

portland model cities

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

June 10, 1971

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

Dear Mayor Schrunk:

On June 28-30, 1971, Region X, Department of Housing and Urban Development, will be holding its Regional Citizens Participation Conference in Port Ludlow, Washington. The Conference is designed to specifically assist continuing efforts to develop improved citizens participation in all Model Neighborhoods. They are requesting at least four or five persons from each City to attend, roughly half staff and half citizens.

I am requesting that the following people attend as representatives for the Portland Model Cities Program:

Charles Jordan, Director
Brenda Green, Citizens Participation Coordinator
Lillie Walker, Citizens Participation Specialist
Josiah Nunn, Chairman, Citizens Planning Board
Fred Ehelebe, Vice Chairman, CP Working Committee

The cost for each participant will be as follows:

*Meals & Lodging	\$ 69.00	\$ 56.00
**Travel		
Miscellaneous	10.00	10
Registration Fee	4.00	4
	<hr/>	<hr/>
Total	\$ 81.00	70.00
	x5	x5
Grand Total	405.00	\$ 350.00
		<hr/>
	Plus Warmoth	70.00
		<hr/>
		\$ 420.00

6240

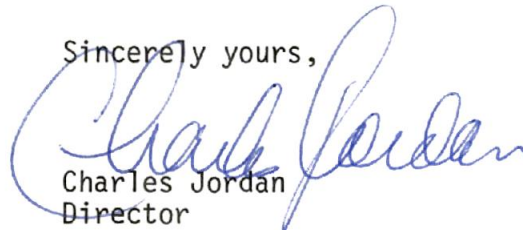
Approved
TDS
6-16-71

Page 2
June 10, 1971

Citizens Participation's budget should be charged for all participants, excluding myself. My travel expenses should be charged to Administration's budget.

Due to the nature and importance of the Conference, I feel that the attendance of Edward Warmoth, Model Cities Coordinator for the Mayor, is advisable.

Sincerely yours,


Charles Jordan
Director

Enclosure

*This flat rate will include the price of lodging and all meals.

**Request approval to drive City automobile.

*Tuesday
breakfast thru
Wednesday lunch
2 x 23 = \$46
Dinner Monday
night and dinner
on road Wed
night = \$10
\$56*

70

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

June 23, 1971

From Edward J. Warmoth, Model Cities Coordinator

EW

To

Addressed to Terry D. Schrunk Mayor

Subject Request From Jordan to Pay Overtime

Attached is the request from Director Charles Jordan to pay cash for overtime accumulated by staff in the Evaluation and Information Division of the Model Cities Agency, which Jordan mentioned in conversation recently. Note that he suggests three alternatives, ranging from "full " payment to "no" payment.

It appears that this is an administrative decision for your office. How do you wish to proceed? Perhaps you can call Jordan to discuss.

I've reviewed the matter. The overtime did produce a valuable product for the Model Cities Program, however my overall evaluation of the situation is not to pay cash for the time.

This overtime did not have prior approval and some persons are at higher levels than the top limit of Range #44 as stated in the City Administrative Code (4.12.040). New supervisors were involved and might not have been aware of the city regulations, however this question has come up in the past and we paid overtime when an employee was departing with the understanding that all future overtime would be controlled and compensated by adjusted work schedules or time off.

It seems that it would not be fair to other employees to make payment for overtime when other employees have been requested to take time off instead of cash.

I believe funds are available if you wish to make payments.

EJW.c

*Worked out
compromise with Ed.*

75E

portland model cities

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

June 15, 1971



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

Dear Mayor Schrunk:

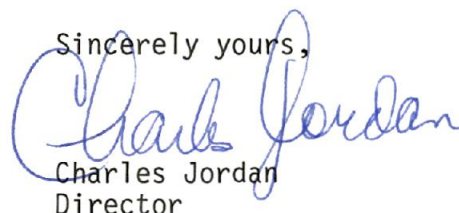
Per our conversation June 4, 1971, regarding the amount of necessary overtime that has been accumulated by the Evaluation and Information staff of the CDA, in order to meet the Second Action Year submission date, the Evaluation and Information staff were forced to evaluate all projects in a very short period of time. At that time, the function of the Evaluation and Information staff was quite new to the Agency which necessitated a familiarization period prior to implementation of the Evaluation Plan. We are presently on schedule for all future submissions. However, in order to stay on schedule, I cannot afford to grant time off at this stage of the Program. Looking ahead through the next six months, I cannot see an opportune time for the staff members to take the time off.

In view of the possibility of surplus funds in the Evaluation and Information budget, I would like to suggest the following alternatives:

- 1) That we pay half of the overtime and allow the remaining hours to be carried over until such time that the workload will allow time off.
- 2) That we pay the accumulated overtime with the understanding that it will not be a recurrence.
- 3) Disallow or payment for any of the hours and permit staff to carry over the hours until such time that workloads will allow time off.

I would request that you consider these alternatives in the order in which they are listed. (See attached for cost of each alternative.)

Sincerely yours,



Charles Jordan
Director

Attachment

INFORMATION AND EVALUATION
OVERTIME

Name	Hours	Rate	Total
Mike Henningar	248.5	42 \$4.37	\$1,085.95
Roland Franz	166.25	47 5.06	841.23
David French	117.0	47 5.06	592.02
Andrea Ricks	50.75	47 5.06	256.80
Otto Rutherford	33.75	47 5.69	192.04
Freddie Petett	68.5	42 5.21	356.89
Leonard Yoon	36.0	42 4.37	157.32

COST

Alternative #1	\$1,741,12
Alternative #2	3,482,25
Alternative #3	No Cost (At this time)

4.12.040 (Page 78 - codes)
Employers receiving
compensation at pay range
44 or higher are not
entitled to overtime.

4.12.060 -
no more than
60 hours comp time
to be accumulated in
a year -



CITY OF FARGO

NORTH DAKOTA

58102

OFFICE OF MAYOR
PRESIDENT BOARD OF
CITY COMMISSIONERS

June 28, 1971

MAYOR HERSCHEL LASHKOWITZ
CITY HALL
FARGO, NORTH DAKOTA 58102

The Honorable Terry D. Schrunk
Mayor of Portland
Mayor's Office, City Hall
Portland, Oregon

RECEIVED
JUL 1 1971
MAYOR'S OFFICE

MAYOR
EXEC. ASS.
EXEC. ASS.
C. A.
A. SEC.
YOUTH COORD.
M. C. COORD.
EW

Dear Mayor Schrunk:

I am writing to inquire concerning the role of the Mayor in your city's Model Cities program. I would appreciate receiving information as follows:

- 1) I would like to know to what extent the Mayor is involved in the selecting, or appointing, process in the choosing of the Model Cities director.
- 2) I would appreciate learning the relationship between the mayor's office and the Model Cities director.
- 3) In your judgment, is the Mayor in your city being involved in the Model Cities program in accordance with the manual and general policy as set forth in HUD literature?

Letter sent July 12

I would greatly appreciate hearing from you at your early convenience with this information on your city's Model Cities program.

With kindest regards,

Sincerely,

HL:cm

Herschel Lashkowitz
Herschel Lashkowitz
Mayor

8840

July 12, 1971

The Honorable Herschel Lashkowitz'
Mayor of Fargo
Mayors Office, City Hall
Fargo, North Dakota 58102

Dear Mayor Lashkowitz;

We are pleased to share information about the Portland Model Cities Program as you requested.

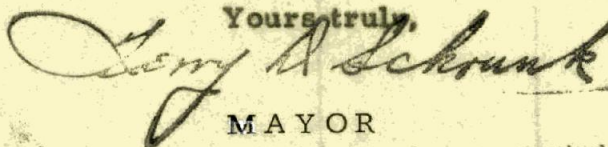
Several information items are enclosed for your review. If you wish further details, please let me know.

In response to your specific questions, the Mayor as Commissioner-in-Charge of the department in which the Model Cities Agency is located has the final appointing authority for naming the Model Cities Director. A screening committee has been used in Portland to review all applications and conduct interviews with the top applicants. The top applicants were interviewed by the Citizens Planning Board and then the top names were forwarded to my office where I made the final selection.

The Model Cities Director is responsible to the Mayor in the same manner that other bureau heads are responsible to the Commissioner of a particular city department. There is a Model Cities Coordinator on my staff who is a liaison between my office and the Model Cities Program. Further information on these relationships is included in the enclosed material.

As the Chief Executive of our City, I believe that our present structure and procedures are serving Portland well. We have just recently received approval from HUD to start our Second Action Year.

Yours truly,


MAYOR

TDS. EW. c
Enclosures

467C



GEORGE YERKOVICH
CITY AUDITOR

RECEIVED
JUL 29 1971

CITY OF PORTLAND MAYOR'S OFFICE
OREGON

July 27, 1971

Hon. Terry D. Schrunk, Mayor
City of Portland, Oregon

Dear Mayor Schrunk:

This office has become aware of a serious problem arising in regards to the Model Cities revision #4 to the original HUD grant budget dated June 11, 1971.

The Office of City Attorney is presently preparing ordinances to extend operating agency contracts and commit second action year monies as per detail on file. In their present form, certain of these contracts would be null and void because the City's contractual obligation would exceed the budgeted revenue.

The Auditor's Office would be unable to honor requisitions for payment under the circumstances. We refer to Section 7-102, paragraph 3, of the Charter of the City of Portland.

Mr. Edward Warmoth of your office has been advised of the problem and is in the process of arranging a meeting between the interested principals to resolve the situation.

Very truly yours,

George Zschornich
Auditor of the City of Portland

RFJ/s

cc: Charles Jordan, Director
Edward Warmoth, MC Co-ordinator
Bill Selby, Dep. City Attorney
Jim Setterberg, Budget Director

MAYOR	
EXEC.	
ASST. I	
EXEC.	
ASST. I	
ASST.	
SEC.	
YOUTH COORD.	
M. C. COORD.	SW

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

August 3, 1971

From Housing Division
To Bureau of Buildings
Addressed to C. N. Christiansen
Subject Communication from Lovetta B. Whitt

Dear Mr. Christiansen:

We are in receipt of a letter from Lovetta B. Whitt referred to our office for an investigation and report (copy attached).

On June 10, 1971 the Housing Division of the Bureau of Buildings received a request from the Portland Development Commission to inspect the two-story, wood frame, single-family dwelling located at 527 N. E. Cook Street, owned by Riley Bingham of the same address.

This structure is located within the boundary lines of the Model Cities area where limited Federal funding applies regarding the Housing Repair Project operated by the Portland Development Commission.

The Housing Repair Project provides Federal grants for low income home owners to replace or repair only those serious defects that are a hazard to the health, safety or welfare of the occupants.

On June 11, 1971 our inspector, Mr. Chester Collinsworth, inspected the structure accompanied by Mr. Levi Russell, a staff representative of the Portland Development Commission, in the presence of Mr. Riley Bingham and his daughter, Lovetta B. Whitt.

In conversation with Lovetta B. Whitt, she stated that she occasionally restyled garments. A regular home sewing machine was located in the dining room but was not in use. There was no evidence that a commercial activity was being conducted.

As the result of this inspection and due to obvious deficiencies in the plumbing & electrical installation, this structure was referred to the respective divisions for their inspection and report (copies attached).

The owner, Mr. Riley Bingham, was notified by letter dated July 9, 1971 of those conditions declared to be a hazard to the health, safety or welfare of the occupants and other conditions in noncompliance with City regulations (copy attached). Portland Development Commission received a copy of this notification for their processing.

A review of our records and an interview with our inspector indicates that at no time was the owner or occupant intimidated or threatened in any way but rather received the inspection service and information regarding the services entitled to him.

C. N. Christiansen

-2-

August 3, 1971

This division of the Bureau of Buildings acted in accordance with the operating procedures established and endorsed by the Model Cities Planning Board, Department of Housing & Urban Development and the Portland Development Commission.

Yours truly,

A handwritten signature in cursive script, appearing to read "S. J. Chegwiddden".

S. J. Chegwiddden
Chief Housing Inspector

SJC:ms
Enc. (4)

CITY OF PORTLAND
INTER-OFFICE CORRESPONDENCE

(NOT FOR MAILING)

August 5, 1971



From Bureau of Buildings
To Department of Public Utilities
Addressed to Commissioner Connie McCready
Subject Complaint to Mayor's Office from Lovetta B. Whitt concerning Model Cities Home Improvement Program.

RECEIVED
AUG 6 1971

MAYOR'S OFFICE

Dear Commissioner McCready:

The Mayor's Office has asked for a report on the complaint from Lovetta B. Whitt concerning the Model Cities Home Improvement Program.

Attached is a report from our Housing Division together with copies of violation notices from the Housing, Plumbing, and Electrical Divisions.

MAYOR	
EXEC. ASST. #1	
EXEC. ASST. #2	
CHIEF OF STAFF	
ADM. SEC.	
YOUTH COORD.	
M. C. COORD.	

Respectfully submitted,

C. N. CHRISTIANSEN
BUILDING INSPECTIONS DIRECTOR

CNC:h1
Enc.

598E

*mayor's File - model cities
+ HUD 70*

August 9, 1971

Mr. Oscar Pederson, Regional Administrator
U. S. Dept. of Housing & Urban Development
Arcade Plaza Building, 1321 Second Avenue
Seattle, Washington 98101

Attention Mr. Charles Taylor
Community Planning & Management

Dear Mr. Pederson:

I am writing to request that Portland be included for participation in the Management Assistance Program which is being offered to cities which have current contracts for Model Cities activity.

It is our understanding, from the Seattle briefing attended by Model Cities' Director Charles Jordan and Edward Warmoth of my staff plus printed items sent to us, that the initial phase of this program will provide technical assistance to us from a management consultant firm under contract to HUD. A committee including representation from the Model Cities Agency, Citizens Planning Board, and my office will be assigned to work with the consultant staff.

This opportunity to have the program planning and management capabilities of our Model Cities agency reviewed for possible improvements is welcomed. We feel it will be particularly important to consider the linkages and organizational relationships which Portland will need to make the most effective utilization of the proposed Urban Community Development funding.

