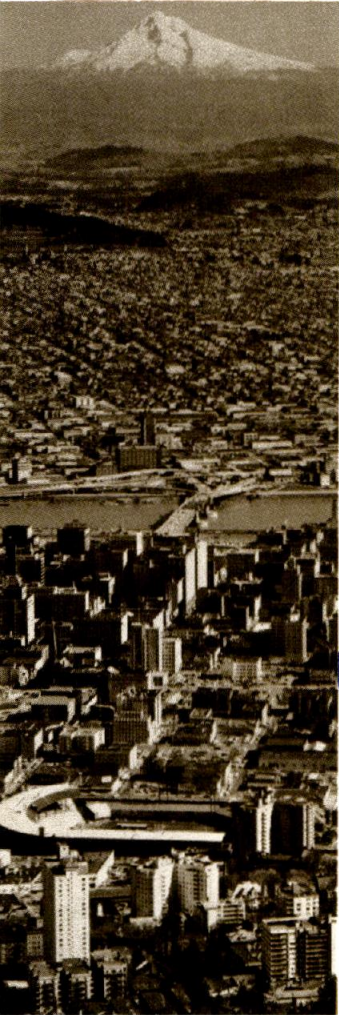




PORTLAND
DEVELOPMENT
COMMISSION



C - 37-10 c

29th June, 1972.

Mr. Charles Jordan, Director
Portland Model Cities Agency
5329 N.E. Union Avenue
Portland, Oregon 97211

For the attention of Mr. Roland Franz

Dear Mr. Jordan:

Boise/Humboldt Beautification Project Report 33-04

Enclosed are two copies of the Monthly Progress Report on the Beautification Project. It is not possible to meaningfully report its progress on the standard forms, and, after discussion with your staff, this chronology form was determined to be the most explanatory.

We shall report monthly hereafter as soon as dollar progress can be measured, on the regular forms. It is our understanding that the enclosed will satisfy reporting requirements through May, 1972. If there is some reason to the contrary, please contact Mr. Don Silvey of this office.

Thank you for your continued cooperation.

Very truly yours,

John B. Kenward
Executive Director

JBK/SHB:bf
Enclosure (2)

ORIGINAL
JUL 3 1972
MODEL CITIES

John S. Griffith
Chairman

Edward H. Look
Secretary

Vincent Raschio

Elaine Cogan

Arthur A. Riedel

John B. Kenward
Executive Director

FORWARDED TO Eval. Jelen-Rett
FROM DIRECTORS OFFICE

DATE 7/3/72

LV

CHRONOLOGY OF BOISE/HUMBOLDT
MODEL CITIES BEAUTIFICATION PROJECT

March
1971

Consultant (Kaji) discussed demonstration projects with Chuck Olson. Consultant was told that PDC is not funded for the projects discussed (including beautification) and that he should discuss matter with Model Cities as a possible source of funding.

April
thru
August

Consultant negotiated with Model Cities to be declared "operating agent" for beautification project. Model Cities unable to get approval by HUD on this arrangement. PDC not involved in any of these discussions.

Late
August
thru
Early
September

PDC approached by CDA to undertake beautification project. Chuck Olson replied that this must be cleared by the Commission.

September
10, 1971

Charles Jordan requested PDC to undertake beautification project. Pre-NDP 2 budget to be increased by \$24,950 and request that Kaji be sub-contracted to carry out the project.

ORIGINAL FILED
JUL 1972
MODEL CITIES

JAP

JUL 3 1972

MODEL CITIES

- Oct. 22, 1971 Memorandum by Earl Sweet, Administrative Assistant - Compliance commenting on possibility of Boise-Humboldt Demonstration Beautification Project.
- Nov. 8, 1971 Letter sent to Charles Jordan, Director, Portland Model Cities, indicating Boise-Humboldt Neighborhoods' desire to proceed with proposed Demonstration Program and means of financing such a program. As part of the contract, plans and specifications were suggested so as to exact scope of work.
- Nov. 12, 1971 Report received from Ken Hampton, Physical Program Coordinator, Portland Model Cities, explaining CDA's proposal for project criteria.
- Nov. 18, 1971 Meeting with Mr. Taft, Douglas and Olson, Portland Development Commission and Andy Raubeson, Model Cities, regarding Boise-Humboldt Beautification Project.
- Nov. 30, 1971 Letter received from Andy Raubeson, Model Cities, regarding meeting of November 29, 1971 with Chuck Olson and Ken Kaji. Letter stated that the Boise-Humboldt Beautification Project was to be under a separate contract from NDP #2; Portland Development Commission to contract work through public bids; and, the firm of Colburn, Sheldon and Kaji is to act as consultants on the project.
- Dec. 6, 1971 Commission authorized contract with the City Council to carry out the Boise-Humboldt Beautification Project under Model Cities Program. Letter sent indicating such authorization to Charles Jordan, Model Cities Director.
- Dec. 15, 1971 Memorandum from Edward Warmoth, Model Cities Coordinator, City Attorney's Office, requesting project to become operational.
- Dec. 16, 1971 PDC held meeting with Boise-Humboldt Consultants to review work and develop processing schedule. It was determined that surface repairs were required in addition to the painting specified for the Boise-Humboldt Beautification Project. B/H Architect-Planners were requested to update plans, specifications and cost revisions.
- Dec. 21, 1971 Greg Watson, B/H Project Manager, held series of meetings with property owners and B/H planners.
- Jan. 10, 1972 Received signed agreement providing for the Boise-Humboldt Demonstration Project from the City.
- Jan. 13, 1972 Returned signed copies of agreement to the City.
- Jan. 21, 1972 Letter to City informing them Fidelity Bond was in effect covering the Development Commission, Commissioners, agents, officers, and employees.
- Apr. 3, 1972 Earl Sweet, Administrative Assistance - Compliance, contacted for instructions on bidding procedures.

JUL 3 1972

- Apr. 10, 1972 Letter received from Boise-Humboldt Committees setting forth the statement of intent for this program.
- Apr. 13, 1972 Letter received from Boise-Humboldt Committees sanctioning the request for additional funds to repair structures prior to painting.
- Apr. 17, 1972 Model Cities Deputy Director, Raubeson, contacted City Attorney's office to determine the procedures needed to acquire the necessary funds.
- Apr. 18, 1972 John B. Kenward, PDC Executive Director, made official request to CDA for additional funds.
- May 3, 1972 Letter sent to Russell H. Dawson, Area Director, DHUD, by John Kenward requesting ruling for use of youth in this project as it relates to the Davis/Bacon Act.
- May 11, 1972 Letter received from Mr. Dawson, DHUD, outlining acceptable procedures for project.
- May 18, 1972 Oliver Norville, PDC Legal Counsel, issued opinion that no waivers to bidding procedures for State and City would be allowed. PDC will employ youth on part-time basis and assign to successful bidder for project.
- May 18, 1972 Memorandum received from Boise-Humboldt CDA Committees stating their desire to use as many as 25 youth in the project.
- May 19, 1972 Work Authorization letters sent to property owners for signature.
- May 22, 1972 Commission authorized the Executive Director to advertise for and receive bids.
- May 22, 1972 Commission authorized and directed Executive Director to enter into a revised budget change.
- May 25, 1972 Received Acceptance form in connection with an amendment to contract providing for revised project description and budget from the City.
- May 31, 1972 Engineering Department requested to prepare contract for bidding. Boise-Humboldt Planner, Ken Kaji, notified that plans and specifications not adequate for formal bidding.
- June 19, 1972 Planner (Ken Kaji) has not completed specifications - delivery promised June 20, 1972. PDC Engineering Department has made all preparations to expedite bidding upon receipt of plans and specifications. Bids must be advertised within 21 days and an additional 7 days are required to analyze and confirm bids.

The delay in execution of this contract is attributable to phases of planning that were not fully researched or completed by those who conceived this project; however, these deficiencies are now being resolved.

June 20, 1972: Specifications received from Ken Kaji. Preparations for advertising of bids is now underway.

June 26, 1972: Project advertised for bid. Bid opening scheduled for July 17, 1972.

RECEIVED

JUL 8 1972

MODEL CITIES

ORIGINAL

John S. Griffith
Chairman

Edward H. Look
Secretary

Elaine Cogan
Arthur A. Riedel
Dr. W. A. Jenkins

PORTLAND DEVELOPMENT COMMISSION

1700 S.W. FOURTH AVENUE • PORTLAND, OREGON 97201 • 224-4800

February 12, 1973

John B. Kenward
Executive Director

Mr. Andrew Raubeson, Acting Director
Portland Model Cities Agency
5329 N. E. Union Avenue, Suite 210
Portland, Oregon 97211

Re: Boise-Humboldt Beautification Project Reports

Dear Mr. Raubeson:

Please find enclosed Operating Agency Invoices for the month of January, 1973 regarding the Boise-Humboldt Beautification Project.

Should you have any questions regarding this invoice, please feel free to contact us.

Yours very truly,

John B. Kenward
Executive Director

JBK:ves
Enclosures

ORIGINAL DOCUMENT
DO NOT REMOVE FROM CENTRAL FILES

ORIGINAL
RECEIVED FEB 15 1973
RECEIVED FEB 14 1973
ADMINISTRATION MODEL CITIES



OPERATING AGENCY INVOICE, FOR ADVANCE, OR REIMBURSEMENT

DATE February 12, 1973

PORTLAND DEVELOPMENT COMMISSION
NAME OF AGENCY

1700 S. W. Fourth Avenue
STREET

Portland Oregon 97201
CITY STATE ZIP

PROJECT NO. 33-04

PAYMENT NO. 13309

CONTRACT PERIOD _____

INVOICE PERIOD Jan. 1, - Feb. 9, 1973

Boise-Humboldt Beautification Project

- I. TOTAL CASH ADVANCE AND/ REIMBURSEMENTS TO DATE: \$21,976.73
- II. TOTAL EXPENITURES OF MCA SHARE TO DATE(SUPPLEMENTAL): _____
- III. TOTAL EXPENDITURES (CATEGORICAL) I 24,587.73
- IV. CASH BALANCE (I MINUS II) _____
- V. AMOUNT OF THIS REQUEST (TOTAL OF II) 2,611.00

CETIFICATION BY OPERATING AGENCY—

WE HEREBY CERTIFY, THAT, TO THE BEST OF OUR KNOWLEDGE AND BELIEF, THIS INVOICE AND ITS SUPPORTING FINANCIAL REPORT, IS TRUE IN ALL RESPECTS AND THAT ALL EXPENDITURES HAVE BEEN MADE SOLELY FOR THE PURPOSES SET FORTH IN THE STATEMENT OF WORK CONTAINED IN CONTRACT ENTERED INTO BY THIS AGENCY AND THE CITY OF PORTLAND AND THAT ALL PAYROLL TAXES HAVE BEEN PAID FOR THE MONTH OF January, 19 73.

John R. Douglas, Budget Officer John R. Douglas 2/12/73
NAME OF PERSON PREPARING REPORT SIGNATURE DATE

John B. Kenward, Executive Director [Signature] 2/12/73
NAME OF AGENCY DIRECTOR SIGNATURE DATE

ORIGINAL

— NOTICE — INVOICE MUST ACCOMPANY MONTHLY REPORT.....

RECEIVED
FEB 15 1973

RECEIVED
FEB 14 1973
MODEL CITIES

ADMINISTRATION

OPERATION BUDGET BY FUND/USE
CATEGORICAL BREAKDOWN

PROJECT TITLE Boise-Humboldt Beautification Project PROJECT NO. _____
January 1, 1973 to February 9, 1973

CATEGORY COSTS	CATEGORY TITLE	I OPERATING (1)	II CURRENT COSTS 1/73 - 2/9/73	III CUMULATIVE COSTS	IV BAL. UNEXP FUNDS THIS REPORT
10	SALARIES (INCLUDING FRINGE BENEFITS)	\$ 1,350.00	-0-	\$ 1,350.00	
20	CONTRACTED SERVICES (INCLUDING AUDITING)	23,600.00	\$ 2,611.00	23,237.73	\$ 362.27
30	TRAVEL, LOCAL				
35	TRAVEL, OUT OF TOWN				
40	CONSUMABLE SUPPLIES				
50	SPACE (INCLUDING RENOVATION)				
55	UTILITIES (INCLUDES PHONES)				
60	FURNITURE & EQUIP. (RENT)				
65	FURNITURE & EQUIP. (PURCHASED)				
70	INSURANCE				
71	MAINTENANCE OF EQUIP.				
79	MISC. EXPENSES				
TOTALS		\$24,950.00	\$ 2,611.00	\$24,587.73	\$ 362.27

(1) Ordinance No. 135981, dated 2/7/73, increased total to \$24,950.00

EVALUATION SPECIALIST *Boj*
 FISCAL SPECIALIST *Holliday*
 ADMIN. MGT. COORD _____
 REQUISITION NO. 1603

ORIGINAL

DATE SUBMITTED FOR PAYMENT 2/16/73
 RECEIVED
 FEB 15 1973
 ADMINISTRATION

RECEIVED
 FEB 14 1973
 MODEL CITIES



PORTLAND MODEL CITIES

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVE.
PORTLAND, ORE. 97211
288-8261

January, 1973
REPORT MONTH

MONTHLY REPORT PROCEDURES

Project Status Report on BOISE-HUMBOLDT BEAUTIFICATION PROJECT
is reported using the following forms which are furnished by CDA.

- | | | |
|----|----------|------------------------------------------------------------------------------|
| 1. | Form 052 | Monthly Report Procedures |
| 2. | Form 001 | Project Status Report |
| 3. | Form 002 | Operating Agency Invoice (2 shts)
(by line items and functional elements) |
| 4. | Form 142 | Recapitulation of Equipment Purchased |
| 5. | Form 143 | Recapitulation of Renovation Costs |
| 6. | Form 003 | Individual Participation Data Collection Form |
| 7. | Form 004 | Resident Employment Report |
| 8. | Form 005 | Project Work Program |
| 9. | Form 051 | Monthly Report Narrative |

The report package consisting of the above forms, properly filled out, are required to be submitted to CDA by the fifth working day of the month following the reporting month.

Each of the forms required is attached for your convenience.

ORIGINAL

RECEIVED

FEB 15 1973

ADMINISTRATION

RECEIVED

FEB 14 1973

MODEL CITIES

CDA-0528

C - 37 - 10 C

4

John S. Griffith
Chairman

Edward H. Look
Secretary

Elaine Cogan

Arthur A. Riedel

Dr. W. A. Jenkins

PORTLAND DEVELOPMENT COMMISSION

1700 S.W. FOURTH AVENUE • PORTLAND, OREGON 97201 • 224-4800

January 12, 1973

John B. Kenward
Executive Director

Mr. Charles Jordan, Director
Portland Model Cities Agency
5329 N. E. Union Avenue, Suite 210
Portland, Oregon 97211

Re: Boise-Humboldt Beautification Project Reports

Dear Mr. Jordan:

Please find enclosed Operating Agency Invoices for the month of December, 1972 regarding the Boise-Humboldt Beautification Project.

Should you have any questions regarding this invoice, please feel free to contact us.

