--Discussion of Election of new Chairman --Monthly report --Welfare Report, William Gordon, Chairman of Joint Legislative Council --Juvenile Court Proposal
Boise Citizens Improvement Association	Tuesday, January 26 7:30 P.M.	Boise School 620 N. Fremont	--To Be Announced
Eliot Neighborhood Program Association	Wednesday, January 27 7:30 P.M.	Dishman Community Center 77 N.E. Knott	--To Be Announced
Citizens Participation Working Committee	Wednesday, January 27 7:30 P.M.	Model Cities Citizens Participation Conference Room 218 5329 N.E. Union	--To Be Announced
Health Working Committee	Wednesday, January 27 7:30 P.M.	Model Cities Conference Room Room 226 5329 N.E. Union	--Report from Sub-Committee working with Emanuel Hospital --Election of Officers --Report on Citizens Participation Workshop
King Improvement Association	Thursday, January 28 7:30 P.M.	Highland Community Center 4635 N.E. 9th	--To Be Announced
Law and Justice Working Committee	Thursday, January 28 7:30 P.M.	Model Cities Conference Room Room 226 5329 N.E. Union	--Report on Police Community Relations Project --Presentation of Operation Contact --Discussion of Legal Service Project --Discussion of 2nd Action Year Proposals
Education Working Committee	Thursday, January 28 7:30 P.M.	Neighborhood Development 5630 N.E. Union	--Election of Officers --First Criteria of Classroom Activities --Associate Teacher



RELATIONSHIP OF NEIGHBORHOOD ORGANIZATIONS TO MODEL CITIES

CITIZENS PLANNING BOARD



EXECUTIVE COMMITTEE



CITIZENS  
PARTICIPATION

ECONOMIC  
DEVELOPMENT  
& TRANSPORT

EDUCATION

EMPLOYMENT

HEALTH

PHYSICAL  
ENVIRON.  
&  
HOUSING

LAW &  
JUSTICE

RECREATION  
& CULTURE

SOCIAL  
SERVICES

## PARLIAMENTARY PROCEDURE

Parliamentary procedure enables a ~~club~~ citizen club to conduct an orderly, efficient meeting. By its use, decisions affecting the club can be reached quickly, accurately, democratically, and fairly.

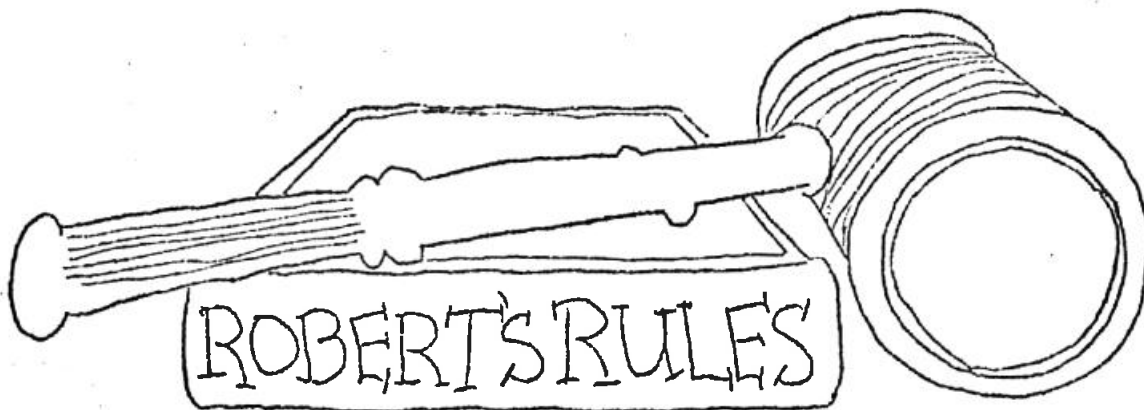
Parliamentary Procedure assures free and open debate on every issue. The majority eventually rules, but the minority is heard. Each point of view can be discussed, and justice prevails for all. The most important principle is the RULE OF COURTESY. If this is observed, the fundamentals of Parliamentary Law will fall into place by themselves.

### CONDUCT OF A MEETING

The President or Chairman calls the meeting to order. If a quorum \* is present, he proceeds with the business, called "Order of the Day," which might (but does not have to) include the following:

- Pledge of Allegiance
- National Anthem
- Invocation or Prayer
- Reading and Approval of Minutes
- Reading of Correspondence
- Treasurer's Report
- Reports of Committees
- Unfinished Business
- New Business
- Program
- Adjournment

\* A quorum is such a number as must be present so that business can be transacted. In the absence of a quorum, all business transacted is null and void. The number constituting a quorum should be stated in the club by-laws. It should be large enough to assure ample representation, but not too large to make it difficult to secure a meeting. If a fixed number has not been set, a majority of the enrolled membership constitutes a quorum. This is usually too large a number, however; therefore it is important to establish a quorum in the by-laws.



## Minutes

These are a record of happenings and decisions, not of personal views, judgment, or criticism. They should contain names of president and organization, date, place, and time of meeting, order of the day, and name of persons giving the miscellaneous reports. All main motions, whether accepted or rejected, must be mentioned. It is allowed, but not required, to state the names of persons making or seconding the motion. If there is a speaker or a program, the name of the speaker and the topic should be recorded. If the topic is of importance to the membership, a brief outline should be given.

The minutes must be approved at a future meeting to be binding (this is especially important in the case of amending the by-laws). If there are any corrections needed, they should be made before the minutes are approved.

## Treasurer's Report

The treasurer should make a short monthly statement, reporting the previous balance, receipts, expenses during the month, and the current balance. Once a year a more detailed report should be given.

## Committee Reports

The Chairman of each committee should report about the activities that have taken place and action that is desired, which usually leads to a "MOTION." (Reports that do not call for action can be accepted without a motion!)

## MOTIONS

A motion is the simplest method of reaching a binding decision. Before any subject is open for debate, it is necessary that a motion be made by a member who has obtained the floor. It must then be seconded (with a few exceptions - no seconds required for: Nominations, Questions of Privilege, Points of Order, Calls for Division in Voting), and restated by the presiding officer.

The expressions used for a motion are: First member: "I move that . . ."; Second member: "I second the motion." Presiding officer: "It has been moved and seconded that . . ." (he repeats the motion; if the motion is too lengthy or too involved, he asks the recording secretary to read the motion). Now the subject is open for debate; each member may speak twice on the same question on the same day and no one may speak longer than ten minutes without permission of the meeting (this time limit can be changed in the by-laws). The debate must be limited to the question before the meeting; speakers must address their remarks to the presiding officers and not to other members, and must be courteous in language and deportment, never referring to other members by personality or motive. The presiding officer should not participate in the discussion, except at board or committee meetings. If he wants to participate, he should turn the chair over to the vice president.

When the debate has ended, the presiding officer puts the question to a vote, saying: "All those in favor say 'aye,' all those opposed 'no,' " and then announces the result ("Motion carried" or "Motion defeated"). There are other methods of voting: Unanimous consent - "if there are no objections, so and so will be done"; Division - members stand and their votes are counted; Ballot - secret voting in writing; Roll Call - member called by name says "yes" or "no." Normally a majority vote is required to pass a motion.

Parliamentary Law considers one motion at the time; however some motions have precedence over others and can set aside a motion already on the floor. For convenience, motions may be classified as follows:

1. Main or Principal Motions
2. Subsidiary Motions
3. Incidental Motions
4. Privileged Motions

Main or Principal Motions bring to the meeting subjects leading to action or decision. They yield to all other motions; that is, a subsidiary, incidental, or privileged motion can be made while a main motion is pending. Only after any of those three motions has been voted on can the main motion be taken up again.

Subsidiary Motions are methods of modifying, changing, or disposing of the main motion, such as amending a motion (adding, substituting, or striking something), refer to committee, or table a motion.

Incidental Motions arise out of another question which is pending before the meeting. They take precedence over, and must be decided before, the question out of which they arise. Incidental motions are usually undebatable. Examples are: Asking for Point of Order, Appeal from Decision by Presiding Officer, Withdrawing a Motion, and Division (Vote by count).

Privileged Motions take precedence over all other questions, and are also undebatable. These motions are as follows: Call for the Order of the Day, Adjourn, Take a Recess, and Question of Privilege ("There is a draft in the meeting place," or "I cannot hear; there is too much noise").

A few motions cannot be classified, such as: Take from the Table, Rescind, and Reconsider. These motions can only be made if there is no other business pending before the meeting at the time.

As a rough rule of thumb, the established order of precedence is: Privileged motion over incidental motion over subsidiary motion over main motion. Though the main motion will have to be made first, the others may be made before the main motion is decided upon.

#### VOTING RIGHTS OF THE PRESIDENT

The President is entitled to a vote, if the vote is by ballot; in all other cases he can vote only to make or break a tie. He cannot vote twice; i.e., first to make the tie and then again to cast the deciding vote!

On a tie the motion is lost: balloting must continue until the majority or 2/3 vote, whatever required, is reached.

The following pages will give you some ready information at a glance.