If recommendations and a work program are adopted as a result of this activity, we will move toward implementation with the best possible

76P

Mr. Oscar Pederson
August 9, 1971
Page 2

application of resources available to us. It is doubtful that any new funding can be allocated from our city budget due to the heavy pressures we now face for continuing existing levels of service.

We look forward to further contact from your office.

Yours truly,

M A Y O R

TDS. p

Model Cities

Phone 288-7051

Room 210 • 5329 N.E. UNION AVENUE

Portland

OREGON 97211

70

AUG 10 1970

JA

August 10, 1970

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

EW

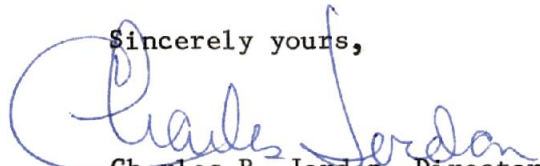
Dear Mayor Schrunk:

Enclosed find the revised proposal of Operation-Step-Up. This revision is the result of a preliminary conference held in your office July 11, 1970. Those present at that conference were you, Mr. Kenneth Hampton, then Acting Director of the City Demonstration Agency; Mr. Yancey, CDA Staff; Mr. Ed Warmoth, CDA Coordinator; and City Commissioners Mr. Grayson and Mr. Anderson.

Their questions of concern are listed in the first part of the proposal with page notations for the answers listed at the right.

Mr. Hampton's letter of July 3, 1970, is also enclosed for a freshening review of his opinion of the proposal.

Sincerely yours,


Charles R. Jordan, Director
City Demonstration Agency

Enclosures

cc: Mr. Grayson
Mr. Anderson

623C

~~4385~~



RECEIVED
AUG 13 1971

CITY OF PORTLAND
OREGON

MAYOR'S OFFICE

August 13, 1971

Hon. Terry D. Schrunk, Mayor
City of Portland, Oregon

Dear Mayor Schrunk:

This Office encloses copies of supporting documents pertaining to gifts made to a City of Portland employee by the Model Cities Agency in the amount of \$21.00.

The Model Cities Agency requested and received reimbursement via petty cash on warrant number 88138 of June 28, 1971 (\$10.00) and warrant number 90012 of July 21, 1971 (\$11.00). The above transaction resulted in these gifts being paid for with Federal funds advanced by the Department of Housing and Urban Development for the Model Cities Program.

This Office considers such a situation to be intolerable and in gross violation of the terms of the Department of Housing and Urban Development grant agreement with the City. It is suggested that the Mayor's Office direct the CDA Administration deposit with the City Treasurer the sum of \$21.00 to replace the above Federal Funds which constitute an unauthorized expenditure.

We, also, enclose a copy of Chapter 5.52 of the Revenue and Finance Code of the City of Portland and call attention to Section 5.52.010 (d) which we have underlined.

The splitting of items to circumvent Code Provisions is in violation of the Revenue and Finance Code. The CDA should be instructed to adhere to the provisions of the City Code.

Very truly yours,

Auditor of the City of Portland

GY/rj

8/25 Talked to Womack re Mayor's instructions. Public monies reimbursed by m.c. office coffee fund thru Jordan.

MAYOR	<i>[Signature]</i>
EXEC. ASST. I	
EXEC. ASST. II	<i>[Signature]</i>
COMM. ASST.	
ADM. SEC.	
YOUTH COORD.	
M. C. COORD.	

681F

REQUISITION & PURCHASE ORDER ON PETTY CASH

Part 1

Description of Items to be Purchased	Cost	
	\$	¢
<i>Gratuities paid to Ed Warrath</i> <i>On May 21, 1971</i> <i>Per Director's order</i> <i>Cost</i>	10	00
<i>Cost paid to Tommy Luke</i> <i>Flower</i>		
Estimated Total Amount	10	00

Requested by

Brenda L. Green

Date

6/3/71

Requisition No.

355

Approved by

[Signature]
Custodian

6-3-71
Organization Title

Part 2

Petty Cash Balance Brought Forward

Purchase Amount Claimed

Balance

\$	¢
66	63
10	00
53	63

Custodian

*to Sal
to be attached
to petty slip*

013 459754 000010.00 RC

Flowers
TOMMY LUKE

TEL. 228-3131

Morrison at Broadway "Almost" Sandy Blvd. at 33rd "Exactly"
Multnomah Hotel Hilton Hotel

Received of

\$ _____ By _____

Your Account Credited With Amount Printed Above

THANK YOU

Mfd. by Bennett Salesbook Factory, Portland, Oregon 97208

REQUISITION & PURCHASE ORDER ON PETTY CASH

Part 1

Description of Items to be Purchased	Cost	
	\$	¢
Gratuity extended to MC Coordinator at City Hall On 25th Anniversary from Citizens Planning Board 5/13/71	10	00
Estimated Total Amount	10	00

P. C./

Requested by

Wanda J. Green

Date

6/24/71

Requisition No.

369

Approved by

Bernard R. Rohl
Custodian

Financial Specialist
Organization Title

Part 2

Petty Cash Balance Brought Forward

\$	¢
68	56
10	00
58	56

Purchase Amount Claimed

Balance

[Signature]

Custodian

FORM 6161

ERV LIND FLORIST, INC. YOUR THOUGHT IN FLOWERS 4040 N. E. UNION AVE. PHONE: 281-1181 PORTLAND, OREGON 97212		No. <u>600657</u>								
RECEIVED FROM <u>Model City % Brenda Green</u> <u>\$11.00</u>		DATE <u>7-1</u> 19 <u>71</u> <u>5329 NE Union</u> DOLLARS								
<table border="1"> <tr> <td><input type="checkbox"/> CORSAGES</td> <td><input type="checkbox"/> POTTED PLANTS</td> <td><input type="checkbox"/> ARTIFICIAL</td> <td><input type="checkbox"/> CENTER PIECE</td> </tr> <tr> <td><input type="checkbox"/> CUT FLOWERS</td> <td><input type="checkbox"/> WEDDING</td> <td><input checked="" type="checkbox"/> FUNERAL</td> <td><input checked="" type="checkbox"/></td> </tr> </table>			<input type="checkbox"/> CORSAGES	<input type="checkbox"/> POTTED PLANTS	<input type="checkbox"/> ARTIFICIAL	<input type="checkbox"/> CENTER PIECE	<input type="checkbox"/> CUT FLOWERS	<input type="checkbox"/> WEDDING	<input checked="" type="checkbox"/> FUNERAL	<input checked="" type="checkbox"/>
<input type="checkbox"/> CORSAGES	<input type="checkbox"/> POTTED PLANTS	<input type="checkbox"/> ARTIFICIAL	<input type="checkbox"/> CENTER PIECE							
<input type="checkbox"/> CUT FLOWERS	<input type="checkbox"/> WEDDING	<input checked="" type="checkbox"/> FUNERAL	<input checked="" type="checkbox"/>							
\$ <u>11.00 received</u>		BY <u>Jan White King</u>								

FORM 6161

5 13 71 BORN TAKEN
BOUT

10 00
1 00

11 00

RECEIVED
JUL 16 1971
MODEL CITIES

We take great pride in our long standing credit policy, wherein payment for flowers may be made by the tenth of the following month.

In order to continue this policy it is assumed that settlement will be made by the date due, or at the latest before the end of the month. If another billing is necessary a 50c monthly charge must be made until full payment is received.

ERV LIND - NICKS FLOWER HOME
CREDIT DEPARTMENT

TO FACILITATE OUR BOOKKEEPING ALL STATEMENTS WITH LAST NAME A THRU L ARE MAILED FIRST OF EACH MONTH—M THRU Z 15th OF EACH MONTH.

WE APPRECIATE YOUR ACCOUNT

August 19, 1971

Mr. Amo De Bernardis, President
Portland Community College
12000 S. W. 49th Avenue
Portland, Oregon 97219

Dear Mr. De Bernardis:

Your request to demolish the building in the Cascade Community Center known as "Mott Hall" has been received and reviewed. Due to the fact that your recommendation follows the general objectives of this project and is a sound economic move, demolition is approved.

This approval relates to the two-story building which is located on Lots 3 and 4 in Block 4 of West Piedmont. This parcel was purchased by the City with HUD funds and is leased to Portland Community College for the Cascade Community Center project. The authority to demolish is to extend to a greenhouse which is behind the main building. We understand there is a barracks-type building on the back of the lots which is to continue in use at this time. It will be necessary, of course, to comply with the normal City requirements for demolition activity.

We also confirm the demolition of structures which are covered by your zoning request for temporary classrooms and parking lots. The locations are identified as Block 4, Lot 1-2, Lot 18, Lot 16, and Lot 15. These structures are in addition to the 18 covered in Ordinance #132870 for which the City negotiated a demolition contract.

Yours truly,

MAYOR

TDS, W. p
cc: Charles Jordan, Director
Model Cities Agency

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

August 17, 1971

70
RECEIVED
AUG 19 1971

From Edward J. Warmoth, Model Cities Coordinator

EW MAYOR'S OFFICE

To

Addressed to Mayor Terry D. Schrunk

Subject Status Report--Model Cities Residential Development Program (RDP)

The R. C. Malin Company has had a subcontract with the Housing Authority of Portland to develop a plan for operation of a Residential Development Program as part of the Model Cities Program.

The printed report is to be presented to the HAP Board August 17. It is anticipated that a few days will be allowed for review of the proposed plan and that it will be up for final approval in the near future. Once the proposal has cleared HAP it will go through the Model Cities process for ultimate approval by the CPB. At that time it would be forwarded to the City Council for approval. Money has been allotted by HUD in the Second Action Year grant to Portland with a reservation that a detailed proposal be approved locally and sent to HUD for approval before a contract is signed.

The report indicates that even with current effort through federal assistance, private assistance, and nonprofit assistance in the Model Cities area, there remains a need for an additional 3,831 new and/or rehabilitated low and moderate income housing units during the next five years in the Model Cities area.

The report proposes that this void be filled by the creation of a Housing Development Corporation (HDC) which would be a non-profit organization patterned after the MEDIA format but with emphasis on expertise and services relative to housing. "Seed money" would be made available through a Development Loan Fund, similar to the "trust fund" of the Community Development Project.

The report presents evidence that this new organization is needed to make better use of existing resources of funding and to give new assistance to persons engaged in housing production and acquisition. Copies of the full report will be available in the near future.

EJW.p

cc: Howard Traver

EXEC. ASST. II	✓
EXEC. ASST. I	✓
CUR. ASST.	✓
AD. SEC.	✓
YOUTH COORD.	✓
M. C. COORD.	✓

5146

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

August 19, 1971

From

Edward J. Warmoth, Model Cities Coordinator

To

Addressed to

Charles Jordan, Model Cities Director

Subject

Salary for New Deputy Director

RECEIVED

AUG 20 1971

MAYOR'S OFFICE

MAYOR	
EXEC. ASST. I	
EXEC. ASST. II	
COMM. ASST.	
ADM. SEC.	
YOUTH COORD.	
M. C. COORD.	

This is to confirm that Mayor Schrunk has approved the appointment of Andrew Raubeson to fill the Deputy Director position at the Model Cities agency effective August 23, as you recommended.

Mayor Schrunk has approved a starting salary of \$612 biweekly, following your recommendation, with the understanding that the salary would not be increased when the salary adjustments are completed in the near future for other City employees.

In accord with the agreement you and I reached by telephone, the G-70 will start Mr. Raubeson at \$576.80 biweekly, which is Step A of the current range (No. 59). At the time the new compensation plan is adopted, it is anticipated that this position of Deputy Director will be elevated to range 61 with a starting step of \$612 biweekly. Assuming that retroactive adjustments will be made (since the new compensation schedule is to be retroactive to July 1, 1971), we will schedule Mr. Raubeson for an adjustment equal to the difference between a biweekly salary of \$576.80 and the biweekly salary indicated in the new compensation plan.

EJW. p

cc: Bob Johnson
Howard Traver ✓

279D

From the Desk of:

EDWARD J. WARMOTH
MODEL CITIES COORDINATOR
OFFICE OF THE MAYOR
CITY HALL
PORTLAND, OREGON 97204


Sept. 8, 1971

Mayor Schrunk--

We are now proceeding with the management study for the Model Cities Agency which was initiated by your Aug. 9 letter to HUD (info copy attached).

It is necessary to have a liaison committee to meet periodically with the consultant, Mr. John Oxendine. I will serve on that committee and request that you sign the attached memos to arrange representatives from the City Attorney's office and the City Auditor's office.

We will get about six man-weeks from the consultant, provided through a contract with HUD. This is not very much time and it may be necessary to focus in on a few parts of the management structure. We'll get a draft of the study report to review prior to final publication.



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

September 8, 1971

From Mayor Terry D. Schrunk
To
Addressed to George Yerkovich, City Auditor
Subject Liaison Committee for Management Study

Arrangements have been made with H. U. D. to obtain technical assistance from a consulting firm to study program planning and management procedures of the Portland Model Cities Agency.

A liaison committee is being organized to periodically meet with the consultant who will be working in Portland (Mr. John Oxendine, Fry Consultants, San Francisco). Please designate a member of your staff to be a member of this committee, and advise Model Cities Coordinator Edward Warmoth in my office of your selection. The Committee will include representatives of central city government, the Model Cities Agency staff, and the Citizens Planning Board.

The first meeting of the committee with Mr. Oxendine will be early next week. The person you designate will be contacted concerning the meeting date and time.

