

59

December 31, 1970

JAN 4 1971

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13</																																																																																							

Dear Mayor Schrunk:

I am requesting that the following funds be allocated for each person:

Total funds requested:

Sincerely yours,

Charles Jordan
Director

SPINSON

vs Dept of Housing & Urban Development



UNITED STATES NATIONAL BANK OF OREGON

JOHN A. MILLS
Vice President

MAIN BRANCH
321 S. W. SIXTH AVENUE
P. O. Box 4412, PORTLAND, OREGON 97208

January 5, 1970

The Honorable Terry D. Schrunck
Mayor
City Hall
Portland, Oregon

Dear Mayor Schrunck:

As indicated by my letter of January 4, the Board of Directors of MEDIA, Inc has been preparing to contract with the City to operate the Model Cities Community Development Program. In the course of these activities, however, the Board has run into some questions which can best be resolved by a policy decision from you.

MEDIA, Inc. is a private, non-profit corporation intended, among other things, to contract with the City of Portland to administer the Model Cities Community Development Program. The Corporation was developed through the facilities of your Task Force. Its Articles of Incorporation were registered with the State of Oregon on July 20, 1970. On November 27, 1970, the City Council approved the Community Development Program, allocating \$319,463 for its operation and designating MEDIA, Inc. as Operating Agency for the Project (Ordinance #131874). It is, therefore, our understanding that after H.U.D. approval is obtained all that remains is the negotiation of an appropriate contract between the City and MEDIA, Inc. before MEDIA, Inc. assumes responsibility for implementation of the Project. The Board has requested the assistance of the Office of the City Attorney in preparation of such a contract.

The Board of MEDIA, Inc. has received a proposal from the City Attorney's Office which recommends certain changes in the Corporate Articles of Incorporation, including the following:

1. The arrangement developed by Model Cities staff and your Office for organizing a permanent Board of Directors of the Corporation is continued. Specifically,



**National
Model Cities
Directors
Association**

Suite 300
1612 K St. N.W.
Washington, D.C.
20006
Phone:
(202) 293-7320

John A. Sasso,
Executive Secretary

Officers:

President
Erwin France
Chicago, Illinois

First Vice-President
Donald A. Slater
Norfolk, Virginia

Second Vice-President
J. H. Ramon
Edinburg, Texas

Secretary-Treasurer
James S. Wilson, Jr.
Charlotte, North Carolina

Parliamentarian
Cressworth Lander
Tucson, Arizona

Honorable Terry D. Schunk
Mayor Of Portland
City Hall
Portland, Oregon 97208

RECEIVED

JAN 8 1971

MAYOR'S OFFICE

January 4, 1971

Dear Mayor Schunk:

As President of the National Model Cities Directors' Association, I would like to invite you to the Association's semi-annual convention being held in New Orleans January 19-22, 1971. There will be three conferences: two in substantive areas - one in Social Project Development and one in Housing - to be held concurrently January 19 through 20; and the General Model Cities Conference to run from the evening of the 20th through the 22nd.

Mayor Richard J. Daley, City of Chicago, will be the luncheon speaker on Friday, January 22nd. Professor Edward Banfield, chairman of the President's Task Force which issued the National Report on Model Cities will be a speaker on Thursday morning, January 21st. Other noted guests have been invited as well.

A registration form has been enclosed and should be filled out and returned to the Directors' Association in the enclosed envelope. Registration is \$50.00 per person. A card is also enclosed from the hotel, which should be returned to them for reservations.

I feel the conference will be informative and look forward to seeing you there.

Sincerely,



ERWIN A. FRANCE

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

January 11, 1971

Mr. John A. Sasso, Executive Secretary
National Model Cities Director's Assn.
1612 K Street, N.W., Suite 300
Washington, D.C. 20006

Dear Mr. Sasso:

I am in receipt of a letter and agenda for the National Model Cities Directors' Association semi-annual convention to be held in New Orleans, January 19-22, 1971.

Unfortunately it will not be possible for me to be in attendance at this convention. I do, however, wish you success in your meeting sessions.

Best regards.

Yours truly,

MAYOR

TDS.m

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

January 12, 1971

From Ed Warmoth, Model Cities Coordinator

To Dept. of Public Safety

Addressed to Commissioner Goldschmidt

Subject

✓ bcc: Mayor Schrunk

Thank you for the time and deep thought you gave to the discussion last week concerning the Community Development Project for the Portland Model Cities Program.

As we closed, Don Jeffery had proposed creation of a City Trust Fund for the part of the project money to be used for loans and related investments. It was mutually agreed that this could be a workable solution providing control of the assets, yet leaving the corporation with flexibility. The technical assistance portion of the project would be covered by a regular contract with the corporation. (Note attached copy of letter from Mayor Schrunk to the HUD office in Seattle.)

In another part of the Model Cities Program, there is an interesting plan being developed for the overall coordination of youth projects. In cooperation with the Mayor's Youth Coordinator Fred Markey and Paul Bloom of the Youth Commission, we are working toward the creation of a youth affairs council. This would be an incorporated non-profit body made up of eight positions for agency representatives covering eight segments of youth activities, such as employment, recreation, culture, etc., and eight positions for student representatives of the eight neighborhoods included in the Model Cities area. This is now in the formation stage and we hope to confirm the content of the corporation papers in the next week or two.

I'll be happy to review any segment or the overall Model Cities Program with you or your staff whenever it might be convenient. I'm sure that Director Charles Jordan and Citizens Planning Board Chairman Joe Nunn would welcome a similar opportunity.

EJW.1

C
O
P
Y

70

JH

124

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

January 13, 1971

gls 70

From Ed Warmoth, Model Cities Coordinator *EW*

To Dept. of Finance and Administration

Addressed to Mayor Schrunk

cc- Howard Traver

Subject

This report is related to the proposal from the Portland Development Commission to extend the Action Year for the NDP Project by five months. I've discussed this with Model Cities staff and participated in a joint meeting between PDC and Model Cities staff.

(a) It does not appear that this proposal would have any direct bearing on Model Cities money. It relates to the NDP Project which is funded by other HUD sources although it is considered an internal part of the Model Cities Program. The extension proposal would give a much better timing for operation and future activities related to this project. The additional funds requested in connection with the extension (\$1,437,500 in addition to the original \$2,265,000) would actually accelerate the rate of expenditure. The proposal includes two new activities which appear to be good: Rehabilitation of Housing and a new Low-modern Income Housing Pilot Project.

(b) It is reported that HUD looks favorably upon this proposal. We are faced with the problem that HUD is apparently willing to expand dollars through the NDP Program for the Woodlawn and Irvington sections of the Model Cities area, but not willing to accept any expansion of this NDP area or take on the other parts of the Model Cities area for new NDP Projects.

(c) This leaves us with a problem as to future financing for improvements in other parts of the Model Cities area such as Boise and Eliot, where the need is really greater than in the areas of Woodlawn and Irvington which are receiving the initial improvements. It is true that advanced planning and interest by the citizens had taken place much earlier in Woodlawn and Irvington, and they were ready to spend dollars and make improvements ahead of the other areas.

(d) The course we are taking for the rest of the Model Cities area is to do neighborhood planning through Pre-NDP #2. This is no longer a proper title for the project as we are not working toward an NDP application. Actually, we are defining need and developing a plan which can be financed through a number of varied programs including individual HUD renewal programs and perhaps some private resources. It is important that we have an understanding, particularly among the citizens of the area, so that when the planning is completed, the resources can be obtained to start improvements in those areas to a level comparable with improvements already made in Woodlawn and Irvington.

(e) The nature of this situation has been discussed at a CPB meeting and considered by staff persons from both PDC and the Model Cities Agency.

EJW.1

497

70

CITY OF PORTLAND
INTER-OFFICE CORRESPONDENCE

(NOT FOR MAILING)

January 15, 1971

From Ed Warmoth, Model Cities Coordinator *EW*

To Dept. of Finance and Administration

Addressed to Mayor Terry D. Schrunk

cc: Jim Setterberg
Bob Jones

Subject HUD Action On Request for Project Funds
for Model Cities

As you requested this week, I called Mr. Bradford at the City-County Health Office to discuss the funding of the Multi-Service Center Project. Although the Regional Inter-agency Coordinating Committee approved the package Friday, January 8, HUD officials have not yet officially released the money. I advised Mr. Bradford that I would call him the moment official approval is received.

Although the RICC approval was received, Mr. Martin Miller of the HUD Seattle office had to follow up with contacts with the Washington, D. C. HUD office concerning action to provide the funds. If his proposal is approved, Portland should receive within the next few days a letter to proceed with expenditures with the actual formal amendment to our contract coming in the future.

Since several projects are involved in the total package and the funding is over \$1,000,000, the Washington, D. C. office is involved. Director Charles Jordan has been in contact with the Washington, D. C. office by phone this week to answer questions concerning project budgets. The rate of expenditure per month is being studied to be sure that we are not starting projects and expenditures which will be greater than a Second Action Year funding of \$3,745,000 which was the amount approved for the First Action Year. We expect to receive approval within a few days.

With regard to the Multi-Service Center Project itself, it is true that planning and discussion for this particular activity has been underway for several months. The medical-dental service is one segment of the overall project which is funded for four months at \$126,248. The medical-dental portion will get a part of that money (I don't recall the specific amount) and much of their initial money will be used for purchase of equipment.

zds.

EJW.1

*Sent to Comm Gleason
1-15-71*

252

70

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

January 22, 1971

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

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

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

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

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

*McCready not available - (& Salem)
I'm trying to touch base with
Comm Ivancie -
E*

EJW, 1



portland model cities

YOU ARE INVITED TO PARTICIPATE
in a

Citizens Participation Workshop

SATURDAY, JANUARY 23, 1971

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

CASCADE CENTER STUDENT UNION BUILDING
5606 North Northwick Avenue

Theme:

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

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

Discussion Topics and Speakers are:

"Citizens Participation In The Model Cities Program"

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

"Role of City Council to Involve Local Residents"

City Councilmen Representing Pacific Northwest
Cities with Model Cities Programs

"Inter-Agency Coordination"

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

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

EMPLOYMENT
EDUCATION
LAW & JUSTICE
SOCIAL SERVICES

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

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

8:00 AM.
COFFEE

WORKSHOP
STARTS
8:30 AM

10:15 -
12:00
NOON

70

Chamber of Commerce of the United States of America
San Jose, California 95113

January 20, 1971

RECEIVED

JAN 25 1971

MAYOR'S OFFICE

Mr. Charles Jordan
Director
Model Cities Program
5329 N. E. Union
Portland, Oregon

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

You made a fine presentation, Charles,

. . . . before our Men's Fellowship last weekend. The men (and lady) were impressed by not only the Model Cities Program, but by its Director.

Your "missionary" effort before our group resulted in some good awareness that produces friends for the Model Cities effort.

After meeting you and Ed Warmoth, I am pleased to witness to the excellent quality of leadership maintained by the Model Cities effort.

You will be hearing from me soon. I have some information on voluntary mobilization for total community development, and you will find it interesting, and possibly useful.

Paul A. Phibbs, District Manager
12900 S. W. Park Way
Portland, Oregon 97225

PAP:cs

cc: Mayor Terry Schrunk ✓
Ed Warmoth

344

70

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

January 26, 1971

From Ed Warmoth, Model Cities Coordinator *EW*
To Dept. of Finance and Administration
Addressed to Mayor Schrunk
Subject Action on Model Cities Funding Request *JS*

I talked to Director Charles Jordan at 3:30 this afternoon and he had not received any further communication concerning our request for reprogramming.

He felt that it would be a good idea to follow through with a phone call to Secretary Hyde.

1/26 Called not in
1/27 Called left call to return

EJW.1

547

From the Desk of:

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

7. 754

202-755-5435

HUD
WASH D.C.

office of Sect. HYDE

What is status of
Portland request to
extend action year?

(we believe that it
is at the desk of
Desk officer Kinsey
Potter)

Concerns?

Called Friday 22
and until Tues

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

February 4, 1971

From Ed Warmoth, Model Cities Coordinator **EW**
To Dept. of Finance and Administration
Addressed to Mayor Schrunk
Subject Purchase of Additional Property for Cascade Project

An ordinance will be coming before the City Council this afternoon (February 4) on the 4/5 calendar to purchase additional property for the Cascade Project of the Model Cities Program.

This particular purchase is based on appraisals from two firms, covers eight lots and respective buildings, and has a total price of \$75,425. HUD funds are authorized for this purpose and can be secured through a drawdown at the time we are ready to close the transaction. Don Jeffery states that the money should be available in about two weeks from this date. These lots are all being purchased from Cascade College. (The eight lots are marked in red on the attached map.)

HUD has authorized a total expenditure of \$851,000 for this project. At the time of the last report, we had spent \$685,850, leaving a balance of \$165,150. Completion of the current purchase and related expenses will leave a balance available of approximately \$85,000.

Our next step is to negotiate for the parcels of property which are owned by private individuals, separate from the Cascade holdings, and the corner lot adjacent to the gymnasium which has been foreclosed by the mortgage holder (Allison Electric - Kenneth V. and Elizabeth Jane Allison). The property which we want to purchase has been reviewed with Real Estate Representative Bobby Smith.

Cascade Coordinator Bill Newborne has requested that some part of the remaining funds be made available for clearing the land which has been purchased. I believe that this would be in keeping with the general purpose of this particular project, but should be cleared with HUD office in Seattle. A suggested letter is attached.

EJW.1
Attachment

February 5, 1971

Mr. Martin B. Miller, Asst. Reg. Administrator
U.S. Department of Housing & Urban Development, Region X
Model Cities Administration
Arcade Plaza Building
1321 Second Avenue
Seattle, Washington 98101

Dear Mr. Miller:

As we proceed with expansion of the Cascade Center Project for the Portland Model Cities Program, we feel it is important to have approval to use a small portion of the funds authorized for this project to finance the removal of houses and buildings to clear the land for utilization by the Center.

This will likely be demolition activity, although the possibility of moving the houses for placement on other property will be explored. As noted in the appraisals, the houses and buildings are older construction.

From the \$851,000 authorized for this project, at last report \$685,850 has been expended. We are now engaged in purchasing eight additional lots from Cascade College for a total cost of approximately \$80,000. This will leave a balance of about \$85,000 for additional purchases, from private individuals who own property in the Center area, and allotment of funds for land preparation as mentioned in the opening part of this letter.

We would like to hear from you as soon as possible.

Yours truly,

MAYOR

TDS.m

cc: Charles Jordan, Director of Model Cities Agency
Donald Jeffery, City Attorney's Office

Ed Warmoth

~~548~~



ALBINA CITIZENS TOGETHER COMMUNITY ACTION CENTER

59 N.E. STANTON STREET — PORTLAND, OREGON 97212

TELEPHONE 287-2603

RECEIVED

February 5, 1971

FEB 8 1971

MAYOR'S OFFICE

The Honorable Mayor Terry D. Schunk
1220 Southwest Fifth Avenue
Portland, Oregon

Dear Sir:

The Albina Citizens Together, Inc. are gravely concerned about the Model Cities Projects to be implemented through the Oregon Multi-Service Center. We feel that the three Projects will be invaluable to the Community and should take priority over lesser programs.

Our immediate concern is that the Youth Employment, Welfare Loan Aid Fund and the Health proposal are direly needed by the Community now, and we urge the immediate drafting and signing of this contract as soon as possible.