PARLIAMENTARY PROCEDURE CHART - PART I

To Do This (1):	You Say This:	May You Interrupt Speaker?	Must Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
Adjourn the meeting (privileged motion)	"I move that we adjourn."	No	Yes	No	No	Majority
Recess the meeting (privileged motion)	"I move that we recess."	No	Yes	No	Yes	Majority
Complain about noise, room temperature, etc. (privileged motion)	"Point of privilege."	Yes	No	No	No	None (2)
Suspend further consideration (table) (subsidiary motion)	"I move we table it."	No	Yes	No	No	Majority
End debate (question) (subsidiary motion)	"I move the previous question."	No	Yes	No	No	2/3 Vote
Postpone consideration of something (subsidiary motion)	"I move we postpone this matter until . . ."	No	Yes	Yes	Yes	Majority
Have something studied further (subsidiary motion)	"I move we refer this matter to committee."	No	Yes	Yes	Yes	Majority
Amend a Motion (subsidiary motion)	"I move that this motion be amended by . . ."	No	Yes	Yes	Yes	Majority
Introduce business (main or principal)	"I move that . . ."	No	Yes	Yes	Yes	Majority

(1) Motions or points on this page are listed in established order of precedence. When any one of them is pending, you may not introduce another that's listed below it. But you may introduce another that is listed above it.

(2) Chair decides.

PARLIAMENTARY PROCEDURE CHART - PART II

To Do This (1):	You Say This:	May You Interrupt Speaker?	Must Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
Object to procedure or to a personal affront (incidental motion)	"Point of order."	Yes	No	No	No	No Vote Chairman decides
Request information (incidental motion)	"Point of information."	Yes	No	No	No	No Vote
Ask for a vote by actual count to verify a voice vote (incidental motion)	"I call for a division of the house."	No (2)	No	No	No	No Vote, unless Objection (3)
Take up a matter previously tabled (unclassified motion)	"I move we take from the table . . ."	No	Yes	No	No	Majority
Reconsider something already disposed of (unclassified motion)	"I move we now (or later) reconsider our action relative to . . ."	Yes	Yes	Only if original motion	No	Majority
Consider something out of its scheduled order (incidental motion)	"I move we suspend the rules and consider . . ."	No	Yes	No	No	2/3 Vote
Vote on a ruling by the chair (incidental motion)	"I appeal the chair's decision . . ."	Yes	Yes	Yes	No	Majority

(1) The motions, points, and proposals listed on this page have no established order of precedence. Any one of them may be introduced at any time - except when the meeting is considering one of the top three matters listed in the preceding chart (motion to adjourn, motion to recess, point of privilege).

(2) Division must be called for before another motion is started.

(3) Majority vote is required.

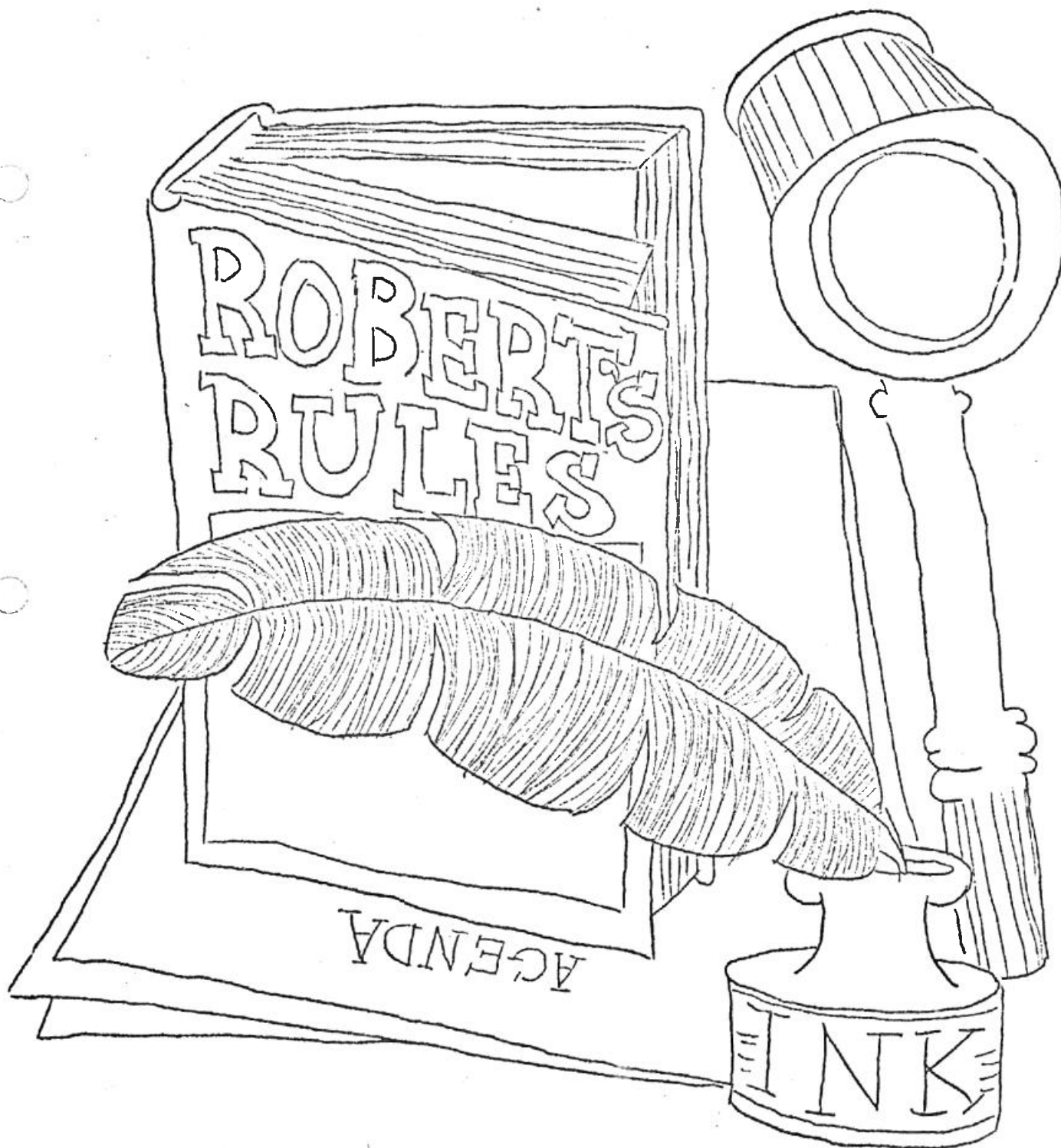


The preceding has only been an outline of Parliamentary Procedures. For further details and more complete information, the following references are recommended:

Robert's Rules of Order, NEWLY REVISED, Scott, Foresman & Co., 1970

Standard Code of Parliamentary Procedures, Alice Sturgis, McGraw-Hill Book Company, 1960

Simplified Parliamentary Procedures, published by and obtainable through the "League of Women Voters" at any of their offices, in English and Spanish, 15¢ a copy



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

January 22, 1971

CDA - CP Project

(Workshop)

From Ed Warmoth, Model Cities Coordinator  
To Dept. of Finance and Administration  
Addressed to Mayor Terry D. Schrynk  
Subject Model Cities Citizens Participation Workshop on Saturday

I've had bad luck in trying to get a representative from the Portland City Council to participate in the Model Cities Citizens Participation Workshop this Saturday.

I checked with Commissioner Anderson and got word back that he would be on his way to Central America. I checked with Commissioner Goldschmidt and there was some thought that he would like to do it, but I received word yesterday that he will be going out of town on Saturday. Since I hoped to get either Commissioner Anderson or Goldschmidt, I have not checked with Commissioner McCready yet (it was stated that she would probably go to Salem for State Legislature) nor Commissioner Ivancie.

As I recall, your own calendar was uncertain for that day. It is very important that we have representation from the City Council.

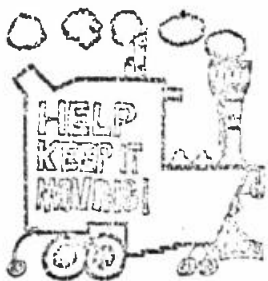
Council member Mrs. Arthur (Phyllis) Lamphere will be coming from Seattle and Council member Marge Ewing will be coming from Boise. Tacoma has some activity going on Saturday and will not be able to participate in Portland.

Jodie McCrackin  
Mayor's Spec. Assist.

EJW,1

Mrs Marge Ewing  
Boise, Idaho  
City Council

C  
O  
P  
Y



# portland model cities

YOU ARE INVITED TO PARTICIPATE  
in a

## Citizens Participation Workshop

SATURDAY, JANUARY 23, 1971

8:00 a. m. - 5:30 p. m.

CASCADE CENTER STUDENT UNION BUILDING  
5606 North Borthwick Avenue

Theme:

"H E L P   K E E P   I T   M O V I N G"

The Model Cities Citizens Participation Workshop is primarily designed to impart information and establish a better working relationship between residents of the model neighborhood, the City of Portland as a whole, and agencies whose services affect the lives of these residents.