Yours truly,

Terry D. Schrunk
MAYOR

TDS.EJW.c

bcc: Howard Traver ✓
Charles Jordan
Fry Consultants

Travel 70
For your info
E

C
O
P
Y

738D

[923-71] 70

portland model cities

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

September 23, 1971

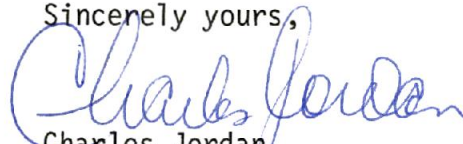
The Honorable Terry D. Schrunk
Mayor of Portland
Portland, Oregon 97204

Dear Mayor Schrunk:

I am requesting that funds be made available for the attendance of five (5) clerical people at the Secretarial Institute sponsored by the Executive Services of Pasadena, California. The Conference will be held at the Benson Hotel, Portland, Oregon on October 16, 1971.

The registration fee of \$60 per person will cover all necessary meals and conference materials.

Sincerely yours,


Charles Jordan
Executive Director

Enclosure

SW

301E

INSTITUTE FOR SECRETARIES

Our popular SECRETARIAL INSTITUTE is again being presented in this area by instructors of the internationally recognized SECRETARIAL FINISHING SCHOOL.

This dynamic training was developed at the specific request of men in top management. Executives and educators worked closely together to make it the kind of comprehensive training that every employer wants HIS secretary to have.

Special emphasis is placed on professionalism for today's secretary. That's why our programs are so enthusiastically received by advertising agencies, financial institutions, airlines, aircraft and space companies, manufacturing industries, and government personnel — many of whom repeatedly participate.

WELL-TRAINED SECRETARIES—

Relieve higher-salaried personnel of lesser responsibilities.

Increase staff efficiency by setting an example.

Create greater public goodwill by their influence on customers and clients.

TRAINING IS IMPORTANT TO BUSINESS!

It can greatly increase profits because much of an organization's success depends on secretarial efficiency.

"A PERSONNEL IMPROVEMENT PROGRAM"

8:30 a.m. Registration

9:00 a.m. Institute Convenes

COMMUNICATION—Oral and Written
Vocabulary Building
Listening, Comprehending and
Appraising

PUBLIC RELATIONS
Office Etiquette and Ethics
Handling Office Visitors

HUMAN RELATIONS
Aptitudes and Attitudes
Basic Work Habits
The Boss-Secretary Relationship

12:00 Noon Luncheon

1:30 p.m. Reconvene

VOICE AND SPEECH — KEY TO
SMOOTH PERSONAL RELATIONS
What you say and HOW
Telephone techniques and proper
handling of all calls

PERSONALITY DEVELOPMENT
Suggestions for building poise and
self-confidence

THE PLUS FACTORS—
OR the difference Between a
Secretary and a Stenographer

4:00 p.m. Adjourn

Registration is only \$60 for each day, including luncheon, coffee break and all material. Reservations should be made early and will be accepted as received, since ATTENDANCE WILL HAVE TO BE LIMITED! All interested persons are eligible to attend. The program is the same each day. (Because copyrighted material is often used, no recording will be permitted.)

REGISTRATION BLANK

Registration is \$60 for each institute, including luncheon and all material. Checks (or purchase orders) should be made payable to EXECUTIVE SERVICES and mailed to:

EXECUTIVE SERVICES

Parkway Professional Building, 495 S. Arroyo Parkway, Pasadena, California 91101.

Enclosed is check (purchase order) in the amount of \$..... for enrollees (at \$60 each) who will attend the SECRETARIAL INSTITUTE ON

They are:

Name.....	Address.....	Firm.....
Name.....	Address.....	Firm.....
Name.....	Address.....	Firm.....
Name.....	Address.....	Firm.....
Name.....	Address.....	Firm.....

Deadline for Reservations: 3 Days Prior to Each Institute

MANAGEMENT AND EDUCATION SAY*

* "Of the 12 employees who attended your Institute, no fewer than 5 made it a point to come and tell me how much benefit they had derived from the day spent under your tutelage. I later heard that the other 7 felt the same, thus making it unanimous."

"This response is unheard of in my experience."

—Robert W. Perkins, Personnel Manager
The Irvine Company

* "My employer was particularly interested in the fact that you gave management's point of view and emphasized management's criteria for secretaries."

—Peggy Gaertemiller, Executive Secretary
Technology Instrument Corporation

* "I must admit it was with some hesitation that I recommended an off-campus secretarial training course to the women at U.C.S.B. They, probably more than any other group, could be overly critical of such a program. Naturally, they would compare it with University standards. However, I might have saved myself the concern as all 22 women were unanimously enthusiastic. The consensus was that the material was well chosen, timely and ably presented."

"Each secretary returned to her position stimulated, more self-assured and better prepared to handle her responsibilities on this busy campus."

—Donna L. Simons, Personnel Representative
University of California, Santa Barbara

* "Those girls from UNITEK who attended your Institute at the Newporter are still raving about the entire day. In addition, their bosses inform me that a great change for the better has come over them. Thanks a million for making this possible."

—Tammy Cox, Secretary to the
Chairman of the Board and President
Unitek Corporation

* "Peggy Hopper and I feel thoroughly rewarded for attending your Institute in Riverside. The material you presented to us was certainly high level and your delightful presentation more than doubled the benefits we gained. If all secretaries could be exposed to some of your training, management would never need to worry about finding qualified secretaries."

—Dorothy Dillman, Secretary to the President
Hunter Engineering Co.

* "One of the girls from G.E. told me yesterday that she felt like she had a new lease on life after spending the day with someone so enthusiastic and full of ideas. It must be very satisfying to know how you inspire your audience not only to be better secretaries but to be better people too."

—Florence Brunst, Personnel Representative
VOLT Instant Personnel

* "Having been a secretary for so many years, my first reaction to attending was, 'What can they teach me as a secretary that I don't already know?' However, I soon found out — not only from learning many new concepts, but being reminded of often forgotten basic work habits."

—Jennie Diamond
U.S. Maritime Commission

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... are available to all companies and professional organizations. They consist of workshops, institutes, lectures for business women and men, and a 10-week SECRETARIAL FINISHING SCHOOL—all of which can be tailored in length and content to the special requirements of a company or an organization. If you would like to know more about these programs, please call or write our headquarters office below:

EXECUTIVE SERVICES (Personnel Training Programs)

Parkway Professional Bldg., 495 S. Arroyo Parkway
Pasadena, California 91101

(213) 681-7009

(213) 793-2183



MRS. JOANNE MILLER

Mrs. Miller has had extensive training in the secretarial field, business management, sales, public relations and personnel at various universities, as well as public speaking and director training by the Dale Carnegie Institute. Her professional background includes 11 years as executive secretary — 6 of which she served simultaneously as secretary to the Chairman of the Board and also as a director and an officer of six corporations. She has held positions of administrative assistant, office manager, and buyer of better dresses. Mrs. Miller is a past member of the Pasadena City Schools Distributive Education Staff, a member of the Creative Education Foundation, the Administrative Management Society, the International Platform Society, Society for Personnel Administration, an honorary member of Secretaries Bilingues de Mexico, and a well-known international lecturer. She is listed in WHO'S WHO OF AMERICAN WOMEN, THE DICTIONARY OF INTERNATIONAL BIOGRAPHY (London), and is Director of EXECUTIVE SERVICES.

Member of Pasadena Chamber of Commerce
D-U-N-S 04-742-7190

MANAGEMENT

1-DAY

SECRETARIAL INSTITUTE

PORTLAND, OREGON

• Tuesday, October 19, 1971
The Benson Hotel

SEATTLE, WASHINGTON

• Friday, October 22, 1971
The Washington Plaza Hotel

SEP 30 1971

Presented by MODEL CITIES

EXECUTIVE SERVICES

Parkway Professional Building

495 S. Arroyo Parkway

Pasadena, California 91101

(213) 681-7009

(213) 793-2183

September 23, 1971

Mr. John Coldesina, Financial Specialist
H. U. D. Region X, Arcade Plaza Bldg.
1321 Second Avenue
Seattle, Washington 98101

Dear Mr. Coldesina;

We are writing to secure your confirmation for a procedure relating to the start of projects for the Portland Model Cities Program.

This inquiry relates to projects which have been approved as part of the comprehensive plan and authorized for funding by supplemental Model Cities money. As a result of the desire to deliver services as soon as possible, there are projects which have been allowed to start pending the actual signing of a contract between the City of Portland and the operating agency (Note MC 3145.4).

In making arrangements to reimburse for expenses incurred prior to the signing of the contract, we have been able to clear the certification of financial system and the posting of a bond which will cover the entire rperiod for which payment is to be made. It has not been possible to secure retroactive liability insurance to cover those instances where the operating agency did not meet the normal insurance requirements associated with our contracts.

We do not know of any claims for these periods prior to contract. The City will make payments for the services which were delivered, provided we have assurance from you that in the event any liability or accident claims are forthcoming that we may use supplemental funds if necessary for settlement. The projects are Community Nutrition Care, operated by Community Care, Inc. and Services to the Mentally Retarded, provided by the Pilot Education Program. A similar situation may exist for Transportation Services for Mentally Retarded, provided by the Multnomah Association for Retarded Children, although they have an extensive continuing insurance program.

The ordinance related to Community Care will be ascheduled for Council approval September 29, but payment will be dependent on the response to this request.

Yours truly,

Larry A. Schrank

MAYOR

cc: Dave Johnston, Area Leadman
Charles Jordan, Director Model Cities Agency

TDS.EJW.c

September 24, 1971

Mr. Josiah Nunn, Chairman
Citizens Planning Board
12811 N. E. Rose ParkWay
Portland, Oregon 97230

Dear Joe;

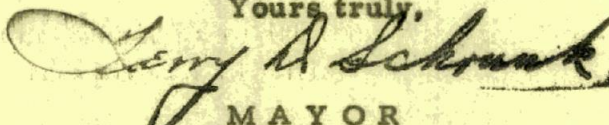
It has come to my attention this week that your membership on the Citizens Planning Board as an elected member will come to an end when the elections are held September 25, since you have recently moved to a home outside the Model Cities Area.

I believe that you have background which can be of value to the Model Cities Program, therefore I'm requesting that you'll accept my appointment to serve as a member on the Citizens Planning Board. This appointment is to become affective immediately and will expire in October 1972. It is for the balance of the appointment term, which is vacated by the resignation of Citizens Planning Board Member Richard Wintermute.

It is clear from the letter which I have received from the Woodlawn Improvement Association and telephone calls which have come to me from Election Committee Chairman Glen Childs and others that many persons have a high regard for your participation in the Model Cities Program.

I thank you sincerely for the many hours which you have contributed in support of the Portland Model Cities Program.

Yours truly,


MAYOR

cc: Charles Jordan, Director Model Cities
Glen Childs, Chariman Citizens Planning Board Election Committee

TDS. EW. c

936D

September 24, 1971

Mr. Richard Wintermute
601 Royal Building
716 S. W. Morrison
Portland, Oregon 97205

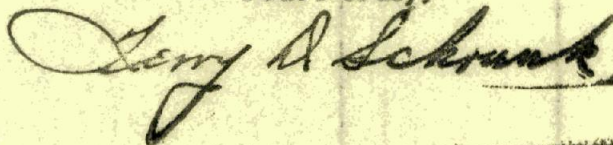
Dear Mr. Wintermute;

I'm writing to confirm acceptance of your resignation as an appointed member of the Citizens Planning Board for the Portland Model Cities Program.

Thank you for the service which you have performed since being appointed in July 1969. I regret that your heavy business schedule has made it necessary for you to discontinue participation in the Model Cities Program.

We look upon you as a valuable volunteer for public service. As conditions change in the future, we hope you will again consider being available for a civic affairs appointment.

Yours truly,



MAYOR

cc: Mr. Josiah J. Nunn, Chairman Citizens Planning Board
Charles Jordan, Director Model Cities

TDS. EW. c

9350

September 24, 1971

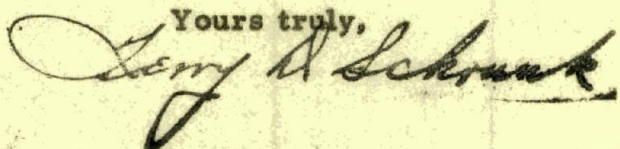
Mr. Clarence Jensen, Chairman
Woddlawn Improvement Association
5630 N.E. Union
Portland, Oregon 97211

Dear Mr. Jensen;

Thank you for your letter calling attention to the status of Mr. Josiah J. Nunn as a member of the Citizens Planning Board for the Portland Model Cities Program.

I concur with your recommendation that it would be valuable to the program to have him continue as an appointed board member I've sent Mr. Nunn a letter asking him to accept appointment to begin immediately and expire in October 1972. This will be completion of a two year term from which another board member recently resigned.

Thank you again for your interest in this matter.

Yours truly,

MAYOR

cc: Charles Jordan, Director Model Cities

TDS. EW.c

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

Sept. 28, 1971

From Edward Warmoth, Model Cities Coordinator *EW*
To
Addressed to Mayor Terry D. Schrunk
Subject Opportunity To Participate In H.U.D. "Annual Arrangement" Funding

The following paragraphs summarize information available to us concerning the opportunity for Portland to receive "Annual Arrangement" funding as a single package to cover four programs now financed and operated independently. These programs are Model Cities, Renewal (both urban and NDP), Water & Sewer Grants, and Open Space & Neighborhood Facilities.

Information sources include the contact made with you by Mr. Robert Scalia, Assistant Regional Administrator for Community Development in the Seattle H.U.D. Office, and various H.U.D. and governmental publications.

An "Annual Arrangement" approach offers several benefits to the City of Portland:

- (a) Greater flexibility to meet local needs
- (b) Better coordination of related community programs
- (c) Possibilities for expanding current funding
- (d) Preparation to maximize future Revenue Sharing

The development of a local plan for "Annual Arrangement" funding will require strong staff efforts along with leadership for consolidation and coordination, from you and the City Council since several semi-independent groups will be involved. It might be that a task force headed by Howard Traver under your close direction would be a suitable vehicle to launch this effort.

I'm hopeful that a decision and commitment to prepare an "Annual Arrangement" application can be made in the near future.
We need to confirm our interest with H.U.D. as soon as possible.