MAYOR	<i>TS</i>
EXEC. ASST. II	
EXEC. ASST. I	
CLERK	
ASST. CLERK	
ACCT. SEC.	
YOUTH COORD.	
M.C. COORD.	<i>EW</i>

Respectfully,

Edgar O. Mitchell

Edgar O. Mitchell,
Chairman

EOM:1b

70

February 11, 1971

Mr. Edgar O. Mitchell, Chairman
Albina Citizens Together Community
Action Center
59 N. E. Stanton Street
Portland, Oregon 97212

Dear Mr. Mitchell:

Thank you for your letter expressing an interest in the Model Cities project to supplement services provided through the Oregon Multi-Service Center.

This project is one of several for which the City of Portland has requested funds from HUD as part of our overall Model Cities program. We anticipate that notification of approval will be received from the regional office in Seattle within the next few days. Execution of a contract and other arrangements to start the project activity will be given a high priority when the funding is approved.

Yours truly,

MAYOR

TDS. W.r
cc: Charles Jordan
Josiah J. Nunn

579

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

February 11, 1971

From Edward J. Warmoth, Model Cities Coordinator

EW

70
file

To Howard P. Traver, Executive Assistant

Addressed to

Subject Telephone Service for Model Cities

I have reviewed the recent request for additional telephone service at the Model Cities office with Director Charles Jordan. Mr. Jordan has decided to withdraw this request for the present time.

As you know, following discussions of service needs of the Model Cities agency, a new switchboard unit was recently installed. This unit, operated by a receptionist, has facilities to reach all telephones and allow individual staff persons to communicate back and forth with each other. Training and orientation is now underway to get maximum utilization from the new switchboard. It may still be necessary to make some changes. If changes seem justified, they will be reviewed with Mr. Ehmsen.

EJW.r

cc: Temple Ehmsen
Elvin Roberts
Charles Jordan

596

It shall be the responsibility
~~of~~ of the Model Cities Agency to
monitor the financial expenditures
for each project, ~~and ensure~~ with
appropriate controls to assure that
services are delivered in accord with
the contract terms and ~~funds~~ That total
payments do not exceed the amount
stated in the contract.

From the Desk of:

EDWARD J. WARMOTH

MODEL CITIES COORDINATOR

OFFICE OF THE MAYOR

CITY HALL

PORTLAND, OREGON 97204

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

February 18, 1971

From Mayor Terry D. Schrunk
To Model Cities Agency
Addressed to Charles Jordan, Director
Subject Advance Payments to Operating Agencies

Based upon your recommendation and a review by HUD Financial Specialist John Coldesina, I am approving the following procedure for advance payments to operating agencies under contract to provide services for the Portland Model Cities Program.

The purpose of this procedure is to comply with the HUD regulations set forth in CDA Letter #8, Part 2; particularly Section 27 in Chapter 10. When an agency cannot function from the start on a reimbursable basis, the agency shall send a letter to the Model Cities Director stating: The conditions which necessitate an advance, an explanation of the activities to be undertaken to start the project, and a line item budget for the advance which shall not exceed the limits in the procedure set forth in this memo. Any financial statements or related items which document the conditions may be attached to the letter.

After the advance payment has been made, thereafter the operating agency will submit monthly progress and expenditure reports in the normal manner and following approval of the claim for reimbursement, payment can be made by the City. *

PROCEDURE - FOR ADVANCE IN FUNDS TO OPERATING AGENCIES

HUD guidelines, for operation of projects implemented in the Model Cities Program, provide for compensation on a monthly reimbursable basis.

There are exceptions and provisions, at the CDA's discretion, for the advancement of funds if an agency cannot function on a reimbursable basis and this condition has been documented. It has been the desire of the City to hold these requests to a minimum.

Because the requests have been accelerated, the following formula is adopted for consideration and allocation of funds to meet these requests through the budget line items:

Advance Payments to Operating Agencies

February 18, 1971

Page 2

1. Personnel..... 2 months advance
2. Consultants and Contracts 1 month advance
3. Trainee..... 1 month advance
4. Space..... 2 months advance
5. Consumable Supplies..... 50% advance
(of total line budget)
6. Equipment 100% advance, as needed

Potential operating agencies should base their requests for an advance on the above factors. These amounts can be lifted from their project analysis budget.

There may be future alternations to this policy; but for the present, the Model Cities Agency will proceed in this manner.

If advances are being considered by an operating agency, the agency should inform the Model Cities Agency through a written request addressed to the Director as soon as possible. These requests for an advance must be written into the contracts.

Yours truly,

M A Y O R

TDS.1

70

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

March 2, 1971

From Ed Warmoth, Model Cities Coordinator *EW*
To Dept. of Finance and Administration
Addressed to Howard Traver
Subject Frank Cox Resignation to Join MEDIA - *Info*

MAYOR	<i>JS</i>
EXEC. ADJ.	<i>MA</i>
FIN. ADJ.	<i>MA</i>
CLERK	
AD. SEC.	
YOUTH COORD.	
M. C. COORD.	

I understand that Frank Cox is resigning from the Model Cities Agency to take a staff position with the new MEDIA organization which will operate the Community Development Project.

This movement appears similar to the situation where an individual serves in a staff capacity to a legislative committee or other committee involved in a creative process, and later accepts a position in the newly established structure. Director Charles Jordan envisions that this may be a regular advancement channel for neighborhood residents who come to work for the Model Cities Agency and then move to the regular channels of some other agency. A similar example is the case of Alton Page, who separated from the Model Cities Agency and has now been selected as Director of the Consumer Protection Project.

Frank Cox has been on the direct Model Cities staff since June 18, 1970, following a period as a Consultant. He started with the Agency at \$959 per month and through the July 1 adjustment went to a monthly salary of \$1,017.

EJW.1

48A

file

Hand
6-1-71

March 3, 1971

Mr. Edgar O. Mitchell, Chairman
Albina Citizens Together Community
Action Center
59 N. E. Stanton Street
Portland, Oregon 97212

Dear Mr. Mitchell:

This will acknowledge receipt of your form letter under date of February 25th requesting that I or someone of my selection serve on your Board of Directors. You further indicate that you are governed by the Green Amendment. It is my impression that only the Portland Metropolitan Steering Committee, EOA, (Inc.) is required to comply with a Green Amendment.

I don't think that organizations such as yours which receive their support from the Portland Metropolitan Steering Committee are required to abide by the Green Amendment. I could be wrong and by copy of this letter to the Portland Metropolitan Steering Committee, I am asking for clarification of this subject.

Very truly yours,

M A Y O R

TDS. T. d

cc- Mr. Cleveland Gilcrease, Exec. Drtr., Portland Metro. Steering Comm.
Mr. Edward C. Elliott, Portland Metropolitan Steering Committee
City Commissioner Neil Goldschmidt



ALBINA CITIZENS TOGETHER COMMUNITY ACTION CENTER

59 N.E. STANTON STREET — PORTLAND, OREGON 97212

TELEPHONE 287-2603

February 25, 1971

MAR 1 1971

RECEIVED
CITY CLERK'S OFFICE

The Honorable Terry D. Schunk,
Mayor of Portland
City Hall
1220 Southwest Fifth Avenue
Portland, Oregon 97204

Dear Sir:

The Albina Citizens Together, Inc., a delegate agency of the Portland Metropolitan Steering Committee-EOA, (Inc.), is seeking elected or public officials to serve on the Board. As you know, we are governed by the Green Amendment which makes it mandatory that our Board have on the membership: one-third poor, one-third representatives of the poor and one-third elected or public officials.

We are attempting to comply with this directive by inviting elected and public officials to become members of the Albina Citizens Together Board. There are thirty-six members on our Board and, at present, there are twelve vacancies to be filled.

We suggest, if you are unable to become a Board member, that you select someone to represent you at our meetings. Please reply at your earliest convenience.

Sincerely,

Edgar O. Mitchell

Edgar O. Mitchell,
Chairman

EOM/lem

MAYOR	
EXEC. ASST. II	<i>AM</i>
EXEC. ASST.	
COMM. ASST.	
AD. SEC.	
YOUTH COORD.	
M. C. COORD.	



REGION X
REGIONAL OFFICE
SEATTLE, WASHINGTON

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
AREA OFFICE
CASCADE BUILDING, 520 S.W. SIXTH AVENUE, PORTLAND, OREGON 97204

AREA OFFICES
Portland, Oregon
Seattle, Washington

MAR 9 1971

IN REPLY REFER TO:
10.2PD
(Phone 226-3361)

Honorable Terry D. Schruck
Mayor
City Hall
1220 S. W. 5th Avenue
Portland, Oregon 97204

Dear Mayor Schruck:

Your letter of February 5, to Martin B. Miller, Assistant Regional Administrator for Model Cities, Region X, regarding approval to use a small portion of the funds authorized for the Cascade Center Project to finance the removal of houses and buildings was referred to this office for reply.

In order for us to properly evaluate your request, it is necessary that we have information on the current status of the project. This information must include:

1. The amount of funds expended and available to accomplish prior statements of fund use and budgets.
2. The proposed amount for demolition.
3. Whether there is substantive change in the project objectives.
4. What displacement will this project cause (number of families, individuals and business concerns).
5. Have citizens been involved in the relocation process.
6. Will relocation payments and assistance be provided.
7. Has an adequate amount of supplemental funds been budgeted to meet the relocation payments.
8. Will there be Model Neighborhood Citizen employment opportunities in the removal process.

548

~~RECEIVED~~

Specific answers to these questions will enable us to give you an immediate decision to your request.

If this office can in any way give further assistance in the execution of this project, let me know. I hope to receive your reply at your earliest convenience.

Sincerely,

Russell H. Dawson
Area Director

70

CITY OF PORTLAND
INTER-OFFICE CORRESPONDENCE

(NOT FOR MAILING)

March 10, 1971

From Bureau of Buildings

To Department of Finance & Administration

Addressed to Howard Traver, Executive Assistant to the Mayor

Subject Letter dated March 8, 1971 from Mr. Ed Warmoth,
Model Cities Coordinator, regarding Displacement Data

GW

MAYOR	
CLERK	
AL.	
PL.	
SEC.	
YOUTH COORD.	
M. C. COORD.	

X

Dear Howard Traver:

We have received the letter from Mr. Ed Warmoth, Model Cities Coordinator, requesting estimated data on displacement activities through code enforcement in the second action year of the Model Cities Program.

Based on past experiences and anticipating a continuous inspection program in the Model Cities second action year, we estimate displacing six (6) families through Concentrated Code Enforcement.

Yours truly,



C. N. CHRISTIANSEN
BUILDING INSPECTIONS DIRECTOR

SJC:ms

158A

70

March 10, 1971

Mayor's Office

Model Cities Coordinator

Ed Warmoth

Model Cities

Last Friday, while you were out of the city, Mr. Joe Nunn, Chairman of the Citizens Planning Board, called me and stated he wanted to accompany Dr. Kleiner to Seattle on an educational meeting which involved Model Cities. I did not request an advance and I was not certain whether or not the budget would cover his expenses on this trip. However, I did inform him that I would have you check this matter out.

During our conversation he also raised the question as to whether or not Model Cities money could be expended for a luncheon honoring Board members who had retired. I told him I was not certain as to what the current rules were, but we did have some difficulty on one such evening affair. I told him I would have you and Mr. Jordan explore this matter.

I would also like a progress report as to where we stand on our calculations on in kind contributions by the city toward the overall Model Cities program.

Thank you for your attention to this matter.

Yours truly,

MAYOR

TDS.m

117A

CITY OF PORTLAND
INTER-OFFICE CORRESPONDENCE
(NOT FOR MAILING)
March 10, 1971

From Ed Warmoth, Model Cities Coordinator **EW**
To Dept. of Finance and Administration
Addressed to Howard Traver
Subject Relocation Review Committee

In response to our recent discussion, I am attaching a copy of Page 22 from the Model Cities Relocation Plan, which describes the structure and duties of the Relocation Review Committee.

The CPB has appointed Board member Chalmers Jones for this committee. I have not heard the name of the person selected by PDC if he has been selected. Regarding the committee member to be appointed by the Mayor, I have discussed this with Director Jordan and he doesn't have any specific name to recommend. He feels that Reverend Gilmore or Mr. James Brooks, from the list suggested by John Kenward, would be good nominations.

If you need additional information, let me know.

EJW.1
Attach

OFFICE OF CITY AUDITOR



GEORGE YERKOVICH
CITY AUDITOR

RECEIVED

MAR 12 1971

CITY OF PORTLAND
OREGON

MAYOR'S OFFICE

Mar. 11, 1971

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

Dear Mr. Mayor:

This office would like to call your attention to Chapter 10, paragraphs 25 and 26 of CDA Letter 8, Part II. We enclose a copy for your reference.

Chapter 10 concerns itself with the "City's Responsibilities Relating to Third Parties." Paragraphs 25 and 26 place responsibility upon the City for the continued surveillance of Model Cities operating agencies for compliance to HUD requirements. The City must direct itself to adequately documenting that CDA operating agencies are expending funds disbursed by the City only on Model Neighborhood projects. This requirement, placed upon the City by HUD, necessitates frequent, personal examination of each operating agencies books of account plus an audit report of findings to be placed on file for either HUD or GAO audits. Should the City not adequately monitor and document operating agency expenditures, the City is held responsible for any expenditures of an unauthorized nature that may be revealed by a subsequent HUD or GAO audit.

The concern of this office is the placing of responsibility for the inspection and audit of CDA operating agency fiscal records for compliance to HUD requirements. This office does not have the personnel available for such an assignment nor does our present budget allow us to hire an additional accountant in order to meet this requirement. Therefore, we ask your office if this requirement is to be performed by the CDA Information and Evaluation staff personnel recently established by Ordinance #132064 or through some other agency on a contractual basis.

At present, Price Waterhouse is doing a pre-certification audit of the CDA proposed operating agencies. These preliminary examinations of operating agency procedures and books of account is costing some \$240.00 each. It seems that better utilization of resources could be accomplished through the assignment of a qualified person to be responsible for pre-certifications and monitoring of all CDA operating agencies.

As you are aware, many new contracts between the City and CDA operating agencies have been entered into recently. The majority of these provide for advancement of funds rather than reimbursement. This office considers it critical to the City's interests to resolve this problem and assign responsibility for the monitoring of such advance funds without delay.

Should this office be requested to perform this requirement, a budgetary adjustment will be necessary.

Very truly yours,

George Yerkovich
Auditor of the City of Portland

GY/rj

cc: Ed Warmoth
Charles Jordan
Jim Setterberg

MAYOR	
EXEC. ASST. 11	
EXEC. ASST. 12	
COUN. SEC.	
YOUTH COORD.	
CH. C. COORD.	

CHAPTER 10. CITY'S RESPONSIBILITIES RELATING TO THIRD PARTIES

24. SYSTEMS EVALUATION. The City is responsible for determining that each Operating Agency (O/A) and Citizen Participation Organization's (CPO) fidelity bonding coverage, accounting, reporting, and internal control systems (all hereinafter referred to as systems) meet the minimum requirements prescribed herein. The City shall evaluate all of the systems of each O/A and CPO to ascertain that they are in compliance with all of the provisions contained herein prior to disbursing any funds to the O/A or CPO. In determining the adequacy of the O/A's and CPO's systems, the City shall utilize its own staff or arrange for an independent licensed public accountant, as necessary, to (a) survey the O/A's or CPO's systems to obtain information, through discussion, inquiry and observation, on what the systems are stated to be, (b) appraise the adequacy of the systems in terms of the standards prescribed herein, and (c) select a number of transactions and trace them through the records to ascertain whether the systems are actually being followed and are effective.