*8:00 coffee +  
reg.*

Discussion Topics and Speakers are:

"Citizens Participation In The Model Cities Program" *← 8:50*

Mr. Charles R. Jordan, Director - Portland Model Cities Program  
Mr. Walter Hundley, Director - Seattle Model Cities Program  
Mr. Allen Avery, HUD Representative for Community Services  
Mr. Robert I. Dixon, HUD Representative for Model Cities

"Role of City Council to Involve Local Residents"

City Councilman Representing Pacific Northwest  
Cities with Model Cities Programs

*10:15-  
NOON*

"Inter-Agency Coordination"

Mr. Cleveland Gilcrease, Portland Metropolitan Steering Committee  
Mr. Leon Harris, Oregon Multi-Service Center  
Mr. Marko Haggard, Ombudsman - State of Oregon  
Mr. Philip McLaurin, Director Black Studies - Portland State University  
Dr. Harold Kleiner, Asst. Superintendent - Portland Public Schools

### W O R K I N G   C O M M I T T E E   W O R K S H O P S

EMPLOYMENT  
EDUCATION  
LAW & JUSTICE  
SOCIAL SERVICES

PHYSICAL ENVIRONMENT & HOUSING  
ECONOMIC DEVELOPMENT & TRANSPORTATION  
RECREATION & CULTURE  
HEALTH

A FREE LUNCHEON WILL BE SERVED PROMPTLY AT 12:00 NOON



# Citizens Participation Workshop

"Help Keep It Moving"

(Tentative Outline of Activity)

*Dec. 12*

## Morning Session

- 8:00 - 8:30 a.m. Registration and Coffee
- 8:30 - 10:00 a.m. Speakers - Topic - Citizens Participation in Model Cities  
(overall)  
Mr. Charles R. Jordan, Director-Portland Model Cities  
Mr. Allen Avery, HUD Representative for Community Services  
Mr. Walter Hudley, Director-Seattle Model Cities  
~~Mr. John Kennward, Director of PDC - Citizens Participation Aspect~~  
30 minutes - Questions and Answers
- 10:00 - 10:15 a.m. Coffee Break
- 10:15 - 12:00 a.m. Panel Discussion - 4 City Councilmen  
Topic: The Role of City Council to INVOLVE LOCAL RESIDENTS  
Question and Answer Period
- 12:00 - 1:00 p.m. Lunch

*Priscilla, Idaho  
Garry, Wn.  
Seattle, Wn.*

## Afternoon Session

- 1:00 - 2:30 p.m. Inter-Agency Coordination  
Speakers:  
Mr. Cleveland Gilcrease, Portland Metropolitan Steering Committee  
Mr. Leon Harris, Oregon Multi-Service Center  
Mr. Marko Haggard, State of Oregon Ombudsman  
Dr. Blanchard, Supt. of Portland Public Schools  
Mr. Phil McLaurin, PSU Black Studies Director
- 2:30 - 2:45 p.m. Coffee Break
- 2:45 - 4:45 p.m. Working Committee Workshops (9)  
(Working Committees will be numbered 1 - 9.)  
Each workshop will have Working Committee Chairman/Discussion Leader,  
COA assigned staff, and assigned Citizens Planning Board members, and  
Representatives from Neighborhood Organizations.
- (Attachment for Working Committee Sessions)
- Discussion:  
1. Concept of Working Committee  
2. Working Committee Projects  
A. Past Proposals  
B. Current Program Planning  
3. Project Documentation (How Projects are Written)
- 4:45 - 5:30 Entire Workshop Assembles for Summation  
Summation by Brenda J. Green, Citizens Participation Coordinator

OUTLINE OF WORKING COMMITTEE WORKSHOP  
SESSIONS

Time: 2:45 - 4:45 p.m.

Workshop will consist of:

1. Working Committee Chairmen/Discussion Leader
2. Assigned Citizens Planning Board Members
3. Representatives from each Neighborhood Organization
4. Model Cities Assigned Staff to Working Committees

Discussion Points/Format

- |                  |  |   |
|------------------|--|---|
| 2:45 - 3:00 p.m. | Concept of Working Committees  |   |
| Assigned Staff   | {  | <ol style="list-style-type: none"><li>1. Goals and objectives</li><li>2. Formation of Working Committees</li><li>3. Project Documentation (how projects are written for submission)</li></ol> |
| 3:00 - 3:30 p.m. | Working Committee Projects   |   |
|                  | <ol style="list-style-type: none"><li>1. Status of past proposals</li><li>2. Current Program Planning</li></ol>  | } Working Committee<br>Chairman/Discussion Leader   |
| 3:30 - 4:15 p.m. | Introduction of Operating Agency Personnel   |   |
|                  | Presentation from Directors/Operating Agency Personnel to include:   |   |
|                  | <ol style="list-style-type: none"><li>1. When project went into execution</li><li>2. How many persons on staff</li><li>3. What project is to accomplish</li><li>4. What has been accomplished to date</li><li>5. Plans to complete project</li></ol> |   |
| 4:15 - 4:45 p.m. | Question and Answer period   |   |

# portland model cities

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

November 12, 1970

## MEMORANDUM

TO: Mr. Charles Jordan, Director

FROM: Mrs. Brenda J. Green, Citizens Participation Coordinator

SUBJECT: Citizens Participation Workshop  
(Tentative date, December 12, 1970)

In making contacts for our Citizens Participation Workshop, I found that it would be most helpful if the Mayor's office would solicit the presence of City Councilmen from other cities. City Councilmen from Boise, Idaho; Seattle, Washington; and possibly Tacoma, Washington would be ideal. To complete the panel, there would be one from our own City Council--preferably Lloyd Anderson or Connie McCready.

Any assistance from your office will be greatly appreciated.

BJG

A handwritten signature in dark ink, appearing to be 'BJG', is written over a horizontal line.

cc: Official files (2)  
Coordinator/Author/Green  
BJG:ls  
11/12/70

# portland model cities

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

DEC 22 **RECEIVED**

DEC 23 1970

**MAYOR'S OFFICE**

MAYOR	
EXEC. ASST. #1	
EXEC. ASST. #1	
COMM. ASST.	
ADM. SEC.	
PORTH. COORD.	
ADM. COORD.	

EW

The Honorable Terry D. Schrunk  
Mayor of Portland  
Portland, Oregon 97204

Dear Mayor Schrunk:

The CDA staff in conjunction with the Citizens Planning Board and our Citizens Participation project is scheduling a Citizens Participation Workshop on Saturday, January 23, 1971, in order to better inform residents of the importance of meaningful citizens participation in the Model Cities Program. The conference will be held at Cascade Community Center, 705 North Killingsworth, Portland, Oregon. Through dialogue among key administrative personnel and citizens, we hope to bring out respective roles and expectations and to generally create a better understanding and working relationship.

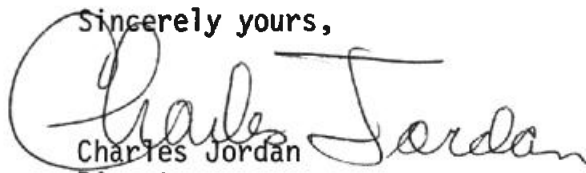
Our proposed agenda (see copy enclosed) requires the attendance of various CDA Directors, HUD officials, City Councilmen, and local agency Directors. We envision our speakers to set the scene by describing their individual roles in relation to the citizens. A panel discussion is planned involving City Councilmen in order to clearly identify to the citizens the most feasible way to have their recommendations recognized by City Hall. We anticipate a question and answer period following.

It is desirable to have Councilmen from Portland and nearby CDA Cities. The Cities of Boise, Idaho; Seattle, Washington; and Tacoma, Washington; have been recommended by our planning task force. We request a letter from you inviting their participation. Unfortunately, we are not able to supply names of those Councilmen having direct input into their respective CDA programs. We assume you have contact with these City Halls and will be able to provide suitable names. The Task Force also requests one representative to be selected from the Portland City Council.

We are scheduled to break up into workshops for more detailed and extensive discussion. At this time the concept of the Working Committees will be more fully explained as well as projects, present and future. A project will be described from beginning through its operation, thus giving a better understanding of the need for project documentation, evaluation, the CDA role as a whole, and the role of the citizens in recognizing the problems and developing the proposals. There is presently concern among Model Neighborhood residents as to the length of time it takes to get a project into operation. We will be speaking to that matter.

Although January 23, 1971, is several weeks away, we would appreciate an early invitation in order that we can firm up the plans for the conference. Seattle's CDA Director as well as the HUD officials and several of the local agency Directors have stated their willingness to participate.

Sincerely yours,



Charles Jordan  
Director



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

From

To

Addressed to

Subject

January 6, 1971

C  
O  
P  
Y

The Honorable Jay S. Amyx  
Mayor of Boise  
Boise City Hall  
Boise, Idaho

Dear Mayor Amyx:

A Workshop on Citizens Participation has been scheduled in Portland on Saturday, January 23, as part of the Portland Model Cities Program.

We would like to have you or a member of the City Council of your city participate as a panelist for a discussion of "The Role of City Council To Involve Local Residents" which is scheduled as part of the morning Workshop session. City Council representatives are also being invited from Seattle, Tacoma, and other Northwest cities which have Model City Programs.

The Workshop will open at the Cascade Community Center, 705 North Killingsworth in the Model Cities area, with registration between 8:00 and 8:30 a.m. A catered luncheon is scheduled at noon and the final summation is scheduled for the period between 4:45 and 5:30 p.m. Between 200 and 300 members of committees and representatives of various neighborhood organizations and groups are expected to attend.

The budget for the Workshop is fairly limited; however, we are able to provide reimbursement for transportation which would be incurred in participation from a representative from your city.

An early response will be appreciated as the Arrangements Committee is anxious to confirm the program items.

Yours truly,

M A Y O R

TDS.1

cc - Joe Nunn, Chairman Citizens Planning Board  
Charles Jordan, Director Model Cities Agency

Also Sent to:  
Gordon Johnstone  
Wes Uhlman

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

January 4, 1971



*From* Ed Warmoth, Model Cities Coordinator **EW**  
*To* Dept. of Finance and Administration  
*Addressed to* Mayor Terry D. Schrunk  
*Subject* Model Cities CP Workshop Scheduled for Saturday, January 23

Attached is a letter and tentative schedule concerning a citizen participation workshop planned by the Model Cities Agency. It has been planned by the Model Cities staff in cooperation with a citizen planning committee.