Yours very truly,

John B. Kenward
Executive Director

JBK:ves
Enclosures

RECEIVED

JAN 23 1973

ADMINISTRATION

ORIGINAL

RECEIVED

JAN 16 1973

Deputy Director



PORTLAND MODEL CITIES

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVE.
PORTLAND, ORE. 97211
288-8261

December, 1972
REPORT MONTH

MONTHLY REPORT PROCEDURES

Project Status Report on BOISE-HUMBOLDT BEAUTIFICATION PROJECT
is reported using the following forms which are furnished by CDA.

- | | |
|-------------|------------------------------------------------------------------------------|
| 1. Form 052 | Monthly Report Procedures |
| 2. Form 001 | Project Status Report |
| 3. Form 002 | Operating Agency Invoice (2 shts)
(by line items and functional elements) |
| 4. Form 142 | Recapitulation of Equipment Purchased |
| 5. Form 143 | Recapitulation of Renovation Costs |
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| 7. Form 004 | Resident Employment Report |
| 8. Form 005 | Project Work Program |
| 9. Form 051 | Monthly Report Narrative |

The report package consisting of the above forms, properly filled out, are required to be submitted to CDA by the fifth working day of the month following the reporting month.

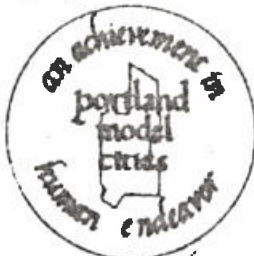
Each of the forms required is attached for your convenience.

ORIGINAL

RECEIVED
JAN 23 1973
ADMINISTRATION

RECEIVED
JAN 16 1973

Deputy Director



OPERATING AGENCY INVOICE, FOR ADVANCE OR REIMBURSEMENT

DATE January 12, 1973

Portland Development Commission
NAME OF AGENCY
1700 S. W. Fourth Avenue
STREET
Portland Oregon 97201
CITY STATE ZIP

O/A ACCOUNT NO. 33-04
 CONTRACT NO. 13309
 PAYMENT NO. _____
 CONTRACT PERIOD _____

—NOTICE— INVOICE MUST ACCOMPANY MONTHLY REPORT.....

INVOICE PERIOD December 1 - 31, 1972

I. TOTAL CASH ADVANCES AND/REIMBURSEMENTS TO DATE:	<u>\$ 21,976.73</u>
II. TOTAL EXPENDITURES OF MCA SHARE TO DATE (SUPPLEMENTAL):	_____
III. TOTAL EXPENDITURES (CATEGORICAL):	<u>21,976.73</u>
IV. CASH BALANCE (I MINUS II)	_____
V. ESTIMATED CASH REQUIREMENTS <u>Jan. \$362.27</u>	
NEXT TWO MONTHS: _____	
TOTAL	<u>362.27</u>
VI. AMOUNT OF THIS REQUEST	<u>-0-</u>
Rec'd 1/5/73 \$18,735.49	

CERTIFICATION BY OPERATING AGENCY—

We hereby certify, that, to the best of our knowledge and belief, this invoice and its supporting Financial Report, is true in all respects and that ALL expenditures have been made solely for the purposes set forth in the statement of work contained in contract entered into by this agency and City of Portland and that ALL Payroll Taxes have been paid for the month of December, 1972.

John R. Douglas, Budget Chief
NAME OF PERSON PREPARING REPORT

John R. Douglas
SIGNATURE

1/12/73
DATE

John B. Kenward, Executive Director
NAME OF AGENCY DIRECTOR

John B. Kenward
SIGNATURE

1/12/73
DATE

ORIGINAL RECEIVED
 JAN 16 1973
 Deputy Director

RECEIVED
 JAN 23 1973
 ADMINISTRATION



OPERATING AGENCY INVOICE
CATEGORICAL BREAKDOWN

PROJECT TITLE Boise-Humboldt Beautification Project FUNCTION NO. _____
December, 1972

CATEGORY CODE	CATEGORY TITLE	I BUDGET	II CURRENT COSTS	III CUMULATIVE COSTS	IV ESTIMATED CASH REQUIREMENT FOR THE NEXT TWO MONTHS.	
10	SALARIES (INCLUDING FRINGE BENEFITS)	\$ 1,350.00	-0-	\$ 1,350.00		
20	CONTRACTED SERVICES (INCLUDING AUDITING)	20,989.00	-0-	20,626.73	\$ 362.27	
30	TRAVEL, LOCAL					
35	TRAVEL, OUT OF TOWN					
40	CONSUMABLE SUPPLIES					
50	SPACE (INCLUDED RENOVATION)					
55	UTILITIES (INCLUDING TELEPHONE)					
60	FURNITURE & EQUIPMENT (RENT)					
65	FURNITURE & EQUIPMENT (PURCHASE)					
70	INSURANCE					
71	MAINTENANCE & EQUIPMENT					
79	MISC. EXPENSES					
TOTALS		\$22,339.00	-0-	\$21,976.73	\$ 362.27	

FOR MODEL CITIES USE ONLY

KEY PUNCH _____
VERIFY _____

EVALUATION Bap
FISCAL SPECIALIST [Signature]
ADM. MGT. COORD.
REQUISITION NO.

RECEIVED

JAN 16 1973
Deputy Director

DATE SUBMITTED FOR PAYMENT

RECEIVED 1-24-73

JAN 23 1973

ADMINISTRATION

ORIGINAL

NEIGHBORHOOD DEVELOPMENT PROGRAM
Weekly Progress Report
 Woodlawn/Irvington/KVS
 Boise/Humboldt

December 29, 1972

		12/15	12/22	12/29	1/5	1/12	1/19
INSPECTIONS COMPLETED	A	629	631	635			
LOAN & GRANT ELIGIBLES CONFIRMED	G	257	266	275	284	293	302
	A	229	236	238			
LOAN & GRANT PACKETS SUBMITTED	G	212	221	230	239	248	257
	A	214	223	226			
JOBS UNDERWAY	G	169	177	186	195	204	212
	A	197	205	211			
JOBS COMPLETED LOAN & GRANT	G	80	88	97	106	115	124
	A	84	91	95			

Recap of Structures
 Certified to Standards

Action Year

115/312 Program
 All Other Sources
 Code Enforcement

	1	2	3
115/312 Program	246	284	95
All Other Sources	88	166	37
Code Enforcement	4	6	0
Total	338	456	132

Total

Cum Total (All Action)

926

RECEIVED
 JAN 11 1973
 Deputy Director

G - Goal
 A - Actual

E-37-10C

Date December 29, 1972

TO: The Commissioners

FROM: John B. Kenward

SUBJECT: Progress Report - Model Cities Housing Repair Program
87th week ending December 29, 1972

Applications

Total applications received for HRP assistance	487
Applications disqualified for financial, ownership and area reasons	- 173
Applications disqualified for structural reasons	- 61
Appeals approved by Model Cities Citizens Review Committee	+ 61
Total applications eligible for processing	= 314
Total jobs committed or underway	- 303
Applications remaining to be processed	= 11

GENERAL CONTRACTORS REPORT

December 29, 1972

NEIGHBORHOOD DEVELOPMENT PROGRAM

<u>CONTRACTORS</u>				<u>JOB</u>		<u>DOLLARS</u>	
(a)	19	34.5%	Minority Contractors	172	23.2%	\$ 717,389	22.0%
(b)	<u>36</u>	<u>65.5%</u>	White Contractors	<u>568</u>	<u>76.8%</u>	<u>2,543,264</u>	<u>78.0%</u>
Total	55	100.0%		740	100.0%	\$3,260,653	100.0%

HOUSING REPAIR PROGRAM

<u>CONTRACTORS</u>				<u>JOB</u>		<u>DOLLARS</u>	
(a)	14	42.4%	Minority Contractors	252	83.2%	\$ 231,928	79.3%
(b)	<u>19</u>	<u>57.6%</u>	White Contractors	<u>51</u>	<u>16.8%</u>	<u>60,405</u>	<u>20.7%</u>
Total	33	100.0%		303	100.0%	\$ 292,333	100.0%

FINANCE CUMULATIVE

PROGRESS REPORT

Project Oregon A-5

Week Ending December 29, 1972

WORK UNDERWAY AND/OR COMPLETED

Action Year 1 and 2

PROPERTIES REHABILITATED

JOBS

AMOUNTS

Woodlawn	216	\$ 862,536
Irvington	286	1,424,638
K/V/S	28	100,900
Totals	530	\$2,388,074

FINANCING ISSUED

	<u>No.</u>	<u>Loans</u>	<u>No.</u>	<u>Grants</u>		
Woodlawn	69	310,800	165	551,736		
Irvington	183	979,800	130	444,838		
K/V/S	1	2,900	28	98,000		
Totals	253	1,293,500	323	1,094,574	576	\$2,388,074

COMBOS

(Costs Included Above)
(Properties)

-46

included

To Balance

530

-0-

Action Year 3

Woodlawn	5	30,150	36	125,695		
Irvington	19	103,100	30	104,777		
K/V/S	10	67,300	75	261,816		
B/H	6	36,400	41	143,341		
Totals	40	236,950	182	635,629	222	\$ 872,579

COMBOS

(Costs Included Above)
(Properties)

-12

included

210

IN TRANSIT

9 Loans	45,350				
8 Grants			28,000	17	\$ 73,350

COMBOS

(Costs Included Above)
(Properties)

-6

11

CUMULATIVE

302	Loans	1,575,800		
513	Grants	1,758,203		
<u>-62</u>	Combos	-0-		
751	Properties			\$3,334,003

COMMUNITY SERVICES
Bi-Monthly Report
November 16-30, 1972

NDO 1 (5630 N. E. Union Avenue)

Woodlawn

There were three inspection appointments completed during this reporting period. At the request of the residents, the City Building Inspector was accompanied on each.

One hundred and eighty-one residents were contacted personally to encourage participation in Woodlawn Improvement Association meetings and activities.

All three officers of WIA's Housing & Physical Planning sub-committee and 54 interested residents were notified by mail and follow-up phone calls of the November 15th sub-committee meeting at NDO 1. Agenda included recommendation of Fourth Action Year Project Improvement Priorities in the following order: trees, shrubs, play equipment, and shelter for the park; additional street improvements; home rehabilitation loans and grants and continuance of the Derelict Structure Program; Pilot Housing Project. The committee also recommended that the Salvation Army Community Center be included in the Fifth Action Year Priorities but plans should be made for the center in the Fourth Action Year to take advantage of any monies that might become available in the middle of the year. There were two resident-committee officers, eight residents, the neighborhood planning consultant, and three PDC staff members present.

All four officers of the WIA Executive Board and fifty-four interested residents were notified by mail and follow-up phone calls of the November 28th meeting at NDO 1. Agenda items were priorities for Fourth Action Year, report on recommendations of the Pilot Housing Task Force, presentation on the zoning component of the Model Cities Comprehensive Plan, and a report on city-wide "Bicycle Task Force." There were three resident-committee officers and nine other resident-members of the committee, the neighborhood planning consultant, and two PDC staff present.

Home rehabilitation information requests from other neighborhoods included two from Boise/Humboldt and one from King/Vernon/Sabin. One resident called about the status of his application for home rehabilitation and was referred to Finance. Two residents adjacent to the Woodlawn Park site called and visited the office to ask if the contractor could clean the mud from their driveway. This request was referred to Engineering at central office which had the contractor clean the street and driveway.

NDO 2 (3605 N. E. 15th Avenue)

General

Production room staff reproduced minutes, flyers and newsletters for eight different neighborhood associations during this period.

A resident with an electric range to dispose of contacted Community Services staff who found a recipient from the Model Neighborhood for it.

Irvington

An Information Specialist accompanied a City Building Inspector on two home inspections during this period.

At the request of the Irvington Community Association Chairman, community workers distributed 2495 flyers throughout the entire Irvington neighborhood publicizing the November 16th special general membership meeting of the association at Irvington School. Purpose of the meeting was to discuss the pros and cons of the Freedom House, a drug rehabilitation center established in Irvington. At this meeting the general membership voted to approve the retention of the center in the neighborhood. Two hundred and twenty-seven residents, two Model Cities staff members, one City Planning Commission staff member, and four PDC staff were present.

Community Services staff assisted the ICA in recruiting fifty-six block leaders for the Irvington neighborhood.

King/Vernon/Sabin

An Information Specialist accompanied the City Building Inspector on fifteen home inspection appointments in this period.

Written notices were mailed and follow-up telephone calls were made to the nine resident-members of the King Association Nominating Committee relative to the November 18th committee meeting at a resident's home. Purpose of the committee meeting was to select a list of recommendations for association officers to present to the general body for election. There were seven resident-committee members and one PDC staff in attendance.

Notices for a November 27th meeting at NDO 2 to discuss redevelopment plans for a two-block area of the SW KVS area (Beech to Fremont, Seventh to Grand) were mailed to twenty-two absentee owners, who own property in these blocks. Twenty absentee owners and two PDC staff attended this meeting.

Staff contacted the fifteen resident-members of the KVS Coordinating Committee by mail and telephone for the November 29th committee meeting at NDO 2. A final review of the KVS Plan prior to the joint meeting of the King, Vernon, and Sabin Associations was the main agenda for the evening. Eight resident-members, two neighborhood planning consultants, and two PDC staff members attended.

Part-time staff distributed 1957 flyers door-to-door and to neighborhood businesses and schools publicizing the November 30th King Association general membership meeting at Highland Center. The primary reason for the meeting was the election of officers for the coming year. Present were twenty-seven residents, two Model Cities Staff, and two PDC staff.

The office coordinator-supervisor made a presentation of the KVS Plan to a social studies class at Vernon School on November 17. Purpose of the presentation was to familiarize school children and teachers with the plan. There were twenty students, two teachers, a representative of the Clarke Press, and three PDC staff in attendance.

Community Services Bi-Monthly Report
November 16-30, 1972
page three

King/Vernon/Sabin (cont'd)

An Information Specialist got 650 names and addresses of property owners from the County Tax Assessor's records for the second phase of the KVS Street Tree Project during this period. Informational letters were mailed to each address seeking participation in the tree program.

A King area resident with fifty pounds of poster paper contacted the office seeking to donate the paper to a child-oriented service organization. Staff contacted a Model Neighborhood Child Care Center which willingly accepted the donation.

At the request of the King, Vernon, and Sabin Associations' Chairmen, staff drafted sample letters to HUD and the Oregon Congressional Delegation regarding the establishment of income ceilings on the 312 Rehabilitation Loan Program.

NDO 3 (10 N. E. Graham)

Eliot

There were forty-seven door-to-door contacts made during this period for the purpose of encouraging residents to attend and participate in the general membership meetings.

All fourteen members of the Executive Board were contacted by written notices and follow-up telephone calls for the November 20th special meeting at NDO 3. The main agenda item was the presentation of work programs of four consultant firms interested in becoming Eliot consultants. There were fourteen board members, eight representatives from the four consultant firms, and three PDC staff members present.

Community workers distributed 1500 flyers door-to-door and to neighborhood businesses and churches publicizing the Eliot Association general membership meeting of November 22 at Matt Dishman Center. Staff also made an additional 100 telephone calls to interested residents. The agenda was the presentation by the four consultant firms to the general membership. CH2M was selected to be the planning consultant firm for Eliot. Thirty-six residents, ten consultant firm representatives, two Model Cities staff members and four Commission staff members were in attendance.

An elderly Eliot resident, who was a previous HRP recipient, contacted the office for further assistance with some repair to her home. She was referred to the Model Cities Senior Adult Center. The staff will follow up to see that services will be provided.