Each systems evaluation must be fully documented by the City to show how it arrived at its decision as to the adequacy or inadequacy of each system. The documentation must be retained by the City for possible audit or inspection by representatives of the Secretary of Housing and Urban Development and/or the Comptroller General of the United States. In the event that the systems evaluation discloses that the O/A or CPO cannot comply with all of the provisions contained herein, the City must perform all receipt, disbursing, accounting, and reporting functions for the O/A or CPO. This does not preclude an O/A or CPO from obtaining the services of a professional organization (such as a licensed public accounting firm) to establish and maintain adequate accounting, reporting, and internal control systems provided the cost of such services are approved in the budget.

25. MONITORING. The City shall monitor the operations of each O/A and CPO to assure that among other things, it is maintaining adequate systems and that the funds furnished are being used effectively and efficiently to accomplish the purposes for which the funds were made available.
26. INTERNAL CONTROL. The City shall ascertain that O/A and CPO organizations maintain an adequate system of internal control. Chapter 3 provides the criteria to be followed by the City in evaluating the adequacy of the internal control system.

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

March 16, 1971

From Ed Warmoth, Model Cities Coordinator *EW*
To Dept. of Finance and Administration
Addressed to Mayor Schrunk
Subject Manpower Services for Model Cities Program

*3-16-71
Council Conf. 70*

We are required by CDA Letter #11 (Model Cities Resident Employment and Training Requirements, HUD publication November 1970) to formulate and activate a plan to meet HUD guidelines.

Considerable research, analysis and writing will be necessary to formulate the plan and activation will require expertise in manpower and employment procedures. It is important that the plan be well coordinated with the general program of the CAMPS Committee.

Model Cities Director Charles Jordan has discussed this need with the Mayor's Manpower Coordinator Lewis Alexander, and it is their joint recommendation that the special services to develop the plan be provided through the Manpower Section. Director Jordan has scheduled \$4,000 from Model Cities Administration to be expended for these services between now and June 15, 1971.

An ordinance to formalize this arrangement is being prepared to file for City Council action on the 4/5 calendar this Thursday. The ordinance will authorize a maximum expenditure of \$4,000 and establish three part time positions to work under the supervision of the Mayor's Manpower Coordinator.

70
X62

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

March 22, 1971

From Keith L. Jones
To Donald I. McNamara
Addressed to
Subject Model Cities Police Community Relations Youth Project

C
O
P
Y

You asked for comment. It is noted in Ordinance No. 131348, page 8, paragraph 4, last five lines: "The objective of the police-youth program is to establish rapport between the police working within the Model Cities area and the youth of the neighborhood. If area youth and the Police Department can together plan and execute a project that will be beneficial to both, then much of the goal of this part of the project will have been achieved." Since the program as outlined in the referenced project appears to answer the objective of the program as described in the ordinance, I cannot object. However, there does appear to be considerable duplication between the program as outlined and work that might be accomplished by the Park Bureau, both in ceramics and woodworking. In addition, I see nothing in the proposal that would carry extra insurance on the woodworking program. I personally would suggest that the individuals in charge of this program attempt to coordinate their efforts with the Park Bureau.

I believe the Dishman Center is not open over the weekend. There might be some effort made to have it open to include the dances as mentioned in the project. The efforts might be coordinated so that the park resources may be used by the community relations group. Further, community relations might explore such things as aiding in the Little League and Babe Ruth baseball programs.

It also appears to me that some programs should be worked out to aid areas of vandalism, etc., which I understand recently occurred in Unthank Park where they had their rope burning experience. They might also include problems that occur when the youth are going to and from school.

Yours truly,

Keith L. Jones
Administrative Assistant

KLJ. p

282A



U.S. DEPARTMENT OF COMMERCE
Economic Development Administration
415 First Avenue North
Seattle, Washington 98109

March 19, 1971

(206) 583-0596

RECEIVED

MAR 22 1971

MAYOR'S OFFICE

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

Dear Mayor Schrunk:

I deeply appreciate your taking the time away from your busy schedule to meet with us last Monday in Portland. I found the meeting, which featured a frank expression of views, to be informative and interesting.

Please extend my appreciation to Howard Traver for setting up the meeting.

We are looking forward to working with you in Portland in an effort aimed at alleviating many of the economic development problems facing portions of your community. We know we can look forward to your continued help and assistance. Let me assure you that we will do everything that we can to expedite your application and see that it is approved.

With warm personal regards,

C. Mark Smith
Regional Director

MAYOR	<i>[Signature]</i>
EXEC. ASST. #1	<i>[Signature]</i>
EXEC. ASST. #2	<i>[Signature]</i>
COM. ASST.	
ADM. SEC.	
YOUTH COORD.	
M. C. COORD.	

MEDIA, INC.
ROOM 203
5329 N. E. UNION AVENUE
PORTLAND, OREGON 97211
288-9148

March 24, 1971

Mr. Howard Traver
Executive Assistant
Office of the Mayor
City Hall
Portland, Oregon

Dear Howard:

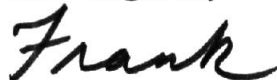
Pursuant to our conversation this afternoon, I am attaching the following items for your review:

- 1) The draft trust agreement submitted to City Hall some weeks ago for review.
- 2) My letter of response to Mr. Jeffery's questions to the Mayor regarding the draft.
- 3) Article #1 of MEDIA, Inc's by-laws, which spells out the manner in which the Mayor will participate in the selection of replacement members on our Board of Directors so long as MEDIA, Inc. is the trustee of the proposed trust fund.

As far as the Board of Directors is concerned, it is probably satisfactory that they be named either as a body or as individuals to stewardship of the trust. Similarly, if you desire the language of the pertinent section of Article #1 of our by-laws included in the body of the trust agreement (replacing Article 10 of the trust), this is also satisfactory.

I feel that the content of the trust agreement submitted to you accurately reflects the consensus reached at our meeting on January 7. I trust that an agreement can be worked out between the City and the Corporation on establishment of the trust as soon as possible so we can procede with the project.

Best Regards,



Frank Cox
Economist

enclosures (3)

FC/ce



RECEIVED
MAR 26 1971

UNITED STATES NATIONAL BANK OF OREGON

JOHN A. MILLS
VICE PRESIDENT

March 25, 1971

MAYOR	<i>[Signature]</i>
EXEC. ASST. #1	
EXEC. ASST. #2	
CLERK ASST	
ADM. SEC.	
YOUTH COORD.	
M. C. COORD.	

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

Dear Terry:

In connection with MEDIA, Inc., our new non-profit corporation for economic development in the Model Cities area, I am enclosing a schedule for a meeting to be held in San Francisco April 14 through 16. This is a Model Cities sponsored economic development conference and I believe will have some important information for those involved with our new venture.

The purpose of the conference is for some 11 California cities to meet and discuss problems pertaining to inner-city economic development. MEDIA, Inc. has been invited to get together a team from Portland to participate.

As President of MEDIA'S Board, I would like to invite Howard Trevor of your office to accompany two members of our Board to the conference. Since we are just getting under way with the community development project, we feel it would be most timely for Howard to make the trip. All of us, I am sure, will gain fresh insight into the problems of economic development which the City and MEDIA, Inc. will face throughout the life of the project.

If desired, MEDIA, Inc. will cover Howard's registration, travel, and lodging expenses for the conference.

Sincerely,
MEDIA, INC.

[Signature]

John A. Mills
President

MEDIA, Inc.
5329 N. E. Union Avenue, Room 203
Portland, Oregon 97211

[Red stamp]

70

zsh

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

March 25, 1971

From Ed Warmoth, Model Cities Coordinator *EW*
To Dept. of Finance and Administration
Addressed to Mayor Schrunk
Subject Progress Report on In-Kind Contributions

As you requested, Director Charles Jordan has forwarded for your consideration a progress report on the in-kind contributions.

In summary, we are currently budgeted to spend \$803,910 of federal funds for Program Administration during the full First Action Year. This results in a total in-kind matching requirement of \$200,978. According to our February 28, 1971 cost control statement, \$636,182 has been spent in federal funds for Program Administration requiring a local contribution of \$159,045. At the end of February, we were \$17.52 ahead with the local contribution.

With regard to our status on June 15, 1971, there are some pending factors which we shall monitor closely.

EJW.1

361A

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

April 1, 1971

EW

Comp 70
4-17-71
JPS

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

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

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

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

EJW.1

cc- Charles Jordan, Director

776A

file
April 6, 1971

Mayor's Office

Model Cities Coordinator

Ed Warmoth

Model City-4C Child Care Program

Sometime ago we had a conversation regarding the Model City-4C Child Care Program. I believe you subsequently reported to me that there was no mention made in the original contract with HUD that the citizens involved in a child care program in the Model City area would receive these services "for free". Further, it was the view of Mr. Jordan, Director of the Model City program, that there was nothing which would prohibit the adoption of a sliding scale for the payment of those services by those who could afford to do so.

I believe we should keep in mind, Ed, that originally the Model City 4C program was to offer services which would not be in competition to any other existing service. I trust this is presently being closely adhered to. Secondly, I think we must be very certain that if and when a sliding scale is adopted it not be in violation, either in fact or intent, of any contract we might have with HUD for child care services. Also, in reference to the sliding scale, may I caution that there must be an absolute accounting of monies received from this collection program, and this money must be shown as income in the proper manner.

I think we must also speak to the question of whether or not this type of income (sliding scale for services) is matchable from the state level. I would appreciate your comments.

Very truly yours,

Howard P. Traver

70

April 8, 1971

Mr. Dave McGowan
Business Office
Portland, State University
724 S. W. Harrison
Portland, Oregon 97201

Dear Mr. McGowan:

This is to confirm that the City of Portland has approved a contract with the Martin Luther King Scholarship Fund to operate a project for the Portland Model Cities Program.

City Ordinance No. 132454 was approved April 4, 1971 to authorize the signing of a contract for an amount up to \$50,000. Since that date, we have been engaged in details related to the execution of the contract.

We are now in the final stages, and I anticipate that an advance payment will be made to the Martin Luther King Scholarship Fund within the next day or two and that they, in turn, will be able to complete their payments for tuition fees.

We appreciate your cooperation in the implementation of this project. If you have any questions, please call me.

Sincerely,

Edward Warmoth
Model Cities Coordinator

EJW.k

cc: Charles Jordan, Director
Cottrell White, Jr.

533A

April 9, 1971

Mr. Martin B. Miller, Asst. Reg. Administrator
U. S. Dept. Housing & Urban Development, Region X
Arcade Plaza Building
1321 Second Avenue
Seattle, Washington 98101

Dear Mr. Miller:

We are transmitting with this letter the application material to secure funding for the Second Action Year of the Portland Model Cities Program.

The printed items include a Comprehensive City Demonstration Program for the period June 16, 1971 through June 15, 1972. There is also an extensive evaluation section as required by the application submission guidelines. The application was approved April 5th by the Citizens Planning Board and April 8th through an ordinance passed by the Portland City Council.

We look forward to a very productive Second Action Year. Our capacity for program administration and evaluation activities is at a much higher level than it was a year ago. There is a broad range of continuing projects and relatively new projects, started the first part of 1971 in connection with our re-programming efforts.

In the event you desire additional information on any of the points, be assured you will get a prompt response.

Yours truly,

MAYOR

TDS. W. d
Enclosure

cc- Mr. Russ Dawson, Director, HUD Area Office
Mr. Charles Jordan, Director, Model Cities Agency
Mr. Josiah Nunn, Chairman, Citizens Planning Board

Mr. Martin Miller, Asst. Regional Administrator
U.S. Dept.

Dear Mr. Miller;

We are transmitting with this letter the application material to secure funding for the Second Action Year of the Portland Model Cities Program.

The printed items include a Comprehensive City Demonstration Program for the period June, 16, 1971 through June 15, 1972. There is also an extensive evaluation section as required by the application submission guidelines. The application was approved April 5 by the Citizens Planning Board and April 8 through an ordinance passed by the Portland City Council.

We look forward to a very productive Second Action Year. Our capacity for program administration and evaluation activities is at a much higher level than it was ~~12~~ a year ago. There is a broad range of continuing projects and relatively new projects, started ~~recentlyxxxxxxpart~~ of the first part of 1971 in connection with our reprogramming efforts.

~~xxxxxxthatxxxxxxstandxxxxxx~~

In the event you desire additional information on any of the points, be assured you will get a prompt response.

Yours truly,

Mayor

cc: Charles Jordan, Director
Josiah Nunn, CPB Chairman
~~RobertxDixonxAxxxxxx~~

70

CITY OF PORTLAND
INTER-OFFICE CORRESPONDENCE

(NOT FOR MAILING)

April 12, 1971

From Ed Warmoth, Model Cities Coordinator **EW**
To Dept. of Finance and Administration
Addressed to Howard Traver
Subject Evaluation Report on Cascade Center

EX. DIR.	
ASS.	
EX. ASST.	
COMM. ASST.	
ADM. SEC.	
YOUTH COORD.	
M. C. COORD.	

Handwritten: 225, 4/14/71, 4-14-71

As we discussed briefly, there is a critical evaluation report prepared by the CDA staff concerning the Cascade Center Project. Apparently, this report was presented to Director Charles Jordan on April 6, discussed with CPB member and Advisory Committee member Lee Kell on April 6, and then submitted to the full Cascade Center Advisory Committee the night of Wednesday, April 7.

It is my understanding that all parties concerned are reviewing the evaluation report to seek a mutually acceptable arrangement for completing the recertification and starting PCC on the second year as the operating agency.

It appears to me that the project has developed fairly well up to this point, but there is concern on the Model Cities side that they should be assured input to the project (with appropriate leverage) until the project is at least five years old. They envision the lease, which provides the leverage, coming to an end within the Second Action Year as PCC submits their claim for total credits which would match the \$851,000 of supplemental money invested in this project. One suggestion has been to invoke an amendment which would limit the write-off to one-fifth each year or approximately \$175,000 per year. This would be with the understanding that earned credits could extend forward to future years, but that the lease would have a minimum life of five years.


Most of the development of the first year activities was conducted by PCC itself with good input from Coordinator Bill Newborne. The liaison between PCC and the Model Cities staff was fairly weak. The proposed Advisory Committee did not get started until almost the end of the year (February 24). The CPB members on that Advisory Committee are Mr. Lee Kell, Reverend John Jackson, Mrs. Bobbie Nunn, Mrs. Clara Peoples, and Mr. LeRoy Patton. (Mrs. Nunn has some very strong feelings about the project.) The appointments by PCC were Judge Deiz, Mr. Jim Brooks, Mr. Jerry Fuller, and Mr. Hank Marshall. I understand some of those appointments will not be serving.

The project has had a strong community college thrust and is to be known in the future as North Campus of Portland Community College, with Dr. Leonard Garmire as Director. This is some variance from the original thinking that there would be a "Cascade Community Center" offering educational, recreational, and cultural benefits with many participating agencies; however, the actual services being delivered by PCC seem quite acceptable.

Efforts are now in the final stages to spend the balance of the supplemental money to acquire property and arrange some property clearance. Separate dollars will be pledged to meet relocation requirements.

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

April 13, 1971

From Ed Warmoth, Model Cities Coordinator 
To Dept. of Finance & Administration
Addressed to Mayor Schrunk
Subject Workshop for CPB Members and Committee Officers

The Model Cities staff, in cooperation with the CPB, has proceeded with plans for the workshop on Saturday, April 17, which I mentioned to you earlier.

The format for the workshop and items to be discussed is attached. Note that they would like to have you make a presentation from 9:00 to 9:30 a.m. Apparently, the time for your presentation was determined from a desire to have it appear early on the agenda and serve as a base for the following sessions.

I hope to discuss resource material with you between now and Saturday.