The second half of the morning session is to be devoted to a panel discussion on the topic "The Role of City Council to Involve Local Residents." It is proposed that cities to be represented include Portland, Seattle, Boise and Tacoma. Director Jordan requests your assistance in arranging participation by someone from the Portland City Council, yourself or one of the other Council members, and requests that you invite Council representation from the three other cities.

We can assist you in preparing the letters to be sent to other cities if you will advise us as to the person or office to which the request should be sent.

If you have any other questions or comments concerning the general nature of the workshop, I'll be happy to review them with you.

EJW.1  
Attach



RECEIVED  
JAN 18 1971

CITY OF TACOMA  
Office of the Mayor

MAYOR'S OFFICE

GORDON N. JOHNSTON  
Mayor

January 18, 1971

Honorable Terry D. Schruk  
Mayor  
City of Portland  
Portland, Oregon


Dear Mayor Schruk:

It is an honor to be considered as a panelist for the Workshop on Citizens Participation scheduled in Portland on Saturday, January 23 in connection with the Portland Model Cities Program.

As much as I would like to attend, my schedule will not permit me to be with you at this time. I hope my inability to attend and participate as a panelist in the discussion of "The Role of City Council To Involve Local Residents" will not cause any inconvenience in the planning of your Workshop.

I look forward to additional opportunities to visit Portland in an official capacity.

Very sincerely yours,

  
GORDON N. JOHNSTON  
MAYOR

GNJ/mh

MAYOR	
EXEC ASST. #1	
EXEC ASST. #2	
COMM. ASST.	
ADM. SEC.	
YOUTH COORD.	
M. C. COORD.	

*Saturday event  
in Tacoma will require*



# portland model cities

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

## Recreation and Culture Long-Range Objectives:

To make recreational and cultural facilities and opportunities available and convenient to MN residents according to their needs and preferences.

## Recreation and Culture Short-Range Objectives:

1. To involve the youth of the MN in detailed planning and implementation for recreational and cultural activities.
2. To establish lines of communication that create cooperation between MN residents and recreational authorities in the city for increased utilization of recreational facilities in the MN.

**RECREATION & CULTURE  
WORKING COMMITTEE**

# portland model cities

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

## Education Long-Range Objectives:

To improve the academic achievement and the learning capacity of the MN residents including pre-school children, elementary school children, high school children, illiterate adults, college students, working adults, mentally retarded individuals; also to provide entry into employment in the field of education for MN residents with such goals.

## Education Short-Range Objectives:

1. Greater integration of students, teachers, and administrators at all educational levels in the Portland public school system as a means of balancing the educational experience of the students.
2. Raising the academic achievement of students in the model neighborhood so as to afford them greater opportunity to gain entrance into the higher educational institutions or into the business and industrial world.
3. Increasing the number of successful (high school equivalency) General Education Diploma (GED) among adults.
4. To intensify programs designed to help drop-outs and expelled students to return to the educational system (to the extent possible, these drop-out students should be involved in the design of the program).
5. To obtain the standards of equipments and other expenditures to the same level of schools outside the model neighborhood but within the same Portland school system.
6. To staff MN schools with teachers of high caliber as afforded other schools in the Portland School District.

**EDUCATION  
WORKING COMMITTEE**

# portland model cities

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

## Law and Order Long-Range Objectives:

To implement programs and services with the active participation of MN residents that will a) improve the relationship between the residents of the MN and the police by increasing the mutual respect between the two groups, b) provide competent and sympathetic legal services for MN residents who are in need of legal assistance, and c) prevent and reduce the rate of crime and delinquency in the MN to at least the rate in the rest of the city.

## Law and Order Short-Range Objectives:

1. To develop programs that will establish greater confidence and trust in police operation among MN residents.
2. To ensure that all indigent MN residents accused of felonies and/or misdemeanors have competent and readily accessible legal services available to them.

**LAW & JUSTICE  
WORKING COMMITTEE**

RULES AND OPERATING PROCEDURE OF THE  
CITIZENS PLANNING BOARD OF THE  
MODEL CITIES PROGRAM  
Portland, Oregon

Official  
3-16-71

I  
OFFICE

The office of the Citizens Planning Board, hereinafter referred to as the Board, shall be located at 5329 N. E. Union Avenue, Portland, Oregon 97211.

II  
MEMBERS

1. Composition

(a) The board shall consist of 27 members selected as follows:

(i) Each of the following eight (8) elementary school attendance areas shall elect two (2) representatives who shall be residents of the area from which they are selected:

Boise	Eliot
Humboldt	King
Irvington	Sabin
Vernon	Woodlawn

(ii) The Mayor of the City of Portland shall appoint the balance of the members.

2. Proxy

If any member of the Board is unable for any reason to attend the meeting of the Board, the member may appoint any other Board member, except the Chairman, to represent him at the meeting. The appointment shall be in writing and delivered to the secretary or Chairman. In extreme emergencies, a member may appoint a proxy by telephoning the Chairman or secretary, said appointment to be followed by written verification thereof. No member shall have more than one proxy.

3. Vacancies

(a) If any elected member of the Board is unable for any reason to serve on the Board, then the Board, upon the recommendation of the neighborhood organization, shall temporarily fill the vacancy until the next regular Board election.



- (b) If any appointed member of the Board is unable for any reason to serve on the Board, then the Board shall recommend a person or persons to the Mayor for his consideration for appointment to fill out the unexpired term of said appointed member.

#### 4. Absences

- (a) If any elected member of the Board misses three (3) consecutive regular meetings of the Board without legitimate cause, his Neighborhood Organization will be notified of said fact. The Neighborhood Organization, upon recommendation to the Board, shall temporarily fill the vacancy until the next regular Board election. The replacement may at that time file as a candidate for the vacancy.
- (b) If an appointed member of the Board misses three (3) consecutive regular meetings of the Board, without legitimate cause, his position shall be declared vacant, and the Board shall recommend a person or persons to the Mayor for his consideration for appointment to fill out the unexpired term of said appointed member.
- (c) Leave of absence for any member must be approved by the Board, and upon approval of the Board, that member shall not be subject to subparagraph a and b above.

#### 5. Conflicts of Interests

Any person working directly for any project or program of the Model Cities Agency shall refrain from voting when his Agency's interest is before the Board. If contested, a two-thirds (2/3) majority vote of members present will determine conflict of interest.

#### 6. Elections and Appointments

##### (a) Time

An election shall be held annually, on the last Saturday of September. In addition to Board members, any other elective office under the Model Cities Program may be filled at such elections.

##### (b) Eligibility

A person shall be eligible to vote in said election if said person is (1) a resident of the Model Cities area, and (2) at least 14 years of age on or before the date of the election.

##### (c) Administration

For each regular and special election, the Board shall appoint an election committee, composed of not less than one (1) representative from each school attendance area, to work with the League of Women Voters for the purpose of establishing criteria, supervising, and administering the elections.

##### (d) First and Second Elections Only

- (i) For the first election, position No. 2 (that position which received the second highest number of votes in the initial election held on March 2, 1968) for each school attendance area shall be open for election. Position No. 1 (that position which received the highest number of votes in said initial



election) from each school attendance area shall be open for election the following year.

- (ii) Six (6) of the appointed positions shall be open for appointment by the Mayor of the City of Portland on or about the time set for the first election. The balance of the appointed positions (5) shall be open for appointment by the Mayor on or about the time set for the election in the

~~following year.~~

7. Term

The term of office for members shall be two years except in the event of a vacancy. The replacement shall serve until the next regular Model Cities election, at which time the position will be declared vacant and open for election. In the event, two (2) seats are vacant, one shall have a one (1) year term and one shall have a two (2) year term based on being numbered (1) and (2).

8. Residency

When an elected member moves from his school attendance area, his position becomes vacant. This vacancy is to be temporarily filled by the Board upon recommendation from the recognized Neighborhood Organization at the Neighborhood Organization's next regular meeting. The replacement shall serve until the next regular Model Cities Board election, at which time the position will be declared vacant.

### III OFFICERS

1. Officers

The officers of the Board shall be the Chairman, Vice-Chairman, Second Vice-Chairman, Secretary and Corresponding Secretary.

2. Election

The officers of the Board shall be elected by the Board.

- (a) Elections shall be held at the last regular meeting in the month of November or at the earliest date convenient to the Board.

3. Removal

Any officer of the Board may be removed for misconduct connected with his office. Any such misconduct may be presented in writing, by any member of the Board, to the Chairman, and the Chairman shall appoint a Committee to consider the validity of the charge. In the event that the Chairman is the party being charged, then the First Vice-Chairman shall appoint the Committee. Should the Committee find a valid cause for removal, a special closed meeting of the Board shall be scheduled at which the Board shall vote on removal. An officer may be removed only if 18 votes are cast for removal. Voting shall be by secret ballot.

#### 4. Term

All officers of the Board shall serve a one-year term beginning from the date of their election or until their successors have been duly elected and qualified. No officer shall serve in the same office for more than one term.

#### 5. Vacancies

A vacancy in any office for any reason shall be filled by the Board for the unexpired portion of the term.

### IV DUTIES OF OFFICERS

#### 1. Chairman

The Chairman shall preside at the meetings of the Board and shall be the chief administrative officer of the Board.

#### 2. Vice-Chairman and Second Vice-Chairman

The Vice-Chairman and Second Vice-Chairman, in the order named, shall in the absence or disability of the Chairman, exercise the powers and perform the duties of the Chairman. The Vice-Chairman and Second Vice-Chairman shall also exercise such other powers and perform such other duties as shall be prescribed by the Board or by the Chairman or by these Rules and Operating Procedures.

