

City of Portland, Office of Neighborhood of Involvement  
**Great – Guidelines Review Committee Meeting**  
Tuesday, July 9, 2002  
8:30 AM to 10:00 AM, Lovejoy Room, Portland City Hall

**MINUTES AND SUMMARY NOTES**

Members Present:

Patricia Gardner, Co-Chair	Pearl District Neighborhood Association
Moshe Lenske, Co-Chair	Woodstock Neighborhood Association
Kathy Bambeck	Bridlemile Neighborhood Association
Nancy Chapin	Alliance of PDX Neighborhood Bus. Assocs.
Cathy Crawford	University Park Neighborhood Association
Leonard Gard	Southwest Neighborhoods, Inc.
Raymond Hites	Lents Neighborhood Association
Brian Hoop	Office of Neighborhood Involvement
David Lane	Office of Neighborhood Involvement
Jerry Powell	Goose Hollow Foothills League
Michael O'Malley	Irvington Community Association
Ruth Spetter	City Attorney's Office
William Warren	Central Northeast Neighbors

Absent

Stanley Lewis	Downtown Community Association
Charles Shi	Communities Beyond Neighborhood Boundaries
Mark Sieber	Neighbors West/Northwest

Visitors

Lee Perlman	Media
Doretta Schrock	Kenton Neighborhood Association

*Decisions by this group are subject to change at future meetings.  
Opportunities for public input are at the end of meeting and future workshops.  
These minutes and summary notes have not been approved yet by the committee.*

## MINUTES

### Approved Recommended Code Revisions - Changes noted in **Bold**

#### **3.96.30 Neighborhood Associations**

##### **B. Functions of Neighborhood Associations.**

Any neighborhood association may engage in the following, including but not limited to:

1. May make recommendation(s) concerning a particular action, policy or other matter to any City agency or any topic affecting the livability, safety and economic vitality of the neighborhood, including but not limited to land use, housing, community facilities, human resources, social and recreational programs, traffic and transportation, environmental quality and public safety; and
2. Assist City agencies in determining priority needs of the neighborhood; and
3. Review items for inclusion in the City budget and make recommendations relating to budget items for neighborhood improvement; and
4. Undertake projects and activities deemed appropriate by the neighborhood association; and
5. Cooperate with other Neighborhood Associations **and ONI** to create Neighborhood Offices.

*Motion to accept Functions of Neighborhood Association approved at 1-8-02 meeting.*

*Motion to amend #1 to include "economic vitality" approved at 5-14-02 meeting.*

*Motion to amend #5 approved at 7-9-02 meeting.*

#### **3.96.070 Responsibility of the Office of Neighborhood Involvement**

There is hereby established and created an Office of Neighborhood Involvement which shall consist of a Director and such other employees as the Council may from time to time provide. In order to facilitate participation and improved communication between the public, neighborhood associations, business district associations, district coalition boards and the City, the Office of Neighborhood Involvement shall:

- A. Notify interested persons of meetings, hearings, elections and other public participation events;
- B. Assist neighborhood associations and district coalition boards and others in planning and developing programs for public participation, crime prevention, dispute resolution and budget review;
- C. Act as an information clearinghouse and resource to neighborhood associations, other groups and the public;
- D. Promote and facilitate open communication among City agencies, neighborhood associations and district coalition boards;

- E. Support and promote involvement within the neighborhood association framework;
- F. Adopt and revise such **standards** as are deemed necessary for the implementation of this Chapter and for orderly public participation in City government through neighborhood associations and district coalition boards. In so doing, Office of Neighborhood Involvement shall involve neighborhood associations and other interested people as necessary.
- G. Pursuant to the adopted standards, formally recognize a Neighborhood Association and a Business District Association. If a Neighborhood Association or Business District Association fails to meet the minimum requirements of chapter 3.96, ONI may suspend partial or all benefits and may ultimately revoke formal recognition of the Neighborhood Association or Business District Association.
- H. Enter into, monitor, administer contracts, and memorandums of understanding for Neighborhood Associations through Neighborhood Offices.**
- I. The Office of Neighborhood Involvement may choose to administer services to neighborhood associations through district coalition boards.