NDO 4 (4000 N. Mississippi)

Boise/Humboldt

A new Coordinator-Supervisor was assigned to the site office during this period.

Boise/Humboldt (cont'd)

An Information Specialist accompanied a City Building Inspector on seven home inspections during this period. Four inspection appointments were scheduled for future dates.

Community workers personally contacted one hundred and seventy-two residents to encourage participation in Boise/Humboldt meetings and activities during this reporting period.

All ten resident-committee members were contacted by written notice and follow-up telephone calls for the November 16th Boise/Humboldt Coordinating Committee meeting at NDO 4. Agenda matters included approval of neighborhood redevelopment plans, approval of Fourth Action Year Project Improvement Priorities, and area zoning patterns. Seven resident-committee members, two neighborhood planning consultants, and two PDC staff members attended.

Staff contacted all eleven resident-members of the Boise Association Executive Board by mail and telephone for the November 20th meeting at NDO 4. Discussion centered on plans for the general membership meeting, a review of Third Action Year Projects, and approval of the B/H Coordinating Committee's Fourth Action Year Project Improvement Priorities selection. There were six board members, one neighborhood planning consultant, and one PDC staff member present.

Staff personally contacted all five members of the Boise Association Nominating Committee for the November 27th committee meeting at NDO 4. Selection of the coming year's association officers was the main topic of the meeting. Four committee members and one Commission staff member were present.

Community workers distributed 1975 flyers door-to-door and to neighborhood businesses and churches publicizing the November 28th Boise Association general membership meeting held at NDO 4. Items discussed included election of officers, approval of the Fourth Action Year Project Improvement Priorities, and approval of neighborhood redevelopment plans. Fifty-nine residents, two neighborhood planning consultants, and two PDC staff attended.

A resident with a serious health problem was referred to the office. Staff provided transportation to the Multnomah County Hospital where the person was admitted. Two elderly B/H residents contacted the office for assistance with minor window repairs. Through contact with the Model Cities Senior Adult Center Handyman Service the windows were repaired.

Staff referred four residents who had emergency repair problems, but who were outside the B/H home rehabilitation impact area, to the Home Repair Program staff where their applications are now being processed.

NDO 5 (1935 S. E. Hawthorne Blvd.)

Buckman

During this reporting period staff personally contacted one hundred and forty-eight Buckman residents door-to-door and by phone to encourage participation in Buckman Community Association meetings and activities. Staff also assisted neighborhood residents in distributing 3000 copies of the Buckman Association Newsletter.

The nineteen members of the Buckman Association Coordinating Committee received written notification and follow-up phone calls as reminders of the committee meeting on November 20 at NDO 5. We prepared minutes of the previous meetings and provided members of the committee with summaries of 13 sub-area planning meetings. Business transacted included selection of target areas and planning priorities to be presented for ratification by the general membership, and delegation of responsibilities for coordinating committee elections in December. Attending the meeting were fourteen community residents, two PDC staff, and the planning consultant.

At the request of the association chairman, preparations for the November 28th general membership meeting included the mailing of 735 written notices to Buckman property owners, delivering 2575 flyers door-to-door announcing the meeting, and telephoning 274 area residents to encourage attendance. Resident volunteers also assisted in delivering flyers so that a total of 4300 notices were distributed to area residents, businesses, and churches. At the meeting, a majority of participants approved the coordinating committee's selection of the target area of S.E. 20th to 28th, Burnside to Alder, to be used in an application for federal NDP funds. The membership, however, asked that the coordinating committee report back to them details of project improvements and relative budget amounts before giving final approval. Attending the meeting were one hundred and twenty-seven residents, three PDC staff, and the planning consultant.

NDO 6 (5000 N. Willamette Blvd.)

North Portland

On November 22 a meeting was held at the School of Nursing at the University of Portland to discuss the ABLE Program (A Better Life for Elderly) and how university nursing students might participate in this program. The need for public health facilities for the North Portland area was discussed at this meeting. Two University of Portland faculty members and one PDC staff member attended this meeting.

The St. Johns Boosters held a meeting on November 30 at the St. Johns YWCA with fifteen people, including one PDC staff member, in attendance. General community activities and problems were discussed at this meeting.

During this reporting period the research study on proposed freeway planning for North Portland was updated and added to the PDC resource center files.

SEUL (4316 S. E. Hawthorne Blvd.)

Southeast Uplift

During this period a total of ninety-two SE area residents were personally contacted regarding meetings and activities of the SEUL Advisory Board.

All sixteen SEUL board delegates and eight alternates were contacted by written notice and follow-up phone calls regarding the November 20th SEUL Board meeting. Zoning maps and letters detailing zoning requests were mailed to board members as well as to the neighborhood associations' officers who had requested this information. A total of seventeen zoning petition representatives and affected area residents were contacted to encourage their participation at the meeting. We prepared and mailed agendas and minutes of the previous meeting and prepared correspondence as requested by the Chairman. After discussing seven zone petitions with area residents, petition representatives, and Planning Commission staff, the board made recommendations to the Planning Commission regarding the requests. It was decided that after January 1, the SEUL Board will form sub-committees for the purpose of studying socio-economic problems in SE Portland. Twenty-five resident-board members, one Planning Commission staff, and two PDC staff attended.

At the request of Creston-Grout residents interested in forming a neighborhood association, staff and the SEUL Chairman met with the Principal of Creston School on November 21 to make arrangements for a public meeting at the school on December 12. Resident volunteers and students from Creston, Grout and St. Ignatius schools will distribute meeting notices in the area of SE 30-52nd, Holgate to Woodward.

TELEPHONE AND VISITORS LOG

	<u>Telephone</u>	<u>Visitors</u>
NDO 1		
Community Services	131	97
Rehab	<u>627</u>	<u>209</u>
TOTAL	758	306
NDO 2	268	74
Community Services	<u>282</u>	<u>28</u>
Finance	550	102
TOTAL		
NDO 3	98	15
NDO 4	235	58
NDO 5	156	40
SEUL	103	54

Community Services Bi-Monthly Report
November 16-30, 1972

MEETING SCHEDULE

Date	Organization	Purpose	Place	Attendance
<u>PDC-RELATED MEETINGS</u>				
11/16	B/H Coord. Com.	4th Act. Yr.	NDO 4	8 (1)
	WIA Hous. & Phy. Plan. Com.	4th Act. Yr.	NDO 1	14 (3)
	ICA Gen. Membership	Freedom House	Irv. School	234 (4)
11/17	Vernon Students	KVS Plan Present.	Vernon School	26 (3)
11/18	King Assn. Nom. Com.	Nom. of Officers	Resident's Home	8 (1)
11/20	SEUL Ad. Board	Regular Meet.	SEUL	28 (2)
	Buck. Coord. Com.	Neigh. Planning	NDO 5	17 (2)
	Eliot Exec. Board	Consultant Select.	NDO 3	25 (3)
11/22	Eliot Gen. Membership	Consultant Select.	Dishman Center	53 (4)
11/27	KVS Absentee Owners	Redevelopment	NDO 2	22 (2)
11/27	Boise Assn. Nom. Com.	Nom. of Officers	NDO 4	5 (1)
11/28	Buckman Com. Assn.	Neigh. Planning	Cent. Cath.	131 (3)
11/28	Boise Gen. Membership	4th Action Year	NDO 4	63 (2)
11/28	WIA Board	4th Action Year	NDO 1	14 (1)
11/29	KVS Coord. Com.	Neigh. Plan.	NDO 2	12 (2)
11/30	King Gen. Mem.	Elect. of Officers	Highland Center	31 (2)

TOTAL NUMBER OF MEETINGS:	16	ATTENDANCE:	691
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OTHER MEETINGS

11/22	Project ABLE Meet.	Discuss ABLE	U. of Port.	3 (1)
11/30	St. Johns Boosters	Reg. Meet.	N.Port. Restaur.	15 (1)

TOTAL NUMBER OF MEETINGS:	2	ATTENDANCE:	18
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TOTAL NO. OF PDC-RELATED MEETINGS 1/1/72-11/30/72: 478 ATTENDANCE: 10,381

TOTAL NO. OF OTHER MEETINGS FROM 1/1/72-11/30/72: 115 ATTENDANCE: 2,896

Community Services Bi-Monthly Report
November 16-30, 1972

MIMEOGRAPH TALLY SHEET

DATE	NO OF PAGES	NUMBER OF COPIES		DETAILS
		NOP	OTHER	
11/16	3		3000	Buckman Newsletter
	2	140		B/H
	2	100		B/H
	1	70		Boise Agenda
	1	70		Eliot
	1	25		Finance
	4		500	SEUL
	1		130	SEUL
11/17	1	2500		Boise Flyer
	1	1500		Eliot Flyer
11/20	1	500		Rehab
	1		3000	Buckman Flyer
11/21	4		12000	Buckman Flyer
11/22	1	2000		King Flyer
	1	500		KVS Tree Program
11/24	1	500		Rehab
	1		1000	Buckman Flyer
11/28	2	140		Woodlawn
	3	120		B/H Minutes
	2	90		Irving Park
	1	270		Rehab
	1	60		B/H
11/29	4		500	SEUL
	1		130	SEUL
	5	200		Minutes
TOTALS		8,785	20,260	
GRAND TOTAL		29,045		

January 8, 1973

TO: Charles E. Taft
FROM: Harold D. Hand
SUBJECT: Acquisition Progress Report
Neighborhood Development Projects

TOTAL PARCELS TO BE ACQUIRED IN WOODLAWN:

	<u>Previous Report 12/11/72</u>		<u>Current Report</u>	
Park Site	39		39	
Housing Site	17		17	
Housing Site Expansion	19		19	
Added Demos	18		18	
Improvements Only	<u>6</u>	99	<u>6</u>	99
Parcels acquired to date	93		94	
Options obtained outstanding	2		1	
Parcels in condemnation	<u>3</u>	<u>98</u>	<u>3</u>	<u>98</u>
Parcels to be negotiated		<u>1</u>		<u>1</u>

TOTAL PARCELS TO BE ACQUIRED IN IRVINGTON:

Irvington School Playground	10		10	
Added Demo	<u>1</u>	11	<u>1</u>	11
Parcels acquired to date	11	<u>11</u>	11	<u>11</u>
Parcels to be negotiated		<u>0</u>		<u>0</u>

TOTAL PARCELS TO BE ACQUIRED IN KING/VERNON/SABIN:

Added Demos	2	2	2	2
Parcels acquired to date	2	<u>2</u>	2	<u>2</u>
Parcels to be negotiated		<u>0</u>		<u>0</u>

TOTAL PARCELS TO BE ACQUIRED IN BOISE/HUMBOLDT:

Added Demos	2	2	2	2
Parcels acquired to date	1		2	
Options obtained outstanding	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
Parcels to be negotiated		<u>0</u>		<u>0</u>

TO: John B. Kenward

January 8, 1973

FROM: Benjamin C. Webb

SUBJECT: Relocation Report - NDP

<u>WOODLAWN</u>	<u>PILOT HOUSING PROJECT</u>	<u>PILOT HOUSING EXTENSION</u>	<u>SCATTERED SITE DEMOLITION</u>
Households relocated	12	23	7
Households in acquired property	0	1	0
Households in property to be acquired	0	1	0
Businesses relocated	0	1	0
Businesses in acquired property	0	0	0
Businesses in property to be acquired	<u>0</u>	<u>1</u>	<u>0</u>
Total Woodlawn	12	27	7

<u>IRVINGTON</u>	<u>SCATTERED SITE DEMOLITION</u>	<u>TEMPORARY CODE ENFORCEMENT</u>
Households relocated	0	1
Households in acquired property	1	0
Households in property to be acquired	<u>0</u>	<u>0</u>
Total Irvington	1	1

<u>KING-VERNON-SABIN</u>	<u>SCATTERED SITE DEMOLITION</u>
Households relocated	2
Households in acquired property	0
Households in property to be acquired	<u>0</u>
Total K-V-S	2

<u>BOISE-HUMBOLDT</u>	<u>SCATTERED SITE DEMOLITION</u>
Households relocated	2
Households in acquired property	0
Households in property to be acquired	<u>0</u>
Total Boise-Humboldt	2

Date January 4, 1973

TO: John B. Kenward
 FROM: James J. Robertson
 SUBJECT: NDP Site Improvement Report

The NDP Second Action Year Site Improvements status is as follows:

	<u>BUDGETED</u>	<u>UNDER CONTRACT</u>	<u>CONTRACT COMPLETION</u>
<u>Woodlawn</u>			
Park Improvements	\$300,000	\$300,000	50%
Subtotals	\$300,000	\$300,000	
<u>Irvington</u>			
Traffic Controls	\$ 25,423	\$ 25,423	100%
Street Lights	25,340	25,340	
Street Trees, Phase I & II	10,000	14,186	100%
Subtotals	\$ 60,763	\$ 64,949	
<u>King-Vernon-Sabin</u>			
Traffic Signals	\$ 12,000	\$ 12,000	100%
Street Trees	6,000	6,200	
Subtotals	\$ 18,000	18,200	
TOTALS	<u>\$378,763</u>	<u>\$383,149</u>	

The NDP Third Action Year Site Improvements status is as follows:

	<u>BUDGETED</u>	<u>UNDER CONTRACT</u>	<u>CONTRACT COMPLETION</u>
<u>Woodlawn</u>			
Street Improvements	\$ 57,000		
Water Line Relocation	10,000	\$ 10,000	100%
Lighting Woodlawn Park	29,000	29,560	40%
Open Space Improvements	10,000		
Subtotals	\$106,000	\$ 39,560	
<u>Irvington</u>			
Irving Park, Phase I	\$100,000	\$100,000	95%
Irving Park, Phase II	140,000		
Street Trees, Phase III	10,000		
School Crossings	9,000	2,000	75%
Landscaping Diverter	5,000	4,360	
Subtotals	\$264,000	\$106,360	

	<u>BUDGETED</u>	<u>UNDER CONTRACT</u>	<u>CONTRACT COMPLETION</u>
<u>King/Vernon/Sabin</u>			
Alberta Park	\$ 35,000		
Pedestrian Overpass	80,000		
Greenway System	30,000		
Street Trees	16,000		
School Crossings	9,000		
Subtotals	<u>\$170,000</u>		
 <u>Boise-Humboldt</u>			
Peninsula Park	\$ 35,000		
Street Lighting	20,000		
Subtotals	<u>\$ 55,000</u>		
 TOTALS	 <u>\$595,000</u>	 <u>\$145,920</u>	

DEMOLITION

	<u>Dec. 7, 1972</u>	<u>Jan. 4, 1973</u>
<u>Woodlawn</u>		
Buildings Cleared	61	61
Buildings Under Contract.....	0	0
Buildings Advertised for Bids.....	6	6
Buildings Sold and Moved.....	5	5
Buildings Acquired and Vacant.....	4*	4*
Buildings Acquired and Occupied.....	1	1
Buildings to be Acquired in Park Extension and Housing Site.....	2	2
TPTA:	<u>79</u>	<u>79</u>
 * 4 houses to be advertised for moving and rehabilitation, subject to HUD approval.		
 <u>Irvington</u>		
Buildings Cleared.....	10	10
Buildings Under Contract.....	0	0
Buildings Out for Bid.....	0	0
Buildings Acquired and Vacant.....	0	0
Buildings Acquired and Occupied.....	1	1
TOTAL	<u>11</u>	<u>11</u>
 <u>King-Vernon-Sabin</u>		
Buildings Acquired and Occupied.....	2	2
TOTAL	<u>2</u>	<u>2</u>
 <u>Boise-Humboldt</u>		
Buildings Acquired and Occupied.....	1	1
TOTAL	<u>1</u>	<u>1</u>

6

John S. Griffith
Chairman

Edward H. Look
Secretary

Elaine Cogan
Arthur A. Riedel
Dr. W. A. Jenkins

PORTLAND DEVELOPMENT COMMISSION

1700 S.W. FOURTH AVENUE • PORTLAND, OREGON 97201 • 224-4800

December 13, 1972

John B. Kenward
Executive Director

Mr. Charles Jordan, Director
Portland Model Cities Agency
5329 N. E. Union Avenue, Suite 210
Portland, Oregon 97211

Re: Boise-Humboldt Beautification Project Reports

Dear Mr. Jordan:

Please find enclosed Operating Agency Invoices for the month of November, 1972 regarding the Boise-Humboldt Beautification Project.