EJW.1

citizens
planning
board



portland model cities

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

April 12, 1971

The Honorable Terry Schruck
Mayor of Portland
Portland, Oregon 97204

Dear Mayor Schruck:

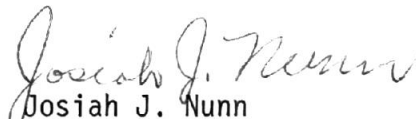
We are very pleased that you have accepted our invitation to speak at our Citizens Planning Board Workshop on April 17, 1971.

Enclosed is a copy of the Workshop Program with all the speakers listed. Your presentation will begin at 9:00 a.m. and inform the citizens on the purpose of the Citizens Planning Board, the relationship of the Citizens Planning Board to City Hall, the relationship of the Model Cities staff to City Hall and the relationship of the Model Cities Coordinator (Ed Warmoth) to Model Cities staff. After your presentation there will be a short question and answer period.

We hope this Workshop will give the Planning Board members, Working Committee and Neighborhood Chairmen and Vice-Chairmen a better understanding of everyone's relationship in the Model Cities Program.

We look forward to seeing you on April 17, 1971.

Sincerely,


Josiah J. Nunn
Chairman
Citizens Planning Board

CITIZENS
PLANNING
BOARD



MODEL CITIES / PORTLAND
Room 210 5329 N.E. UNION AVENUE OREGON 97211

Phone 288-6923

April 7, 1971

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

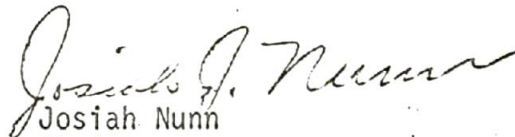
SAT.

On April 17, 1971, there will be a workshop for Citizens Planning Board members, Working Committee and Neighborhood Organization Chairmen and Vice Chairmen at Cascade Student Union Building, 5606 N. Borthwick, from 8:45 a.m. to 3:30 p.m. Attached is the schedule for the day's activity.

A Workshop of this type has been requested many times. Your participation is urgently needed.

Please call the Model Cities Citizens Participation Department, 288-8261 ext. 32, 38, or 22, to confirm lunch reservations.

Sincerely yours,


Josiah Nunn
Chairman
Citizens Planning Board

APR 12 1971

APR 12 1971

MAYOR
9:00-9:30

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

April 16, 1971

70
JRS

From Ed Warmoth, Model Cities Coordinator **EW**
To Dept. of Finance & Administration
Addressed to Mayor Schrunk
Subject Action Regarding Community Nutrition Care Project

This is a progress report concerning two working meetings which Director Charles Jordan and I have had at the home of Clara Peoples. Our efforts on Thursday, April 8, and Thursday, April 15, were directed toward clarifying the structure of Community Care Inc., which will be the official operating agency for this project, and confirming the items which are needed to get the project started.

An ordinance for a contract has been passed, and the contract has been signed. We have been hung up concerning appropriate bonding.

Arrangements are being made to have three specific persons authorized to sign contracts and checks for Community Care, Inc. Two of those persons are now bonded. A letter will be forthcoming shortly stating the structure and providing a bond for the third person.

Liability insurance is required in the contract and this has been discussed on two occasions with a representative from the Allstate Insurance Company. I understand that an application has been made for liability insurance and word should be received in a few days.

Our goal is to pull the total package together and clear the way for an advance payment on the project by Tuesday or Wednesday of next week (April 20 or 21).

There was difficulty at one point when it was suggested that Ray Halloway be one of the persons to be bonded. He will be an employee and work in the project, but he is not contemplated as one to sign checks nor will he be bonded directly.

EJW.1

cc - George Yerkovich, City Auditor
Bill Selby - City Attorney's Office

775A

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

April 19, 1971

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

File

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

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

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

EJW.1
cc - ☒ Howard Traver

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

702A

C
O
P
Y

April 19, 1971

Mr. Russell H. Dawson, Area Director
Dept. of Housing & Urban Development, Region X
Cascade Building
520 S. W. Sixth Avenue
Portland, Oregon 97204

Dear Mr. Dawson:

The points mentioned in your March 9, 1971 letter concerning the Cascade Center Project have been reviewed by the staff of the Portland Model Cities Agency. Details of the overall plan for completing this project and responses to the specific points in your letter have been provided in a letter to me which is attached. The information on the March 31 Cost Control Statement shows some additional expenditures and the total amount expended at the end of March was \$763,892.66. This makes the remaining balance \$87,107 rather than \$88,225. Additional information has updated our estimate for demolition to \$700 per unit, with a total cost of \$12,600. After the expenditures for demolition, a balance of \$74,507 would remain to be applied on property purchases which are part of the original project proposal.

The relocation aspect of the project will be executed with the cooperation of the Portland Development Commission, which is coordinating relocation services for the full Model Cities Program.

We hope to get an early approval to proceed since we have lead-time commitments to prepare for future classes and activities at Cascade Center. If there are any additional questions of a working nature, please take them up with Mr. Ken Hampton of the Model Cities staff.

Yours truly,

M A Y O R

TDS.p
Attachment

cc: Mr. Martin B. Miller, HUD Assistant Regional Administrator
Dr. DeBernardis, Portland Community College President
Mr. Bill Newborne, Cascade Center Coordinator
Mr. Charles Jordan, Director Model Cities Agency
Mr. John Kenward, Portland Development Commission

250B
723A

April 20, 1971

Mr. John Kenward, Director
Portland Development Commission
1700 S. W. Fourth Avenue
Portland, Oregon 97201

Dear John,

This letter is to confirm the steps which will be taken to assure full funding (\$396,501) which was budgeted when the Pre-NDP #2 Project was approved. These steps are in accord with the information which was discussed with you recently by Model Cities Director Charles Jordan and Model Cities Coordinator Edward Warmoth.

The project was started with a partial budget to cover the period through April 30, 1971 anticipating that our First Action Year would end at that time and additional funds would then be provided as part of the Second Action Year. This was a funding strategy and did not alter the original intent to complete the entire project.

After initiating the contract, arrangements were made with HUD to conclude the First Action Year on June 15, 1971 rather than April 30, 1971 and the master budget included \$50,410 to fund the Pre-NDP #2 Project from April 30 through June 15. Those funds have been authorized for expenditure by HUD and an ordinance is being drafted to add \$46,983 to the original \$171,506 under contract with the Portland Development Commission. An addition of \$3,427 will be made for the related Portland Planning Commission activities, to be added to their earlier budget of \$9,375. It is anticipated that this ordinance will receive City Council consideration prior to April 30.

Arrangements will be made to add an additional \$56,062 through re-programming which should be confirmed in late May or early June. A sum of \$109,148 has been requested for Second Action Year work

Mr. John Kenward, Director
April 20, 1971
Page Two

on this project, and when that amount is approved and placed under contract, the full funding of \$396,501 will be realized.

Your cooperation and acceptance of this rather complicated funding schedule are deeply appreciated.

Sincerely,

Howard P. Traver
Executive Assistant

HPT.1

cc - Charles Jordan, Model Cities Agency Director

70

CITY OF PORTLAND
INTER-OFFICE CORRESPONDENCE

(NOT FOR MAILING)

April 22, 1971

RECEIVED
APR 22 1971

MAYOR'S OFFICE

From Ed Warmoth, Model Cities Coordinator *EW*
To Dept. of Finance & Administration
Addressed to Howard Traver
Subject Next Step On Trust Agreement for Model Cities

Attached for your review is a copy of the latest draft of the trust agreement proposed for the Model Cities Community Development Project. This trust agreement would be between the City and MEDIA.

The trust agreement has been discussed and reworked in a series of meetings involving Bill Selby, Frank Cox, members of the Model Cities staff, and outside attorneys and advisors. It is about ready to go except for the specific amount of money which shall initially be secured from HUD through a drawdown and provided to MEDIA to open the trust account. We are now involved in conversations with HUD about this point. The HUD general policy is to keep their money and earn interest for the federal government, advancing it to the City only when there appears to be an obligation or commitment to be paid within the next few days. This request is for \$20,000 of the \$100,000 authorized for this project and seems reasonable to me.

I am seeking your advice concerning appropriate steps to lead to the passage of an ordinance which will establish the trust account and initiate the trust agreement.

- (a) Do you think it would be advisable to have a preliminary meeting with you, representatives of the Model Cities staff, board members of MEDIA, and possibly others to go over all terms of the agreement?
- (b) Should the proposed agreement be discussed with the City Council members at a Tuesday informal session or through some other special meeting arranged for that purpose?
- (c) What timing can we follow to have an appropriate ordinance considered in a City Council session?

I'll be happy to discuss this matter at your convenience.

EJW.1
Attachment

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

991A

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

April 23, 1971

From Ed Warmoth, MC Coordinator *EW*
To Dept. of Finance and Administration
Addressed to Keith Jones, Administrative Assistant
Subject Police Community Relations Project

In recognition of the liaison work you are doing with the Police Community Relations Project, I thought it might be valuable to you to have my observations from the contact I have had with the project.

BACKGROUND

A general plan, based on previous discussions, was included in the Model Cities First Action Year application submitted to HUD in early 1969 (3,141 Police Community Relations). Model Cities money was approved by HUD. More specific details for the project were developed as an application was prepared to send to the Justice Department to obtain LEAA funds. The Law and Justice Working Committee of the CPB was involved in the discussions and Tom Brumm was a key staff man at that time, working with Police officials and Don Jeffery for grantsmanship. Ordinance #131348, which actually established a City budget to start the project, was passed by the City Council August 13, 1970. It included \$150,000 from LEAA and \$128,346 from Model Cities.

Key features of the project included (a) additional staffing (PCR Director, Supervisor of Aids, 5 PCR Officers, 10 Community Relations Aides, 1 Secretary and a half time Youth Planner), (b) establishment of a center in the model neighborhood, (c) creation of neighborhood advisory committees and a Model Cities Public Safety Advisory Committee, (d) a police youth program, (e) a police in-service training program, and (f) specific provisions for evaluation.

OBSERVATIONS ON FRIDAY, APRIL 9. MEETING WITH MAYOR SCHRUNK

The attention of the CPB was focused on the PCR Project during their meeting Monday night, April 5, to consider approval of projects for which funds would be requested for the Second Action Year. That meeting had been preceded by an announcement of the transfer of Sergeant Roe March 25 and a large story in the April 1 Oregonian which reported the molesting claim and alleged other misconduct by project personnel.

At the April 5 CPB meeting, Mr. Anderson spoke from the floor concerning his dissatisfaction with the project. A Board member followed his thinking with a motion to eliminate the project funding from the Second Action Year application. That motion failed. Other Board members expressed concern

Police Community Relations Project

April 23, 1971

Page 2

and a desire to know more about the actual facts of the situation. A second motion to include the project but place a tentative hold on the funds pending further clarification carried a few more votes, but it also failed. Director Charles Jordan stated that the monitoring process makes it possible for the Model Cities Program to suspend funds at the end of any particular month if a project is not performing satisfactorily. There was a general feeling that more information should be obtained and that a closer working relationship to meet joint goals should be established.

The Friday, April 9, meeting resulted from Director Jordan's desire to provide more information and better understanding to those directly involved. Mr. Anderson, as Chairman of the Law and Justice Working Committee, and members of his committee attended, as well as Chairman Joe Nunn and member Jim Loving of the CPB. Participation by the working committee seemed appropriate, since these committees are established by the CPB to perform research with staff assistants and develop project proposals which can be referred to the CPB for official action. The working committees receive periodic reports after projects are underway and have a specific responsibility for recommendations each time requests are made to HUD for project funding. In addition to the working committees, many of the projects have special liaison or advisory committees (such as the one proposed in the PCR Project) which meet regularly with officials of the operating agency and act as a sounding board and guidance group with regard to day-to-day administrative actions and problems and a proper responsiveness to the people being served.

The agenda for the April 9 meeting was switched from a general information exchange to pressure on the City to take certain actions. These recommendations were publicized the next day in the Newspaper. It is anticipated (by Mr. Anderson and Director Charles Jordan) that there will be some specific response to the points since they were expressed in a scheduled meeting. As mentioned, response might be forwarded to CPB Chairman Joe Nunn or Director Charles Jordan since recommendations approved by working committees normally flow through the CPB and from the CPB to the agency or organization which would be involved with the recommendation.

NOTES ON RECOMMENDATIONS

These notes are limited to my general contact with the PCR Project and working relationships with Director Charles Jordan and the Model Cities Program. A written list of recommendations was available at the meeting; however, the discussion varied somewhat from that list. I'll follow the format listed in the Newspaper and add from the printed list as appropriate.

Police Community Relations Project

April 23, 1971

Page 3

- (1) Transfer Sergeant Roe back to PCR unit - There appears to be good justification for raising the supervisory level in the PCR unit through assignment of a lieutenant. The implementation of the stated activities for this project has moved forward very slowly, even when we allow for the difficulties inherent in starting a new project and the complexity involved in changing relationships between police and citizens which have developed over a period of many years. A letter of October 15, 1970 from Director Charles Jordan to Chief McNamara expressed concern about delayed implementation. The personnel incidence as reported in the newspapers reflects a lack of internal supervision and direction.
- (2) Transfer out of Model Cities any policemen agreed upon by Roe and the Law and Justice Working Committee - It seems to me that transfer of Police Bureau personnel must be channeled through the normal Police Bureau administrative structure. I anticipate that this would give strong consideration to recommendations from the officer in charge of the PCR unit and also the Citizen Liaison Committee. If a committee is to be authorized for input, it seems that the committee should be the Model Cities Public Safety Advisory Committee mentioned in the project plan rather than the Law and Justice Working Committee.
- (3) A 5-1/2% pay increase for PCR Aides - The current salary of \$2.88 per hour and \$499.20 per month was established August 13, 1970 when the positions were established by ordinance. It can be assumed that the rate was set at that time in accord with what was anticipated to be the proposed pay structure. Other positions within the unit did receive a pay adjustment in December which was retroactive to July 1. I am not sure how the adjustment for police officers covered by the union was processed or at what time the regular officers received their increase. It is presumed that the rate adjustment for Aides would be considered for an increase July 1, 1971 at the same time other positions are considered for a cost of living adjustment. As a matter of related information, the Model Cities Planning Assistant salary (entry level position for various planning jobs in the Model Cities Agency) is now \$254.40 bi-weekly or \$551 per month and goes to \$572 per month after six months. I anticipate that this salary schedule will be considered for an increase July 1, 1971. (A chart of salary information is attached.)
- (4) Removal from the area of any officer being investigated for acts against community residents - This recommendation would seem to be dependent upon actual status of complaints and degree of official investigation. Perhaps it is already covered by a Police Bureau procedure and if not, one could be adopted that would be appropriate.

Police Community Relations Project

April 23, 1971

Page 4

- (5) Authorization for PCR Aides to carry firearms - This appears to be largely a law enforcement consideration. I have heard Director Jordan suggest that perhaps the situation could be placed on an equal basis by removing firearms from all PCR officers as well as Aides.
- (6) Removal of the PCR unit from Police Bureau and place in Human Relations Commission - I believe this would skirt the issue of improvement for our law enforcement relations and make it even more difficult to have rapport with administrative personnel and all officers of the Police Bureau.
- (7) From printed agenda (#2): Sergeant Roe to be paid full salary or Captain's pay - This does not seem to apply as a valid recommendation. It is not clear what "full salary" would mean, but Captain's pay is Range 57 as compared with Range 52 for Lieutenant and Range 51 for Police Sergeant Specialist which is the level to which Sergeant Roe has advanced in taking regular Police Bureau examinations.
- (8) From written agenda (#5): Associates to have a Senior Associate for night leadership, and the Law and Justice Working Committee to review and appoint said associates - There may be merit in creation of a Senior Associate position. At present, Harry Daniels, as supervisor of the Aides, is the only direct leadership for the Aides. Creation of a Senior Associate should not alter the normal chain of command where associates would work with officers and respond to directions from the Senior Officers of the unit. If a Senior Associate position is created, it should be filled through the normal procedures which apply to other positions in the unit where actual appointment authority rests with the Bureau of Police, to be confirmed by the Mayor as appointing authority for that Bureau.
- (9) From written agenda (#6): All communications to be channeled through the Human Relations Commission and the Law and Justice Working Committee - The standard procedure for other projects being funded by the Model Cities Program is to submit a monthly report which is both a report on progress and a claim for reimbursement for expenditures of that particular month. That report should highlight main activities of the preceding month and state any new or expanded activities for the coming month. That report goes to the Model Cities staff and copies could likely be relayed to other groups if arrangements were made. More frequent and detailed communications can be achieved through meetings of police personnel with the Model Cities Public Safety Advisory Committee.