*Section G was approved by motion at the 6/11/02 meeting. Section H was moved here by motion at the 3/26/02 meeting and corrected at 4/9/02 meeting.*

*Section I was approved by motion at the 6/25/02 meeting. Section H and I switch approved by motion at the 7/9/02 meeting. Section H modification approved at 7/9/02 meeting.*

*References to "citizen" changed in section introduction, A, B, C, E and F approved at 6/25/02 meeting.*

**Goal of Recommended Revisions**

- New language for 3.96.030 Neighborhood Associations, Section B. Functions of Neighborhood Associations, #5 clarifies that associations can work with ONI in addition to other associations if interested in creating a new coalition.
- New language for 3.96.070, Responsibility of ONI, Section H, adequately addresses legal issue of authorizing ONI to provide sole source contracts with neighborhood coalitions and memorandums of understanding for City run neighborhood offices.
- There was consideration of language for a new section on Business District Associations. But the group decided to keep this section out of City Code and deal with the issue in the Standards. A definition of Business District Associations was sufficient in the Code.

**SUMMARY NOTES**

**Approval of Summary Notes**

- For June 25, 2002 – Section F, page 6 should be called “Standards” and not “Guidelines”. Check for all references to this document name change. Move to adopt, accepted.

**Responsibility of the Office of Neighborhood Involvement**

Chapter 3.96.070

**Issues of Office of Neighborhood Involvement section**

- Ruth is considering legal issues on how to insure the neighborhood coalitions can continue to receive sole source contracts.
- **Associations deciding on support structure:** Issue raised how do we ensure associations will continue to have the ability to always opt out of one model and chose to reorganize into a Coalition or Support Office if they are not happy with their existing support structure? There still needs to be a way for neighborhood associations to decide to disband a coalition if it is not working for them. Discussion of what is the threshold of how many associations need to be part of decision to reorganize. Currently it is 75% supermajority. We also need to consider what is minimum number of associations that can organize to ask to be recognized as a new coalition?
- **North Portland neighborhood association leaders raise issue** that they are not happy about efforts to force them into a coalition. They are happy with their current neighborhood support office. North Portland reps assured the code will not force support offices to become coalitions.
- **Role of ONI & City in decision making:** Should the creation of new coalitions solely be at the discretion of associations and/or what role does ONI and the City have? Without clearer definition there is a fear at some time City Hall may decide they want a new model and force change. How do we maintain some flexibility so that associations and City Hall are not locked into permanent sole source contracts. What results if City Hall is not happy with basic services and wants to take away contract. A coalition may not be meeting performance expectations, according to contract with ONI. How can ONI hold coalitions and offices accountable to contract goals and objectives? But some feel City has too many expectations for the minimal funds coalitions receive. The City should provide more funding.
- **Associations that do not want to be in an office:** Discussion about what happens when associations say they want to take their own % of the ONI budget and bypass the coalitions. Old Town and Downtown associations like being autonomous and getting \$1,000 directly. But ONI is concerned about excessive staff support to administer unaffiliated associations. The ideal of the coalitions is that each association has a say in how to more effectively use a bigger pot of money.
- **Code language for sole sourcing:** "Enter into, monitor, administer contracts, and memorandums of understanding for Neighborhood Associations through Neighborhood Offices." Discussion on whether or not this language limits ONI to only funding associations through neighborhood offices. Suggestion to include the word "only" or "exclusively" to ensure there is no misunderstanding of our intent. Concern this may be excluding future creative alternatives for how we fund neighborhood association activities.