Should you have any questions regarding this invoice, please feel free to contact us.

Yours very truly,

John B. Kenward
Executive Director

JBK:ves
Enclosures

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DO NOT REMOVE FROM CENTRAL FILES

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DEC 19 1972

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DEC 18 1972
Deputy Director

FISCAL DEPT



PORTLAND MODEL CITIES

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVE.
PORTLAND, ORE. 97211
288-8261

November, 1972
REPORT MONTH

MONTHLY REPORT PROCEDURES

Project Status Report on Model Cities Boise-Humboldt Beautification Project is reported using the following forms which are furnished by CDA.

- | | |
|--------------|------------------------------------------------------------------------------|
| 1. Form 052A | Project Status |
| 2. Form 001 | Project Status Report |
| 3. Form 002 | Operating Agency Invoice (2 shts)
(by line items and functional elements) |
| 4. Form 142 | Recapitulation of Equipment Purchased |
| 5. Form 143 | Recapitulation of Renovation Costs |
| 6. Form 003 | Individual Participation Data Collection Form |
| 7. Form 004 | Resident Employment Report |
| 8. Form 005 | Project Work Program |
| 9. Form 051 | Monthly Report Narrative |

The report package consisting of the above forms, properly filled out, are required to be submitted to CDA by the fifth working day of the month following the reporting month.

Each of the forms required is attached for your convenience.

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DEC 18 1972
Deputy Director
RECEIVED
DEC 19 1972
FISCAL DEPT.



OPERATING AGENCY INVOICE, FOR ADVANCE OR REIMBURSEMENT

DATE December 13, 1972

PORTLAND DEVELOPMENT COMMISSION
NAME OF AGENCY

1700 S. W. Fourth Avenue
STREET

Portland, Oregon 97201
CITY STATE ZIP

O/A ACCOUNT NO. 33-04

CONTRACT NO. 13309

PAYMENT NO. _____

CONTRACT PERIOD _____

INVOICE PERIOD November 1 - 30, 1972

—NOTICE— INVOICE MUST ACCOMPANY MONTHLY REPORT.....

I. TOTAL CASH ADVANCES AND/REIMBURSEMENTS TO DATE:	<u>\$ 3,241.24</u>
II. TOTAL EXPENDITURES OF MCA SHARE TO DATE (SUPPLEMENTAL):	_____
III. TOTAL EXPENDITURES (CATEGORICAL):	<u>21,976.73</u>
IV. CASH BALANCE (I MINUS II)	_____
V. ESTIMATED CASH REQUIREMENTS <u>Dec. - \$362.27</u>	
NEXT TWO MONTHS: _____	
TOTAL	<u>362.27</u>
VI. AMOUNT OF THIS REQUEST	<u>\$ 553.36</u>

CERTIFICATION BY OPERATING AGENCY—

We hereby certify, that, to the best of our knowledge and belief, this invoice and its supporting Financial Report, is true in all respects and that ALL expenditures have been made solely for the purposes set forth in the statement of work contained in contract entered into by this agency and City of Portland and that ALL Payroll Taxes have been paid for the month of November, 1972.

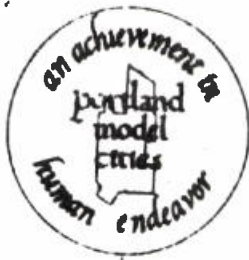
James Smith, Senior Accountant [Signature] 12/13/72
NAME OF PERSON PREPARING REPORT SIGNATURE DATE

John B. Kenward, Executive Director [Signature] 12/13/72
NAME OF AGENCY DIRECTOR SIGNATURE DATE

RECEIVED
 DEC 19 1972
 FISCAL DEPT

ORIGINAL

RECEIVED
 DEC 18 1972
 Deputy Director



**OPERATING AGENCY INVOICE
CATEGORICAL BREAKDOWN**

PROJECT TITLE Boise-Humboldt Beautification Project FUNCTION NO. _____

November, 1972

CATEGORY CODE	CATEGORY TITLE	I BUDGET	II CURRENT COSTS	III CUMMULATIVE COSTS	IV ESTIMATED CASH REQUIREMENTS FOR THE NEXT TWO MONTHS.	
10	SALARIES (INCLUDING FRINGE BENIFITS)	\$ 1,350.00	-0-	\$ 1,350.00		
20	CONTRACTED SERVICES (INCLUDING AUDITING)	20,989.00	553.36	20,626.73		
30	TRAVEL, LOCAL					
35	TRAVEL, OUT OF TOWN					
40	CONSUMABLE SUPPLIES					
50	SPACE (INCLUDES RENOVATION)					
55	UTILITIES (INCLUDING TELEPHONE)					
60	FURNITURE & EQUIPMENT (RENT)					
65	FURNITURE & EQUIPMENT (PURCHASE)					
70	INSURANCE					
71	MAINTENANCE & EQUIPMENT					
79	MISC. EXPENSES					
TOTALS		\$22,339.00	\$553.36	\$21,976.73		

— FOR MODEL CITIES USE ONLY —

KEY PUNCH _____
VERIFY _____

EVALUATION *Bap*
FISCAL SPECIALIST *[Signature]*
ADM. MGT. COORD. _____
REQUISITION NO. 1497
DATE SUBMITTED FOR PAYMENT 12/19/72

RECEIVED RECEIVED
DEC 19 1972 DEC 18 1972
FISCAL DEPT. Deputy Director
ORIGINAL

5

C - 37-10 e

4



PORTLAND MODEL CITIES

CITY DEMONSTRATION AGENCY
 5329 N.E. UNION AVE.
 PORTLAND, ORE. 97211
 288-8261

October, 1972

REPORT MONTH

MONTHLY REPORT PROCEDURES

Project Status Report on Boise-Humboldt Beautification Project
 is reported using the following forms which are furnished by CDA.

- | | |
|--------------|------------------------------------------------------------------------------|
| 1. Form 052A | Project Status |
| 2. Form 001 | Project Status Report |
| 3. Form 002 | Operating Agency Invoice (2 shts)
(by line items and functional elements) |
| 4. Form 142 | Recapitulation of Equipment Purchased |
| 5. Form 143 | Recapitulation of Renovation Costs |
| 6. Form 003 | Individual Participation Data Collection Form |
| 7. Form 004 | Resident Employment Report |
| 8. Form 005 | Project Work Program |
| 9. Form 051 | Monthly Report Narrative |

The report package consisting of the above forms, properly filled out, are required to be submitted to CDA by the fifth working day of the month following the reporting month.

Each of the forms required is attached for your convenience.

ORIGINAL

RECEIVED

NOV 17 1972

Deputy Director

ORIGINAL DOCUMENT RECEIVED

DO NOT REMOVE FROM CENTRAL FILES

NOV 21 1972

FISCAL DEPT.



OPERATING AGENCY INVOICE, FOR ADVANCE OR REIMBURSEMENT

DATE November 14, 1972

PORTLAND DEVELOPMENT COMMISSION
NAME OF AGENCY

1700 S. W. Fourth Avenue
STREET

Portland Oregon 97201
CITY STATE ZIP

O/A ACCOUNT NO. 33-04

CONTRACT NO. 13309

PAYMENT NO. _____

CONTRACT PERIOD _____

—NOTICE— INVOICE MUST ACCOMPANY MONTHLY REPORT.....

INVOICE PERIOD October 1 - 31, 1972

I. TOTAL CASH ADVANCES AND/REIMBURSEMENTS TO DATE:	<u>\$ 3,241.24</u>
II. TOTAL EXPENDITURES OF MCA SHARE TO DATE (SUPPLEMENTAL):	_____
III. TOTAL EXPENDITURES (CATEGORICAL):	<u>21,423.37</u>
IV. CASH BALANCE (I MINUS II)	_____
V. ESTIMATED CASH REQUIREMENTS <u>Nov. \$ 715.63</u>	
NEXT TWO MONTHS: _____	
TOTAL	<u>715.63</u>
VI. AMOUNT OF THIS REQUEST	<u>\$18,182.13</u>

CERTIFICATION BY OPERATING AGENCY—

We hereby certify, that, to the best of our knowledge and belief, this invoice and its supporting Financial Report, is true in all respects and that ALL expenditures have been made solely for the purposes set forth in the statement of work contained in contract entered into by this agency and City of Portland and that ALL Payroll Taxes have been paid for the month of October, 1972.

John R. Douglas, Budget Officer John R. Douglas 11/14/72
NAME OF PERSON PREPARING REPORT SIGNATURE DATE

John B. Kenward, Executive Director [Signature] 11/14/72
NAME OF AGENCY DIRECTOR SIGNATURE DATE

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NOV 21 1972
FISCAL DEPT.

NOV 17 1972
Deputy Director



**OPERATING AGENCY INVOICE
CATEGORICAL BREAKDOWN**

PROJECT TITLE Boise-Humboldt Beautification Project FUNCTION NO. _____

October, 1972

CATEGORY CODE	CATEGORY TITLE	I BUDGET	II CURRENT COSTS	III CUMMULATIVE COSTS	IV ESTIMATED CASH REQUIREMENTS FOR THE NEXT TWO MONTHS.
10	SALARIES (INCLUDING FRINGE BENIFITS)	\$ 1,350.00	\$ 180.76	\$ 1,350.00	
20	CONTRACTED SERVICES (INCLUDING AUDITING)	20,989.00	18,001.37	20,073.37	
30	TRAVEL, LOCAL				
35	TRAVEL, OUT OF TOWN				
40	CONSUMABLE SUPPLIES				
50	SPACE (INCLUDES RENOVATION)				
55	UTILITIES (INCLUDING TELEPHONE)				
60	FURNITURE & EQUIPMENT (RENT)				
65	FURNITURE & EQUIPMENT (PURCHASE)				
70	INSURANCE				
71	MAINTENANCE & EQUIPMENT				
79	MISC. EXPENSES				
TOTALS		\$22,339.00	\$18,182.13	\$21,423.37	

— FOR MODEL CITIES USE ONLY —

KEY PUNCH _____
VERIFY _____

EVALUATION *[Signature]*
 FISCAL SPECIALIST *[Signature]*
 ADM. MGT. COORD.
 REQUISITION NO. 1437
 DATE SUBMITTED FOR PAYMENT 11-21-72

ORIGINAL

RECEIVED
 NOV 21 1972
 FISCAL DEPT.

RECEIVED
 NOV 17 1972
 Deputy Director

John S. Griffith
Chairman

Edward H. Look
Secretary

Elaine Cogan
Arthur A. Riedel
Dr. W. A. Jenkins

PORTLAND DEVELOPMENT COMMISSION

1700 S.W. FOURTH AVENUE • PORTLAND, OREGON 97201 • 224-4800

November 14, 1972

John B. Kenward
Executive Director

Mr. Charles Jordan, Director
Portland Model Cities Agency
5329 N. E. Union Avenue, Suite 210
Portland, Oregon 97211

Re: Boise-Humboldt Beautification Project Reports

Dear Mr. Jordan:

Please find enclosed Operating Agency Invoices for the month of October, 1972 regarding the Boise-Humboldt Beautification Project.

Should you have any questions regarding this invoice, please feel free to contact us.

Yours very truly


John B. Kenward
Executive Director

JBK:ves
Enclosures

RECEIVED
NOV 21 1972
FISCAL DEPT.

ORIGINAL

RECEIVED
NOV 17 1972
Deputy Director



C-37-100

4

PORTLAND MODEL CITIES

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVE.
PORTLAND, ORE. 97211
288-8261

September, 1972
REPORT MONTH

MONTHLY REPORT PROCEDURES

Project Status Report on BOISE-HUMBOLDT DEMONSTRATION BEAUTIFICATION PROJECT is reported using the following forms which are furnished by CDA.

- | | |
|--------------|------------------------------------------------------------------------------|
| 1. Form 052A | Project Status |
| 2. Form 001 | Project Status Report |
| 3. Form 002 | Operating Agency Invoice (2 shts)
(by line items and functional elements) |
| 4. Form 142 | Recapitulation of Equipment Purchased |
| 5. Form 143 | Recapitulation of Renovation Costs |
| 6. Form 003 | Individual Participation Data Collection Form |
| 7. Form 004 | Resident Employment Report |
| 8. Form 005 | Project Work Program |
| 9. Form 051 | Monthly Report Narrative |

The report package consisting of the above forms, properly filled out, are required to be submitted to CDA by the fifth working day of the month following the reporting month.

Each of the forms required is attached for your convenience.

FORWARDED TO Eval., Admin.,
Planners file
FROM DIRECTORS OFFICE

DATE 10/11/72

ORIGINAL DOCUMENT
DO NOT REMOVE FROM CENTRAL FILES

ORIGINAL
RECEIVED
OCT 11 1972
MODEL CITIES
OCT 16 1972
FISCAL DEPT.



OPERATING AGENCY INVOICE, FOR ADVANCE OR REIMBURSEMENT

DATE October 9, 1972

Portland Development Commission
NAME OF AGENCY
1700 S. W. Fourth Avenue
STREET
Portland, Oregon 97201
CITY STATE ZIP

O/A ACCOUNT NO. 33-04

CONTRACT NO. 13309

PAYMENT NO. _____

CONTRACT PERIOD _____

INVOICE PERIOD September, 1972

—NOTICE— INVOICE MUST ACCOMPANY
MONTHLY REPORT.....

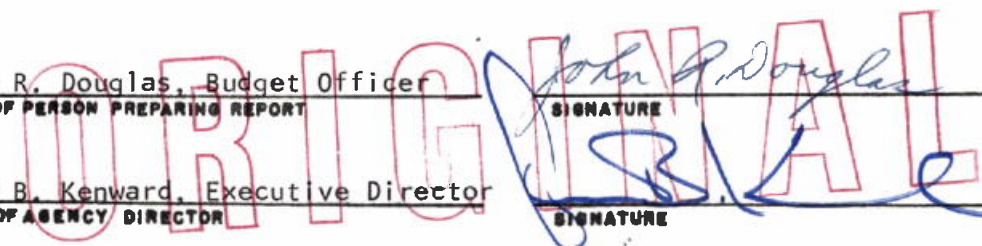
BOISE-HUMBOLDT BEAUTIFICATION PROJECT

I. TOTAL CASH ADVANCES AND/REIMBURSEMENTS TO DATE:	<u>\$ 2,607.81</u>
II. TOTAL EXPENDITURES OF MCA SHARE TO DATE (SUPPLEMENTAL):	_____
III. TOTAL EXPENDITURES (CATEGORICAL):	<u>3,241.24</u>
IV. CASH BALANCE (I MINUS II)	_____
V. ESTIMATED CASH REQUIREMENTS <u>Oct. \$10,500</u>	
NEXT TWO MONTHS: <u>Nov. 5,000</u>	
TOTAL	<u>15,500.00</u>
VI. AMOUNT OF THIS REQUEST	<u>633.43</u>

CERTIFICATION BY OPERATING AGENCY—

We hereby certify, that, to the best of our knowledge and belief, this invoice and its supporting Financial Report, is true in all respects and that ALL expenditures have been made solely for the purposes set forth in the statement of work contained in contract entered into by this agency and City of Portland and that ALL Payroll Taxes have been paid for the month of September, 1972.