EJW.1

Attachments

Model Cities Committee Pushes Plan To Improve Police Relations Program

Mayor Terry D. Schrunk took under advisement Friday a list of nine suggestions to improve Portland's police community relations (PCR) program.

The suggestions came from R. L. Anderson, chairman of the Model Cities law and justice working committee, who urged Schrunk to "hear those vibrations" when Model Cities residents voice dissatisfaction.

The mayor said he would study the suggestions, but made it clear he would not immediately accept any of them, as urged by Anderson.

Also at the meeting, requested by Model Cities Director Charles Jordan, were Jordan,

three members of Anderson's committee, Model Cities and mayor's staff members, Model Cities Citizens Planning Board representatives and Dep. Police Chief Patrick Carr.

Proposals Outlined

Police Chief Donald I. McNamara is out of the city.

The recommendations handed to the mayor by Anderson included:

(1) Immediate transfer of Sgt. John Roe back to the PCR unit. Roe, who was commander of the unit, was transferred to central precinct recently.

(2) Transfer from the Model Cities area of any policemen agreed upon by Roe and the law and justice committee.

(3) A 5½ per cent pay increase for the 10 young civilian PCR aides who work with the PCR policemen.

(4) Removal from the district of any officer being investigated for acts against community residents.

(5) Authorization for PCR aides to carry firearms.

(6) Removal of the PCR unit from the Police Bureau, as an alternative to failure under police administration, and placement of the program under the Metropolitan Human Relations Commission.

Transfers Noted

Roe and Sgt. Frank Daggett were transferred and replaced in the PCR unit by a lieutenant and a sergeant.

Anderson said the program has been severely damaged by removing Roe, who had gained the confidence of community residents. He said there is substantial evidence of "racist" acts committed by policemen in Albina.

Schrunk said he had been told by McNamara there had been a "breakdown" in PCR

administration because one sergeant was placed in charge of another and the one in charge (Roe) wasn't running the unit. He said he had no further details.

Carr declined to elaborate. He said the transfers were not intended to punish or disgrace either man but rather to try a different approach to the PCR project.

Most of those at Friday's meeting agreed that the Model Cities staff and the citizens planning board should have been informed by the Police Bureau before Roe and Daggett were transferred.

September 17,

POLICE COMMUNITY RELATIONS PROJECT

Positions	Project Grant	Ord. #131348 (August 13)	Proposed
Director	\$15,600--\$1,300	#48 \$11,502 to \$12,938	#51, Step G, \$14,123--\$1,177 (\$15,600 = #54, Step G, + \$146)
Patrolman Spec. (5)	\$11,172 -- \$931.00	#43 \$9,360 to \$11,170	Same
Community Relations Aide Supervisor	\$11,000--\$916.67	#42 \$9,090 to \$10,837	#42, Step G, \$10,837 (Alternative flat \$11,000)
Community Relations Aide(10)	\$6,000--\$500	#_ \$2.88/hr., \$499.20/mo.	Same (Alternative \$2.89/hr. = \$500.93)
Steno Clerk	\$5,500--\$458.33	#23 (#25) \$5,096 to \$6,365	#23, Step C, \$5,096 (Adjust to #25, Step C, \$5,491)
Youth Planner (half time)	\$8,000-- \$666.67 (1/2)	#32 \$6,614 to \$8,091	#32, Step G, \$8,091 (1/2) (Alternative \$3.89/hr.)

Director → Lt. — 52 1078/12,938 — 1213/14,560
 Sgt. Spec 48 1,177 / 14,123
 Sgt. 47 959/11,502 — 1078/12,938
 Patrol 42 921/11,170 — 1047/12,563
 757/9,090 — 903/10,837

70

CITY OF PORTLAND
INTER-OFFICE CORRESPONDENCE

(NOT FOR MAILING)

April 28, 1971

From Ed Warmoth, MC Coordinator *EW*
To Dept. of Finance and Administration
Addressed to Howard Traver
Subject Cascade Center Project

The meeting held Tuesday, April 27, to discuss pending matters on the Cascade Project went very well, lasting about three hours. Those in attendance were Jeffery, Jordan, Dr. Garmire, Newborne, and me.

The meeting went much smoother than the afternoon session of Friday, April 23. PCC plans to develop a printed outline of proposed '71-'72 activities to review with the Advisory Committee and submit to the City by June 1.

We reached general agreement on a formula to be used to establish credit for investments and services by PCC. It will have three parts: (1) Educational services to be computed on the FTE cost times the number of MC students served on campus at Cascade; (2) Actual cost of other direct services provided to MC residents; (3) Credit for capital investments computed on a amortization figure plus a ratio of the benefits based on the ratio of MC students served at Cascade. It appears to me that the credit for expenditures to date will be between \$200,000 and \$250,000. There was an effort by PCC to claim credit for services extended to MC residents on other PCC campuses, but this was not accepted by our group.

Dr. Garmire said that it might be desirable to have a letter offering temporary certification pending completion of the full re-certification process. If a letter of this kind is to be used, it will start in the Advisory Committee and go to the CPB and then on to the Mayor as a recommendation. It is anticipated that the CPB will discuss re-certification at their meeting Tuesday, May 18, with action to be based on a recommendation from the Advisory Committee.

EJW.1

EXD.	
ASST.	
CLERK	
COMM.	
ASST.	
AL.	
SEC.	
YOUTH COORD.	
M. C. COORD.	

APL

250B
8611A



DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
AREA OFFICE
CASCADE BUILDING, 520 S.W. SIXTH AVENUE, PORTLAND, OREGON 97204

70
AREA OFFICES
Portland, Oregon
Seattle, Washington

REGION X
REGIONAL OFFICE
SEATTLE, WASHINGTON

April 28, 1971

IN REPLY REFER TO:
10.2PMD

Honorable Terry Schunk
Mayor of Portland
City Hall
1220 SW Fifth Avenue
Portland, Oregon 97201

RECEIVED

APR 30 1971

RECEIVED OFFICE

Dear Mayor Schunk:

This will respond to your letter of April 19, 1971, concerning the Cascade Center Project.

On the basis of the detailed Cascade Center Project plans outlined in the CDA Director's letter of April 15, 1971, which was attached to your letter, approval to use Cascade Center Project funds for demolition of eighteen (18) structures at a total cost of \$12,600 is granted.

MAYOR	<i>[Signature]</i>
EXEC. ASST.	<i>[Signature]</i>
EXPL. ASST.	
PLANNING ASST.	
AD. SEC.	
COORD.	

Copy sent 4-30-71

All relocation aspects of this project, which will be executed by the Portland Development Commission, must be coordinated with the CDA Office for information and for updating of their official records.

If this office may further assist in the execution of this project, please let me know. We are looking forward to seeing the Cascade Center Project demonstrate a real Model Cities success.

Sincerely,

[Signature]
Russell H. Dawson
Area Director

250B
723A

file *Send*

April 30, 1971

Mr. Martin B. Miller, Assistant Regional Administrator
U. S. Department of Housing & Urban Development, Region X
Arcade Plaza Building - 1321 Second Avenue
Seattle, Washington 98101

Dear Mr. Miller:

As required by H. U. D. publication CDA #11, a plan has been prepared to cover resident employment and training opportunities for the Portland Model Cities Program.

The plan has not been formally reviewed and adopted by city officials nor discussed in detail with the Citizens Planning Board or operating agencies at this time. Therefore, the plan which is being submitted with this letter to meet the April 30th deadline is to be considered an initial submission subject to revisions after the necessary reviews have been made.

We will use the next 60 days, as authorized by the March 29, 1971 memorandum from Assistant Secretary Floyd Hyde, to complete review of the plan and schedule action by the City Council on a resolution to authorize implementation of the plan.

An extensive inventory and analysis of current employment procedures and personnel status has been completed. We are pleased that it reflects efforts which have been made in Portland over a period of many months to fulfill the principles of the Model Cities legislation.

Yours truly,

LLOYD E. ANDERSON
ACTING MAYOR

LEA.d

cc- Mr. Russ Dawson, Director, HUD Area Office
Mr. Charles Jordan, Director, Model Cities Agency
Mr. Josiah Nunn, Chairman, Citizens Planning Board

Travel 70

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

May 3, 1971

From Ed Warmoth, Model Cities Coordinator

To City Attorney's Office

Addressed to Bill Selby

Subject Legal Opinion Needed to Complete Model Cities Application

RECEIVED
MAY 3 1971

MAYOR'S OFFICE

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

HUD has added an additional requirement to the application for Second Year funding as you'll note from the attached HUD bulletin.

We were not aware of this change when our application was sent to Seattle in mid-April. The opinion must be added to make the application complete.

We are going to Seattle this Friday, May 7, to meet with HUD officials regarding our progress and the Second Action Year application. Director Charles Jordan would like to present it at that time. Can action be completed by Thursday night?

I'll be happy to discuss the matter with you after you have a chance to study the HUD bulletin.

cc: Howard Traver ✓

992A

Send 70

file

May 4, 1971

Mr. John A. Mills
Vice-President, Urban Affairs
United States National Bank
Oregon Building - 509 S. W. Oak
Portland, Oregon 97204

Dear Jack,

This letter is being directed to you as President of the MEDIA Board of Directors. You will recall on 15 March 1971 we held a special meeting in the Mayor's Office to welcome to Portland Mr. C. Mark Smith, Regional Director, Economic Development Administration, Seattle. The purpose of this meeting was to discuss under what conditions the City of Portland might apply to the Economic Development Administration for designation as a special impact area which would in turn qualify us for certain programs of EDA.

It was decided at this meeting that we would select a small task force to proceed with the task of complying with the necessary criteria in order that we might make an application to EDA. Warne Nunn, Assistant Vice-President, Marketing and Development, Pacific Power and Light Company, has agreed to be Chairman of this task force committee provided that certain staff capabilities be provided to the task force committee. Inasmuch as the development of the application would involve to a large degree the Model Neighborhood area, I am most hopeful that the resources of MEDIA can be brought to bear on this project in order that a certain amount of staff time would be available to the task force committee. We would appreciate your favorable response as quickly as possible.

Very best regards!

Very truly yours,

HOWARD P. TRAVER
Executive Assistant

HPT.d

cc- Mr. Frank Cox, Executive Director, MEDIA Inc.
Mr. Tom Current, Portland Representative, EDA

103B

May 4, 1971

Mr. Warren Chung
6728 N. E. Union Avenue
Portland, Oregon 97211

Dear Mr. Chung:

May I invite your participation in a welcome of our Model Cities program having to do with the possible relocation of Model City citizens as a result of programs which may be approved by the Citizens Planning Board and subsequently adopted by the City Council.

The relocation plan calls for the development of a relocation review committee comprising three (3) members who shall be residents of the Model Neighborhood. One member will be appointed by the Model Cities Citizens Planning Board for a 6-month term, one member will be appointed by the Mayor for a 12-month term and one member will be appointed by the Portland Development Commission for an 18-month term.

Mayor Schrunk would be very pleased if you would accept his nomination to the relocation review committee.

May I look forward to your acceptance in the very near future.

Very truly yours,

HOWARD P. TRAVER
Executive Assistant

HPT.d



WARREN CHUNG

Pharmacist Top Citizen

Warren Chung, Portland pharmacist who devotes much of his time to drug education programs for youth, is the Oregon Education Association's selection as Oregon's 1971 education citizen of the year.

Chung, who operates the Woodlawn Pharmacy in Northeast Portland, will be honored during the annual OEA awards banquet at the Marion Hotel in Salem.

Chung has been a devotee to drug education for young people for the past four years.

In early 1970 he was selected as one of five state approved methadon dispensers in Portland, to administer methadon treatments to heroin addicts.

At the same time he initiated a drug education program for eighth grade students at Woodlawn School.

Classes Conducted

He has conducted drug education classes by opening his store to school children one hour before regular opening time.

Part of the program includes heroin addicts, who visit the store for methadon treatment, answering drug problem questions for students studying about the hazards of drugs.

Chung's program has been expanded to include three other grade levels at Woodlawn, in addition to students from five other grade schools in the area.

In addition to spending three days a week with children in the drug education program, Chung often has up to four speaking engagements each week before parent and civic groups.

Chung serves on the governor's task force on health and drugs, is vice chairman of the Woodlawn Improvement Association, and the Portland program.

In 1971

May 6, 1971

Mr. Josiah J. Nunn, Chairman
Citizens Planning Board
6133 N. E. Eighth Avenue
Portland, Oregon 97211

Dear Mr. Nunn:

On Friday, April 9, there was a meeting between the City and the representatives of the Model Cities Planning Board. Various requests were made. I indicated I would consider them and answer them. They are as follows:

1. Transfer Sergeant Roe back to PCR Unit - The status of the PCR Unit was raised by placing a lieutenant in charge of it. Inasmuch as the decision was made to place it under the command of a lieutenant, no one less than that rank could assume the office.
2. Transfer out of Model Cities any policeman agreed upon by Roe and the Law and Justice Working Committee - Transfer of Police Bureau personnel is channeled through the normal Police Bureau administrative structure. Commands of the Police Bureau and the Model Cities Public Safety Advisory Committee are meeting on a bi-monthly basis. It appears to me the recommendations to the Police Bureau would come through the Model Cities Public Safety Advisory Committee.
3. A 5 1/2 percent pay increase for PCR aides - This matter will be considered at budget time.
4. Removal from the area of any officer being investigated for acts against community residents - Consideration of this recommendation is dependent upon circumstances at the time of the action.

Mr. Josiah J. Nunn

May 6, 1971

Page 2

5. Authorization for PCR aides to carry firearms - I see no need for PCR aides to carry firearms.
6. Removal of the PCR Unit from Police Bureau and placement in Human Relations Commission - In my opinion, police are placed in the normal police administrative structure.
7. Sergeant Roe to be paid full salary or captain's pay - In accordance with the pay structure and Civil Service regulations, Sergeant Roe will be paid according to his classification.
8. Associates to have a Senior Associate for night leadership, and the Law and Justice Working Committee to review and appoint said associates - The concept of a Senior Associate for night leadership has merit. The problem is one of financing; however it will be considered. Appointment of associates will be carried on in the present manner.
9. All communications to be channeled through the Human Relations Commission and the Law and Justice Working Committee - Present procedure requires a report to the Model Cities Board on the status of the funding of the program, its progress, and its plans. Dissemination of that material may be done by the board.

I hope this answers the questions that were raised in the meeting.

Yours truly,

M A Y O R

TDS.J.p

cc: Mr. Charles Jordan
Mr. Donald McNamara

Traver 70

CITY OF PORTLAND
INTER-OFFICE CORRESPONDENCE

(NOT FOR MAILING)

May 5, 1971

From Edward Warmoth, Model Cities Coordinator
To Mayor's Office
Addressed to Howard Traver
Subject Request for Auditing Position on Model Cities Staff

RECEIVED
MAY 5 1971
JW
MAYOR'S OFFICE

Director Charles Jordan and I are in agreement that steps should be taken as soon as possible to make a specific arrangement to monitor financial activities and systems of operating agencies plus completion of audits as required by HUD.