## Proposals:

- 1) Suggestion that ONI section should have language that ONI has the option to participate in some manner with decision making about formation or dissolution of coalitions.
- 2) Suggestion made that every few years associations should have the option to review the boundaries of associations and coalitions. Some feel they are too artificial and static.
- 3) Suggested language on sole sourcing: ONI shall cooperate with Neighborhood Associations to administer services through their Neighborhood Office.
- 4) Suggestion for sole source language: Enter into, monitor, administer contracts, and memorandums of understanding for Neighborhood Associations through Neighborhood Offices.

**Motion:**

Chapter 3.96.070 Office of Neighborhood Involvement

- I. Enter into, monitor, administer contracts, and memorandums of understanding for Neighborhood Associations through Neighborhood Offices.

Modified language approved.

**Functions of Business District Associations (BDA)**

Chapter 3.96.080

**Issues of Functions of Business District Associations (BDA) section**

- Nancy Chapin presented proposed language. She followed same pattern as Functions of Neighborhood Associations.
- **Why even put in City Code?:** Discussion about why are we even putting business associations in the code if some groups don't want to be "acknowledged." This is creating another parallel system which we were trying to avoid. What does it mean to be acknowledged and what do they get from the City? Is it worth it? Group debated pros and cons of what business associations get out of an official relationship with the city outside of getting land use notices and listing in the directory.
- **Consider broader discussion w/ Business Associations:** Discussion about whether or not to have a broader discussion with small business community and Francesconi's office about the importance of incorporating Functions of Business District Associations in City code. David will talk to Francesconi's office about his intentions on this issue.
- **Group agrees to drop section on BDA's.** We will deal with some administrative issues in the Standards and leave formal mention in code of BDA's to just a definition.

**Proposals:**

- 1) Language below was proposed by Nancy Chapin for adoption into the Code.

**3.96.080 Functions of Business District Associations (BDA)**

Any Business District Association may engage in the following, including but not limited to:

- A. Make recommendations concerning a particular action, policy or other matter to any City agency on any topic affecting the livability, safety or economic vitality of the business district, including, but not limited to land use, housing, community facilities, and transportation;
- B. Assist city agencies in determining priority needs of the business district;
- C. Review items for inclusion in the City budget and make recommendations relating to budget items for business district improvement;
- D. Undertake projects and activities deemed appropriate by the Business District Association; and

- E. Cooperate with other Business District Associations, Neighborhood Associations or representatives of other diverse populations and organizations (present in the district) to work on issues that affect the livability, safety or economic vitality of the region of the city within which each operates.

2) Suggested to move this proposed section to 3.96.050 after Neighborhood Offices.

**Motion:** To not include proposed section on Business District Associations in City Code. Approved.

### **3.96.030 Neighborhood Associations**

**Issues:**

- Procedural note made that neighborhood associations should be encouraged to work with ONI if and when considering altering existing or creating new neighborhood offices.

**Proposals:**

- Suggestion for 3.96.030, Section B, Functions of Neighborhood Associations to be changed to: Cooperate with other Neighborhood Associations **and ONI** to create Neighborhood Offices.

**Motion:** Motion to approve passed.

*These minutes and summary notes have not been approved yet.*

*The information contained in this document is preliminary and informal in nature and does not necessarily reflect the views or adopted policies of the City of Portland or the final outcomes of this project; the reader should exercise caution in its interpretation.*

### **NEXT MEETINGS**

Tuesday, August 13  
8:30 AM - 10:30 AM  
City Hall, Lovejoy Room, 1221 SW 4<sup>th</sup> Avenue

Tuesday, August 27  
8:30 AM - 10:30 AM  
City Hall, Lovejoy Room, 1221 SW 4<sup>th</sup> Avenue

Tuesday, September 10  
8:30 AM - 10:30 AM  
City Hall, Lovejoy Room, 1221 SW 4<sup>th</sup> Avenue

Prepared by: Brian Hoop, Office of Neighborhood Involvement