<u>John R. Douglas, Budget Officer</u> <small>NAME OF PERSON PREPARING REPORT</small>	<u><i>John R. Douglas</i></u> <small>SIGNATURE</small>	<u>10/9/72</u> <small>DATE</small>
<u>John B. Kenward, Executive Director</u> <small>NAME OF AGENCY DIRECTOR</small>	<u><i>[Signature]</i></u> <small>SIGNATURE</small>	<u>10/9/72</u> <small>DATE</small>



RECEIVED
OCT 11 1972
MODEL CITIES



**OPERATING AGENCY INVOICE
CATEGORICAL BREAKDOWN**

PROJECT TITLE B-H Demonstration Beautification Project FUNCTION NO. _____
September, 1972

CATEGORY CODE	CATEGORY TITLE	I BUDGET	II CURRENT COSTS	III CUMMULATIVE COSTS	IV ESTIMATED CASH REQUIREMENTS FOR THE NEXT TWO MONTHS.
10	SALARIES (INCLUDING FRINGE BENIFITS)	\$ 1,350.00	\$ 633.43	\$ 1,169.24	
20	CONTRACTED SERVICES (INCLUDING AUDITING)	20,989.00		2,072.00	
30	TRAVEL, LOCAL				
35	TRAVEL, OUT OF TOWN				
40	CONSUMABLE SUPPLIES				
50	SPACE (INCLUDES RENOVATION)				
55	UTILITIES (INCLUDING TELEPHONE)				
60	FURNITURE & EQUIPMENT (RENT)				
65	FURNITURE & EQUIPMENT (PURCHASE)				
70	INSURANCE				
71	MAINTENANCE & EQUIPMENT				
79	MISC. EXPENSES				
TOTALS		\$22,339.00	\$ 633.43	\$ 3,241.24	

— FOR MODEL CITIES USE ONLY —

KEY PUNCH _____
VERIFY _____

ORIGINAL

EVALUATION _____
FISCAL SPECIALIST _____
ADM. MGT. COORD. _____
REQUISITION NO. 1364
DATE SUBMITTED FOR PAYMENT 10-16-72

Barbara J. Patryk

RECEIVED
OCT 11 1972
MODEL CITIES

John S. Griffith
Chairman

Edward H. Look
Secretary

Vincent Raschio
Elaine Cogan
Arthur A. Riedel

PORTLAND DEVELOPMENT COMMISSION

1700 S.W. FOURTH AVENUE • PORTLAND, OREGON 97201 • 224-4800

October 10, 1972

John B. Kenward
Executive Director

Mr. Charles Jordan, Director
Portland Model Cities Agency
5329 N. E. Union Avenue, Suite 210
Portland, Oregon 97218

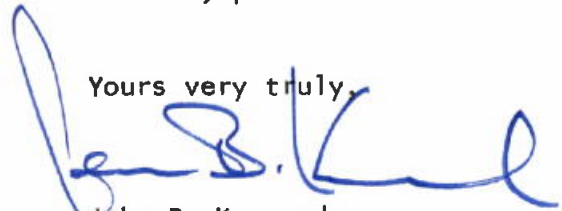
Re: Boise-Humboldt Beautification Project Reports
for September, 1972

Dear Mr. Jordan:

Please find enclosed Operating Agency Invoices for the month of September, 1972 regarding the Boise-Humboldt Demonstration Beautification Project.

Should you have any questions regarding this invoice, please feel free to contact us.

Yours very truly,



John B. Kenward
Executive Director

JBK:ves
Enclosures

ORIGINAL

RECEIVED
OCT 11 1972
MODEL CITIES

C - 37 - 10 C

John S. Griffith
Chairman

Edward H. Look
Secretary

Elaine Cogan

Arthur A. Riedel

Dr. W. A. Jenkins

PORTLAND DEVELOPMENT COMMISSION

1700 S.W. FOURTH AVENUE • PORTLAND, OREGON 97201 • 224-4800

January 12, 1973

John B. Kenward
Executive Director

Mr. Charles Jordan, Director
Portland Model Cities Agency
5329 N. E. Union Avenue, Suite 210
Portland, Oregon 97211

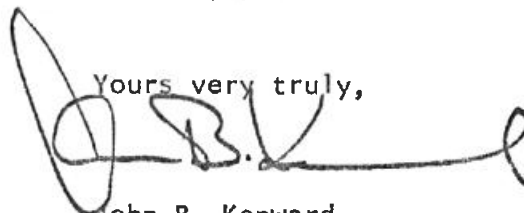
Re: Boise-Humboldt Beautification Project Reports

Dear Mr. Jordan:

Please find enclosed Operating Agency Invoices for the month of December, 1972 regarding the Boise-Humboldt Beautification Project.

Should you have any questions regarding this invoice, please feel free to contact us.

Yours very truly,



John B. Kenward
Executive Director

JBK:ves
Enclosures

RECEIVED

JAN 23 1973

ADMINISTRATION

ORIGINAL

RECEIVED

JAN 16 1973

Deputy Director



PORTLAND MODEL CITIES

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVE.
PORTLAND, ORE. 97211
288-8261

December, 1972
REPORT MONTH

MONTHLY REPORT PROCEDURES

Project Status Report on BOISE-HUMBOLDT BEAUTIFICATION PROJECT
is reported using the following forms which are furnished by CDA.

- | | |
|-------------|------------------------------------------------------------------------------|
| 1. Form 052 | Monthly Report Procedures |
| 2. Form 001 | Project Status Report |
| 3. Form 002 | Operating Agency Invoice (2 shts)
(by line items and functional elements) |
| 4. Form 142 | Recapitulation of Equipment Purchased |
| 5. Form 143 | Recapitulation of Renovation Costs |
| 6. Form 003 | Individual Participation Data Collection Form |
| 7. Form 004 | Resident Employment Report |
| 8. Form 005 | Project Work Program |
| 9. Form 051 | Monthly Report Narrative |

The report package consisting of the above forms, properly filled out, are required to be submitted to CDA by the fifth working day of the month following the reporting month.

Each of the forms required is attached for your convenience.

ORIGINAL

RECEIVED
JAN 23 1973
ADMINISTRATION

RECEIVED
JAN 10 1973

Deputy Director



OPERATING AGENCY INVOICE, FOR ADVANCE OR REIMBURSEMENT

DATE January 12, 1973

Portland Development Commission
NAME OF AGENCY

1700 S. W. Fourth Avenue
STREET

Portland Oregon 97201
CITY STATE ZIP

O/A ACCOUNT NO. 33-04

CONTRACT NO. 13309

PAYMENT NO. _____

CONTRACT PERIOD _____

—NOTICE— INVOICE MUST ACCOMPANY MONTHLY REPORT.....

INVOICE PERIOD December 1 - 31, 1972

I. TOTAL CASH ADVANCES AND/REIMBURSEMENTS TO DATE:	<u>\$ 21,976.73</u>
II. TOTAL EXPENDITURES OF MCA SHARE TO DATE (SUPPLEMENTAL):	_____
III. TOTAL EXPENDITURES (CATEGORICAL):	<u>21,976.73</u>
IV. CASH BALANCE (MINUS II)	_____
V. ESTIMATED CASH REQUIREMENTS <u>Jan. \$362.27</u>	
NEXT TWO MONTHS:	_____
TOTAL	<u>362.27</u>
VI. AMOUNT OF THIS REQUEST	<u>-0-</u>
Rec'd 1/5/73 \$18,735.49	

CERTIFICATION BY OPERATING AGENCY—

We hereby certify, that, to the best of our knowledge and belief, this invoice and its supporting Financial Report, is true in all respects and that ALL expenditures have been made solely for the purposes set forth in the statement of work contained in contract entered into by this agency and City of Portland and that ALL Payroll Taxes have been paid for the month of December, 1972.

John R. Douglas, Budget Chief John R. Douglas 1/12/73
NAME OF PERSON PREPARING REPORT SIGNATURE DATE

John B. Kenward, Executive Director John B. Kenward 1/12/73
NAME OF AGENCY DIRECTOR SIGNATURE DATE

ORIGINAL

RECEIVED
JAN 10 1973
Deputy Director

RECEIVED
JAN 23 1973
ADMINISTRATION.



OPERATING AGENCY INVOICE
CATEGORICAL BREAKDOWN

PROJECT TITLE Boise-Humboldt Beautification Project FUNCTION NO. _____
December, 1972

CATEGORY CODE	CATEGORY TITLE	I BUDGET	II CURRENT COSTS	III CUMULATIVE COSTS	IV ESTIMATED CASH REQUIREMENT FOR THE NEXT TWO MONTHS
10	SALARIES (INCLUDING FRINGE BENEFITS)	\$ 1,350.00	-0-	\$ 1,350.00	
20	CONTRACTED SERVICES (INCLUDING AUDITING)	20,989.00	-0-	20,626.73	\$ 362.27
30	TRAVEL, LOCAL				
35	TRAVEL, OUT OF TOWN				
40	CONSUMABLE SUPPLIES				
50	SPACE (INCLUDED RENOVATION)				
55	UTILITIES (INCLUDING TELEPHONE)				
60	FURNITURE & EQUIPMENT (RENT)				
65	FURNITURE & EQUIPMENT (PURCHASE)				
70	INSURANCE				
71	MAINTENANCE & EQUIPMENT				
79	MISC. EXPENSES				
TOTALS		\$22,339.00	-0-	\$21,976.73	\$ 362.27

— FOR MODEL CITIES USE ONLY —

KEY PUNCH _____
VERIFY _____

EVALUATION Bap
FISCAL SPECIALIST [Signature]
ADM. MGT. COORD.
REQUISITION NO.
DATE SUBMITTED FOR PAYMENT

RECEIVED

JAN 16 1973
Deputy Director

RECEIVED 1-24-73

JAN 23 1973
ADMINISTRATION

ORIGINAL

8.

C - 37-10 C

John S. Griffith
Chairman

Edward H. Look
Secretary

Elaine Cogan

Arthur A. Riedel

Dr. W. A. Jenkins

PORTLAND DEVELOPMENT COMMISSION

1700 S.W. FOURTH AVENUE • PORTLAND, OREGON 97201 • 224-4800

February 12, 1973

John B. Kenward
Executive Director

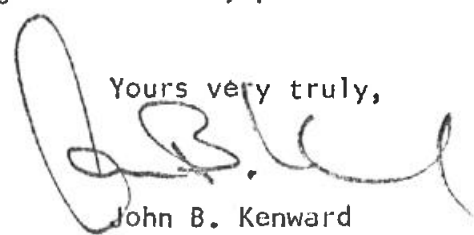
Mr. Andrew Raubeson, Acting Director
Portland Model Cities Agency
5329 N. E. Union Avenue, Suite 210
Portland, Oregon 97211

Re: Boise-Humboldt Beautification Project Reports

Dear Mr. Raubeson:

Please find enclosed Operating Agency Invoices for the month of January, 1973 regarding the Boise-Humboldt Beautification Project.

Should you have any questions regarding this invoice, please feel free to contact us.



Yours very truly,

John B. Kenward
Executive Director

JBK:ves
Enclosures

ORIGINAL
RECEIVED
FEB 15 1973
ADMINISTRATION
RECEIVED
FEB 14 1973
MODEL CITIES



PORTLAND MODEL CITIES

CITY DEMONSTRATION AGENCY
5529 N.E. UNION AVE.
PORTLAND, ORE. 97211
288-8261

January, 1973
REPORT MONTH

MONTHLY REPORT PROCEDURES

Project Status Report on BOISE-HUMBOLDT BEAUTIFICATION PROJECT
is reported using the following forms which are furnished by CDA.

- | | |
|-------------|------------------------------------------------------------------------------|
| 1. Form 052 | Monthly Report Procedures |
| 2. Form 001 | Project Status Report |
| 3. Form 002 | Operating Agency Invoice (2 shts)
(by line items and functional elements) |
| 4. Form 142 | Recapitulation of Equipment Purchased |
| 5. Form 143 | Recapitulation of Renovation Costs |
| 6. Form 003 | Individual Participation Data Collection Form |
| 7. Form 004 | Resident Employment Report |
| 8. Form 005 | Project Work Program |
| 9. Form 051 | Monthly Report Narrative |

The report package consisting of the above forms, properly filled out, are required to be submitted to CDA by the fifth working day of the month following the reporting month.

Each of the forms required is attached for your convenience.

ORIGINAL

RECEIVED

FEB 15 1973

ADMINISTRATION

RECEIVED

FEB-14 1973

MODEL CITIES

OPERATING AGENCY INVOICE,
FOR ADVANCE, OR REIMBURSEMENT

DATE February 12, 1973



PORTLAND DEVELOPMENT COMMISSION
NAME OF AGENCY
1700 S. W. Fourth Avenue
STREET
Portland Oregon 97201
CITY STATE ZIP

PROJECT NO. 33-04
PAYMENT NO. 13309
CONTRACT PERIOD _____
INVOICE PERIOD Jan. 1, - Feb. 9, 1973

Boise-Humboldt Beautification Project

- I. TOTAL CASH ADVANCE AND/ REIMBURSEMENTS TO DATE: \$21,976.73
- II. TOTAL EXPENITURES OF MCA SHARE TO DATE(SUPPLEMENTAL): _____
- III. TOTAL EXPENDITURES (CATEGGRICAL) I 24,587.73
- IV. CASH BALANCE (I MINUS II) _____
- V. AMOUNT OF THIS REQUEST (TOTAL OF II) 2,611.00

CETIFICATION BY OPERATING AGENCY—

WE HEREDY CERTIFY, THAT, TO THE BEST OF OUR KNOWLEDGE AND BELIEF, THIS INVOICE AND ITS SUPPORTING FINANCIAL REPORT, IS TRUE IN ALL RESPECTS AND THAT ALL EXPENDITURES HAVE BEEN MADE SOLELY FOR THE PURPOSES SET FORTH IN THE STATEMENT OF WORK CONTAINED IN CONTRACT ENTERED INTO BY THIS AGENCY AND THE CITY OF PORTLAND AND THAT ALL PAYROLL TAXES HAVE BEEN PAID FOR THE MONTH OF January, 19 73.

John R. Douglas, Budget Officer [Signature] 2/12/73
NAME OF PERSON PREPARING REPORT SIGNATURE DATE

John B. Kenward, Executive Director [Signature] 2/12/73
NAME OF AGENCY DIRECTOR SIGNATURE DATE

—NOTICE— INVOICE MUST ACCOMPANY MONTHLY REPORT.....