BACKGROUND

- (1) The "Annual Arrangement" is an experimental program being offered to a few cities across the country (3 in our Region) as an interim step to prepare for Revenue Sharing. An "Annual Arrangement" has been completed for Gary, Indiana, and consequently the approach is sometimes called the "Gary Plan". Similar negotiations are now underway with cities across the country.
 - (2) H.U.D. prefers that each city be innovative with a plan and therefore has not issued guidelines and has discouraged following Gary in any detail.
- 23F*

(3) The basic requirements derived from conversations with H.U.D. officials seem to be:

- (a) Preparation of a comprehensive plan for community development covering the entire city & including sections relating to physical, social and economic needs.
- (b) Organizational machinery to finalize the plan, administer and monitor operation after funding, and engage in continued planning.
- (c) A consolidated listing of individual programs and activities, with a statement of short and long range goals plus the designation of priorities for funding.
- (d) Response by the City to H.U.D. and national goals for community improvement.
- (e) Involvement of citizens in the policy decisions which effect individual neighborhoods and the overall approach to improvement for the total city.

(4) These are local developments and activities which relate to the points set forth as basic requirements.

- (a) We have several planning documents which should be brought together for this purpose, with expansion and consolidation as needed. These include: Overall land use plan for the city, Model Cities Comprehensive Plan, Community Renewal Plan, application for Economic Development Assistance, and the Workable Program document. It is likely that there are others which should be included and a citywide housing plan (which has been discussed with HUD officials recently) could be developed as one component. The Model Cities technique for incorporating physical, social and economic planning should be helpful.
- (b) In addition to the individual agencies which now operate the four major programs to be covered, we have several formal and informal committees. This includes: Administrative Review Committee, Grants Coordination Committee, Housing Committee, and special task forces organized from time to time for special assignments such as Workable Program.

The high degree of coordination required and the possibility that some realignment of programs and agencies may result ultimately, merits direct leadership from the Office of the Mayor.

- (c) The listing would include budget items for Model Cities, water and sewer projects, open space and neighborhood facility activities, and an annual program for renewal. Adjustments in the funding cycle would be needed to phase in the ongoing urban renewal and to place new applications on annual funding for NDP.

Priorities would need to be attached in situations where two or three projects might be proposed for limited resources. There is some indication from H.U.D. that additional dollars might be available to expand the number of priority items which could be covered.

This listing would help to sharpen the definition of where the city is going next with development activities and specific projects.

- (d) Portland would be able to respond to broad national goals more effectively than we can relate to narrow guidelines.
- (e) The involvement of citizens seems to build on points made by the Portland Planning Commission, Commissioner Lloyd Anderson, the Model Cities process, and the citizen activities of the Portland Development Commission.

Consideration should be given to a review of all existing citizen committees and groups to develop a plan which would provide for both a central "future direction committee" or "urban advisory committee" representing all parts and interests of the city, plus neighborhood or small groups with a relationship to the central body.

- (5) Several cities including Denver and Newark are making changes in their organizational structures to increase local effectiveness for community development. Material from these cities and reports in current publications can be a valuable resource for innovative thinking in Portland.
- (6) All efforts in this regard should be completed with arrangements to fit in with future city-county consolidation steps, however needs of the city must be met as quickly as possible. Computability with the CRAG Program and regional planning should also be maintained.

H.V.D. FUNDS



"ANNUAL ARRANGEMENT" FUNDING

PHYSICAL
PLANNING
+
LAND USE

CITY
PLANNING
COMMISSION

MODEL
CITIES
PROGRAM

MODEL
CITIES
AGENCY

RENEWAL
URBAN
+
NDP

PDC

WATER
+
SEWER
PROJECTS

PUBLIC
WORKS

OPEN
SPACE
+
NEIGHBORHOOD
FACILITIES

HOUSING

HAP

WORKABLE
PROGRAM

BUREAU
OF
BUILDINGS

THE GARY

The Arrangement process, developed by the Chicago Regional Office of HUD and first negotiated with Gary, Indiana, is a major new initiative in Federal-local relations. Simply stated, it is a negotiated agreement between HUD and the city concerning activities which the city—with HUD-assistance—will undertake in the coming year. Under the Arrangement, HUD makes a precommitment to fund during the next year a number of projects desired by the city; the city, for its part, agrees to undertake a positive program to achieve "federal interest" goals in such areas as equal opportunity, relocation, citizen participation, modernization of codes, and the building of city capacity. These goals have been defined by Federal statutes or HUD policy during the last 34 years. The negotiated agreement has the following advantages:

1) Realistic Annual Programming by the City is Possible. The city knows what HUD funds will be available for specific purposes in the coming year. Housing, redevelopment and other HUD-funded activities can, as a result, be coordinated more effectively with other city activities on an annualized basis.

2) Local General-Purpose Government is Strengthened. At present, most HUD programs have their own client agencies. Under the Arrangement, the city government is the client, and the mayor is presumed to be the city's spokesman.

3) HUD Increases its Ability to Administer its Programs in a Coordinated and Consistent Manner. At present, different parts of city government deal with different parts of HUD in regard to each program. Under the Arrangement, one person represents the HUD regional administrator and has decision-making power for all HUD program areas.

4) Major Issues, Not Technical Details, are Emphasized. Under the Arrangement, HUD and the city, at one time, appraise the local situation in light of such issues as housing sites, locations

to promote equal opportunity, fair employment practices, code revisions, etc. This allows feasible priorities to be set by the city which it can achieve in connection with HUD programs. For example, in the first year, it might be decided to try to persuade craft unions to accept a new building code as part of their package of new construction; in the second year, craft union rules adversely affecting minority employment might receive priority attention. Because HUD makes a pre-commitment to fund after these larger issues are resolved, HUD technicians are constrained from nit-picking project applications during review. Technicians, either in the city or in HUD, consequently find it difficult to look at individual projects "down a tunnel through the wrong end of the telescope" as sometimes happens now.

5) A Working Partnership is Created between the City and HUD for the Purpose of Solving the City's Problems.

Under the Arrangement, HUD explicitly moves from the passive, "you do it, we'll review it" stance to affirmatively becoming a partner in achieving urban goals. Similarly, the city no longer requests individual projects for limited and often unrelated purposes. Instead, HUD and the city work out a calculated, coordinated mix of projects designed to achieve both local and HUD objectives.

Evolution of the Arrangement

The Arrangement process has roots that go back both to the Workable Program concept adopted by Congress in 1954 as well as to the current "Model Cities" attempts to coordinate or "package" a multiplicity of programs. It was

the vigor of the Chicago Regional Administrator, Francis Fisher, which gave life to the effort and it was his relationship with the first black mayor of Gary, Richard G. Hatcher, that led to Gary being the first to enter into Arrangement Negotiations. (Mr. Fisher is now Special Assistant to Secretary George Romney.)

The Workable Program Handbook, promulgated by HUD, establishes certain standards for city government's efforts as a prerequisite for urban renewal and public housing funds. Because the Workable Program's requirements apply directly to local government, not to other local client agencies, the Workable Program has long provided a basis for Regional Administrator-Mayor relationship (as opposed to a program arm-local public agency relationship).

The Model Cities program, with its emphasis on coordination and leadership of the local chief executive, provides a model for the Gary Arrangement. The Gary Model Cities Program, in fact, is being utilized as a means to increase the capacity of Gary city government to implement the programs funded under the Arrangement.

Another effort that played a significant role in the development of the Arrangement idea was the Chicago Regional Office's creation, in 1968, of the position of HUD Representative ("HUD Rep") as a means for the agency to relate to a city on a general basis and provide some coordination of program arms. The HUD Rep for a particular city usually leads a "City Team" of HUD staff assigned to the City. He also serves as the Model Cities program representative. Most importantly, however, he has substantial program authority and speaks definitively for the Regional Administrator. He can override the HUD program technicians and can make commitments to the City. It is known and accepted that there will be no bureaucratic buck-passing; the HUD Representative can and will give a "yes or no" that will stick. In the Arrangement process, where

The articles on Gary and Indianapolis were prepared by Richard E. Hage, Chief of Urban Development of the Model Cities Service Center Staff.

ARRANGEMENT

precommitments are negotiated with the Mayor, the HUD Rep's role is of critical importance.

The Gary Experience

Gary's unified administrative structure is a critical element in the functioning of the Arrangement. Responsibility for planning and project implementation in three broad areas, physical development, social development and manpower/economic development, are vested in the mayor's special assistant for Housing and Community Development, Carroll Harvey. The chiefs of the three broad areas, who also function as coordinators, report directly to Harvey. Their responsibilities cut across several lines. Charles Allen, for example, who is director of the Department of Development and Planning, is responsible for all physical development. This includes coordinating housing, physical development, code enforcement and dealing with the quasi-independent Redevelopment Commission and Housing Authority. William Staehle, who is director of the Model Cities agency, heads the social development arm.

Thus, Allen and Staehle provide the administrative mechanisms that tie the Arrangement to the operating agencies.

The HUD Rep, Ron Gatton, began pulling HUD's position together in June, 1970, and initiated informal discussions with the city. The respective staffs at the federal and local levels prepared data, preliminary lists of projects and positions on the "federal interest" requirements.

By July, the city and HUD entered into formal negotiations which were concluded toward the end of August, but while the basic process was completed in two months, an additional four months of effort by the mayor and HUD were required to obtain the Gary City Council's agreement to adopt a new building code, an item which, in the Gary case, was established by HUD as a pre-condition for approval, which was granted by HUD in December, 1970.

When ready for formal confirmation, the Mayor wrote the Regional Administrator listing projects the city expected

to apply for during the coming year and the expected dates of application. He also agreed to undertake the specific actions needed to meet the federal interest requirements.

The Regional Administrator confirmed by letter that HUD would fund the list of projects during the Arrangement year, formally accepted the action program as meeting Federal requirements and re-certified the Workable Program. He could not then respond to the request for Section 235 and 236 housing units but did soon after. The Regional Administrator also promised to provide relocation technical assistance to the city through a national Model Cities contract and also offered special help to the city in its efforts to find suitable public housing sites.

The program agreed to by the city and HUD consisted of the following:

1) The city and its related housing and development agencies agreed to submit and HUD agreed to "favorably entertain" applications for the following HUD assistance:

(Administering agency in parenthesis)

- 1,000 units of Family Public Housing (Gary Housing Authority).
- 2,400 units of Section 235 and 236 Housing (Private developers and non-profit corporations).
- 2 Urban Renewal project grants (Gary Redevelopment Commission).
- Water and Sewer grant (Gary Sanitary District).
- Community Renewal Program (Mayor's Office).
- Concentrated Code Enforcement Program (Gary Building Department).
- City-wide Demolition grant (Gary Building Department).
- Second-year Model Cities Program (Model Cities Agency).
- Neighborhood Facility grant (Gary Park Department).
- Urban Beautification grant (Gary Department of Development and Planning).

These projects will still have to go

through regular review processes and fulfill administrative requirements. In addition, in some cases where funding authority has not been delegated to the regional office, projects will still have to be approved by HUD Central Office. All these processes should be greatly expedited, however, by the precommitment to funding.

2) The Gary Model Cities Agency would initiate an "Administrative Support" project to provide additional staff and resources to city agencies and departments.

3) The Gary Redevelopment Commission and the City Building Department agreed to coordinate their activities concerning buildings in urban renewal areas.

4) The Gary Housing Authority agreed to locate new units on sites which provide maximum housing choices for low income residents and will prevent areas from becoming impacted with low income or minority groups. The city agreed to aid the housing authority in these efforts.

5) The city, the redevelopment commission and the housing authority agreed to actively pursue equal employment opportunities for all Gary residents in the planning and implementation of all HUD assisted programs.

6) The City Council amended the city building code to allow the use of new methods and materials in housing construction and rehabilitation.

Local Funding

The development of the Arrangement has involved some pain for Gary and will involve more as it is carried out. The modernization of the building code was not easily achieved. Location of low and moderate income housing in a way that will prevent racial and economic concentration can be expected to be difficult. Agency sensitivities were no doubt affected both in packaging the program through the Mayor's office and in challenging their manner of operation. Nevertheless, the Mayor's staff and the agency and department heads unanimously—

(Continued on next page)

(Continued from preceding page)

even enthusiastically—support the Arrangement. The urban renewal agency received approval of a project that had been dragging through the Federal and local governmental procedural morass for years. The housing authority director cites the HUD Representative's intervention with the Federal housing assistance program staff in eliminating needless and costly construction requirements. Mayor Richard G. Hatcher is pleased as he said in his letter to the Regional Administrator, "This process has allowed us to realistically plan for HUD assistance in the coming year. Certainly more important, however, has been the opportunities for their solutions. It's my hope that we can continue such an arrangement on an annual basis."

Most significantly, perhaps, the mayor's role as chief executive has definitely been enhanced by his and his office's role of pulling together the package and acting as arbiter on policy issues raised in connection with the "Federal interest."

Impact on HUD

The Arrangement clearly represents an improved way of doing business for the HUD Regional Offices. It strengthens the role of the regional administrator and is an important step forward in HUD's development from a collection of agencies to a unified department.

The Arrangement does, however, raise certain basic administrative issues: first, the negotiations required to put together an arrangement were time-consuming, and even after an arrangement was agreed upon, constant monitoring and resolution of issues will be necessary to make the process work. Second, according to reports from both Federal and local sources, HUD program arm administrators and staff specialists are concerned with the impact on their roles in the Arrangement. In large part, this stems from the precommitment concept, which in practice means that professional judgments on individual applications may be administratively disregarded (unless a clear statutory or Departmental regulatory requirement is involved) in order to meet the HUD commitment. Some of the specialists grumble about being "\$20,000 a year rubber stamps."

Clearly, administrative changes to increase the capacity of the regional office in the area of broad policy and reduction of staff in narrow technical areas would be necessary before the Arrangement process could be spread to a large number of cities.