The outcome of our meeting on March 23 was a decision that Jordan would provide these services through an individual working for the Model Cities Agency (rather than purchase services from an outside firm or fund a position in the Auditor's Office.

Jordan has reviewed his current staffing and decided that it will be necessary to create an additional position for this purpose, to be assigned to his office.

The following proposal is presented for your consideration.

- (a) Determine the type of position needed, recognizing that accounting skills and familiarity with financial criteria will be required and the person will work in the field with agencies as well as with M.C. staff and HUD representatives.

Sr. Acct. #391 \$797 - \$842 (Max at one yr.)
Principal Acct. #421 \$867 - \$917 (Max at one yr.)
Budget Anal #44 \$803 - \$959 after 3 yrs
M.C. Spec 1 #42 \$757 - \$903 after 3 yrs
M.C. Spec 2 #47 \$877 - \$1047 after 3 yrs

I believe Bob Jones in the Auditor's Office is classified as a Sr. Accountant. I understand that the License Division has two Sr. Accountants who audit the books of private firms regarding license fees.

- (b) Decide whether the position is to be filled from the regular Civil Service list or through the Model Cities employment system.
- (c) Determine source of funds for both balance of 1970-71 City budget period and 71-72 period. HUD funds are available now from unfilled positions and a request for HUD funds has been included in Second Year application.

801 B

May 5, 1971

Page two - Request for Auditing Position on Model Cities Staff

1970-71 Alternate 1 - Prepare and submit an ordinance to create an additional position on Model Cities staff, listing proper class and salary, with understanding that salary funds will come from vacant positions.

Alternate 2 - Prepare and submit an ordinance to cancel existing position of Asst. to the Director, Range #38, and create in its place an accountant position, listing proper class and salary, and to add an additional position of Senior Steno. (Still adds one position. Garnet Hicks is underfilled in the former Donna Cordon job and would need a position to cover her if Asst. to the Director is deleted.)

1971-72 Add a position to the budget, listing proper class and salary, and transfer money from other part of budget to personnel so that total budget remains the same. (The money in the City Budget now corresponds with the money requested from HUD and includes funds for this position.)

portland model cities

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

May 6, 1971

EW

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

Dear Mayor Schrunk:

I submit the following staff changes for your consideration:

NEEDS

1. To have someone on the CDA staff who can provide the necessary financial monitoring and auditing service to operating agencies, per CDA Letter #8, Part II; which states as part of its monitoring responsibility, the City should arrange for its own staff or for an independent public accountant to make periodical audits of the fiscal and accounting operations of the operating agencies.

Recent conversation and correspondence with the City Auditor's office indicates that the City does not have the adequate staff to perform such activities. Based upon the skills required to perform such functions, I am of the opinion that a Senior Accountant or Budget Analysis would be most appropriate. However, I will yield to the recommendation of Mr. Yerkovich.

Since it is a HUD requirement, and in view of the fact that we do have many agencies that are fairly new, such a person on the CDA staff is imperative at this time.

2. Mrs. Garnett Hicks, is presently filling the position of Administrative Assistant, however she is performing the duties of the Executive Secretary to the Director. Since the City Classification Plan does not provide for anyone above Senior-Steno, Mrs. Hicks will have to be classified as a Senior-Steno. However, her duties and responsibilities are far greater than any other Senior-Steno within the Agency.

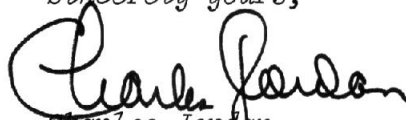
Per my memo, dated February 23, 1971, to Mr. Bob Johnson, Personnel Officer, I requested a reclassification for Mrs. Hicks to Administrative Secretary, however, I was informed by Mr. Ed Warmoth that the Administrative Secretary was an appointed position. In light of this new information a salary increase seems to be the only solution.

Jordan has not
aside request +
will evaluate
total
service
from new
position in
auditor's
office.
EW

RECOMMENDATION

1. The position of Administrative Assistant presently filled by Mrs. Garnett Hicks, be reclassified to Senior-Steno and that her salary be increased commensurate to her responsibilities. Mrs. Hicks is presently at Range 30, Step B, \$246.40 bi-weekly. I propose Step E, Range 30, \$272.80 bi-weekly.
2. That a position of Senior Accountant or whatever is appropriate, be established to perform the financial monitoring and auditing for operating agencies.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Charles Jordan". The signature is fluid and cursive, with the first name "Charles" being more prominent than the last name "Jordan".

Charles Jordan
Director

May 6, 1971

RECEIVED
MAY 10 1971

MAYOR'S OFFICE

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

Honorable Mayor Terry Schrunk
City Hall
1220 S.W. Fifth Avenue
Portland, Oregon

Mayor Schrunk:

Last month the Irvington Community Association approved a proposal, by it's committee, on Mini-Parks, to place several of these parks in the Irvington Area. It was, however, the opinion of several Irvington property owners, that the Irvington Community Association had no right to make the recommendation without a poll of the persons who would be affected - the residents of the area. Several residents were so apposed, that a door to door survey was made to ascertain the feels of other residents within the area bounded by N.E. 7th Avenue to N.E. 15th Avenue and N.E. Thompson and N.E. Stanton. Persons conducting the poll were Jim Sumner, Mrs. Russell J. Taber and myself.

A compilation of the survey is enclosed. These statistics leave no doubt that the majority of these residents are unalterably apposed to having Mini-Parks within this area.

Respectfully,

Herbert L. Amerson

Herbert L. Amerson
2606 N.E. 9th Avenue

HLA:ld

May 11, 1971

Mr. Herbert L. Amerson
2606 N. E. 9th Avenue
Portland, Oregon 97212

Dear Mr. Amerson:

This will acknowledge receipt of your letter of May 6, 1971 relative to mini parks in the Irvington area and the survey which has been conducted.

I am taking the liberty of providing each member of the City Council, the Executive Director of the Model Cities Program, the Chairman of the Citizens Planning Board, the Model Cities Coordinator for the Mayor's Office, the Executive Director of the Portland Development Commission, the Chairman of the Portland Development Commission and the Director of our City Planning Commission with copies of your communication and survey.

May I take this occasion of extending to you my appreciation for your contribution on this subject.

Yours truly,

M A Y O R

TDS. T. d

cc- City Council

Mr. Charles Jordan, Executive Director, Model Cities Program

Mr. Joe Nunn, Chairman, Citizens Planning Board

Mr. Edward Warmoth, Model Cities Coordinator

Mr. John Kenward, Executive Director, Portland Development Commission

Mr. Ira Keller, Chairman, Portland Development Commission

Mr. Lloyd Keefe, Director, City Planning Commission

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

May 12, 1971

From Office of City Attorney
To Dept. of Finance and Administration
Addressed to Mayor Terry D. Schrunk
Subject Portland's Comprehensive City Demonstration Program

MAYOR	<input checked="" type="checkbox"/>
EXEC. ASST.	<input checked="" type="checkbox"/>
EXEC. ASST.	<input checked="" type="checkbox"/>
CLERK	<input checked="" type="checkbox"/>
ASST. SEC.	<input type="checkbox"/>
YOUTH COORD.	<input type="checkbox"/>
M. C. COORD.	<input type="checkbox"/>

Dear Mayor Schrunk:

You have requested an opinion from this office regarding the legal problems, if any, of Portland's Comprehensive City Demonstration Program Second Action Year Plan.

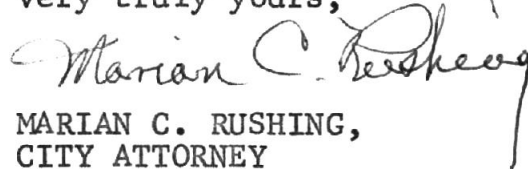
I have examined the Second Action Year Plan, and it is my opinion that:

1. There is no legal objection, based on pertinent Federal, State or local laws to the carrying out of the projects and activities set forth in the Action Plan, except as noted below:
 - a. The actual plans for implementing Activity 30-02, (Residential Development Program) described on page 188 of the Action Plan, have not been completed, and consequently still require approval by the City Council. Since the specific activities of this project are unknown at this time, it is not possible to form a legal opinion regarding them. The plan does indicate that the Residential Development Program will be administered by a private nonprofit corporation. Administration of such a program by a private corporation is likely to be less effective than a program administered by a public agency, since the private corporation would not have the power of eminent domain to acquire property for development.
 - b. With regard to activity 20-01 (Operation Step-up) page 179 of the Action Plan, it is possible that there may be objection to Function 7. As stated in the opinion of this office, relative to the First Year Action Plan, Chapter 659 of the Oregon Revised Statutes delegates to the Commissioner of Labor, exclusive jurisdiction

in investigating and prosecuting unlawful discrimination in employment. The City of Portland, by ORS, Chapter 659, is precluded from this type of legislation or from enforcing the State law. The intent of Function 7 is not clearly stated in the Plan, but if it is the intent of the Plan to carry out laws related to civil rights and equal opportunity through local contracts, the Model Cities Agency should investigate the authority delegated to the Labor Commissioner through ORS, Chapter 659.

2. There is no pending or threatened litigation which would challenge the City's authority to undertake the administration and carrying out of the action plan.
3. Ordinance No. 132490, passed by the City Council on April 8, 1971, authorizing submission of Portland's Comprehensive City Demonstration Program Second Action Year Plan, was passed in accordance with local laws.

Very truly yours,


MARIAN C. RUSHING,
CITY ATTORNEY

MCR:WS/rf

May 13, 1971

Mr. Warren Chung
6728 N. E. Union Avenue
Portland, Oregon 97211

Dear Mr. Chung:

Pursuant to my letter to you of May 4, 1971 relative to serving on the relocation review committee and our telephone conversation of Monday of this week, I ask for an opinion by the City Attorney relative to the resident requirement. It was the opinion of the City Attorney that being residents within the Model Neighborhood area is a prerequisite to serving on this committee. I'm sorry that we will be unable to avail ourselves of your fine services, because of this interpretation. However, I do want to thank you very much for your kind cooperation. Perhaps at some time in the future we may call on you again.

Very truly yours,

HOWARD P. TRAVER
Executive Assistant

HPT.d

70
JSL

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

May 18, 1971

From Edward Warmoth, Model Cities Coordinator

EW

To

Addressed to Mayor Terry Schrunk

Subject Positions at Model Cities Agency

Director Charles Jordan has requested reclassification changes concerning two positions which are in his current city budget and also appear in the 1971-72 budget.

Approval of these changes would require preparation of an ordinance to implement the changes as soon as possible.

- (1) Current position "Asst. to Director", Range #38. Request is to reclassify as Sr. Steno at Range #30 and authorize appointment of Mrs. Garnet Hicks at Step "E" (\$272.80).

This job was filled originally by Donna Cordon. When she departed, Mr. Jordan moved Mrs. Hicks to the position on an underfill basis. She carries a heavy responsibility in interfacing with other agency personnel, completing assignments from the Director, scheduling appointments, and other regular secretarial duties.

Mr. Jordan originally requested that she be reclassified as an Administrative Secretary, Range #34, but I understand that there was a recommendation against the use of that particular class. As an alternative, he recommended that she be advanced to Step "E". (See letter attached).

- (2) Info Librarian is current position, at Range #34. Request is to reclassify as Sr. Steno. The position is now vacant and it would be filled at Step "A" of Range #30.

This position was established in the Information & Evaluation Division. It has been determined that the skills of a librarian are not required and that the work of the unit can be processed adequately by a Sr. Steno. File maintenance responsibilities will be shifted and office duties realigned.

666 B

From the Desk of:

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

May 18, 1971

Mayor Schrunk--

Attached is the letter which Charles Jordan mentioned in the discussion of monitoring Operating Agencies. It just came in to our office.

We have been steadily increasing our strength for this task, with efforts by both the Model Cities Agency and the Auditor's staff.

We had a little difficulty with our contract with C-CAP in the past, but that was remedied.

The problem grows bigger as we get more projects moving and more Operating Agencies must be contacted and audited.

The proposed addition of an accountant in the Auditor's Office will expand our resources to do this particular work.

Ed

JES



DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WASHINGTON, D. C. 20410

RECEIVED

MAY 17 1971

OFFICE OF THE ASSISTANT SECRETARY
FOR COMMUNITY DEVELOPMENT

MAYOR'S OFFICE REPLY REFER TO:

MAY 11 1971

TO ALL MODEL CITIES MAYORS

Although I am pleased by the general progress of the Model Cities program nationally, I am disturbed at the results of HUD audits performed on 20 of our first cities to enter the action phase of the Model Cities program. For instance, over 30% of the cities audited were not complying with the HUD regulations regarding the performance of documented accounting inspections of third party contractors prior to disbursing funds to the contractor. This type of management is not acceptable. I expect every Model City to fully comply with HUD Financial Regulations. These are set forth in the Grant Agreement, in CDA #8, Part I and II, CDA #6 and in related Model Cities circulars.

There are several specific concerns that emerge from the HUD audits and from our regular contacts over the past year:

1. Third party contractors (operating agencies) must be managed effectively. Eight of the 20 cities audited had disbursed funds to inexperienced third party agencies without checking to be sure an effective accounting system was in operation with adequate staff. As a minimum, accounting systems inspections must be made before funds are disbursed. The city must also have a capacity for fiscal monitoring and periodic audits of third party agencies.
2. The city must have an adequate number of competent, experienced staff working on Model Cities fiscal activities. Six of the 20 cities audited were clearly deficient in this area. At least six other cities well into their action programs have been brought to our attention in Washington because of poor performance by the fiscal staffs. There must be enough trained personnel on the CDA staff or in the city finance agency to assure effective accounting, auditing, budgeting and fiscal reporting.

MAYOR	7/2
EXEC. ASST. I	1/1
EXEC. ASST. II	1/1
CHIEF OF BUDGET	
CHIEF OF PLANNING	
CHIEF OF RESEARCH	
CHIEF OF COMMUNITY DEVELOPMENT	
CHIEF OF HOUSING	
CHIEF OF URBAN AFFAIRS	
CHIEF OF YOUTH	
CHIEF OF M. C. COORD.	SW

8072

May 14, 1971

Dr. Amo DeBernardis, President
Portland Community College
12000 S. W. 49th Avenue
Portland, Oregon

Dear Dr. DeBernardis:

The Portland Community College's efforts regarding the Cascade Community Center for the coming year are indeed attractive. I believe that these efforts will be well received by the Model City Community as well as the whole community.

I have reviewed the paper prepared by the ad hoc committee to recommend a basis for recertification and support the concepts and principles contained therein. The Executive Committee of the Model Cities Planning Board met Thursday, May 13, and gave the Cascade Project Advisory Committee's recommendation favorable consideration for presentation to the Model Cities Board. I see no obstacle in the way of recertification by the city upon receiving the recommendation of the Citizens Planning Board.

The DHUD has approved use of Model Cities funds for demolition to aid the project and land acquisition is progressing so that space will be available June 15.

You are assured that I fully support the Portland Community College's efforts to improve community service at the Cascade Community Center site and to improve the liaison between the school and the community.

Yours truly,

M A Y O R

TDS.m

cc: Josiah Nunn, Chairman, CPB
Leroy Patton, Chairman
Cascade Project Advisory Committee
Charles Jordan, Director
Model Cities Agency

70

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

June 2, 1971

From Public Safety
To Mayor Schrunk
Addressed to
Subject

RECEIVED
JUN 3 1971
MAYOR'S OFFICE

Copy Jeffery
Sent
6-4-71

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

This letter is a result of a conversation in the City budget subcommittee. Earl Bradfish suggested, and the subcommittee concurred, that we look into the possibility of putting on coordinating staff with our match.