#### 3. Secretary

The Secretary shall keep or have kept under his direction an accurate record of the activities of the Board, including minutes of all meetings of the Board, which records shall be preserved and available to any member upon reasonable request.

#### 4. Corresponding Secretary

The Assistant Secretary shall, in the absence or disability of the Secretary, exercise the powers and perform the duties of the Secretary. He shall also exercise such other powers and perform such other duties as may be prescribed by the Board or by the Chairman.

### V MEETINGS

#### 1. Regular Meetings

Regular meetings of the Board shall be held on the first and third Tuesday of each month. All regular meetings of the Board shall begin promptly at 7:30 p.m. and every attempt shall be made to adjourn not later than 10:00 p.m.

## 2. Special Meetings

Special meetings of the Board may be called for any purpose by the Chairman or by any five (5) members who make such request in writing to the Executive Committee. Notice of special meetings shall be given by or at the direction of the Chairman or the Executive Committee to each member not less than 24 hours prior to the time set for the meeting, either personally or by mail. The Executive Committee shall, upon proper request, call a special meeting within 48 hours after receiving such request.

## 3. Public Meeting

All regular meetings of the Board and of the working committees shall be open to the public.

(a) All executive and standing committees meetings of the Citizens Planning Board are exempt from this regulation at their discretion.

## 4. Place of Meetings

Regular Board Meetings shall be held at Cascade Center as long as facilities are available or at a place designated by the Chairman.

## 5. Quorum

At any meeting of the Board, fourteen (14) of the members of the Board shall constitute a quorum.

## 6. Majority Rule

All questions and votes shall be decided by a majority of the votes cast at any meeting of the Board, except those provisions where two-thirds (2/3) vote is required.

## 7. Right to be Heard

Governed by Roberts Rules of Order. Audience participation can be limited to three (3) minutes per person (2 pro and 2 con) at the discretion of the Chairman.

# VI COMMITTEES

## 1. Committees

The Board shall have the power to establish committees and to set their composition and duties. A majority of the members of a committee shall constitute a quorum.

## 2. Standing Committees

In addition to such other committees as the Board may from time to time authorize and the Chairman may appoint (with the Board's approval)

there shall be the following standing committees:

Executive Committee  
Personnel Committee  
Rules Committee

Members of standing committees, except for the Executive Committee, shall be appointed by the Executive Committee and ratified by the Board. Except for the Executive Committee, each standing committee shall elect its own officers. Meetings of the standing committees shall be called by the presiding officer at the convenience of the members.

3. Term

All standing committee members shall hold office for one (1) year from the date of their election or until their successors have been elected and qualified. A person may serve on only one standing committee at a time. No person shall serve more than two (2) consecutive terms on any one committee except the Chairman of the Board.

4. Executive Committee

The Executive Committee shall consist of the officers of the Board plus four (4) other members to be elected by the Board. The Chairman of the Board shall be the Chairman of the Executive Committee. The Executive Committee shall call a special meeting of the Board if requested in writing by any five (5) Board members. The Executive Committee between regular meetings of the Board shall represent the Board, provided, however, that any policy action considered by the Executive Committee shall be subject to the approval of the Board at its next meeting.

5. Personnel Committee

The Personnel Committee shall consist of five (5) members of the Board to be appointed by the Executive Committee and ratified by the Board. By authority of the Personnel Hiring Committee the City Demonstration Agency Director is authorized to fill authorized positions until such time as the Personnel Hiring Committee deems it necessary to recommend to the Citizens Planning Board that said authority be revoked.

6. Rules Committee

The Rules Committee shall consist of five (5) members appointed by the Executive Committee and ratified by the Board. The Chairman of the Rules Committee will be Parliamentarian of the Citizens Planning Board. The Rules Committee shall meet periodically to review the by-laws to make necessary provisions for change subject to Board ratification and addition.

## 7. Special Committees

Special committees can be appointed by the Chairman and authorized by the Board when the need arises. Upon completion of their job, a special committee shall be terminated.

## VII WORKING COMMITTEES

1. In addition to other working committees that the Board may from time to time authorize, the following shall be the working committees of the Model Cities Program:

- A. Citizens Participation
- B. Education
- C. Employment
- D. Economic Development & Transportation
- E. Health Services
- F. Housing & Physical Environment
- G. Law & Justice
- H. Social Services
- I. Recreation & Culture

## 2. Members

Only residents of the Model Cities area may be voting members of any committee. The exception to this is Board members who reside outside the Model Cities area.

## 3. Officers

Each working committee shall have a chairman and such other officers as deemed necessary by the working committee. The duties of the chairman shall correspond with the duties of the Chairman of the Board. The chairman shall be a resident of the Model Cities area and shall be elected by the committee. Each working committee chairman shall be an advisory member of the Board. Board members cannot hold offices on working committees.

## 4. Sub-Committees

Working committees may form sub-committees for any purpose.

## 5. Rules and Operating Procedures

All working committees are subject to the rules and operating procedures as set forth by the Model Cities Citizens Planning Board working committees' policies and procedures.

## VIII AMENDMENTS


These rules and operating procedures of the Citizens Planning Board may be altered, amended or repealed and new rules and operating procedures

adopted by the Board at any regular meeting of the Board after the proposed changes have been read at two successive regular meetings, except when these Rules and Operating Procedures conflict with city, state, or Federal policies. A two-thirds (2/3) vote of the Board is necessary to pass any amendment.

## IX RULES OF ORDER

At all meetings of the Board, Roberts Rules of Order shall govern unless in conflict with these Rules and Operating Procedures.

CITY OF PORTLAND  
**INTER-OFFICE CORRESPONDENCE**  
(NOT FOR MAILING)  
March 18, 1971

*From* Ed Warmoth, Model Cities Coordinator   
*To* Dept. of Finance and Administration  
*Addressed to* Mayor Schrunk  
*Subject* Request to Participate in CPB Dinner

CP Coordinator Brenda Green has been working on Chairman Joe Nunn's suggestion to have a luncheon or dinner to honor board members who have retired. This also has been discussed with Director Charles Jordan.

It appears that this would be an eligible expense, but it will be reviewed with HUD staff.

Mrs. Green is starting on tentative plans for a dinner event with some orientation or program information content, in addition to presentation of certificates. She would like to have you participate. Is there a Friday or Saturday night in the early part of April when you could participate in such an event?

A full-day training session for board members is being developed to be scheduled in late April or May. That session will probably be on a Saturday. Charles Jordan considered the possibility of incorporating the certificates at that time, but decided that it would be better to have an earlier separate event. Past board member Ellis Casson has asked me on several occasions when he will receive his "certificate".

As a sidelight, CP Specialist Alan Avery of the HUD Seattle staff recently visited Portland and complimented us on the good quality of the Citizen Participation Section of our program.

EJW.1

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Inter-Office Memorandum

March 25, 1971

TO: Ed Warmoth  
City Hall

FROM: Brenda J. Green  
Citizens Participation Coordinator

SUBJECT: Citizens Planning Board Workshop

The Citizens Planning Board is making plans for a Citizens Planning Board Workshop. Participants to the workshop will be Citizens Planning Board members, Working Committee and Neighborhood Organization Chairmen and Vice Chairmen.

Members of the planning committee for this workshop are requesting to know what date and time the Mayor (and only the Mayor) will be available to present the following information:

- A. Purpose of the Citizens Planning Board
- B. Role of the Citizens Planning Board to City Hall
- C. Role of Model Cities staff to City Hall
- D. Role of Model Cities Coordinators to Model Cities staff

They would then like a short question and answer period where the Mayor could respond to Citizens Planning Board members, Working Committee and Neighborhood Organization Chairmen and Vice Chairmen.

The committee would prefer a date of a regular Citizens Planning Board meeting with the workshop time being 4:00 to 9:00 p.m. The Mayor's presentation would be scheduled for approximately 4:15 to 4:45 p.m. The first regular scheduled meeting of the Citizens Planning Board that would be appropriate is April 20, 1971. Thereafter the dates would be May 4 and May 18, 1971. However, the Citizens Planning Board is anxious to have this workshop and they were hoping to schedule the workshop for some time in April.

Time is always of the essence in the Model Cities Program, therefore, a response as soon as possible will be appreciated by the committee and staff.

BJG 

cc: Official files (2)  
Director/Jordan  
CP Coord/Author/Green  
3-25-71  
bh



March 25, 1971

Ed,

Original tally of the Citizens Planning Board workshop questionnaires requested the time for 9:00 a.m. to 3:00 p.m. on a Saturday. It would be more convenient for Citizens Planning Board not to take time off during a work day from their jobs.

I am recommending (pushing for) a Saturday date, 9:00 to 3:00 p.m. or two evenings, 6:00 to 9:00 p.m. during regular Citizens Planning Board scheduled meetings.

Brenda

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

April 1, 1971

CPB -  
General

From Ed Warmoth, Model Cities Coordinator  
To Dept. of Finance & Administration  
Addressed to Mayor Schruk  
Subject

Brenda Green has given me information regarding the two events where the CPB invited your participation.

The workshop for CPB members, working committees, and neighborhood organization leaders will be planned for Saturday, April 17. The schedule will be confirmed in the next few days. Your participation will be scheduled as part of the morning session and specific times will be announced shortly. Brenda advised me that the reference to the role of the Model Cities Coordinator to Model Cities staff was a reference to my activity. It relates principally to the assistance which I provide to Director Jordan.

The tentative plans for an Awards Dinner will be set aside until some possible date in May. There is a possibility that plans for a dinner will be dropped. I'll check with you again when there is further information.