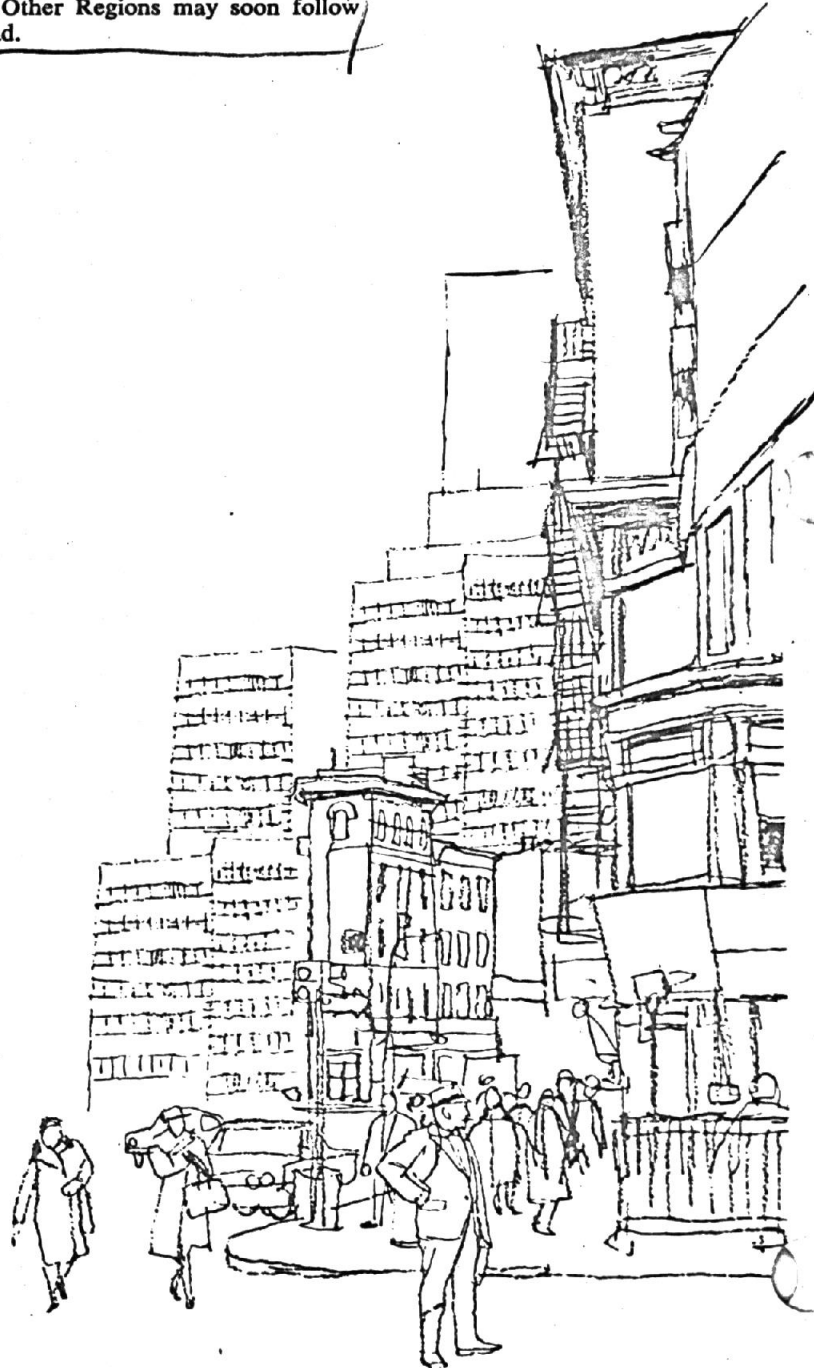
Major Tests Ahead

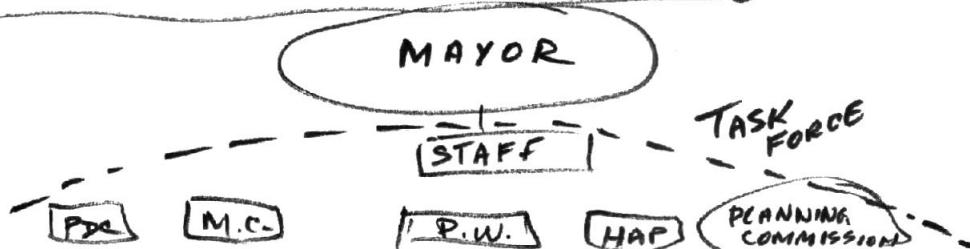
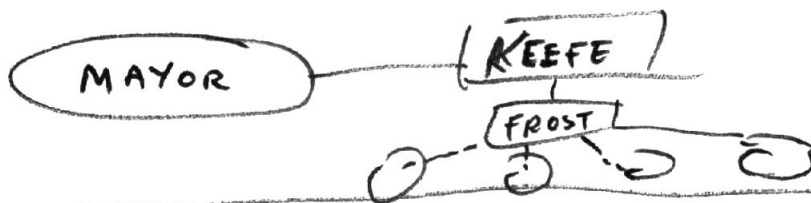
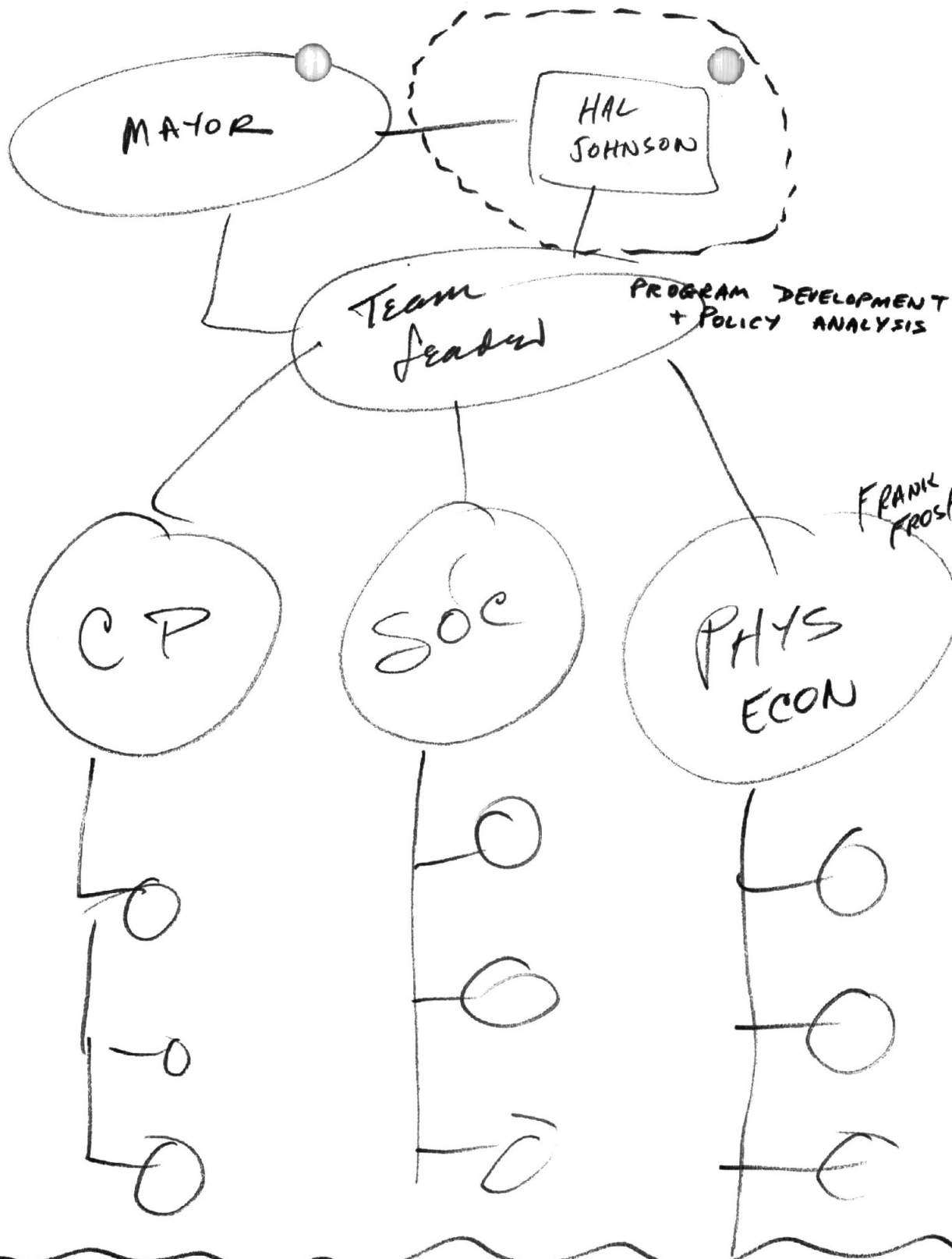
The major tests of the Arrangement

are ahead. Issues will include HUD's capability of meeting the commitments of its Regional Office as the applications are received and Gary's capability of getting its applications together and moving to meet the Federal interest requirements.

Whatever the final outcome, the Arrangement itself is a milestone in Federal-local grants management and in that sense has already achieved many of its goals.

The Chicago Regional Office of HUD believes in the Arrangement process and is presently initiating it in a number of cities. They are also developing procedures for a coordinated metropolitan approach. Other Regions may soon follow their lead.





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

October 5, 1971

From Edward J. Warmoth, Model Cities Coordinator **EW**
To Mayor Terry D. Schrunk, Comm. Lloyd Anderson, Comm. Neil Goldschmidt,
Comm. Francis Ivancie, Comm. Connie McCready, City Attorney Marian
Addressed to Rushing, City Auditor George Yerkovich
Subject Project Proposals for Model Cities Program

Attached for your review are project proposals for two projects
(1- Relocation Plan & Services
2- Residential Development Program RDP)

which are planned for execution as part of the current Action Year for the Portland Model Cities Program. Funds have been allotted in our HUD Budget for the projects, however both projects must be approved by the City Council and sent to HUD Regional officials for their approval before the funds can be committed to a contract.

→ The Relocation Plan & Services has cleared the Citizens Planning Board and is now ready for Council action. The RDP project is still in the Model Cities approval process and therefore is presented now for study only. The following paragraphs present background information as a guide to the steps which have occurred and the documents which are attached. If there are any questions, Director Charles Jordan and I will be glad to discuss them.

1-Relocation Plan & Services

- a- This project is designed to meet the mandatory HUD requirements for relocation benefits to any person in the Model Cities area who is displaced by a Model Cities project, and extends to other displacement in the Model Cities area.
- b- The plan has been prepared in cooperation with the Portland Development Commission which is the relocation agency for the city and would become the operating agency through a Model Cities contract with the City of Portland.
- c- The CPB has approved this proposal. An amendment was added to recommend that funds be requested to cover relocation due to code enforcement activities (this type of relocation is not covered in the basic proposal and would require approximately \$495,000 in addition to the current proposed budget of \$181,971).

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- d- The current funding for Model Cities authorized by HUD includes \$281,741 allotted for relocation, based on an estimate at the time the Comprehensive Plan for the Second Action Year was submitted.
- e- The City of Portland had a First Action Year relocation contract with the Portland Development Commission, Contract #12830, established by Ord. #130971 passed June 4, 1970 and amended by Ord. #132259 passed Mar. 3, 1971. Total contract cost was \$16,741.

2-Residential Development Program RDP

- a- This project proposal is an outgrowth of the desire expressed in original planning for some way to increase the supply of housing in the Model Cities Area.
- b- A design contract was signed with the Housing Authority of Portland to develop a proposal and implementation plan for this project, and a sub-contract was signed with the R. C. Malin Company as a technical resource.
- c- The HAP received and approved the R. C. Malin report effective Sept. 21, 1971, substantially as submitted and recommends its adoption. (Letter of Sept. 22, 1971 attached)
- d- The R. C. Malin Company provided three documents: (1) Master Report, 133 pages covering total study activity; (2) Project Description, prepared in format for submission to obtain HUD approval; and (3) Comprehensive Plan, listing procedures and organizational material for project implementation. (All three documents are attached).
- e- This proposal is being studied by Model Cities committees and will go to the Citizens Planning Board for approval, then on to the City Council for approval. HUD has authorized an allotment of \$329,889 for this project, however it will be necessary to forward the locally approved project for approval by HUD regional officials before a contract can be signed.
- f- The budget included in this proposal is for \$329,889 with \$105,536 for operations and \$224,353 for a Development Loan Fund.
- g- This proposal calls for the creation of a non-profit Housing Development Corporation of Portland (HDC) and a Development Loan Fund of Portland (DLF) with a common nine-member board. (This follows the pattern used for the Community Development Program for MEDIA and a Trust Agreement to provide funds for business loans.)
- h- Position descriptions for staff, organizational relationships, and operating procedures are set forth in the Comprehensive Plan document. Included is a unique proposal for salary structure and incentive bonus.



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CITY OF PORTLAND
OREGON

October 4, 1971

Hon. Terry D. Schrunk, Mayor
City of Portland

Dear Mayor Schrunk:

We call your attention to the attached communication of August 30, 1971 wherein this office questioned the veracity of the supporting documentation for Model Cities memo requisition #147 dated August 9, 1971.

In order to discharge the responsibility placed upon this office and clear memo requisition #147 for payment, we attempted to perform an audit of the books of account maintained by the operating agency, Albina Contractors' Assn., Inc., on Friday October 1, 1971.

It was determined by this office, and agreed to by Mr. McKinley Burt, the accountant for the Albina Contractors' Assn., Inc., that the operating agency accounting systems did not meet the minimum HUD requirements as outlined in CDA Letter 8, Part II. Accordingly, the audit was postponed on Mr. Burt's suggestion that he bring the accounting systems into compliance with HUD guidelines. Mr. Burt estimated that the accounting systems would meet HUD guidelines by Friday, October 8, 1971 at which time our audit could be continued.

It is the opinion of this office that the City must withhold all future payments to the Albina Contractors' Assn., Inc., until it is determined and documented that the accounting systems meet minimum HUD requirements (re: Paragraph 24, Chapter 10 of CDA Letter 8, Part II).