RECEIVED FEB 15 1973

RECEIVED FEB 14 1973

ADMINISTRATION

MODEL CITIES

BOISE-HUMBOLDT BEAUTIFICATION PROJECT
 CATEGORIES 1-10

PROJECT TITLE: Boise-Humboldt Beautification Project PROJECT NO. _____
January 1, 1973 to February 9, 1973

CATEGORY CODES	CATEGORY TITLE	I ORD. NO. (1)	II CURRENT 1/73 - 2/9/73	III CUMULATIVE CODES	IV BAL. UNEXP. FORS THIS REPORT
10	BALANCE (INCLUDING FRANCHISES)	\$ 1,350.00	-0-	\$ 1,350.00	
20	CONTRACTED SERVICES (INCLUDING AUDITING)	23,600.00	\$ 2,611.00	23,237.73	\$ 362.27
30	TRAVEL, LOCAL				
35	TRAVEL, OUT OF TOWN				
40	CONSUMABLE SUPPLIES				
50	SPACE (INCLUDING INNOVATION)				
55	UTILITIES (INCLUDING PHONE)				
60	FURNITURE & EQUIP. (RENT)				
65	FURNITURE & EQUIP. (PURCHASED)				
70	INSURANCE				
71	MAINTENANCE OF EQUIP.				
79	MISC. EXPENSES				
TOTALS		\$24,950.00	\$ 2,611.00	\$24,587.73	\$ 362.27

(1) Ordinance No. 135981, dated 2/7/73, increased total to \$24,950.00

EVALUATION SPECIALIST Bog
 FISCAL SPECIALIST
 ADMIN. MGT. COORD
 REQUISITION NO. 1603

DATE SUBMITTED FOR PAYMENT
 RECEIVED
 FEB 15 1973
 ADMINISTRATION

2/14/73
 RECEIVED
 FEB 14 1973
 MODEL CITIES

6.

C - 37 - 10 C

John S. Griffith
Chairman

Edward H. Look
Secretary

Elaine Cogan
Arthur A. Riedel
Dr. W. A. Jenkins

PORTLAND DEVELOPMENT COMMISSION

1700 S.W. FOURTH AVENUE • PORTLAND, OREGON 97201 • 224-4800

December 13, 1972

John B. Kenward
Executive Director

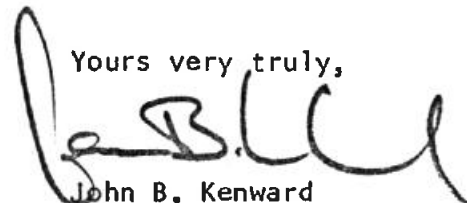
Mr. Charles Jordan, Director
Portland Model Cities Agency
5329 N. E. Union Avenue, Suite 210
Portland, Oregon 97211

Re: Boise-Humboldt Beautification Project Reports

Dear Mr. Jordan:

Please find enclosed Operating Agency Invoices for the month of November, 1972 regarding the Boise-Humboldt Beautification Project.

Should you have any questions regarding this invoice, please feel free to contact us.



Yours very truly,

John B. Kenward
Executive Director

JBK:ves
Enclosures

ORIGINAL

RECEIVED
DEC 19 1972

RECEIVED
DEC 18 1972
Deputy Director

RECEIVED



PORTLAND MODEL CITIES

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVE.
PORTLAND, ORE. 97211
288-8261

November, 1972

REPORT MONTH

MONTHLY REPORT PROCEDURES

Project Status Report on Model Cities Boise-Humboldt Beautification Project is reported using the following forms which are furnished by CDA.

- | | |
|--------------|------------------------------------------------------------------------------|
| 1. Form 052A | Project Status |
| 2. Form 001 | Project Status Report |
| 3. Form 002 | Operating Agency Invoice (2 shts)
(by line items and functional elements) |
| 4. Form 142 | Recapitulation of Equipment Purchased |
| 5. Form 143 | Recapitulation of Renovation Costs |
| 6. Form 003 | Individual Participation Data Collection Form |
| 7. Form 004 | Resident Employment Report |
| 8. Form 005 | Project Work Program |
| 9. Form 051 | Monthly Report Narrative |

The report package consisting of the above forms, properly filled out, are required to be submitted to CDA by the fifth working day of the month following the reporting month.

Each of the forms required is attached for your convenience.

ORIGINAL RECEIVED
DEC 18 1972
Deputy Director
RECEIVED
DEC 19 1972
FISCAL DEPT



OPERATING AGENCY INVOICE, FOR ADVANCE OR REIMBURSEMENT

DATE December 13, 1972

PORTLAND DEVELOPMENT COMMISSION
NAME OF AGENCY
1700 S. W. Fourth Avenue
STREET
Portland, Oregon 97201
CITY STATE ZIP

O/A ACCOUNT NO. 33-04

CONTRACT NO. 13309

PAYMENT NO. _____

CONTRACT PERIOD _____

INVOICE PERIOD November 1 - 30, 1972

NOTICE — INVOICE MUST ACCOMPANY MONTHLY REPORT.....

I. TOTAL CASH ADVANCES AND/REIMBURSEMENTS TO DATE:	<u>\$ 3,241.24</u>
II. TOTAL EXPENDITURES OF MCA SHARE TO DATE (SUPPLEMENTAL):	_____
III. TOTAL EXPENDITURES (CATEGORICAL):	<u>21,976.73</u>
IV. CASH BALANCE (I MINUS II)	_____
V. ESTIMATED CASH REQUIREMENTS <u>Dec. - \$362.27</u>	
NEXT TWO MONTHS: _____	
TOTAL	<u>362.27</u>
VI. AMOUNT OF THIS REQUEST	<u>\$ 553.36</u>

CERTIFICATION BY OPERATING AGENCY —

We hereby certify, that, to the best of our knowledge and belief, this invoice and its supporting Financial Report, is true in all respects and that ALL expenditures have been made solely for the purposes set forth in the statement of work contained in contract entered into by this agency and City of Portland and that ALL Payroll Taxes have been paid for the month of November, 1972.

James Smith, Senior Accountant
NAME OF PERSON PREPARING REPORT

James Smith
SIGNATURE 12/13/72
DATE

John B. Kenward, Executive Director
NAME OF AGENCY DIRECTOR

John B. Kenward
SIGNATURE 12/13/72
DATE

ORIGINAL
DEC 19 1972
RECEIVED
DEC 18 1972
Deputy Director



**OPERATING AGENCY INVOICE
CATEGORICAL BREAKDOWN**

PROJECT TITLE Boise-Humboldt Beautification Project FUNCTION NO. _____

November, 1972

CATEGORY CODE	CATEGORY TITLE	I BUDGET	II CURRENT COSTS	III CUMMULATIVE COSTS	IV ESTIMATED CASH REQUIREMENTS FOR THE NEXT TWO MONTHS.	
10	SALARIES (INCLUDING FRINGE BENEFITS)	\$ 1,350.00	-0-	\$ 1,350.00		
20	CONTRACTED SERVICES (INCLUDING AUDITING)	20,989.00	553.36	20,626.73		
30	TRAVEL, LOCAL					
35	TRAVEL, OUT OF TOWN					
40	CONSUMABLE SUPPLIES					
50	SPACE (INCLUDES RENOVATION)					
55	UTILITIES (INCLUDING TELEPHONE)					
60	FURNITURE & EQUIPMENT (RENT)					
65	FURNITURE & EQUIPMENT (PURCHASE)					
70	INSURANCE					
71	MAINTENANCE & EQUIPMENT					
79	MISC. EXPENSES					
TOTALS		\$22,339.00	\$553.36	\$21,976.73		

— FOR MODEL CITIES USE ONLY —

KEY PUNCH _____

VERIFY _____

EVALUATION *Bap*

FISCAL SPECIALIST *[Signature]*

ADM. MGT. COORD. _____

REQUISITION NO. 1497

DATE SUBMITTED FOR PAYMENT 12/19/72

RECEIVED
DEC 19 1972
DEC 18 1972
Deputy Director
ORIGINAL



C - 37-100

4

PORTLAND MODEL CITIES

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVE.
PORTLAND, ORE. 97211
288-8261

October, 1972

REPORT MONTH

MONTHLY REPORT PROCEDURES

Project Status Report on Boise-Humboldt Beautification Project
is reported using the following forms which are furnished by CDA.

- | | |
|--------------|------------------------------------------------------------------------------|
| 1. Form 052A | Project Status |
| 2. Form 001 | Project Status Report |
| 3. Form 002 | Operating Agency Invoice (2 shts)
(by line items and functional elements) |
| 4. Form 142 | Recapitulation of Equipment Purchased |
| 5. Form 143 | Recapitulation of Renovation Costs |
| 6. Form 003 | Individual Participation Data Collection Form |
| 7. Form 004 | Resident Employment Report |
| 8. Form 005 | Project Work Program |
| 9. Form 051 | Monthly Report Narrative |

The report package consisting of the above forms, properly filled out, are required to be submitted to CDA by the fifth working day of the month following the reporting month.

Each of the forms required is attached for your convenience.

ORIGINAL

RECEIVED

NOV 17 1972

Deputy Director

RECEIVED

NOV 21 1972

FISCAL DEPT.



OPERATING AGENCY INVOICE, FOR ADVANCE OR REIMBURSEMENT

DATE November 14, 1972

PORTLAND DEVELOPMENT COMMISSION
NAME OF AGENCY

1700 S. W. Fourth Avenue
STREET

Portland Oregon 97201
CITY STATE ZIP

O/A ACCOUNT NO. 33-04

CONTRACT NO. 13309

PAYMENT NO. _____

CONTRACT PERIOD _____

INVOICE PERIOD October 1 - 31, 1972

—NOTICE— INVOICE MUST ACCOMPANY MONTHLY REPORT.....

I. TOTAL CASH ADVANCES AND/REIMBURSEMENTS TO DATE:	<u>\$ 3,241.24</u>
II. TOTAL EXPENDITURES OF MCA SHARE TO DATE (SUPPLEMENTAL):	_____
III. TOTAL EXPENDITURES (CATEGORICAL):	<u>21,423.37</u>
IV. CASH BALANCE (I MINUS II)	_____
V. ESTIMATED CASH REQUIREMENTS <u>Nov. \$ 715.63</u>	
NEXT TWO MONTHS: _____	
TOTAL	<u>715.63</u>
VI. AMOUNT OF THIS REQUEST	<u>\$18,182.13</u>

CERTIFICATION BY OPERATING AGENCY—

We hereby certify, that, to the best of our knowledge and belief, this invoice and its supporting Financial Report, is true in all respects and that ALL expenditures have been made solely for the purposes set forth in the statement of work contained in contract entered into by this agency and City of Portland and that ALL Payroll Taxes have been paid for the month of October, 1972.

John R. Douglas, Budget Officer John R. Douglas 11/14/72
NAME OF PERSON PREPARING REPORT SIGNATURE DATE

John B. Kenward, Executive Director [Signature] 11/14/72
NAME OF AGENCY DIRECTOR SIGNATURE DATE

RECEIVED

RECEIVED
 NOV 17 1972
 Deputy Director

ORIGINAL
 NOV 21 1972
 FISCAL DEPT.



**OPERATING AGENCY INVOICE
CATEGORICAL BREAKDOWN**

PROJECT TITLE Boise-Humboldt Beautification Project FUNCTION NO. _____

October, 1972

CATEGORY CODE	CATEGORY TITLE	I BUDGET	II CURRENT COSTS	III CUMULATIVE COSTS	IV ESTIMATED CASH REQUIREMENTS FOR THE NEXT TWO MONTHS.
10	SALARIES (INCLUDING FRINGE BENIFITS)	\$ 1,350.00	\$ 180.76	\$ 1,350.00	
20	CONTRACTED SERVICES (INCLUDING AUDITING)	20,989.00	18,001.37	20,073.37	
30	TRAVEL, LOCAL				
35	TRAVEL, OUT OF TOWN				
40	CONSUMABLE SUPPLIES				
50	SPACE (INCLUDES RENOVATION)				
55	UTILITIES (INCLUDING TELEPHONE)				
60	FURNITURE & EQUIPMENT (RENT)				
65	FURNITURE & EQUIPMENT (PURCHASE)				
70	INSURANCE				
71	MAINTENANCE & EQUIPMENT				
79	MISC. EXPENSES				
TOTALS		\$22,339.00	\$18,182.13	\$21,423.37	

— FOR MODEL CITIES USE ONLY —

KEY PUNCH _____
VERIFY _____

EVALUATION *Bob*
FISCAL SPECIALIST *[Signature]*
ADM. MGT. COORD. _____
REQUISITION NO. 1437
DATE SUBMITTED FOR PAYMENT 11-21-72

ORIGINAL RECEIVED
NOV 21 1972
FISCAL DEPT.

RECEIVED
NOV 17 1972
Deputy Director

John S. Griffith
Chairman

Edward H. Look
Secretary

Elaine Cogan

Arthur A. Riedel

Dr. W. A. Jenkins

PORTLAND DEVELOPMENT COMMISSION

1700 S. W. FOURTH AVENUE • PORTLAND, OREGON 97201 • 224-4800

November 14, 1972

John B. Kenward
Executive Director

Mr. Charles Jordan, Director
Portland Model Cities Agency
5329 N. E. Union Avenue, Suite 210
Portland, Oregon 97211

Re: Boise-Humboldt Beautification Project Reports

Dear Mr. Jordan:

Please find enclosed Operating Agency Invoices for the month of October, 1972 regarding the Boise-Humboldt Beautification Project.

Should you have any questions regarding this invoice, please feel free to contact us.

Yours very truly


John B. Kenward
Executive Director

JBK:ves
Enclosures

RECEIVED
NOV 21 1972
FISCAL DEPT.

ORIGINAL

RECEIVED
NOV 17 1972
Deputy Director

#4

C - 37-10c



PORTLAND MODEL CITIES

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVE.
PORTLAND, ORE. 97211
288-8261

September, 1972

REPORT MONTH

MONTHLY REPORT PROCEDURES

Project Status Report on BOISE-HUMBOLDT DEMONSTRATION BEAUTIFICATION PROJECT is reported using the following forms which are furnished by CDA.

- | | |
|--------------|------------------------------------------------------------------------------|
| 1. Form 052A | Project Status |
| 2. Form 001 | Project Status Report |
| 3. Form 002 | Operating Agency Invoice (2 shts)
(by line items and functional elements) |
| 4. Form 142 | Recapitulation of Equipment Purchased |
| 5. Form 143 | Recapitulation of Renovation Costs |
| 6. Form 003 | Individual Participation Data Collection Form |
| 7. Form 004 | Resident Employment Report |
| 8. Form 005 | Project Work Program |
| 9. Form 051 | Monthly Report Narrative |

The report package consisting of the above forms, properly filled out, are required to be submitted to CDA by the fifth working day of the month following the reporting month.

Each of the forms required is attached for your convenience.

COPY

RECEIVED

OCT 11 1972

MODEL CITIES



OPERATING AGENCY INVOICE, FOR ADVANCE OR REIMBURSEMENT

DATE October 9, 1972

Portland Development Commission
NAME OF AGENCY
1700 S. W. Fourth Avenue
STREET
Portland, Oregon 97201
CITY STATE ZIP

O/A ACCOUNT NO. 33-04

CONTRACT NO. 13309

PAYMENT NO. _____

CONTRACT PERIOD _____

INVOICE PERIOD September, 1972

—NOTICE— INVOICE MUST ACCOMPANY
MONTHLY REPORT.....