EJW.1

cc- Charles Jordan, Director

C  
O  
P  
Y

Awards Dinner - CPB (Some location in  
MC. area - no speech)

Possible Dates

Friday night - April 16

Sat " - April 17

Friday night - April 9

Sat " - April 10

---

CPB workshop -

30 min for  
Discussion of  
CPB - City Hall Relationships

Tues - April 20 -  
workshop 4-9 PM  
Mayor 4-5 PM

or

Sat - 17<sup>th</sup>  
workshop 9 AM to 3 PM

Mayor

9-10 AM

OR

10-11 AM

CITIZENS PLANNING BOARD WORKSHOP  
PROGRAM

April 17, 1971

Seating of Participants

8:45 - 9:00 A.M.

Toastmaster Greeting - - - - - (Joe Nunn)

Presentation from Mayor Schrunk

9:00 - 9:30

- (A) Purpose of the Citizens Planning Board
- (B) Relationship of Citizens Planning Board to City Hall
- (C) Relationship of Model Cities Staff to City Hall
- (D) Relationship of Model Cities Coordinator (Ed Warmoth) to Model Cities Staff
- (E) Questions and answers

Presentation from Bob Dixon - HUD Leadman for Portland

9:30 - 10:00

- (A) Relationship with Model Cities Staff
- (B) Relationship with Citizens Planning Board and HUD
- (C) Relationship with Neighborhood Organizations
- (D) Questions and answers

Discussion Period I

10:00 - 12:00

- (A) Discussion of Citizens Planning Board Relationship with City Hall - - - (Joe Nunn)
- (B) Relationship of Staff with Citizens Planning Board - - - - - → (Charles Jordan)
- (C) Relationship of Citizens Planning Board and Working Committees - - - (Marian Scott)
- (D) Evaluation of Projects - - - - - (LeRoy Patton)
  - 1. What Citizens Planning Board looks for
  - 2. How Evaluations are done
- (E) Importance of Working Committee attendance by Citizens Planning Board members (Joe Nunn)
- (F) Importance of Neighborhood Organization Attendance - - - - - (Joe Nunn)
- (G) Acceptance of Working Committee and Staff recommendations - - - - - (Joe Nunn)
- (H) Recommendations to improve Citizens Planning Board Activity (Conduct, Dialogue) - - - - - (Joe Nunn)
- (I) Questions and answers

Lunch

12:00 - 1:00 P.M.

*arranging regular Reports from W.C. Chairman*  
*Monthly meeting with W.C. Chairman*  
*CPB Chairman*  
*Director*  
*W.C. - CPB Reps should support W.C. Proposal*

*Dollars*  
*Time*  
*Total Program*  
*Big Picture*

Discussion Period II

Working Committees - - - - - (Marian Scott)

1. Relationship of Working Committees  
with Citizens Planning Board
2. Relationship of Working Committees  
with Staff - - - - - (Brenda Green)
3. Relationship of Chairmen of Working  
Committees to Committee
4. Questions and answers

Discussion Period III

Neighborhood Organizations - - - - - (Fred Flowers)

1. Relationship of Neighborhood  
Organizations with Model Cities Staff
2. Relationship of Neighborhood  
Organizations with City of Portland
3. Relationship of Neighborhood  
Organizations with Citizens Planning Board
4. Relationship of Neighborhood  
Organizations with Working Committees
5. Questions and answers

Wrap up

Citizens Planning Board  
Working Committees  
Neighborhood Organizations

Current Projects - - - - - (Harry Ward)

Closing Remarks

Allen Avery  
Charles Jordan  
Joe Nunn

1:00 - 2:00

2:00 - 3:00

3:00 - 3:15

3:15 - 3:30

3:30 - 3:45

*who can  
participate*

*later meeting*

*Revision of  
Working  
Committee  
Rules -  
Dick  
Calsi*

citizens  
planning  
board



# portland model cities

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

## MEMORANDUM

April 17, 1971

TO: Members of the Citizens Planning Board  
Working Committee Chairmen and Vice Chairmen and  
Neighborhood Organization Chairmen and Vice Chairmen

FROM: Josiah J. Nunn  
Chairman  
Citizens Planning Board

SUBJECT: Appreciation to Mr. Robert Boyer

It was Mr. Robert Boyer who was instrumental in foreseeing the need for a Workshop for Citizens Planning Board members, Working Committee and Neighborhood Organization Chairmen and Vice Chairmen. Without his perspective, the Workshop would have been a dream and not a reality.

Many thanks to Mr. Boyer for impressing upon the Board to commence this type of dialogue. Hopefully Mr. Boyer will share some views on recommendations to improve Citizens Planning Board activity during the morning discussion period.

Again thanks Mr. Boyer.

JJN Josiah J. Nunn



CPB

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

April 19, 1971

From Ed Warmoth, MC Coordinator  
To Dept. of Finance & Administration  
Addressed to Mayor Schrunk  
Subject Model Cities Workshop - April 17

The workshop was a successful event. Your presentation came across very well, and I heard several good comments about it during the day.

The sessions concerning activities of the CPB and staff matters, including evaluation, took longer than expected and generated more interest than was anticipated. The agenda was cut short in the afternoon and it was decided that more detailed discussions concerning working committees and neighborhood organizations would be conducted at some future time. A review of working committee rules is now underway in a committee.

I counted 16 Board members present most of the day (11 of 16 elected members and 5 of 11 appointed members). Some of the working committee chairmen were not present, including the Chairman of the Law and Justice Committee.

EJW.1  
cc - Howard Traver

NOTE - Board members present were Nunn, Loving, Boyer, Ward, Patton, Strong, Scott, Simpson, Ready, Flowers, Holloway, Brown, Kell, Norman, Gustafson, and Friday.

C  
O  
P  
Y

# portland model cities

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

August 18, 1971

*EW*

Honorable Terry D. Shrunk  
City Hall  
Portland, Oregon 97204

On Saturday, September 11, 1971 between the hour of 10:30 A.M. to 6:30 P.M. the Citizens Participation Working Committee is planning a Model Neighborhood Rally. The purposes of the Rally are:

1. Stimulate interest in the Citizens Planning Board Election, September 25, 1971.
2. Provide a pre-election platform for all candidates.
3. To inform Model Neighborhood residents of the goals and objectives of the Model Cities Program.
4. Publicize agencies operating Model Cities Projects in order that residents may take advantage of services available.

We anticipate approximately 300 to 500 persons. The Police Community Relations Unit has been involved in all of the planning and will monitor plan implementation.

The Committee has filed a permit for use of Alberta Park for this event. The Citizens Participation Working Committee is now requesting of your office assistance in having barricades placed on N.E. 19th and 22nd avenue. Streets at the Killingsworth and Ainsworth exits of Alberta Park during hours of 10:30 A.M. to 6:30 P.M.

I feel that this would be an extra precaution against heavy traffic and protection for participants involved in the day's activity.

I would appreciate your assistance and response in this matter as I feel the entire Model Neighborhood will benefit from the success of this rally.

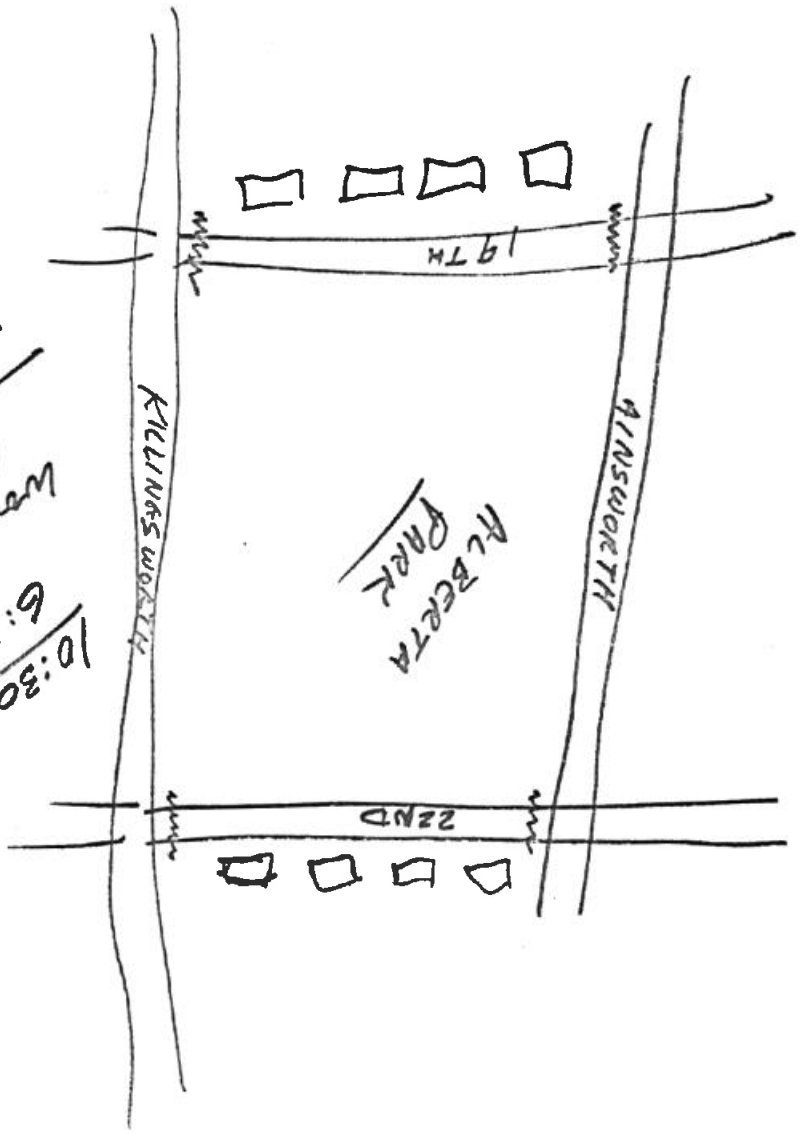
Sincerely yours,

*Jim Kiehl - 412*  
*Street Dept.*  
*(Charles residents*  
*arrangements for*

*Charles Jordan*  
Charles Jordan  
Director  
*Bill Lind - 441*



written petition  
 signed by adjacent  
 property  
 + 300  
 100/300



Working in  
 cooperation with PCR  
 10:30 AM  
 6:30 PM  
 no activity in street  
 but lots of children  
 + pet traffic

# portland model cities

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

February 4, 1972

Dear Model Cities Residents:

You are cordially invited to participate in the Citizens Participation Working Committee 2nd Workshop. Our theme "Your Participation Keeps Us Moving - 1972".