Very truly yours

George Yerkovich
Auditor of the City of Portland

CWS/c

cc: Edward Warmoth, MC Co-ordinator
Charles Jordan, MC Director
Elvin Roberts, MC Mgmt. Co-ordinator
Herman Plummer, Bus. Mgr., Albina Contractors' Assn.

221E

CITY OF PORTLAND
INTERNAL OFFICE CORRESPONDENCE
(NOT FOR MAILING)

Aug. 30, 1971

From Auditor's Office
To Model Cities
Addressed to Elvin Roberts, MC Mgmt. Co-ordinator
Subject Memo Requisition #147

This Office is in receipt of the above memo requisition requesting reimbursement be made to the Albina Contractor's Association, Inc. in the amount of \$2,133.00 for the period of June 1, 1971 to June 15, 1971.

This reimbursement request will be held in abeyance pending receipt of the following: (1) The required approval of the Mayor's Office in regards to the budgetary change order and, (2) Written verification by the CDA of operating agency line-item expenditures as reported on the reimbursement request.

The veracity of the operating agency's report is seriously questioned by this Office. It is inconceivable that this agency can manage to spend their exact budgeted amounts in 7 out of 9 reported categories. It is the opinion of this Office that the balances have been forced by the operating agency.

Please advise.

Very truly yours,

George Yerkovich

Auditor of the City of Portland

by *Robert F. Jones*
Deputy

RFJ/s

cc: Howard Traver, Mayor's Office
Charles Jordan, MC Director
Edward Warmoth, MC Co-ordinator
~~Elvin Roberts, MC Mgmt. Co-ordinator~~
Myrle Schuelderman, Auditor's Office
George Yerkovich, Official File

October 8, 1981

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

Dear Mr. Jordan;

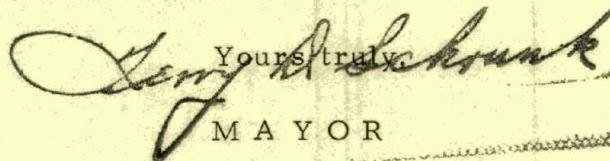
We are unable to comply with your request to advance funds for the project which is to be operated by the Multnomah Association for Retarded Children, since a contract has not been authorized by the City Council and signed. The limitations placed on our financial system by H. U. D. prevent the actual payment being made until a contract has been executed.

When a project has gone through the approval procedures, and is waiting for a contract to be finalized and signed, it is possible to make an arrangement in writing whereby the operating agency may incur costs for the project with the understanding that a reimbursement payment will be made later. The letter of Sept. 9, 1971 was based on this authority.

There is a further complication in this particular case, due to the fact that the City Council will not be able to authorize emergency immediate effectiveness of ordinances passed between Oct. 14, and Oct. 31 and therefore there will be a waiting period until they can become effective.

It appears that it will be necessary for MARC to arrange some form of temporary budget support until the contract can become effective, similar to experience we have had with other operating agencies with limited financial resources.

Yours truly,


MAYOR

TDS. W. c

218E

From the Desk of:

EDWARD J. WARMOTH
MULTI-CITIES COORDINATOR
OFFICE OF THE MAYOR
CITY HALL
PORTLAND, OREGON 97204



Oct. 8, 1971

Mayor Schunk -

The attached letter from Director Jordan is for your information.

He is working on an application for a "Neighborhood Facilitator" grant, similar to the application approved recently for S.E. Portland.

Jordan believes funding is available for both.

He will be in touch with Don J.

Ed *[initials]*

portland model cities

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

October 7, 1971

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

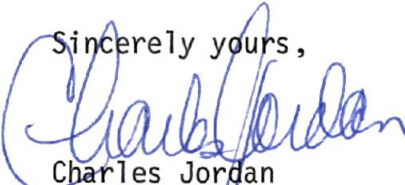
Dear Mayor Schrunk:

In May of 1970, the Boys Club of America, submitted a proposal to the Model Cities Agency. However, due to a number of reasons the proposal was not funded.

Recently, a new proposal has been submitted in two parts. The first part is for a facility that will permit programming for boys and girls with time allotted for other neighborhood groups. The second part is an operation budget for one (1) year. I am of the opinion that the first part of the proposal does qualify for a neighborhood facility grant therefore, I have instructed my staff to prepare an application for submission to your office.

My office will confer with Mr. Don Jeffery, prior to preparation and submission.

Sincerely yours,


Charles Jordan
Director

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

October 11, 1971

From Com'r Goldschmidt

To Mayor Schrunk, Com'rs Anderson, Ivancie, Moody

Addressed to

Subject ACT Termination

RECEIVED

11/8/71
OCT 11 1971
MAYOR'S OFFICE
Charles [signature]

MAYOR	[initials]
EXEC. ASST. #1	[initials]
EXEC. ASST. #2	[initials]
CLERK	[initials]
RECORDS	[initials]
TRAINING	[initials]
FINANCE	[initials]
LEGAL	[initials]
PLANNING	[initials]
COMMUNITY RELATIONS	[initials]
ADMINISTRATIVE	[initials]

I am writing this to you in an attempt to keep you informed of the recent actions of the Portland Metropolitan Steering Committee, about which you may receive questions or comments.

As you are undoubtedly aware, last week the Steering Committee voted to terminate its contract with Albina Citizens Together, Inc. (ACT). It did this after clear indication from the Regional Office of OEO that without such action all of the OEO funded programs in Portland were in jeopardy. The Board vote was 12-2, with two abstentions. Board members of ACT were split, one voting yes, one voting no and one abstaining.

The major reason for the action, according to Ron Buel, my Administrative Assistant who sits on the Board of the Steering Committee and who also sat on the special ACT Study and Evaluation Committee, is that programs designed to serve the residents of Albina by ACT were either poorly designed or inadequately delivered. Conversation with PMSC Director Cleveland Gilcrease and Mayor Schrunk indicate considerable community support has been expressed for the action taken.

It is important to know that the Steering Committee voted to keep the moneys in other programs in the Albina community. Exactly which agency or agencies to receive the moneys this year and next are yet to be determined; but the Steering Committee Board did vote to proceed with the development of a brand new delegate agency in Albina which will undoubtedly receive some or all of the moneys. We are convinced that any new program can be coordinated with the City's Model Cities program in a better fashion.

In this current year, ACT was funded at a level of \$180,000, and at one time had a staff of 18. Just prior to termination, there were only 5 permanent employees on the staff.

The \$180,000 for ACT is part of a pool of \$750,000 in versatile or flexible funds which the PMSC Board allots. In addition, there are specially ear-marked funds for health, employment, child care and other programs which bring PMSC directed funds to \$6.2 million in 1971.

6526

City Council Members
October 11, 1971
Page 2

In case you are interested in informing yourself further on the ACT matter, I am attaching the following documents:

- 1) Closedown procedures of ACT
- 2) Two reports from the Special Study & Evaluation Committee.

A handwritten signature in black ink, appearing to read 'Neil Goldschmidt', with a long horizontal stroke extending to the right.

Neil Goldschmidt

NG/sp
Enclosures

Closedown procedure of the Albina Citizens Together, Incorporated by the Portland Metropolitan Steering Committee-EOA (Inc.) Board of Directors in accordance with the outlined steps below:

1. Effective October 1, 1971 the Grantee Board of Directors will issue letters of termination to the employees in accordance with the Portland Metropolitan Steering Committee Personnel Policies and Procedures.
2. Effective October 1, 1971 you are hereby instructed to discontinue any and all purchasing of equipment, supplies, and the entering into of contracts.
3. Effective October 1, 1971 the Grantee Board of Directors will immediately notify all vendors that the Grantee, Portland Metropolitan Steering Committee Board of Directors, will not assume the responsibility of any incurred expenditures after September 30, 1971.
4. Effective October 1, 1971 all federal property is to be confiscated and safeguarded because of the liabilities of the Grantee Board of Directors.
5. Effective October 1, 1971 the Grantee Board of Directors shall assume full responsibility for final clearance of all liabilities and claims incurred by this agency through September 30, 1971.
6. Effective October 1, 1971 the Grantee Board of Directors will proceed to cancel all insurances, bonds, leases, rental agreements, etc., in accordance with the 1971 contract.
7. Effective October 1, 1971 the Grantee Board of Directors will assume full responsibility for taking inventory of all property purchased with OEO grant funds, which include both federal and non-federal, and the taking of measures necessary to safeguard all such property and funds pending disposition instructions from OEO.

8. Effective October 1, 1971 the Portland Metropolitan Steering Committee Board of Directors will take the necessary action on the retention of what skeleton staff is necessary to finalize the closedown of this agency (close out of paperwork, janitorial services, and organization of property to meet the conditions of the lease).
9. The Grantee Board of Directors will immediately proceed to conduct final audit determination of this agency and notify the Albina Citizens Together, Incorporated of the findings.
10. The Albina Citizens Together, Incorporated and staff are hereby reminded of Title III--Criminal Provisions, Section 301(a) page 85 of the Economic Opportunity Act of 1964, August 20, 1964 which states:

"Whoever, being an officer, director, or agent, or employee of or connected in any capacity with, any agency receiving financial assistance under the Economic Opportunity Act of 1964 embezzles, willfully misapplies, steals, or obtains by fraud any of a grant or contract of assistance pursuant to the Economic Act of 1964, shall be fined not more than \$10,000 or imprisoned for not more than two years, or both; but if the amount so embezzled, misapplied, stolen, or obtained by fraud does not exceed \$100, he shall be fined not more than \$1,000 or imprisoned not more than one year or both."
11. Effective October 4, 1971 the Grantee Board of Directors will begin immediately seeking to locate a new site and/or sites as necessary to conduct service programs in accordance with established priorities within the Albina community.

12. Effective October 1, 1971 the Grantee Board of Directors will begin developing, with interested citizens in the Albina community, a viable work program to meet the needs of the poor within this community.
13. The Grantee Board of Directors will begin immediately initiating the necessary mechanics to conduct a total Albina democratic election which will provide neighborhood representatives in accordance with the guidelines presented by the OEO Regional Office.
14. This Committee is recommending that the Portland Metropolitan Steering Committee Board Chairman be given ten days to appoint eight pro-tem members (four seated members and four alternate members) from the community at large to be the Albina community representatives on the Grantee Board of Directors until the completion of the election process. At that time the Grantee Board of Directors shall assume full responsibility on how the elected representatives shall be seated on this board.
15. It is to be clearly understood that as a result of this Committee's findings and based upon the indepthness of poverty within this community that all allocated funds will remain within the community in order to meet the needs of those to be served.
16. It is further recommended that this board be continuously apprised of any and all developments in the full implementation and carrying out of the outlining termination procedures.

I. The Committee finds that:

A. General

1. The Board of Directors of the Albina Citizens Together, Inc., is inadequately composed as stipulated by their 1965 Bylaws.
2. Confusion exists, on the part of the staff and board members, as to whom is the Chairman of the ACT Board of Directors.
3. Three sets of Bylaws have been used by the ACT Board over the last several years, while only the Bylaws adopted in 1965 have been properly submitted and approved by the Portland Metropolitan Steering committee--EOA (Inc.).
4. There is evidence of inadequate knowledge of the duties and functions of the ACT Board of Directors.
5. There is no Project Director.

B. Board and Staff Relations:

1. ACT Board members, individually, insert themselves into day-to-day staff activities.
2. Board members have assigned tasks to staff members, bypassing the Project Director.
3. Board members have threatened individual staff members with termination, when staff balked at following Board members requests.
4. Board members have unilaterally monitored and evaluated staff members.
5. Some Board members have maintained office space in the Albina Community Action Center; a situation that has intimidated staff and reduced efficiency in some instances.

C. Work Program:

1. The projected Housing Program has been inactive since the beginning of the program year.
2. In-take and follow-up has been discontinued.

3. Food Buying Cooperation has not been established.
4. The above discontinuations have left the Team Concept without adequate programs to implement.

D. Personnel and Organization:

1. Job descriptions properly delineate duties and responsibilities for positions required to implement work program; however, since a large percentage of the work program has been discontinued or not implemented, duties and responsibilities, as set forth, are irrelevant.
2. Personnel rules are established, however, not implemented.
3. Supervision of personnel and accountability of personnel are lacking.
4. Personnel work performance evaluations and procedures are ignored.

E. Information, Reporting, and Evaluation:

1. January and February reports were inadequate and did not have pertinent data and information.
2. The March report, which was due April 10, was not submitted until May 27, 1971.
3. Albina Citizens Together, Inc., has failed to report or to maintain the rate of contribution of non-federal share (20%), commensurate with the Federal share.
4. The agency's fiscal reporting and expenditures are in accordance with standards and agreements with the Portland Metropolitan Steering Committee.

F. Property:

1. An annual inventory is conducted by the Portland Metropolitan Steering Committee.
2. Property is maintained in good operating condition.
3. Property is frequently stolen because of poor internal security.

II. The Committee recommends that:

A. General:

1. All positions on the ACT Board of Directors be filled in compliance to the 1965 Bylaws.
2. Clarification must be made as to the legality involving the Chairman of the Board.
3. Bylaws must be reviewed, amended if desired, and forwarded to the Grantee Board of Directors for approval or disapproval.
4. There must be immediate Board training.
5. It is necessary that a procedure be initiated to hire a new Project Director.

B. Board and Staff Relations:

1. The Board must properly understand its role in policy making, program operations, and relations with ACAC staff and the Portland Metropolitan Steering Committee.
 - (a) Intensive training is necessary on the function and responsibility of the Board, its councils and committees.
 - (b) It is important that the Board is involved in program operations to the extent that they have the capability of developing sound program policy.
 - (c) There must be an agency mission, in relationship with the policies and procedures of the Board.
 - (d) Development of an improved Board self-concept in Board interactions.
 - (e) A broad-based relationship with all aspects of the community must be developed; their role in staff selection, policy direction, and business procedures of the agency.
 - (f) Individual Board members must actively participate in policy formulation.
 - (g) There must be organization and direction for Board committees and task forces.