BOISE-HUMBOLDT BEAUTIFICATION PROJECT

I. TOTAL CASH ADVANCES AND/REIMBURSEMENTS TO DATE:	<u>\$ 2,607.81</u>
II. TOTAL EXPENDITURES OF MCA SHARE TO DATE (SUPPLEMENTAL):	_____
III. TOTAL EXPENDITURES (CATEGORICAL):	<u>3,241.24</u>
IV. CASH BALANCE (I MINUS II)	_____
V. ESTIMATED CASH REQUIREMENTS	<u>Oct. \$10,500</u>
NEXT TWO MONTHS:	<u>Nov. 5,000</u>
TOTAL	<u>15,500.00</u>
VI. AMOUNT OF THIS REQUEST	<u>633.43</u>

CERTIFICATION BY OPERATING AGENCY—

We hereby certify, that, to the best of our knowledge and belief, this invoice and its supporting Financial Report, is true in all respects and that ALL expenditures have been made solely for the purposes set forth in the statement of work contained in contract entered into by this agency and City of Portland and that ALL Payroll Taxes have been paid for the month of September, 1972.

John R. Douglas, Budget Officer
NAME OF PERSON PREPARING REPORT

John R. Douglas
SIGNATURE

10/9/72
DATE

John B. Kenward, Executive Director
NAME OF AGENCY DIRECTOR

JBK
SIGNATURE

10/9/72
DATE



**OPERATING AGENCY INVOICE
CATEGORICAL BREAKDOWN**

PROJECT TITLE B-H Demonstration Beautification Project FUNCTION NO. _____

September, 1972

CATEGORY CODE	CATEGORY TITLE	I BUDGET	II CURRENT COSTS	III CUMMULATIVE COSTS	IV ESTIMATED CASH REQUIREMENTS FOR THE NEXT TWO MONTHS.	
10	SALARIES (INCLUDING FRINGE BENIFITS)	\$ 1,350.00	\$ 633.43	\$ 1,169.24		
20	CONTRACTED SERVICES (INCLUDING AUDITING)	20,989.00		2,072.00		
30	TRAVEL, LOCAL					
35	TRAVEL, OUT OF TOWN					
40	CONSUMABLE SUPPLIES					
50	SPACE (INCLUDES RENOVATION)					
55	UTILITIES (INCLUDING TELEPHONE)					
60	FURNITURE & EQUIPMENT (RENT)					
65	FURNITURE & EQUIPMENT (PURCHASE)					
70	INSURANCE					
71	MAINTENANCE & EQUIPMENT					
79	MISC. EXPENSES					
TOTALS		\$22,339.00	\$ 633.43	\$ 3,241.24		

— FOR MODEL CITIES USE ONLY —

KEY PUNCH _____

VERIFY _____

EVALUATION _____

FISCAL SPECIALIST _____

ADM. MGT. COORD. _____

REQUISITION NO. _____

DATE SUBMITTED FOR PAYMENT _____

10/17
4

C-37-10C

4



PORTLAND MODEL CITIES

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVE.
PORTLAND, ORE. 97211
288-8261

September, 1972

REPORT MONTH

MONTHLY REPORT PROCEDURES

Project Status Report on BOISE-HUMBOLDT DEMONSTRATION BEAUTIFICATION PROJECT is reported using the following forms which are furnished by CDA.

- | | |
|--------------|------------------------------------------------------------------------------|
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| 2. Form 001 | Project Status Report |
| 3. Form 002 | Operating Agency Invoice (2 shts)
(by line items and functional elements) |
| 4. Form 142 | Recapitulation of Equipment Purchased |
| 5. Form 143 | Recapitulation of Renovation Costs |
| 6. Form 003 | Individual Participation Data Collection Form |
| 7. Form 004 | Resident Employment Report |
| 8. Form 005 | Project Work Program |
| 9. Form 051 | Monthly Report Narrative |

The report package consisting of the above forms, properly filled out, are required to be submitted to CDA by the fifth working day of the month following the reporting month.

Each of the forms required is attached for your convenience.

FORWARDED TO Eval., Admin.,
Premises files
FROM DIRECTORS OFFICE

DATE 10/11/72

ORIGINAL

RECEIVED

OCT 16 1972

FISCAL DEPT.

RECEIVED

OCT 11 1972

MODEL CITIES



OPERATING AGENCY INVOICE, FOR ADVANCE OR REIMBURSEMENT

DATE October 9, 1972

Portland Development Commission
NAME OF AGENCY
1700 S. W. Fourth Avenue
STREET
Portland, Oregon 97201
CITY STATE ZIP

O/A ACCOUNT NO. 33-04
CONTRACT NO. 13309
PAYMENT NO. _____
CONTRACT PERIOD _____
INVOICE PERIOD September, 1972

NOTICE INVOICE MUST ACCOMPANY
MONTHLY REPORT.....

BOISE-HUMBOLDT BEAUTIFICATION PROJECT

I. TOTAL CASH ADVANCES AND/REIMBURSEMENTS TO DATE:	<u>\$ 2,607.81</u>
II. TOTAL EXPENDITURES OF MCA SHARE TO DATE (SUPPLEMENTAL)	_____
III. TOTAL EXPENDITURES (CATEGORICAL)	<u>3,241.24</u>
IV. CASH BALANCE (I MINUS II)	_____
V. ESTIMATED CASH REQUIREMENTS	<u>Oct. \$10,500</u>
NEXT TWO MONTHS:	<u>Nov. 5,000</u>
TOTAL	<u>15,500.00</u>
VI. AMOUNT OF THIS REQUEST	<u>633.43</u>

CERTIFICATION BY OPERATING AGENCY

We hereby certify, that, to the best of our knowledge and belief, this invoice and its supporting Financial Report, is true in all respects and that ALL expenditures have been made solely for the purposes set forth in the statement of work contained in contract entered into by this agency and City of Portland and that ALL Payroll Taxes have been paid for the month of September, 1972.

<u>John R. Douglas, Budget Officer</u> NAME OF PERSON PREPARING REPORT	<u>John R. Douglas</u> SIGNATURE	<u>10/9/72</u> DATE
<u>John B. Kenward, Executive Director</u> NAME OF AGENCY DIRECTOR	<u>[Signature]</u> SIGNATURE	<u>10/9/72</u> DATE

ORIGINAL

RECEIVED
OCT 11 1972
MODEL CITIES



**OPERATING AGENCY INVOICE
CATEGORICAL BREAKDOWN**

PROJECT TITLE B-H Demonstration Beautification Project FUNCTION NO. _____
September, 1972

CATEGORY CODE	CATEGORY TITLE	I BUDGET	II CURRENT COSTS	III CUMMULATIVE COSTS	IV ESTIMATED CASH REQUIREMENTS FOR THE NEXT TWO MONTHS.
10	SALARIES (INCLUDING FRINGE BENEFITS)	\$ 1,350.00	\$ 633.43	\$ 1,169.24	
20	CONTRACTED SERVICES (INCLUDING AUDITING)	20,989.00		2,072.00	
30	TRAVEL, LOCAL				
35	TRAVEL, OUT OF TOWN				
40	CONSUMABLE SUPPLIES				
50	SPACE (INCLUDES RENOVATION)				
55	UTILITIES (INCLUDING TELEPHONE)				
60	FURNITURE & EQUIPMENT (RENT)				
65	FURNITURE & EQUIPMENT (PURCHASE)				
70	INSURANCE				
71	MAINTENANCE & EQUIPMENT				
79	MISC. EXPENSES				
TOTALS		\$22,339.00	\$ 633.43	\$ 3,241.24	

— FOR MODEL CITIES USE ONLY —

KEY PUNCH _____
VERIFY _____

ORIGINAL

EVALUATION

FISCAL SPECIALIST

ADM. MGT. COORD.

REQUISITION NO. 1364

DATE SUBMITTED FOR PAYMENT 10-16-72

Barbara J. Patrick
[Signature]

RECEIVED

OCT 11 1972

MODEL CITIES

John S. Griffith
Chairman

Edward H. Look
Secretary

Vincent Raschio
Elaine Cogan
Arthur A. Riedel

PORTLAND DEVELOPMENT COMMISSION
1700 S. W. FOURTH AVENUE • PORTLAND, OREGON 97201 • 224-4800

October 10, 1972

John B. Kenward
Executive Director

Mr. Charles Jordan, Director
Portland Model Cities Agency
5329 N. E. Union Avenue, Suite 210
Portland, Oregon 97217

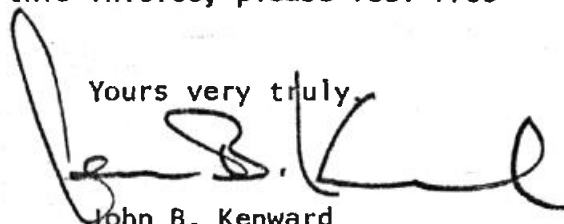
Re: Boise-Humboldt Beautification Project Reports
for September, 1972

Dear Mr. Jordan:

Please find enclosed Operating Agency Invoices for the month of September, 1972 regarding the Boise-Humboldt Demonstration Beautification Project.

Should you have any questions regarding this invoice, please feel free to contact us.

Yours very truly,



John B. Kenward
Executive Director

JBK:ves
Enclosures

ORIGINAL RECEIVED
OCT 11 1972
MODEL CITIES



OPERATING AGENCY INVOICE, FOR ADVANCE OR REIMBURSEMENT

DATE September 14, 1972

PORTLAND DEVELOPMENT COMMISSION
NAME OF AGENCY
1700 S. W. Fourth Avenue
STREET
Portland Oregon 97201
CITY STATE ZIP

O/A ACCOUNT NO. 33-04
 CONTRACT NO. 13309
 PAYMENT NO. _____
 CONTRACT PERIOD _____

—NOTICE— INVOICE MUST ACCOMPANY MONTHLY REPORT.....

INVOICE PERIOD August 1 - 31, 1972

BOISE-HUMBOLDT DEMONSTRATION BEAUTIFICATION PROJECT

I. TOTAL CASH ADVANCES AND/REIMBURSEMENTS TO DATE:	<u>\$ 2,065.35</u>
II. TOTAL EXPENDITURES OF MCA SHARE TO DATE (SUPPLEMENTAL):	_____
III. TOTAL EXPENDITURES (CATEGORICAL):	<u>2,607.81</u>
IV. CASH BALANCE (I MINUS II)	_____
V. ESTIMATED CASH REQUIREMENTS	<u>Sept. \$10,500</u>
NEXT TWO MONTHS:	<u>Oct. 5,000</u>
TOTAL	<u>\$15,500.00</u>
VI. AMOUNT OF THIS REQUEST	<u>542.46</u>
Rec'd 8/8/72 \$2,000.00	
Rec'd 8/21/72 65.35	

CERTIFICATION BY OPERATING AGENCY—

We hereby certify, that, to the best of our knowledge and belief, this invoice and its supporting Financial Report, is true in all respects and that ALL expenditures have been made solely for the purposes set forth in the statement of work contained in contract entered into by this agency and City of Portland and that ALL Payroll Taxes have been paid for the month of August, 1972.

ORIGINAL

John R. Douglas September 14, 1972
NAME OF PERSON PREPARING REPORT SIGNATURE DATE

John B. Kenward September 14, 1972
NAME OF AGENCY DIRECTOR SIGNATURE DATE

FORWARDED TO _____ FROM DIRECTORS OFFICE DATE _____

RECEIVED SEP 20 1972 ADMINISTRATION

RECEIVED SEP 18 1972 MODEL CITIES

RECEIVED SEP 20 1972 FISCAL DEPT



**OPERATING AGENCY INVOICE
CATEGORICAL BREAKDOWN**

PROJECT TITLE B-H DEMONSTRATION BEAUTIFICATION PROJECT FUNCTION NO. _____

AUGUST, 1972

CATEGORY CODE	CATEGORY TITLE	I BUDGET	II CURRENT COSTS	III CUMMULATIVE COSTS	IV ESTIMATED CASH REQUIREMENTS FOR THE NEXT TWO MONTHS.
10	SALARIES (INCLUDING FRINGE BENIFITS)	1,350	470.46	535.81	
20	CONTRACTED SERVICES, INCLUDING AUDITING)	20,989	72.00	2,072.00	
30	TRAVEL, LOCAL				
35	TRAVEL, OUT OF TOWN				
40	CONSUMABLE SUPPLIES				
50	SPACE (INCLUDES RENOVATION)				
55	UTILITIES (INCLUDING TELEPHONE)				
60	FURNITURE & EQUIPMENT (RENT)				
65	FURNITURE & EQUIPMENT (PURCHASE)				
70	INSURANCE				
71	MAINTENANCE & EQUIPMENT				
79	MISC. EXPENSES				
TOTALS		22,339	542.56	2,607.81	

— FOR MODEL CITIES USE ONLY —

KEY PUNCH _____
VERIFY _____

ORIGINAL

EVALUATION
FISCAL SPECIALIST
ADM. MGT. COORD.
REQUISITION NO. _____
DATE SUBMITTED FOR PAYMENT

Barbara D. Patrick

1311
9-20-72

**RECEIVED
SEP 20 1972
ADMINISTRATION**

**RECEIVED
SEP 18 1972
MODEL CITIES**

FORWARDED TO Eval., Adm., + Files
FROM DIRECTORS OFFICE

DATE 8-8-72

**OPERATING AGENCY INVOICE,
FOR ADVANCE OR REIMBURSEMENT**



DATE July 14, 1972

Boise-Humboldt Demonstration
Beautification Project

Portland Development Commission
NAME OF AGENCY
1700 S. W. Fourth Avenue
STREET
Portland, Oregon 97201
CITY STATE ZIP

O/A ACCOUNT NO. 33-04

CONTRACT NO. 13309

PAYMENT NO. _____

CONTRACT PERIOD _____

INVOICE PERIOD June 16-30, 1972

NOTICE - INVOICE MUST ACCOMPANY
MONTHLY REPORT.....

- I. TOTAL CASH ADVANCES AND/REIMBURSEMENTS TO DATE: -0-
- II. TOTAL EXPENDITURES OF MCA SHARE TO DATE (SUPPLEMENTAL): _____
- III. TOTAL EXPENDITURES (CATEGORICAL): 2,065.35
- IV. CASH BALANCE (I MINUS II) _____
- V. ESTIMATED CASH REQUIREMENTS July - \$5,250
NEXT TWO MONTHS: Aug. - \$10,500
TOTAL _____
- VI. AMOUNT OF THIS REQUEST 65.35

ORIGINAL

CERTIFICATION BY OPERATING AGENCY

We hereby certify, that, to the best of our knowledge and belief, this invoice and its supporting Financial Report, is true in all respects and that ALL expenditures have been made solely for the purposes set forth in the statement of work contained in contract entered into by this agency and City of Portland and that ALL Payroll Taxes have been paid for the month of June 30, 1972.

John R. Douglas
NAME OF PERSON PREPARING REPORT

John R. Douglas
SIGNATURE

7/14/72
DATE

John B. Kenward
NAME OF AGENCY DIRECTOR

[Signature]
SIGNATURE

8/7/72
DATE

RECEIVED
AUG 11 1972
ADMINISTRATIVE

RECEIVED
AUG 11 1972
FISCAL DEPT.