Date: February 26, 1972

Where: Cascade Center, 5606 N. Borthwick Avenue

Time: 9:00 A.M. to 5:00 P.M.

The categories that will be discussed are:

Law & Justice	Health
Housing and Physical	Economic Development & Transportation
Education	Recreation and Culture
Social Services	Employment

There will be no cost to any Model Cities residents. If there is babysitting, or transportation needed or time lost from job reimbursement, let us know when you fill out the form attached.

Hope to see you at the workshop.

Very truly yours,



(Mrs.) Regina Flowers, Chairman  
Citizens Participation  
Working Committee

CITIZENS PARTICIPATION

WORKING COMMITTEE

PLEASE BE SURE TO RETURN THIS FORM

Name \_\_\_\_\_

Address \_\_\_\_\_

Area which reside - (Circle one):

Boise	Humboldt
King	Vernon
Sabin	Eliot
Irvington	Woodlawn

Do you need the following services? (Only Model Neighborhood residents are eligible for these services.)

Babysitting

Transportation

Time Lost from Job

I will be able to attend-----Yes\_\_\_\_\_ No\_\_\_\_\_

I will not be able to attend-----Yes\_\_\_\_\_ No\_\_\_\_\_

I am interested in participating in Model Cities programs-----Yes\_\_\_\_\_ No\_\_\_\_\_

I am not interested-----Yes\_\_\_\_\_ No\_\_\_\_\_

Will you be staying for lunch-----Yes\_\_\_\_\_ No\_\_\_\_\_

Suggested Menu:

(1) Braised Swiss Steak on  
Natural corn O'Brian  
Whipped buttered potatoes  
Dessert

(2) Pan Fried Chicken with  
Country gravy  
Peas and carrots saute  
Boiled new potatoes  
Dessert

(3) Choice of salads:  
Chefs Salad, Crab or Shrimp Louie, and Fresh Fruit Salad

(Coffee and rolls could be served in the morning and at  
breaks at extra cost.)

FORMS MUST BE RETURNED BY THE 18th OF FEBRUARY, 1972

FEB 22 1972

CP - Project

# portland model cities

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

February 15, 1972

## PRESS RELEASE

### Workshops

Model Cities Citizens Participation Working Committee will sponsor a one day workshop on February 26, 1972, at Cascade Center, 705 N. Borthwick Street.

All nine Working Committees of Model Cities will be represented at the workshop which is scheduled from 8:00 a.m. to 5:00 p.m.

Activities will include guest speaker Walter Hundley, Director of Seattle, Washington Model Cities Program. Individual working committees will host a two hour rap session from 3:00 p.m. to 5:00 p.m. to hear comments about and explain the various work committees' functions and Model Cities activities.

About 400 citizens from in and around the Model Cities Neighborhood are expected to attend.

Madison Derrow  
Information Specialist

MD/glm

CDA- CP Project

# portland model cities

## Citizens Participation Working Committee WORKSHOP

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

*workshop*  
*2/26/72*

## february 26, '72

### Morning Session

- |                        |  |
|------------------------|--|
| 8:00 a.m. - 8:45 a.m.  | -Registration and coffee                             |
| 8:45 a.m. - 9:00 a.m.  | -Assembly of platform guests                         |
| 9:00 a.m. - 9:30 a.m.  | -Speaker, Mr. Walter Hundley of Seattle Model Cities |
| 9:30 a.m. - 10:00 a.m. | -Questions and Answers                               |

Each Working Committee will be numbered from two (2) to nine (9) and persons receiving these numbers will go to workshop with the corresponding numbers.

- |                         |  |
|-------------------------|--|
| 10:30 a.m. - 11:45 a.m. | -1st workshop session - discussion period          |
| 12:00 a.m. - 1:15 p.m.  | -LUNCH   |
| 1:30 p.m. - 2:45 p.m.   | -2nd workshop session - discussion period          |
| 3:00 p.m. - 5:00 p.m.   | -Informal Rap session and workshop of your choice. |

### Luncheon menu -

Swiss Steak  
Whipped buttered potatoes  
Peas & carrots

Green salad with choice of dressing

Rolls and butter

Choice of tea, coffee or milk

Lemon tarts or chocolate pudding with whipped cream

## CITIZENS PARTICIPATION WORKING COMMITTEE



# portland model cities

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

Economic Development and Transportation  
Working Committee  
Workshop Sessions  
Saturday, February 26, 1972

## Discussion Points:

### Time Frame for Workshop

Cascade Community College has been reserved from 7:00 A.M. to 5:00 P.M. The session will be about one (1) hour and forty-five (45) minutes for open discussion and questions and answers.

### Morning Session

8:00 A.M. - 8:45 A.M. - Registration and coffee

8:45 A.M. - 9:00 A.M. - Assembly of platform guests

9:00 A.M. - 9:30 A.M. - Speaker, Mr. Walter Hundley of Seattle, Washington  
Model Cities

9:30 A.M. - 10:00 A.M. - Questions and answers

Each Working Committee will be numbered from one (1) to eight (8) and persons receiving these numbers will go to workshop with the corresponding numbers.

10:30 A.M. - 11:45 A.M. - 1st Workshop session (Mr. Jim Griffin of MEDIA and Mr. Ed Pinkard of Albina Contractors Association will discuss Economic Development).  
discussion period

12:00 A.M. - 1:15 P.M. - Lunch

1:30 P.M. - 2:45 P.M. - 2nd Workshop session (Consultants working on the Commercial Development Study will answer questions).  
discussion period

3:00 P.M. - 5:00 P.M. Informal Rap session and workshop of your choice.

**ECONOMIC DEVELOPMENT &  
TRANSPORTATION  
WORKING COMMITTEE**

# portland model cities

CITY DEMONSTRATION AGENCY

5329 N.E. UNION AVENUE

PORTLAND, OREGON 97211

288-8261

Employment  
Working Committee  
Workshop Sessions

SATURDAY FEBRUARY 26, 1972

## TOTAL ASSEMBLY SCHEDULE

8:00 a. m.-8:45 a.m.

8:45 a.m. -9:00 a.m.

9:00 a. m.-9:30 a.m.

9:30 a. m.-10:00 a.m.

Employment and Manpower Trends for the '70s.

10:30 a. m.-11:45 a. m.

12:00 a. m.-1:15 p.m.

1:30 p.m.-2:45 p.m.

3:00 p.m.-5:00 p.m.

Coffee and Registration

Assembly of Platform

Guests

Speaker, Mr. Hundley

Director of Seattle

Model Cities

Questions and Answers

Discussion of Implementation  
of CDA Letter #11

Moderator: Dr. E. C. Oguobiri,

Model Cities Consultant, and

Carlos Rivera, Business Dev-  
elopment Specialist

Lunch

Human Resources:

Employment Opportunities: Plans

Goals, Objectives and Time

Tables - State, County, City

Agencies and Private Employers.

Moderator: George Withney, State  
Employment Service

Implementation of Executive  
Order 11458, Federal Job Oppor-  
tunities: Plans, Goals, Objec-  
tives, and Time Tables.

Moderator: Walter Sakai, Area  
Director for United States  
Civil Service Commission

**EMPLOYMENT  
WORKING COMMITTEE**



# portland model cities

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

Education  
Working Committee  
Workshop Sessions  
Saturday, February 26, 1972

## Discussion Points:

### Morning Session

8:00 A.M. - 8:45 A.M. - Registration and coffee

8:45 A.M. - 9:00 A.M. - Assembly of platform guests

9:00 A.M. - 9:30 A.M. - Speaker, Mr. Walter Hundley of Seattle, Washington  
Model Cities

9:30 A.M. - 10:00 A.M. - Questions and Answers

Each Working Committee will be numbered from one (1) to eight (8) and persons receiving these numbers will go to workshop with the corresponding numbers.

10:30 A.M. - 11:45 A.M. - 1st Workshop session (Education in a Falling Economy -  
discussion period Speaker-Harold Williams)

12:00 A.M. - 1:15 P.M. - LUNCH

1:30 P.M. - 2:45 P.M. - 2nd Workshop session (The Revelance of Education in  
discussion period Today's Society - Speaker-Harold  
Williams)

3:00 P.M. - 5:00 P.M. - Informal Rap session and workshop of your choice.