Ron
Ronald A. Buel
Administrative Assistant

RAB/sp
Enclosure

807B

NEIL GOLDSCHMIDT
COMMISSIONER



DEPARTMENT OF
PUBLIC SAFETY

CITY OF PORTLAND
OREGON

June 2, 1971

Mr. Joe Ballard
Legislative Assistant to
Rep. Edith Green
House Office Building
Washington, D. C.

Dear Mr. Ballard:

I thought it would be a good idea if I put down on paper what we discussed on the phone.

In the poverty or social services area, the City of Portland now has a \$3.7 million Model Cities program, a \$6.2 million OEO program in the Portland Metropolitan Steering Committee, and a \$500,000 Multnomah County Community Action Agency. Also operating out of City and County government are the Metropolitan Youth Commission, the Metropolitan Human Relations Commission and the City-County Council on Aging. There are, of course, also dozens of volunteer helping agencies and programs, in addition to the School District's efforts.

There is, as you might imagine, considerable overlap and duplication. Trying to bring this together in City Hall in the form of a cohesive and sensible program to alleviate the causes of poverty is a difficult task. But if the local general purpose government does not coordinate, no one will.

Currently, the City of Portland puts \$29,000 cash into the Portland Metropolitan Steering Committee coffers. We are in the process of approving a budget which would do this again. Before we go ahead, we wanted to investigate the possibility of making part of this contribution of "local match" in the form of a staff person here in City Hall whose responsibility would be to review and coordinate the Portland Metropolitan Steering Committee program with other social service agencies such as those mentioned above.

June 9, 1971

Mr. Martin B. Miller, Asst. Reg. Administrator
U.S. Dept. of Housing & Urban Development
Arcade Plaza Building
1321 Second Avenue
Seattle, Washington 98101

Dear Mr. Miller;

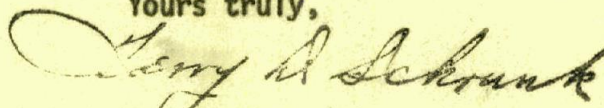
We're transmitting for your approval a proposed amendment concerning the First Action Year grant budget for the Portland Model Cities Program.

This amendment has been discussed in detail with your staff and coordinated with our request for Second Action Year funds which was submitted earlier.

A projection has been made of funds which would not be expended, for a number of reasons, within the current budget and timetable. Following guidance from HUD staff, a plan has been developed for utilizing and reassigning these funds within the total grant of \$3,745,000. Funding for continuing relocation activities, not included in our Second Action Year budget, is a major element of the request. One-time additions to current projects are also proposed, as described in the narrative material.

If you have any questions, please bring them to the attention of Mr. Edward War moth of my staff or Director Charles Jordan.

Yours truly,


MAYOR

cc: Charles Jordan, Director
Josiah Nunn, Chairman Citizens Planning Board

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
CITY DEMONSTRATION AGENCY BUDGET

BUDGET SUMMARY

☐ Original Submission ☒ Revision No: 4

CITY
Portland, Oregon

CONTRACT NUMBER

DATE

ME 36-001

June 9, 1971

REVISED ACTION YEARS

FROM: 8-26-69

TO: 6-15-1971

(ALL FIGURES IN THOUSANDS ROUNDED TO THE NEAREST THOUSAND)

CATEGORY CODE NUMBER	PROGRAM CATEGORY	(ALL FIGURES IN THOUSANDS ROUNDED TO THE NEAREST THOUSAND)							
		PRIOR YEARS MC GRANT FUNDS	CURRENT APPROVED BUDGET, MC GRANT FUNDS	REQUESTED FUNDS			TOTAL (Col. 5+6)	CUMULA- TIVE TOTAL MC GRANT FUNDS (Col.3+4+5)	
				MC GRANT	NON HUD MC FUNDS				
					FEDERAL	STATE			LOCAL
(1)	(2)	(3)	(4)	(5)	(6a)	(6b)	(6c)	(7)	(8)
10	Education		1,062	(14)				(14)	1,048
11	Health		40	(12)				(12)	28
15	Social Services		427	(50)				(50)	377
16	Recreation – Culture		195	(11)				(11)	184
17	Crime – Delinquency		115	(38)				(38)	77
20	Manpower and Job Development		82	40				40	122
21	Economic and Business Development		221	(73)				(73)	148
30	Housing		110	(42)				(42)	68
31	Relocation		17	265				265	282
32	Transportation – Communication		15						15
33	Environmental Protection and Development		413	92				92	505
40	Citizen Participation		130	(72)				(72)	58
50	Evaluation and Information		114	(43)				(43)	71
SUBTOTAL				42				42	2,983
90	Program Administration		804	(42)				(42)	762
GRAND TOTAL			3,745	0				0	3,745

CLEARANCE SECTION

CITY

HUD APPROVAL

Approved Total

Grant Amount : \$ _____

It is hereby certified that City budgeting practices have been followed and that all justifications and back-up material required by City practice and by HUD is on file with the City and is available for inspection pursuant to the Grant Agreement.

DATE SIGNATURE AND TITLE OF CITY'S CHIEF FISCAL OFFICER

June 9, 1971 *[Signature]* Secretary, Portland Budget Office

SUBMISSION AUTHORIZATION:

DATE SIGNATURE AND TITLE OF CITY'S CHIEF EXECUTIVE OFFICER

June 9, 1971 *[Signature]* Mayor

(Signature)

(Date)

June 10, 1971

Mr. George Christian, President
Albina Contractors Association, Inc.
3611 N. E. Union Avenue
Portland, Oregon 97212

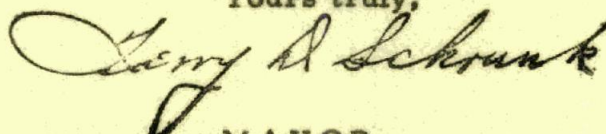
Dear George,

Thank you for sending me a copy of the first edition of your new Association publication.

It was interesting to read about the many activities being conducted by the ACA and to see the success stories concerning projects which involved contractors from the Model Cities area.

Best Wishes for success in your Association activities.

Yours truly,


MAYOR

BCC: Charles Jordan, Director



DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
ARCADE PLAZA BUILDING, 1321 SECOND AVENUE
SEATTLE, WASHINGTON 98101
June 11, 1971

70
RECEIVED
JUN 14 1971

REGION X

MAYOR'S OFFICE

IN REPLY REFER TO:
10DF

The Honorable Terry D. Schruck
Mayor of the City of Portland
City Hall
1220 S. W. Fifth
Portland, Oregon 97204

Dear Mayor Schruck:

Subject: Program No. ME-36-001
Portland Model Cities Program
City of Portland, Oregon
Amendment No. 4 to First Program
Year Budget

MAYOR	<i>AS</i>
EXEC. ASST. I	
EXEC. ASST. II	
COMM. ASST.	
ADM. SEC.	
YOUTH COORD.	
M. C. COORD.	<i>EW</i>

We are pleased to provide herewith the approved Amendment No. 4 to the first program year budget of Portland Model Cities Program.

Enclosed are four counterparts of the Amended Grant Budget (Exhibit A to the Grant Agreement). Please acknowledge your receipt of this Amended Grant Budget in the appropriate block thereon and return three acknowledged copies to this Regional Office of HUD marked "Attention: Model Cities Office".

A copy of this Amended Grant Budget should be signed and attached to your City copy of the executed Grant Agreement.

If you have any questions concerning this matter, please do not hesitate to communicate with us.

Sincerely yours,

Martin B. Miller
Martin B. Miller
Assistant Regional Administrator
for Model Cities

Enclosures

3111 C

70

June 17, 1971

Mr. Frank McNamara
2547 N.E. 14th Avenue
Portland, Oregon

Dear Mr. McNamara:

I am pleased that you will accept a 12-month appointment to the Model Cities Relocation Review Committee. This Committee is composed of three members who shall be residents of the model neighborhood. Your co-members are: Mr. Chalmers Jones, appointed by the Citizens Planning Board; and Mrs. Vernon Butler, appointed by the Portland Development Commission.

The Relocation Review Committee's activities are briefly outlined on the enclosed sheet. Mr. Charles Jordan, Director of the Model Cities staff or one of his staff members will contact you regarding the first meeting.

Thank you for agreeing to serve on this Committee.

Yours truly,

MAYOR

T./
TDS/m
Enc.

cc: Charles Jordan/John Kenward

167B

70

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

June 16, 1971

RECEIVED

JUN 17 1971

MAYOR'S OFFICE

*Copy Sent to
Sent
6-18-71*

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

From Office of City Attorney
To Dept. of Finance & Administration
Addressed to Mayor Terry D. Schrunk
Subject Administrative Approval of Contract Changes

Dear Mayor Schrunk:

This office is in receipt of your letter of June 14, 1971, requesting an opinion regarding the administrative procedure which you have proposed for processing requested budget amendments to Model Cities contracts.

As indicated by your letter, there is a provision in the more recent project contracts for allowing amendments to the project operating budget based upon advance written approval by the Commissioner in charge of the Department of Finance and Administration. You indicate that you interpret said provision as requiring your written approval only when a proposed budget change would create a situation whereby one of the seven budget categories on HUD budget form 7041 (Budget Summary) would be increased to an amount exceeding the amount listed for that category, e.g. a transfer of funds from one budget category to another budget category.

Your interpretation is followed up by a written procedure under your signature which details the circumstances when the CDA Director may authorize approval of specified types of budget amendments.

In my opinion, your written procedure for handling proposed budget changes is in full compliance with the contract provision requiring your advance written approval for budget changes. In effect, you are giving advance written approval in blanket form for all budget changes within budget categories which do not substantially alter the work program. You also give advance written approval for personnel and equipment changes if approved by the CDA Director. All other changes still require your individual written approval.

Based on the above comments, I do not see any legal problems in implementing the procedures which you have suggested. Your file is returned herewith.

Very truly yours,

Marian C. Rushing

MARIAN C. RUSHING
City Attorney

WRS:at
encl.

34 C

70



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

OFFICE OF THE ASSISTANT SECRETARY
FOR COMMUNITY DEVELOPMENT

JUN 17 1971

IN REPLY REFER TO:

RECEIVED

JUN 21 1971

MAYOR'S OFFICE

Honorable Terry D. Schruk
Mayor of the City of Portland
Portland, Oregon 97207

Dear Mayor Schruk:

I am pleased to inform you that the Department of Housing and Urban Development has approved a Model Cities grant of \$3,745,000 to finance second year projects and activities.

As you know, the President has proposed in his State of the Union Message a special revenue sharing program for urban community development. The greater flexibility and simplicity of this new program will, I am sure, be welcomed by you as a long overdue reform of our programs at the Federal level.

The proposed starting date for Community Development funding is January 1, 1972, subject to enactment by the Congress, of course.

After Congressional action makes it possible to fix the start of Community Development funding to a certain date for each city, HUD will meet with your representatives and work out the many technical details involved in the transition including any steps that may be necessary to prevent double funding. Similar arrangements will be made for transition of Urban Renewal and other HUD programs being succeeded by Community Development.

However, it should be emphasized that the President's budget requests sufficient funds to enable us to carry out fully his commitment that no city would receive less than its present allocation of Federal funds.

It is my hope that you will use the months immediately ahead to pursue your present Model Cities activities vigorously and, more importantly, to prepare for the greater opportunities which we are sure the successor program, Community Development, will be in position to provide in 1972.

MAYOR	<i>[Signature]</i>
ASST. DIR.	<i>AM</i>
EXEC. ASST.	
COMM. ASST.	
ADM. SEC.	
YOUTH COORD.	
M. C. COORD.	<i>SW</i>

130C

As further detail is provided, you may have additional questions regarding the program and the orderly transition of your existing HUD programs into the Community Development program. Please feel free to communicate with me at any time.

Sincerely yours,

A handwritten signature in black ink, appearing to read "F. Hyde", followed by a horizontal dash.

Floyd H. Hyde
Assistant Secretary

cc: Charles Jordan



HUD NEWS

U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT
WASHINGTON D.C. 20410

JUN 21 1971

JUN 21 1971

HUD-No. 71-325
Phone (202) 755-7174

MAYOR'S OFFICE
FOR RELEASE:
Tuesday
June 15, 1971

MODEL CITIES CONTRACT RENEWED FOR PORTLAND, ORE.

Secretary George Romney of the U.S. Department of Housing and Urban Development today announced the offer of a \$3,745,000 Model Cities contract to Portland, Ore., for the second year of its Model Cities program.

The Secretary's action enables the city to implement the second phase of its five-year comprehensive Model Cities plan. The contract includes approval of five new projects and continuation of 22 projects and activities initiated in the first-year action phase of the program.

Portland will continue to receive support from other programs administered by HUD; by the Department of Health, Education, and Welfare, the Law Enforcement Assistance Administration of the Department of Justice, and the Office of Economic Opportunity.

State, county, and local public and private resources will also be used by the city in its concentrated, coordinated attack on the serious social, economic, and physical problems within the model neighborhood areas.

Portland was selected to participate in the Model Cities program in November, 1967, and subsequently received a \$244,000 grant to develop a comprehensive five-year plan. During the first action year, Portland received a total of \$3,745,000 to conduct the first-year activities of its program.

For further information:

Mayor Terry D. Schrunk
City Hall
Portland, Ore. 97204

Charles Jordan, Director
City Demonstration Agency
5329 N.E. Union Ave.
Portland, Ore. 97211

#

SP

129C

70

June 21, 1971

Mr. Martin B. Miller, Asst. Reg. Administrator
U.S. Dept. of Housing and Urban Development, Region X
Arcade Plaza Building
1321 Second Avenue
Seattle, Washington 98101

Dear Mr. Miller;

We have followed the instructions in your June 15, 1971, letter to obtain funding for the Second Action Year of the Portland Model Cities Program.

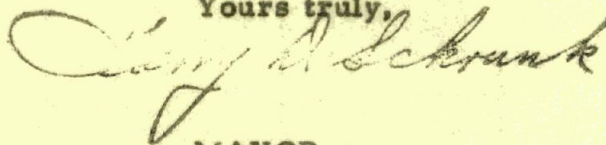
Enclosed with this letter are four copies of the budget forms, each with an original signature. The 5th copy has been forwarded to our files.

We're also forwarding three copies of City Resolution No. 30938 adopted by the City Council June 17, 1971 to approve the Second Year Action Plan and authorize signing of the revised grant budget forms.

Regarding the legal opinion from the City Attorney's office, please refer to my letter of May 26, 1971 which transmitted a legal opinion concerning implementation of the Second Action Year Program. There has not been any change in the program and the opinion is still valid.

Thank you for the attention which has been given to the processing of this grant request.

Yours truly,



MAYOR

Enclosures

cc: Charles Jordan, Director, Model Cities Agency
Josiah Nunn, Chairman, Citizens Planning Board

131C

portland model cities

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

June 23, 1971

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

Dear Mayor Schruck:

Project 15-06 of the Multi-Service Center package was funded to provide youth employment in the Model Neighborhood, however, the funds were limited. Therefore only a small number could be employed for a short period of time.

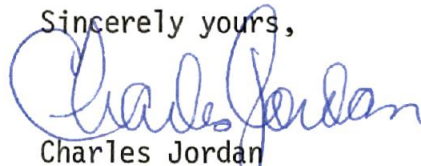
Per Ordinance #132334, passed by City Council on March 11, 1971, the Council authorized \$10,775 to be used for employing fifteen (15) full time and ten (10) part-time youth. As of June 18, 1971, all of the funds have been expended. It would be redundant for me to emphasize the need for summer employment.