AUG 8 1972
MODEL CITIES



**OPERATING AGENCY INVOICE
CATEGORICAL BREAKDOWN**

PROJECT TITLE Boise-Humboldt Demonstration
Beautification Project FUNCTION NO. 33-04

June 16 - 30, 1972

CATEGORY CODE	CATEGORY TITLE	I BUDGET	II CURRENT COSTS	III CUMULATIVE COSTS	IV ESTIMATED CASH REQUIREMENTS FOR THE NEXT TWO MONTHS.
10	SALARIES (INCLUDING FRINGE BENEFITS)	1,350 ✓	65.35	65.35	
20	CONTRACTED SERVICES (INCLUDING AUDITING)	20,989 ✓	-0-	2,000.00	
30	TRAVEL, LOCAL				
35	TRAVEL, OUT OF TOWN				
40	CONSUMABLE SUPPLIES				
50	SPACE (INCLUDES RENOVATION)				
55	UTILITIES (INCLUDING TELEPHONE)				
60	FURNITURE & EQUIPMENT (RENT)				
65	FURNITURE & EQUIPMENT (PURCHASE)				
70	INSURANCE				
71	MAINTENANCE & EQUIPMENT				
79	MISC. EXPENSES				
TOTALS		22,339 ✓	65.35	2,065.35 ✓	

ORIGINAL

— FOR MODEL CITIES USE ONLY —

KEY PUNCH _____
VERIFY _____

EVALUATION Barbara A. Patrick
FISCAL SPECIALIST L. Berry
ADM. MGT. COORD. [Signature]
REQUISITION NO. 1211
DATE SUBMITTED FOR PAYMENT 8/5/72

RECEIVED
AUG 11 1972
FISCAL DEPT.

RECEIVED
AUG 11 1972
ADMINISTRATION

RECEIVED
AUG 8 1972
MODEL CITIES



*Ref for B-45-01C
Chronology*

C-37-1a C

29th June, 1972.

Mr. Charles Jordan, Director
Portland Model Cities Agency
5329 N.E. Union Avenue
Portland, Oregon 97211

For the attention of Mr. Roland Franz

Dear Mr. Jordan:

Boise/Humboldt Beautification Project Report

Enclosed are two copies of the Monthly Progress Report on the Beautification Project. It is not possible to meaningfully report its progress on the standard forms, and, after discussion with your staff, this chronology form was determined to be the most explanatory.

We shall report monthly hereafter as soon as dollar progress can be measured, on the regular forms. It is our understanding that the enclosed will satisfy reporting requirements through May, 1972. If there is some reason to the contrary, please contact Mr. Don Silvey of this office.

Thank you for your continued cooperation.

Very truly yours,

John B. Kenward
Executive Director

FORWARDED TO Eval. Tables & Rpts
FROM DIRECTORS OFFICE
DATE 7/3/72

JBK/SHB:bf
Enclosure (2)

RECEIVED
JUL 3 1972
MODEL CITIES
COPY

Lawe

LV

JUL 3 1972

MODEL CITIES

- Oct. 22, 1971 Memorandum by Earl Sweet, Administrative Assistant - Compliance commenting on possibility of Boise-Humboldt Demonstration Beautification Project.
- Nov. 8, 1971 Letter sent to Charles Jordan, Director, Portland Model Cities, indicating Boise-Humboldt Neighborhoods' desire to proceed with proposed Demonstration Program and means of financing such a program. As part of the contract, plans and specifications were suggested so as to exact scope of work.
- Nov. 12, 1971 Report received from Ken Hampton, Physical Program Coordinator, Portland Model Cities, explaining CDA's proposal for project criteria.
- Nov. 18, 1971 Meeting with Mr. Taft, Douglas and Olson, Portland Development Commission and Andy Raubeson, Model Cities, regarding Boise-Humboldt Beautification Project.
- Nov. 30, 1971 Letter received from Andy Raubeson, Model Cities, regarding meeting of November 29, 1971 with Chuck Olson and Ken Kaji. Letter stated that the Boise-Humboldt Beautification Project was to be under a separate contract from NDP #2; Portland Development Commission to contract work through public bids; and, the firm of Colburn, Sheldon and Kaji is to act as consultants on the project.
- Dec. 6, 1971 Commission authorized contract with the City Council to carry out the Boise-Humboldt Beautification Project under Model Cities Program. Letter sent indicating such authorization to Charles Jordan, Model Cities Director.
- Dec. 15, 1971 Memorandum from Edward Warmoth, Model Cities Coordinator, City Attorney's Office, requesting project to become operational.
- Dec. 16, 1971 PDC held meeting with Boise-Humboldt Consultants to review work and develop processing schedule. It was determined that surface repairs were required in addition to the painting specified for the Boise-Humboldt Beautification Project. B/H Architect-Planners were requested to update plans, specifications and cost revisions.
- Dec. 21, 1971 Greg Watson, B/H Project Manager, held series of meetings with property owners and B/H planners.
- Jan. 10, 1972 Received signed agreement providing for the Boise-Humboldt Demonstration Project from the City.
- Jan. 13, 1972 Returned signed copies of agreement to the City.
- Jan. 21, 1972 Letter to City informing them Fidelity Bond was in effect covering the Development Commission, Commissioners, agents, officers, and employees.
- Apr. 3, 1972 Earl Sweet, Administrative Assistance - Compliance, contacted for instructions on bidding procedures.

JUL 3 1972

- Apr. 10, 1972 Letter received from Boise-Humboldt Committees setting forth the statement of intent for this program.
- Apr. 13, 1972 Letter received from Boise-Humboldt Committees sanctioning the request for additional funds to repair structures prior to painting.
- Apr. 17, 1972 Model Cities Deputy Director, Raubeson, contacted City Attorney's office to determine the procedures needed to acquire the necessary funds.
- Apr. 18, 1972 John B. Kenward, PDC Executive Director, made official request to CDA for additional funds.
- May 3, 1972 Letter sent to Russell H. Dawson, Area Director, DHUD, by John Kenward requesting ruling for use of youth in this project as it relates to the Davis/Bacon Act.
- May 11, 1972 Letter received from Mr. Dawson, DHUD, outlining acceptable procedures for project.
- May 18, 1972 Oliver Norville, PDC Legal Counsel, issued opinion that no waivers to bidding procedures for State and City would be allowed. PDC will employ youth on part-time basis and assign to successful bidder for project.
- May 18, 1972 Memorandum received from Boise-Humboldt CDA Committees stating their desire to use as many as 25 youth in the project.
- May 19, 1972 Work Authorization letters sent to property owners for signature.
- May 22, 1972 Commission authorized the Executive Director to advertise for and receive bids.
- May 22, 1972 Commission authorized and directed Executive Director to enter into a revised budget change.
- May 25, 1972 Received Acceptance form in connection with an amendment to contract providing for revised project description and budget from the City.
- May 31, 1972 Engineering Department requested to prepare contract for bidding. Boise-Humboldt Planner, Ken Kaji, notified that plans and specifications not adequate for formal bidding.
- June 19, 1972 Planner (Ken Kaji) has not completed specifications - delivery promised June 20, 1972. PDC Engineering Department has made all preparations to expedite bidding upon receipt of plans and specifications. Bids must be advertised within 21 days and an additional 7 days are required to analyze and confirm bids.

The delay in execution of this contract is attributable to phases of planning that were not fully researched or completed by those who conceived this project; however, these deficiencies are now being resolved.

June 20, 1972. Specifications received from Ken Kaji. Preparations for advertising of bids is now underway.

June 26, 1972. Project advertised for bid. Bid opening scheduled for July 17, 1972.

JUL 6 1972

MODEL CITIES

CHRONOLOGY OF BOISE/HUMBOLDT
MODEL CITIES BEAUTIFICATION PROJECT

March
1971

Consultant (Kaji) discussed demonstration projects with Chuck Olson. Consultant was told that PDC is not funded for the projects discussed (including beautification) and that he should discuss matter with Model Cities as a possible source of funding.

April
thru
August

Consultant negotiated with Model Cities to be declared "operating agent" for beautification project. Model Cities unable to get approval by HUD on this arrangement. PDC not involved in any of these discussions.

Late
August
thru
Early
September

PDC approached by CDA to undertake beautification project. Chuck Olson replied that this must be cleared by the Commission.

September
10, 1971

Charles Jordan requested PDC to undertake beautification project. Pre-NDP 2 budget to be increased by \$24,950 and request that Kaji be sub-contracted to carry out the project.

RECORDED

JUL 3 1972

MODEL CITIES

JUL 9 1972

MODEL CITIES

- Oct. 22, 1971 Memorandum by Earl Sweet, Administrative Assistant - Compliance commenting on possibility of Boise-Humboldt Demonstration Beautification Project.
- Nov. 8, 1971 Letter sent to Charles Jordan, Director, Portland Model Cities, indicating Boise-Humboldt Neighborhoods' desire to proceed with proposed Demonstration Program and means of financing such a program. As part of the contract, plans and specifications were suggested so as to exact scope of work.
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- Apr. 3, 1972 Earl Sweet, Administrative Assistance - Compliance, contacted for instructions on bidding procedures.

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MODEL CITIES

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- Apr. 13, 1972 Letter received from Boise-Humboldt Committees sanctioning the request for additional funds to repair structures prior to painting.
- Apr. 17, 1972 Model Cities Deputy Director, Raubeson, contacted City Attorney's office to determine the procedures needed to acquire the necessary funds.
- Apr. 18, 1972 John B. Kenward, PDC Executive Director, made official request to CDA for additional funds.
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- May 11, 1972 Letter received from Mr. Dawson, DHUD, outlining acceptable procedures for project.
- May 18, 1972 Oliver Norville, PDC Legal Counsel, issued opinion that no waivers to bidding procedures for State and City would be allowed. PDC will employ youth on part-time basis and assign to successful bidder for project.
- May 18, 1972 Memorandum received from Boise-Humboldt CDA Committees stating their desire to use as many as 25 youth in the project.
- May 19, 1972 Work Authorization letters sent to property owners for signature.
- May 22, 1972 Commission authorized the Executive Director to advertise for and receive bids.
- May 22, 1972 Commission authorized and directed Executive Director to enter into a revised budget change.
- May 25, 1972 Received Acceptance form in connection with an amendment to contract providing for revised project description and budget from the City.
- May 31, 1972 Engineering Department requested to prepare contract for bidding. Boise-Humboldt Planner, Ken Kaji, notified that plans and specifications not adequate for formal bidding.
- June 19, 1972 Planner (Ken Kaji) has not completed specifications - delivery promised June 20, 1972. PDC Engineering Department has made all preparations to expedite bidding upon receipt of plans and specifications. Bids must be advertised within 21 days and an additional 7 days are required to analyze and confirm bids.

The delay in execution of this contract is attributable to phases of planning that were not fully researched or completed by those who conceived this project; however, these deficiencies are now being resolved.

June 20, 1972 Specifications received from Ken Kaji. Preparations for advertising of bids is now underway.

June 26, 1972 Project advertised for bid. Bid opening scheduled for July 17, 1972.

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MODEL CITIES

*Chronology
Report*

C-37-10c

John S. Griffith
Chairman

Edward H. Look
Secretary

Vincent Raschio

Elaine Cogan

Arthur A. Riedel

PORTLAND DEVELOPMENT COMMISSION

1700 S. W. FOURTH AVENUE • PORTLAND, OREGON 97201 • 224-4800

July 27, 1972

John B. Kenward
Executive Director

Ms. Barbara Patrick
Evaluation Specialist
Portland Model Cities
5329 N. E. Union Avenue
Portland, Oregon 97211

Dear Ms. Patrick:

In response to your letter of July 25, 1972, we are enclosing a current chronology for the Boise/Humboldt - Model Cities Beautification Project.

Should you require any additional information, please feel free to contact us again.

Yours very truly,


Don S. Silvey, Chief
Housing Rehabilitation
and Development

DSS:ves
Enclosure

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MODEL CITIES

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CHRONOLOGY OF BOISE/HUMBOLDT
MODEL CITIES BEAUTIFICATION PROJECT

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MODEL CITIES

- Oct. 22, 1971 Memorandum by Earl Sweet, Administrative Assistant - Compliance commenting on possibility of Boise-Humboldt Demonstration Beautification Project.
- Nov. 8, 1971 Letter sent to Charles Jordan, Director, Portland Model Cities, indicating Boise-Humboldt Neighborhoods' desire to proceed with proposed Demonstration Program and means of financing such a program. As part of the contract, plans and specifications were suggested so as to exact scope of work.
- Nov. 12, 1971 Report received from Ken Hampton, Physical Program Coordinator, Portland Model Cities, explaining CDA's proposal for project criteria.
- Nov. 18, 1971 Meeting with Mr. Taft, Douglas and Olson, Portland Development Commission and Andy Raubeson, Model Cities, regarding Boise-Humboldt Beautification Project.
- Nov. 30, 1971 Letter received from Andy Raubeson, Model Cities, regarding meeting of November 29, 1971 with Chuck Olson and Ken Kaji. Letter stated that the Boise-Humboldt Beautification Project was to be under a separate contract from NDP #2; Portland Development Commission to contract work through public bids; and, the firm of Colburn, Sheldon and Kaji is to act as consultants on the project.
- Dec. 6, 1971 Commission authorized contract with the City Council to carry out the Boise-Humboldt Beautification Project under Model Cities Program. Letter sent indicating such authorization to Charles Jordan, Model Cities Director.
- Dec. 15, 1971 Memorandum from Edward Warmoth, Model Cities Coordinator, City Attorney's Office, requesting project to become operational.
- Dec. 16, 1971 PDC held meeting with Boise-Humboldt Consultants to review work and develop processing schedule. It was determined that surface repairs were required in addition to the painting specified for the Boise-Humboldt Beautification Project. B/H Architect-Planners were requested to update plans, specifications and cost revisions.
- Dec. 21, 1971 Greg Watson, B/H Project Manager, held series of meetings with property owners and B/H planners.
- Jan. 10, 1972 Received signed agreement providing for the Boise-Humboldt Demonstration Project from the City.
- Jan. 13, 1972 Returned signed copies of agreement to the City.
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- Apr. 3, 1972 Earl Sweet, Administrative Assistance - Compliance, contacted for instructions on bidding procedures.

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- June 20, 1972 Specifications received from Ken Kaji. Preparations for advertising of bids is now underway.
- June 26, 1972 Project advertised for bid. Bid opening scheduled for July 17, 1972.
- July 17, 1972 Bid opening. The following bids and amount were received:

L. E. Spitzer Co., Inc. Spokane, Washington	\$37,912.00
Washington Sign Co. Portland, Oregon	\$15,600.00
Architect's Estimate	\$14,419.00

Due to the excessive amount, L. E. Spitzer's bid was disqualified. Washington Sign Co. was determined low bidder; however, since bidder's packet did not contain a Bid Bond, this bid was also disqualified. Information given to PDC Legal Counsel for review.

- July 24, 1972 Letter sent by PDC Engineering Department notifying contractors that both bids would be disqualified.
- July 25, 1972 PDC Legal Counsel, Oliver I. Norville, rendered a legal opinion indicating this job was eligible for negotiation of contract. Mr. Washington contacted by Don Silvey, who confirmed Washington Sign Co.'s bid was still valid for negotiation. Mr. Washington stated he is able to deliver a Performance Bond.

PDC Engineering Department preparing a contract for ratification by the Portland Development Commission on July 27, 1972.