(h) It is important that the delegate agency board maintain an on-going relationship with the Grantee.

2. The Bylaws of the Albina Citizens Together, Inc., must set forth, in specific terms, the role of the Board and of individual Board members, including, but not limited to, the following:

(a) Board members will not maintain office space in the Albina Community Action Center.

(b) Board members will not individually insert themselves into the day-to-day activities of ACAC staff.

(c) Board members will not unilaterally assign tasks to staff members.

(d) Board members will not threaten staff members with termination.

(e) Board members will not monitor and evaluate staff members.

C. Work Program:

1. A joint PMSC/ACT committee must be immediately appointed to accomplish the following:

(a) Survey community needs and resources

(b) Rewrite work program

(c) Submit revised work program and amended budget to the Portland Metropolitan Steering Committee Board of Directors no later than September 15, 1971.

D. Organization and Personnel:

1. There should be an indefinite freeze on the hiring of new personnel to positions within ACAC.

2. Organization must be restructured to implement the amended work program.

3. Appropriate job descriptions must be written to accurately set forth the duties and responsibilities of each position under the amended work program.

4. All positions, under the amended work program, will be reopened for hire.

5. Personnel work rules must be enforced.
6. Personnel will be held accountable for time and performance.
7. Personnel work evaluations must be made in accordance with the established procedures.

E. Information, Reporting, and Evaluation:

1. Albina Citizens Together, Inc., must be given technical assistance in developing and implementing an information, reporting, and evaluation system.
2. Albina Citizens Together, Inc., must submit reports as required by the Grantee, and as agreed upon in the delegate agency contract.
3. Non-federal share (20%) must be reported, commensurate with Federal share, and if failure to report after the third quarter of the program year, the Grantee will reduce the amount of Federal share remaining to match reported non-federal share.

III. Special Findings and Recommendations

A. Findings:

- 1. Albina Citizens Together, Inc., has failed to implement the work program as set forth in the contract between the Portland Metropolitan Steering Committee--EOA (Inc.) (the Grantee), and the Albina Citizens Together, Inc., (the delegate agency).

B. Recommendations:

1. Albina Citizens Together, Inc., must immediately implement the necessary action to carry out the recommendations set forth in this report.
2. The corrective action recommended under C. Work Program must be immediately implemented and a joint PMSC/ACT committee be appointed to survey community needs and resources, rewrite work programs, and submit the above to the PMSC Board of Directors, in the form of a revised work program and an amended budget, no later than September 15, 1971.
3. The Board of Directors of the Portland Metropolitan Steering Committee --EOA (Inc.), will go on record, and so notify the Albina Citizens Together, Inc., that unless the above recommended corrective action is taken and a viable, meaningful work program implemented by October 1, 1971, the Portland Metropolitan Steering Committee, by virtue of its authority as the Grantee, will suspend the Albina Citizens Together, Inc.

In addition to the study made by the Evaluation and Study Committee, dated August 13, 1971, the Committee presents the following breaches of Contract and violations of the Portland Metropolitan Steering Committee--EOA (Inc.) Personnel Policies and Procedures by the Albina Citizens Together, Inc.

1. Section D. Article I, Page 6 of the Contract:

- A. No plans of action for implementation of program account's objectives could be produced, nor was there any evidence that any plans were to be developed in the near future.
- B. No documents substantiating the establishment of a food cooperative and consumer education activities existed.
- C. The Economic Development Coordinator indicated that he had written a plan of action several months ago, had given it to the Program Director and that the plan had not been implemented.
- D. Grantee records indicate that progress has been made in securing Small Business Administration loans for new and old established businesses.
- E. No plan of action had been developed to carry out declarations made in the Housing Development area and the staff position for the Coordinator of that area has been unfilled since the early part of March, 1971.
- F. A plan of action which was not evident was said to have been developed and was rejected by the Board of Directors. In addition, an alternate plan which was not evident was in the developmental stage.

- G. No evidence of activities to be carried out in the work program existed nor were there available any plans of action to develop the same.
- H. No evidence of a developed team concept nor its usage existed.
- I. No plans were available which would define the student work/ study program.
- J. No written job descriptions nor responsible organizational plans were in evidence.
- K. No records were available to determine the names of students who had or were involved in the program.
- L. Questionable adequate use of transportation facilities, questionable transportation budget allocations and transportation expenditures made at mid-year suggest that this area needs surveillance.
- M. No adequate procedure and policy for the security of the building and for the protection of federally owned properties was evident.
- N. No overall plan for intra-agency program evaluation was evident.

2. Section D. Article 2, Page 6 of the Contract:

Reports as required: Substantiation of Local Share, Monthly Narrative Status Reports, and Quarterly MIS Reports have either not been submitted, and/or were not submitted in accordance to specifications.

3. Section D. Article 3, Page 6 of the Contract:

- A. Personnel were employed who were not listed within approved budget.
- B. The improper and unauthorized utilization of federally supported office space.

Further violations by the delegate agency, in addition to those cited above, are the following which resulted this week:

1. Board members resigning to accept paid staff position, in direct violation to the Portland Metropolitan Steering Committee--EOA (Inc.) Personnel Policies and Procedures, Section V, Article E, Page 12, which disallowed equal opportunity to all interested applicants.
2. The continuous inability to provide a quorum at regular and special board meetings in accordance with the Bylaws.
3. The inability of the board to properly function in accordance with OEO guidelines and Corporate Bylaws.

Based on the above and the Special Study and Evaluation Committee's Report on the Albina Citizens Together, Inc., this Committee hereby recommends that the Portland Metropolitan Steering Committee Board of Directors immediately proceed to terminate this contract, in accordance with OEO Instructions. It is our recommendation that the money allocated to the community remain as funds to develop programs within the Albina Community.

2h - State Programs

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October 12, 1971

Governor Tom McCall
State Capitol Building
Salem, Oregon 97310

Dear Tom:

Projects which were planned during the initial phases of the Portland Model Cities Program have been moved to operational status. We are now seeking ways to further improve resource utilization and make the delivery of services more productive.

Toward this objective, I would like to explore with you the designation of a person from your staff or within your administrative structure who could serve as a primary contact for state level resources available to the City of Portland.

As you may know, the Model Cities concept brings together consideration of physical, social and economic needs and touches on several facets of governmental activity. Many of the problems which we have been giving special attention on a demonstration basis are also to be found in other parts of our city. We are looking forward to the development of approaches and techniques which will have broad application. Our interests include comprehensive planning, funding, operations, and evaluation.

It is my hope that this contact person could meet regularly, perhaps monthly, with Mr. Edward Warmoth of my staff, Model Cities Director Charles Jordan, and other local staff persons who would be concerned from time to time by the items under consideration. This would establish a regular channel for review of progress and discussion of future action, with particular emphasis on linkages to state programs. This could well be a two-way agenda including communication from the state level on activities which relate to our local operations.

By the way, I'm appreciative of the good working relationship which has developed between Mr. Jordan and State Multi-Service Director Leon Harris.

297E

I look forward to any ideas or suggestions you may have concerning this matter.

Yours truly,

Henry D. Schrank
MAYOR

TDS.W.s

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

October 15, 1971

From Edward J. Warmoth, Assistant to the Mayor

To

Addressed to Commissioner Lloyd Anderson

Subject Information on Pearl Bailey's Visit

RECEIVED
OCT 1 1971
MAYOR'S OFFICE

Miss Pearl Bailey will be making a visit to Portland Monday, October 18, and Tuesday, October 19, for the primary purpose of speaking to youth at three Portland High Schools.

She is coming in response to an original invitation from Mr. Anthony B. Smith of Portland. She will follow a very limited schedule since she has had the flu in recent weeks and is under heavy pressure from her commercial and book publicity dates. I talked to her by telephone Thursday night, and had Mr. Smith on the line with us. She confirmed that she is coming and will make the speaking dates at the high schools. It is her personal wish to keep ceremonies, hand shaking, etc. to a minimum.

She's due to arrive at Portland Airport at 3:12 Monday afternoon on Flight 43. Her personal Secretary Dee Dee Luies, will be traveling with her. She will be met by the press at that time, and I will be present to extend greetings on behalf of the City. Mr. Smith has arranged transportation to take her to the Ramada Inn where she will be staying in a suite. She has asked for an open schedule on Monday night so that she can relax.

Tuesday morning, October 19, she is to appear at an assembly at Benson High School at 9:15, an assembly at Grant, at 10:10, and an assembly at Jefferson High School at 11:35. It is her wish to go on to Los Angeles as soon as possible on Tuesday afternoon and I anticipate that she will catch the flight which leaves Portland at 5:05 p.m.

Mr. Anthony Smith is in charge of the arrangements which he has established.

EJW.c

MAYOR	
EXEC. ASST.	
EXEC. ASST.	
CLERK	
RECORDS	
YOUTH COORD.	
M. C. COORD.	

[Handwritten signature/initials over the form]

2996

Willner Discounts Try For Congress

State Sen. Don Willner, D-Portland, said Friday he doubts if he would be interested in running for Congress should U.S. Rep. Edith Green decide to try for the Senate.

Willner has been mentioned frequently as a candidate for the U.S. Senate. However, Mrs. Green said this week she is under pressure to run for the Senate and is undecided if she will do so.

With former Sen. Wayne Morse apparently in the race for the Democratic nomination for the Senate seat held by Mark Hatfield, there was some speculation that Willner, a strong vote getter in Multnomah County, might try for Congress instead.

BUT WILLNER said, "I doubt if I would be interested" in Congress if Mrs. Green selects the Senate race. He pointed out he "is not a candidate for anything" but described himself as "a potential candidate."

Willner returned Friday from Washington, D.C., where he supported a House bill to create an independent federal Consumer Protection Agency and met with Paul W. McCracken, chairman of the Council of Economic Advisers.

Willner, president of the Consumer Federation of Amer-



DON WILLNER
... may not run.

ica, said he supports the House bill despite the defeat of an amendment which would have allowed the agency to participate in informal proceedings prior to court action.

ALLOWING intervention in informal proceedings would have been beneficial because many regulatory agencies informally make important decisions affecting consumers, he said. But even if the bill isn't perfect — it has been criticized by consumer advocate Ralph Nader for not being strong enough — Willner called it landmark legislation and said it should be supported in the Senate.

Willner said his meeting with McCracken "shed some light but not nearly enough" on what will happen under Phase II of the President's economic program.

Singer Confirms Trip Here

Pearl Bailey is coming to Portland.

A telephone call to the singer-comedienne confirmed she will arrive at Portland International Airport at 3:12 p.m. Monday and that she will talk to the students of three Portland high schools on Tuesday — Benson, Jefferson and Grant.

Confusion resulting from an announcement by Anthony B. Smith that Miss Bailey would come here to help boost the morale of young people was cleared up when both Smith and a representative of the mayor's office, Ed Warmoth, talked to the singer-actress-author Thursday night.

The invitation was extended originally by Smith, but as a private citizen. Smith, who knew of Miss Bailey's work with youth, thought she might want to talk to teen-agers in Portland. But as arrangements progressed with many local agencies for appearances by the star, confirmation of her arrival could not be made.

Now Miss Bailey, in light of all the confusion, has said she will come to Portland — and at her own expense — and will return to Los Angeles Tuesday.

Tri-Met Tax Bill Readied

Tri-Met owes the state \$55,155 in highway use taxes and penalties, Public Utility Commissioner Diarmuid O'Scannlain said Friday.

O'Scannlain levied the taxes after Atty. Gen. Lee Johnson decided Tri-Met is subject to the weight-mile tax on buses it operates beyond the three-mile limit of the city of Portland.

Thomas King, Tri-Met general manager, said he believed Tri-Met would contest the taxes. The law allows Tri-Met to petition for a reassessment of the charges, he said.



BEDROOM of Sullivan's 12-year-old Shannon, displays force of lightning caused freak accident Thursday

Freak Lightning

By **JEFF WOHLER**
Journal Staff Writer

It took Dennis Sullivan nearly five years to build his home on Blue Lake near Troutdale, but in an instant Thursday night, a freak bolt of lightning destroyed a good portion of it.

"Maybe I'd better get some lightning rods now," said Sullivan, head of the Grant High School physical education department, as he looked at the scene of crumbled brick, charred plywood, broken glass and disengaged gutters.

Sullivan's house, located on the north side of Blue Lake about a quarter mile east of Blue Lake Park, is a brick, split-level home that Sullivan had built in his spare time.

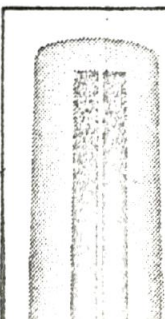
BUT THURSDAY night, during an electrical storm that hit the east side of Portland, a bolt of lightning struck an oak tree located about 30 feet west of Sullivan's house.

The current of the bolt traveled down the tree some 50 feet, dug a 12-inch deep ditch to Sullivan's house, and then the impact of the current crumbled the northeast corner of his house.

Brick used as facing for the house was found in crum-

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Offer expires Dec. 31, 1972.

Cold, Wet Weekend Pred



TOM McCALL
GOVERNOR

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OCT 28 1971

OFFICE OF THE GOVERNOR

STATE OF OREGON
MAYOR'S OFFICE
SALEM 97310

October 22, 1971

MAYOR	<i>[Signature]</i>
EXEC. ASST. #1	<input checked="" type="checkbox"/>
EXEC. ASST. #2	<i>[Signature]</i>
CO. ASST.	
AD. SEC.	
YOUTH COORD.	
M. C. COORD.	

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

Dear Terry:

In response to your recent letter, let me say that I am pleased with the great progress being made by your City Demonstration Agency. I recognize the tremendous amount of time and effort that was necessary in the planning and implementation of the initial phase. I heartily endorse your efforts to improve resource utilization and the delivery of services. As you know, it is my desire that the state support these endeavors wherever possible.