Presently, I have earmarked \$5,600 of unexpended funds from the old Youth Activity Project (16-01) of last summer. This, if approved, will allow the youth to continue working through July 9, 1971, at which time it is my wish to have located other funds to carry the project through the summer.

I am, therefore, requesting your approval to transfer the \$5,600 from Project 16-01 to Project 15-06.

In view of the fact that, hopefully, this will not be the only transfer we will make to this particular project. Maybe you would like to authorize the expenditure of the \$5,600 through July 9, 1971, and delay the Ordinance until such time. I will know by then if we will have more funds to transfer to this project.

Sincerely yours,


Charles Jordan
Director

265C

PORTLAND MODEL CITIES

CONTRACT CHANGE ORDER

CONTRACT # 13037 CHANGE # 2
PROJECT NAME AND # Multi-Service Center, Youth Employment Component 15-06
OPERATING AGENCY Multnomah County

CHANGE REQUESTED BY Ralph Hawkins, Director DATE 6/17/71

PROGRAMMATIC IMPACT To extend Youth Employment Component an additional three (3) months. (This is a reprogramming of supplemental funds.)

FINANCIAL IMPACT The \$5,6000 requested to extend the project will be obtained from the residual that remains from the Youth Activities and Planning project.

☐ SUPPORTING DOCUMENTS OR CORRESPONDENCE ATTACHED

APPROVED:

MAYOR  DATE 6/22/71

MODEL CITIES DIRECTOR  DATE 6-22-71

- ☒ This change is not substantial in nature and money will not exceed total budgeted for this project; the change will become effective immediately.
- ☐ This change will require an ordinance and City Council's approval before it can become effective.
- ☐ This change will require confirmation or approval by HUD before it can become effective.

20
June 30, 1971

Mr. John A. Mills, President MEDIA, Inc.
5329 N. E. Union Room 203
Portland, Oregon 97211

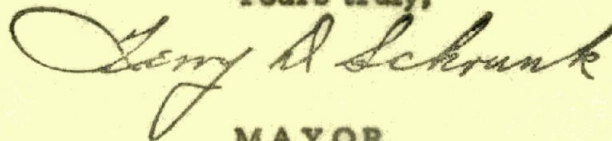
Dear Mr. Mills;

As recommended by Director Charles Jordan, action which has been taken in response to the May City Audit Report of MEDIA Incorporated has been approved by my office.

Pending claims from MEDIA for services performed have been cleared for payment with the exception of a small travel item for which documentation has been requested.

Best wishes for success with your project operations. Please feel free to call upon Director Charles Jordan and his staff if you desire technical assistance regarding future financial procedures.

Yours truly,



MAYOR

cc: Mr. James Griffin, Director MEDIA
Mr. Charles Jordan, Director Model Cities

TDS.EW.c

103



PORTLAND COMMUNITY COLLEGE

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

Amo DeBernardis, president

COMMUNITY COLLEGE BOARD

Robert E. Thompson, chairman
Manley J. Bakkensen
Robert A. Bissett
Howard Cherry
Hugh McGilvra
Lewis C. Nickerson
Carl R. Neil

July 16, 1971

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

Dear Mayor Schrunk:

As you know, we are making plans for expanding the classes and programs at the North Campus (Cascade). Because of the number of organizations involved in the planning and execution of the plans, we find ourselves in the very difficult position of not being able to get demolition of buildings and the necessary site clearance to make it possible to get our facilities ready for fall.

We have coming in the very near future, buildings for 18 classrooms which will need to be installed and ready for occupancy by September 15. Our difficulty at this time is that demolition of buildings and compaction of the fill is being handled through Model Cities and the City of Portland, and so far, we have not been able to get a schedule for getting the work done. Unless something is done to get this project moving quickly, it will be impossible for us to get facilities ready in time.

I know that you are a very busy person; however, I hope that you can give this some of your personal attention so that we can have these facilities ready for the Model Cities area by September 15. The community, the various committees, and the students are excited about the possibility, and I hope we can deliver the facilities.

Sincerely,

Amo DeBernardis

Amo De Bernardis
President

ADB db

*called Garmer
7-21-71
told about conflict*

RECEIVED
JUL 19 1971
MAYOR'S OFFICE

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

250B

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

file

From

Norm Fairbanks, CONSULTANT

To

Howard Traver

Addressed to

Subject

CDA # 11

2 Portions of Report

a. CDA Narrative

b. Administrative Machinery

EMPLOYMENT POSITIONS in Agencies

<i>Filled</i>		<i>Open</i>		<i>TOTAL</i>
<i>538</i>	<i>+</i>	<i>73</i>	<i>=</i>	<i>611</i>

5. City of Portland, Model Cities Agency (CDA) Project:
Program Administration

- a. Type of System The Model Cities Agency, which is a bureau of City Government, utilizes a separate system based on a modification of the City Civil Service System. This system is designed to provide maximum employment opportunities for model neighborhood residents. Salary schedules and qualifications are related to the regular City system, and full-time employees receive sick leave, vacation, and medical insurance benefits similar to other City employees. The Model Cities employees do not have a permanent Civil Service status.

As a point of reference, the main employment system for the City of Portland is operated by the Civil Service Commission. The Commission prepares job classification materials, conducts advertising and recruiting, conducts examinations (with interviews by staff personnel or non-staff technical representatives), and lists those who pass the examinations on an eligibility list. When a City bureau has a vacancy to be filled, the top names are certified to the agency and a selection is to be made from the top three. After a regular employee has completed a six-month probationary period satisfactorily, the employee assumes permanent Civil Service status.

The Model Cities system is administered by the Model Cities staff in cooperation with City officials. The Model Cities Director meets periodically with the Personnel Hiring Committee of the Citizens Planning Board to review operation of the system and discuss any recommendations which the Committee wishes to make.

- b. Recruiting and Hiring The Model Cities Agency is authorized by City Budget to have 49 full-time positions and 11 part-time positions. Four City classifications (Stenographic and Accounting) are used for 12 of the positions. Thirteen classifications have been created especially for the other 37 positions and the part-time employees. (see Attachment 1) There are specifications for each class and a position description for each of the jobs in the Model Cities Agency.

When there is a vacancy in the agency, the Model Cities staff prepares announcements which are distributed throughout the Model Cities area and also advertises in City newspapers and other normal employment channels.

b. Recruiting and Hiring (cont'd)

Applications are reviewed for minimum qualifications and the persons who have proper qualifications are contacted to come to the agency for interviews and examinations for the stenographic jobs. Interviews for higher level positions may involve model neighborhood residents with special qualifications and technical representatives from outside the Model Cities area.

The Supervisor of the unit where the person is to be employed makes a recommendation to the Model Cities Director based on education and experience of the applicant, plus qualifications (including residents in the Model Cities area) which will be of additional value in performing the job.

The Director makes a recommendation to the Mayor, who is the department head and appointing authority for the City bureaus under his direction. This recommendation is made in the form of a regular G-70 "City Employment Form". When the G-70 has been approved by the Mayor, it is forwarded to the City payroll system where the person's name is added to the regular City payroll.

All classifications used by the Model Cities Agency are listed in the City Compensation Plan and employees are paid accordingly with an entrance level salary, a six-month adjustment for some classes, and annual increases extending through the initial three years of employment. When other City classes are considered for salary adjustments due to cost of living, similar consideration is given to the classifications used by the Model Cities Agency.

- c. Training Training is available to Model Cities employees in several ways. New employees are oriented to the duties of their specific jobs and given a general working knowledge of the Model Cities Agency and the Model Cities Program. In-service training is provided through periodic seminars and workshops at the agency during working hours. There is a procedure whereby employees may apply for and receive time away from their normal jobs and part or all of the cost of tuition to participate in training activities away from the Model Cities Agency. Several employees have taken classes through Portland Community College. Arrangements are made for non-employees enrolled in various Manpower programs to work and train at the Model Cities Agency with the assistance of regular employees.

- d. Supportive Services Model Cities employees have available to them a wide range of supportive services including standard activities operated by agencies and private organizations, plus special activities which have been added through Model Cities funding. There is day care for children, special services for mentally retarded children, counseling and special classes are available through the Cascade Center of Portland Community College, and special welfare assistance and related coordinated services provided through the State of Oregon Multi-Service Center.
- e. Funding Sources The Model Cities employment system is primarily funded through the budget of the Model Cities Agency. Model Cities supplementary funds help to finance supportive services and some training opportunities. Resources are also drawn from other governmental sources and organizations to underwrite training and personnel development.
- f. Incorporation of Personnel into Permanent System Various approaches are to be explored in seeking a plan that will best maximize employment opportunities for residents of the Model Cities area. Consideration is to be provided for both those employees who are now on the job and procedures which will benefit individuals making application in the future.

These are strategies which are to be used: (1) Encourage individuals now employed in regular City classifications, but without status, to take the respective Civil Service examinations for their class. Upon qualifying, they would be considered for employment in Civil Service vacancies or extended Civil Service status in their present jobs; (2) Current Civil Service procedures would be reviewed and compared with the Model Public Personnel Administration Law and the objectives cited by HUD CDA Letter #11 to develop recommendations for consideration by the City Council; (3) The job classifications which were created especially for the Model Cities Program would be reviewed and compared with existing City classifications to merge them where possible; (4) Possibilities for creating new entry level class with reduced job skill requirements and improvements in the method of contacting potential employees and certifying their ability to perform job duties will all be explored.

f. Incorporation of Personnel into Permanent System (cont'd)

(5) Encourage CDA employees to seek employment in other employment systems possessing a higher degree of stability. (i.e. banks, school district, state, county).

The City of Portland is engaged in several related activities which are expected to augment the efforts mounted by the Model Cities Program. These activities include (1) creation and operation of a Mayor's Manpower Coordinator's office; (2) development of a "Home Town Plan" or construction in the Portland area (signing expected soon); and (3) exploration of participation in the Public Service Careers Program. It is recognized that the heavy press of financial obligations on the City Budget will place limitations on the extent to which any new jobs can be established.

- g. Evidence of Plan for Upward Mobility. With the exception of part-time Community Organizers, employees in the Model Cities Agency receive regular salary advancements based on a standard compensation plan and satisfactory job performance. There is a career ladder mechanism within the job classifications which makes it possible for employees to advance through accumulated experience, and in some cases, with the addition of academic credits. The clerical and secretary series progresses through Typist Clerk, Steno Clerk, and Senior Steno. There are higher level administration positions, and it is possible to move to the Planning Staff. There is an entry level Planning Assistant classification, followed by a Model Cities Specialist 1 and Model Cities Specialist 2, where advanced technical skills are required. In addition, individuals participating in Manpower service programs have worked in the Model Cities office to acquire job training which was followed by regular employment in the Model Cities staff.
- h. Barriers to Successful Mounting of the Plan. Three barriers are as follows: (1) Whatever steps are taken with regard to employment of Model Cities area residents, compliance with Section 2-611 of the City Charter must be maintained. This section refers to "Residence of Officials and Employees", and states that elected officials must be residents of the City, but that the area or location of residence of all other employees shall not be limited and "no prejudice or benefit shall accrue to any such employee or official, his appointment, position, or salary, if any, because of his place of residence"; (2) Persons from the Model Cities area with job skills find it difficult to pass the Civil Service examinations due to inability to interpret written

questions, uneasiness in interview situations, and personal psychological barriers; (3) There is a lack of understanding and communication between employers, employees, and potential employees concerning personal and agency goals and problems which are faced by each other. (4) There is a lack of funds.

The strategy for overcoming these barriers has been stated in general terms in Section "F" earlier in this plan, except for the fourth barrier. It is difficult to devise a strategy at this time that will effectively deal with shortage of funds. In the fiscal year 1969-70, the city's labor force was reduced by 135 employees due to a shortage of funds. To incorporate the CDA staff into the regular Civil Service system, at a time when the system is reducing its work force, is of dubious value. The tenure of the newly incorporated employees would still be contingent upon the continuation of the federal dollar. It is anticipated that the strategies will become more specific during a 60-day review and discussion of a working draft of the plan and that implementation of the plan will in itself lead to adoption of goals.

- i. Time Schedule for Mounting Plan. The time schedule is as follows: May 15-August 15: (1) The employees will be placed in the regular city classified system but without permanent status. They will take the respective Civil Service examination for their class. (2) CDA will review current Civil Service procedure and compare it with the Model Public Personnel law and the objectives cited by HUD CDA Letter #11. (3) Identify and document "real" barriers. (4) Efforts will be made to expand the Civil Service system to incorporate new classes. August 15-September 15: (1) Reevaluation will be made of strategies in the light of new information developed from our experience in the period between May 15 and August 15. (2) A new time schedule will be drawn.

We are of the opinion that numbers 2, 3, 4 (May to August) of the time schedule are of paramount importance if we are to look beyond the present CDA employees and focus in on MNRs aspiring to employment in the Civil Service system.

VI. ADMINISTRATIVE MACHINERY

A. Description According to HUD (Housing and Urban Development) requirements, each CDA will establish adequate administrative machinery within its own organization to implement, enforce and monitor resident employment preference programs. Appropriate implementation and reporting requirements will be incorporated into all agreements between the CDA and operating agencies in order to require and evaluate resident preference provisions.

The role of the citizen participation component in developing and evaluating resident employment policy and programs will be clearly delineated in the CCDP. The text of the resolution adopted by the governing body of the cities or counties participating in the Model Cities Program will be included in the city's applications to HUD for supplemental funds.

B. Funding Sources Funding for all employment programs, training and projects (both in general terms of employment as well as the in-depth Civil Service and MN Construction employment programs) comes, largely, from federal subsidation. In Portland, since it is a large, concentrated, target area, a small percentage of the whole comes from private agencies, businesses, industries, and philanthropic sources.

C. Monitoring and Evaluation The general proposals set forth in this report, as well as all other activities of the City Demonstration Agency, are, on a broad, general basis, under control of HUD (Housing and Urban Development), the Office of the Mayor, and such lay groups as the Citizens Participation Committee. The forementioned funding agencies, professional city officials, and numerous working MN committees serve as controlling, monitoring, and evaluative bodies in conjunction with all CDA instituted programs.

D. Data to be Accumulated Information will be interpreted by staff of the Evaluation Division on a monthly basis. The following personnel will be involved: Manpower Specialist, CDA Director, Employment Task Force, Directors of on-going manpower programs delegated by the CDA, and Director of Training System. Written reports will be submitted monthly to the CDA Director by the Manpower Specialist summarizing the gains that have been made, the problems that have been encountered, and the plans developed to overcome problems. The CDA Director will approve the reports and submit copies to the Board. If data continuously indicates that delegate agencies are making no progress on proposed plans, it is probable that this fact will constitute a basis for withholding funds or cancellation of a contract.

E. Manpower Components It is proposed that the Manpower Center of the Concentrated Employment Program will provide direct manpower services to Model Cities residents. Supportive services, health, legal services, day care, and transportation (among others), will be provided by other components of the Model Cities Program coordinated by the Multi-Purpose Service Center.

Intake and referral for all MNRs sent to jobs funded by supplementary funds or HUD funds in the MNA will come through the Manpower Center.

As training components become funded and job opportunities become available, it is proposed that Adult Basic Education and Prevocational Training will be added to services available through the Manpower Center, and stipends will be put aside for enrollees participating. In addition, applicants may be referred for training in private vocational schools, adult education programs, or Junior College programs, which will pay for their education.

VI. Building Contract Specifications

The contract copy on the following pages is an example of an existing contract between CDA and a governmental agency. It is self-explanatory and is representative of typical contracting formats.