EDUCATION  
WORKING COMMITTEE

# portland model cities

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

Health  
Working Committee  
Workshop Sessions  
Saturday, February 26, 1972

## Morning Session

8:00 A.M. - 8:45 A.M. - Registration and coffee

8:45 A.M. - 9:00 A.M. - Assembly of platform guests

9:00 A.M. - 9:30 A.M. - Speaker, Mr. Walter Hundley of Seattle, Washington  
Model Cities

9:30 A.M. - 10:00 A.M. - Questions and answers

Each Working Committee will be numbered from one (1) to eight (8) and persons receiving these numbers will go to workshop with the corresponding numbers.

10:30 A.M. - 11:45 A.M. - 1st Workshop Session  
Discussion period

Health conditions in Model Cities presentation, using overhead projector.  
Speaker - John Cipalla, Director Health Planning  
State Health Division

12:00 A.M. - 1:15 P.M. - Lunch

1:30 P.M. - 2:45 P.M. - 2nd Workshop session  
Discussion period

Activities of Health Working Committee  
Sub - Committees  
Presentation - Sub - Committees Chairman

3:00 P.M. - 5:00 P.M. - Informal Rap session and workshop of your choice.

**HEALTH  
WORKING COMMITTEE**

# portland model cities

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

Law and Justice  
Working Committee  
Workshop Sessions  
Saturday, February 26, 1972

## Morning Session

8:00 A.M. - 8:45 A.M. - Registration and coffee

8:45 A.M. - 9:00 A.M. - Assembly of platform guests

9:00 A.M. - 9:30 A.M. - Speaker, Mr. Walter Hundley of Seattle, Washington  
Model Cities

9:30 A.M. - 10:00 A.M. - Questions and Answers

Each Working Committee will be numbered from one (1) to eight (8) and persons receiving these numbers will go to workshop with the corresponding numbers.

10:30 A.M. - 11:45 A.M. - 1st Workshop Session  
discussion period

Our workshop will be rap sessions designed to come up with solutions for the problems we see in the neighborhood involving crime and the application of the law.

Law enforcement and legal agency personnel will be asked not to take part in these sessions.

12:00 A.M. - 1:15 P.M. - Lunch

1:30 P.M. - 2:45 P.M. - 2nd Workshop session

Rap session continued

3:00 P.M. - 5:00 P.M. - Informal rap session and workshop of your choice.

**LAW & JUSTICE  
WORKING COMMITTEE**



# portland model cities

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

Recreation and Culture  
Working Committee  
Workshop Sessions  
Saturday, February 26, 1972

## Discussion Points:

### Time Frame for Workshop

Cascade Community College has been reserved from 7:00 A.M. to 5:00 P.M. The session will be about one (1) hour and forty-five (45) minutes for open discussion and questions and answers.

### Morning Session

8:00 A.M. - 8:45 A.M. - Registration and coffee

8:45 A.M. - 9:00 A.M. - Assembly of platform guests

9:00 A.M. - 9:30 A.M. - Speaker, Mr. Walter Hundley of Seattle, Washington  
Model Cities

9:30 A.M. 10:00 A.M. - Questions and Answers

Each Working Committee will be numbered from one (1) to eight (8) and persons receiving these numbers will go to workshop with the corresponding numbers.

10:30 A.M. - 11:45 A.M. - 1st Workshop session (Mr. Fred Markey will answer  
discussion period questions)

12:00 A.M. - 1:15 P.M. - LUNCH

1:30 P.M. - 2:45 P.M. - 2nd Workshop session (Gerald Deloney will answer  
discussion period questions concerning the Youth  
Affairs Council)

3:00 P.M. - 5:00 P.M. - Informal Rap session and workshop of your choice

## RECREATION & CULTURE

## WORKING COMMITTEE



# portland model cities

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

## CITIZENS PARTICIPATION WORKSHOP FEBRUARY 26, 1972

### TOPIC: ZONING/PLANNING: WHAT MAKES IT HAPPEN

- 10:30 - 11:45 • IMPLEMENTATION OF ZONING - D. WILDE  
• PRESENTATION & GROUP DISCUSSION: WHAT FORCES DETERMINE ZONING (PLANNING)?  
• REP. FROM CITY CLUB... GOLDSCHMIDT'S OFFICE  
• REP. FROM COMMISSIONER  
DISCUSSION: RELATION OF PRESENT ZONING PRACTICE TO PLANNING.  
HOW DOES IT RELATE TO EXISTING CONDITIONS?  
WILL IT GET US WHERE WE WANT TO BE IN THE FUTURE?  
• NEIGHBORHOOD CONSULTANTS  
• BRING IT TOGETHER: RECOMMENDATION FOR REFERRAL TO H.&P.E.  
WORKING COMMITTEE.
- 1:30 - 2:45 • GROUP DISCUSSION: HOW TO PROCEED TOWARD GOALS  
— SUGGESTIONS—COMPLAINTS—DIRECTIONS—
- 3:00 - 5:00 • TENTATIVE: LAND USE PLANNING GAME FOR THOSE INTERESTED....

PHYSICAL ENVIRONMENT & HOUSING  
WORKING COMMITTEE



# portland model cities

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

Social Services  
Working Committee  
Workshop Sessions  
Saturday, February 26, 1972

## Morning Session

8:00 A.M. - 8:45 A.M. - Registration and coffee

8:45 A.M. - 9:00 A.M. - Assembly of platform guests

9:00 A.M. - 9:30 A.M. - Speaker, Mr. Walter Hundley of Seattle, Washington  
Model Cities

9:30 A.M. - 10:00 A.M. - Questions and answers

Each Working Committee will be numbered from one (1) to eight (8) and persons receiving these numbers will go to workshop with the corresponding numbers.

10:30 A.M. - 11:45 A.M. - 1st Workshop session  
discussion period

1) Explanation of existing agencies funded in the Social Services area with representatives of each agency - 3 minutes each - a total of 24 minutes.

2) Explanation of new proposals passed by our committee - 12 minutes.

12:00 A.M. - 1:15 P.M. - Lunch

## Evening Session

1:30 P.M. - 2:45 P.M. - 2nd Workshop session

1) Reaction by citizens to existing programs and new proposals; questions, discussion - 20 minutes.

2) Open discussion on citizens concerns - new ideas - possible proposals - 20 minutes.

Rap session

3:00 P.M. - 5:00 P.M. - Informal rap session and workshop of your choice.

**SOCIAL SERVICES  
WORKING COMMITTEE**

# QUESTIONNAIRE

## CITIZENS PARTICIPATION WORKSHOP QUESTIONNAIRE

We would like to know what you think about today's Citizens Participation Workshop so that we can plan for future workshops. Please answer each question below and return the form to any Model Cities staff person. Your name is optional on the questionnaire. All answers will be held confidential. Thank you for your participation.

Please write your answers in the spaces provided OR CIRCLE THE NUMBER NEXT TO THE ANSWER WHICH COMES CLOSEST TO YOUR THOUGHTS AND FEELINGS.

1. Have you ever attended a Working Committee meeting? YES . . . . . 1.  
NO . . . . . 2.

2. Which Working Committee have you attended? \_\_\_\_\_

3. How frequently have you attended Working Committee meetings? once a month or more. . . . . 1.  
once every two or three months 2.  
once every six months or so. . 3.  
once a year . . . . . 4.  
never . . . . . 5.

4. Have you ever been an officer of a Working Committee, Neighborhood Organization, or a member of Citizens Planning Board? YES . . . . . 1.  
NO . . . . . 2.

5. What neighborhood area do you live in? \_\_\_\_\_

6. What neighborhood planning area do you live in? \_\_\_\_\_

7. How did you first hear of this Workshop? through the mail 1.  
television 2.  
newspaper 3.  
at a meeting 4.  
telephone call 5.  
other (specify) \_\_\_\_\_

8. Which Working Committee Workshop session did you attend in the ----- morning? \_\_\_\_\_

afternoon? \_\_\_\_\_



# questionnaire cont.

9. We would like to know what you think of the workshop sessions. For each item in the left column please CIRCLE THE APPROPRIATE NUMBER INDICATING WHETHER YOU FEEL YOU LEARNED A GREAT DEAL, LEARNED A LITTLE, OR DID NOT LEARN ANYTHING AT ALL.

	learned a great deal	learned a little	did not learn anything
How citizens plan for their community	1	2	3
What Working Committees do	1	2	3
What Neighborhood Organizations do	1	2	3
What Citizens Planning Board does	1	2	3
The goals of the Model Cities Program	1	2	3
How City Demonstration Agency supports citizen planning	1	2	3
The needs of the Model Neighborhood	1	2	3
10. How well do you feel the Working Committees have planned projects to meet the needs of the Model Neighborhood?	excellent job . . . . . 1 good job . . . . . 2 fair job . . . . . 3 poor job . . . . . 4		
11. How well do you feel the Neighborhood Organizations have planned neighborhood improvements?	excellent job . . . . . 1 good job . . . . . 2 fair job . . . . . 3 poor job . . . . . 4		
12. How well do you feel the Citizens Planning Board has responded to meet the needs of the Model Neighborhood?	excellent job . . . . . 1 good job . . . . . 2 fair job . . . . . 3 poor job . . . . . 4		
13. Do you feel that City Council understands the problems and needs of the Model Neighborhood?	yes . . . . . 1 no . . . . . 2		
14. How well do you feel City Demonstration Agency has supported citizens planning?	excellent . . . . . 1 good . . . . . 2 fair . . . . . 3 poor . . . . . 4		
15. How often would you like to have workshops like this one?	once a month . . . . . 1 once every 3 months . . . . . 2 once every 6 months . . . . . 3 once a year . . . . . 4 not at all . . . . . 5		