You have requested that I designate someone from the state administrative structure to act as a primary contact in seeking ways to utilize state level resources which may be available to the city of Portland. To this end, I am designating Chalmers L. Jones, Assistant to the Director for Special Programs, Department of Human Resources, as that contact person.

I know that Jacob Tanzer, Director of the Department of Human Resources, is vitally interested in the Model Cities Program; and, in this way, he, too, will be constantly informed as to the program progress and ways in which the state can be of assistance. It is my desire to continually improve the cooperation and assistance that can be offered by the state.

I appreciate your offer to bring the state into the on-going activities of the Model Cities Program.

Sincerely,

[Signature]
Governor

TM:dj

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November 2, 1971

Mr. Clarence Jensen, Chairman
Woodlawn Improvement Association
5630 N.E. Union Ave.
Portland, Oregon 97211

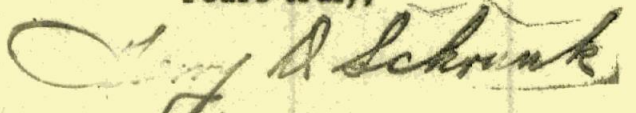
Dear Mr. Jensen;

Thank you for providing me with a copy of the letter concerning Woodlawn Neighborhood Development Project activities, which you sent to the President of the Portland City Club.

I share your feeling that good progress is being made in the Woodlawn Neighborhood.

Your letter is being placed with the files which we maintain for projects related to the Model Cities Area.

Yours truly,


MAYOR

TDS. c. EJW

Howard - Blind copies of the letter have gone to
Ed Warmoth and Don Jeffery as well as yourself,
at JBK's request.

Jean - PDC

ple

Hand
11-30-71
12-17-71
1-5-72

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PORTLAND DEVELOPMENT COMMISSION

1700 S.W. FOURTH AVENUE • PORTLAND, OREGON 97201 • 226-4036

224-4800

November 8, 1971

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

Dear Charles:

As you are aware, the Boise/Humboldt Coordinating Committee is anxious to proceed with the proposed demonstration program for that area. The program has been delayed by the confusion and misunderstanding concerning how it is to be accomplished and by whom. I would like to clarify the past and present position of the Commission on this program in order to overcome this confusion and permit the CDA and the Coordinating Committee to make a determination as to whether they desire the Commission at this time to carry out the program.

When the demonstration program was first proposed by Mr. Ken Kaji, the planning consultant to Boise/Humboldt, we indicated that the Commission had no funds with which to accomplish it. Thereafter, discussions were held directly between the CDA and Mr. Kaji on the matter. We understood that agreement was reached whereby the CDA was to provide the funds and contract directly with Mr. Kaji to carry out the program. In September, we were advised that the CDA could not contract directly with Mr. Kaji and the Development Commission was asked to be the operating agency and to contract with Mr. Kaji. When the proposal came before the Commission later in September, action was deferred because necessary legal requirements had not been met. We then advised the CDA and Mr. Kaji what steps we believed were necessary to meet these requirements.

Specifically, we stated that, in order to spend public funds for improving private property, a public purpose would have to be shown setting forth the objectives of the program and the standards for selecting the properties to be improved. We indicated that the consent of the property owners would have to be obtained with some obligation by them to maintain the improvements in a proper manner. Bidding requirements would also have to be satisfied. At this time we do not know what steps have been taken to meet these conditions, whether the CDA desires the Commission to carry out the program, or the scope of the program.

If the Commission is to carry out the program, we suggest that a separate contract between the City and the Commission be provided in order that there be no delay in getting it underway. Our staff will work with you in preparing the statement of public purpose. We further suggest that

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the plans and specifications be set forth in the contract so that we know the exact scope of the work. The Commission will then contact the owners, prepare agreements with them and proceed to get the work done. We believe that the work can be underway approximately four weeks from the time we contract with you. This is, however, contingent upon the willingness of the property owners to have the work done and to maintain the improvements. The timing is also dependent upon a single construction contract for the work. We believe subcontracting the work could result in delay and other complications.

Upon notice from you that you desire us to carry out this program, we shall proceed immediately to work out the details so that it can proceed at the earliest possible time.

Very truly yours,

John B. Kenward
Executive Director

JBK:Njk

cc: Mrs. Dorothy Hardy and Mr. Herman Plummer -
Co-Chairmen, Boise/Humboldt Coordinating Committee

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

Nov. 11, 1971

From Edward Warmoth, Model Cities Coordinator

To Mayor's Office

Addressed to Howard Traver

Subject Status of Sidewalk Repairs For Cascade Center Project

This report is based on my Nov. 11 meeting with Tom Turner of the City Engineer's Office (ext. 412). He reviewed with me a city inspector's report which shows that it will cost approximately \$7500 to fully repair all sidewalks and curbs on the property being used for this project.

As a result of his contacts, a Mr. Shinniger representing demolition contractor E.J. Baskett (665-3151) is to arrange repairs of those areas where damage was caused by the contractor. This is believed to be about \$2500 of the total. There is some question that another demolition contractor who performed work for PCC may be responsible for part of the damage.

Mr. Turner stated that we would wait for this part of the matter to be completed before taking any further action.

Other repairs are due to damage caused by tree roots, natural wear, and driveways which need to be replaced with curbs due to demolition of the former buildings. I understand that this work can be contracted by PCC or performed at cost by city workmen.

If there is still a desire to vacate North Borthwick and perhaps other streets within the campus area, with action to be undertaken in the next few months, it might be that the sidewalk and curb repairs should be modified in accord with the tentative plans.

Regarding the vacations, I hope to review this action with Mr. John Wirth of PCC (244-6111, ext. 211) to explore their future plans. At one time an open space and walking mall was discussed. Several points would need to be cleared, including 8" water mains in the streets and fire protection considerations, however general decisions on development plans will be needed.

cc: Tom Turner
John Wirth
Charles Jordan

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OFFICE OF THE MAYOR



TERRY D. SCHRUNK
MAYOR

CITY OF PORTLAND
OREGON

November 22, 1971

RECEIVED
NOV 22 1971

Mr. John Wirth, Coordinator of Building Planning
Portland Community College
12000 S.W. 49th
Portland, Oregon 97219

MAYOR'S OFFICE

Dear Mr. Wirth;

I'm sending along a few thoughts about street vacation for the Cascade Center Project, which was mentioned as a side-item in the memo concerning sidewalk and curb repairs.

As we have discussed, it may be desirable in future developments of the Cascade Center to consider closing part of North Borthwick Avenue and perhaps part of North Kerby Avenue. If you wish to pursue this action, a specific proposal should be developed through your planning and advisory committee process and that proposal should be forwarded to the Mayor for consideration. The City procedures to review a proposal of this kind involve several agencies and public hearings with an anticipated time frame of 3 to 4 months. Something might be initiated in January with an eye toward executing any approved closures in the summer time while classes are at a lower level.

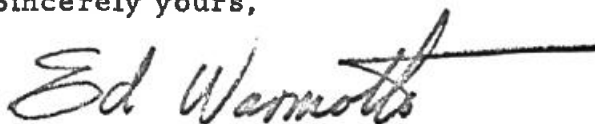
I did some preliminary exploration with the Water Bureau. Eight-inch water mains are located in both the streets and it would be necessary to separate them from the regular system and provide an alternate feed for the lines which are cut off. A separate meter or meters for the Cascade Center would be needed and arrangements for water service and fire protection would need to be cleared. It is estimated that the work on the water facilities including the cost of new meters would be approximately \$10,000. Perhaps this could be funded from the balance we have in the original project fund, providing this rated priority over any other final expenditures related to the original project.

MAYOR	
EXEC. ASST.	
EXEC. ASST.	
C.	
SL.	
YOUTH COUNCIL	
TO C. COUNCIL	

Page 2
Mr. John Wirth

If I can be of any further assistance, please contact me.

Sincerely yours,

A handwritten signature in cursive script that reads "Ed Warmoth". The signature is written in dark ink and is followed by a long horizontal line that extends to the right.

Edward J. Warmoth
Model Cities Coordinator

cc: Howard Traver
Charles Jordan

EJW.c

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DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, D. C. 20410

OFFICE OF THE ASSISTANT SECRETARY
FOR COMMUNITY DEVELOPMENT

NOV 18 1971

IN REPLY REFER TO:

Honorable Terry D. Schrunk
Mayor of Portland
Portland, Oregon

Dear Mayor:

RECEIVED

NOV 22 1971

MAYOR'S OFFICE

Thank you for your kind letter of November 4, 1971, inviting me to participate in the Open House Program for the Cascade Center facility, Sunday, November 21. I would like very much to attend and to visit Portland. However, a previous engagement on that date requires I remain in Washington.

Please extend my congratulations and best wishes to all in Portland who have worked to make this event possible.

Sincerely,

Floyd H. Hyde
Assistant Secretary

copied 11-22-71

MAYOR	
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CITY OF PORTLAND
OREGON

November 4, 1971

Mr. Floyd H. Hyde, Assistant Secretary
Office of Community Development
Department of Housing and Urban Development
Washington, D.C. 20410

Dear Floyd;

An Open House Program has been scheduled for the Cascade Center facility of Portland Community College, which is located in our Model Cities area. This project has been in developmental stages over the past 12 months with a limited number of classes. This observance marks the start of a large schedule of fall classes.

We are pleased to extend an invitation to you to participate in this Open House Program since H. U. D., and your office particularly, has been instrumental in making the arrangements for this project.

U. S. Senator Robert Packwood of Oregon will be the main speaker in a brief formal program, with remarks by other dignitaries. The program will start at 1 p. m. with the speaking ceremony to begin at 1:30, followed by tours and demonstrations through the afternoon, to end about 5 p. m.

In addition to the Cascade activities, perhaps we can arrange an informal meeting with Model Cities Director Charles Jordan, Model Cities Coordinator Edward J. Warmoth of my staff, and other persons from our city government structure who would be interested in future community development programs.

We hope you will be able to accept this invitation. You may count on us for assistance in arranging a hotel reservation if needed.

Yours truly,

Terry D. Schunk
MAYOR

cc: Dr. Amo De Bernardis, Portland Community College
Charles Jordan, Model Cities Director

COPY

TDS. c. EJW

November 30, 1971

Dr. Amo De Bernardis, President
Portland Community College
12000 S.W. 49th Avenue
Portland, Oregon 97219

Dear Dr. De Bernardis:

Thank you so much for your nice note of November 23. I sincerely regret not being able to be present at the Cascade Center Open House recently. I had it marked on my calendar and was looking forward to participating in this event. I am watching this project with continuing interest and expectation, and shall stop by from time to time.

Best regards.

Yours truly,

MAYOR

TDS.m



PORTLAND COMMUNITY COLLEGE

12000 SOUTHWEST 49th AVENUE, PORTLAND, OREGON 97219 • (503) 244-6111

Amo DeBernardis, president

COMMUNITY
COLLEGE BOARD

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Robert A. Bissett
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Hugh McGilvra
Lewis C. Nickerson
Robert E. Thompson

November 23, 1971

RECEIVED
NOV 26 1971

MAYOR'S OFFICE

The Honorable Terry D. Schrunk
Mayor of Portland
Portland, Oregon 97201

Dear Mayor Schrunk:

I hope that you are feeling better and that you will soon be back on the job.

We missed you at the Cascade Center Open House; however, Mr. Warmoth did a fine job pinch hitting for you. I hope that when you are back on your feet we will have the privilege of having you visit Cascade Center; your efforts helped make it a reality.

Sincerely yours,

Amo De Bernardis
President

ADB mek

MAYOR	
EXEC. ADJ.	
EXEC. ADJ.	
CLERK	
SEC.	
YOUTH COUNCIL	
M. C. COUNCIL	

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DATE: December 20, 1971

TO: City Council

FROM: Howard Traver, Hal Johnson
Don Jeffery, Ed Warmoth

SUBJECT: Annual Arrangement - "Memorandum of Understanding"

On Tuesday, December 7, 1971, the preliminary draft of an Annual Arrangement "Memorandum of Understanding" was presented to the City Council. This is a matter that has been discussed between various representatives of HUD and the City of Portland. Attachment A is a calendar of events outlining the communications and meetings regarding this subject.

The objective of the Annual Arrangement process for the City is to integrate the HUD portion of the federal funding process into the City's overall resource planning procedures. It is not anticipated that cities will receive additional funding as a result of participating in this process. However, these benefits are anticipated: (1) likelihood of funding of those projects mutually selected for inclusion, (2) projects included in this process are mutually agreed to and part of a plan rather than the results of random selection, and (3) assures the City that grant applications have been reviewed in light of local priorities and policies.

A meeting was held Monday, December 20, at 10 a.m. including top staff and officials of City bureaus and commissions and officials from the HUD Portland Area Office. A final working draft of a "Memorandum of Understanding" was discussed. Attachment B is a copy of the roster of those in attendance as well as an agenda for that meeting. The draft was discussed in some detail and it was a general consensus of those present that it would be advantageous for the City to proceed with an Annual Arrangement with HUD. As agreement was reached on suggested changes to the Memorandum, they have been incorporated. The attached recommended "Memorandum of Understanding" should provide the framework through which the City and HUD can more responsibly identify a plan for resource allocation involving HUD funds.

It is recommended that the City Council by resolution approve the "Memorandum of Understanding" and authorize the Mayor to sign the document on behalf of the City Council.

HEJ. p
Enc.

23F

December 23, 1971

The Reverend Llano G. Thelin
First Immanuel Lutheran Church
1816 N. W. Irving Street
Portland, Oregon 97209

Dear Reverend Thelin:

As per our conversation last week, I am pleased to forward to you a copy of the Memo of Understanding for the City of Portland and HUD relative to the initial position of both units relative to "Annual Arrangement."

I would be happy to sit with you sometime after the first of the year to discuss in greater detail some of the ramifications of this plan.

May I wish you and your family a most joyous holiday season and a prosperous new year.

Best regards!

Very truly yours,

HOWARD P. TRAVER
Executive Assistant

HPT.d

Enclosure