

# Portland City Code – Existing

Chapter 3.96 OFFICE OF NEIGHBORHOOD ASSOCIATIONS

# Portland City Code – Proposed

Chapter 3.96 OFFICE OF NEIGHBORHOOD INVOLVEMENT

(Chapter substituted by Ordinance No.159928, adopted by Portland City Council July 29, 1987, effective Aug. 29, 1987.)

**NOTE:** The order of the original guidelines has been altered in several sections so as to line up with proposed language to make comparisons easier.

## 3.96.010 Purpose.

This Chapter sets out the basis for City recognition of neighborhood associations, district coalition boards, and the responsibilities and benefits accruing thereto; creates the Office of Neighborhood Associations and sets out its functions, duties and responsibilities. Nothing in this Chapter shall limit the right of any person or group to participate directly in the decision making process of the City Council or of any City agency.

## 3.96.020 Definitions.

As used in this Chapter the following terms have the meanings given them in this Section.

**B. Neighborhood association.** A group of people organized for the purpose of considering and acting upon any of a broad range of issues affecting the livability and quality of their

*FINAL DRAFT language proposed by the GREAT – Guidelines Review, Empowerment and Assessment Team through April 12, 2005 for consideration and approval by Portland City Council.*

## 3.96.010 Purpose

This chapter creates a framework by which the people of the City of Portland may effectively participate in civic affairs and work to improve the livability and character of their Neighborhoods and the City. This Chapter sets out the basis for City recognition of Neighborhood Associations, District Coalitions, and the responsibilities and benefits accruing thereto. This chapter also sets out the basis for city acknowledgement of Business District Associations and the responsibilities accruing thereto. This chapter also creates the Office of Neighborhood Involvement and sets out its functions, duties and responsibilities. Nothing in this Chapter shall limit the right of any person or group to participate directly in the decision making processes of the City Council or of any City agency.

## 3.96.020 Definitions

As used in this Chapter the following terms have the meanings given them in this Section.

- A. Neighborhood:** A geographically contiguous self-selected community.
- B. Neighborhood Association:** An autonomous organization formed by people for the purpose of considering and acting on issues affecting the livability and quality of their

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neighborhood. A neighborhood association may be "recognized" by the City. A recognized neighborhood association is one which meets the minimum standards of this Chapter and applicable guidelines adopted by the Office of Neighborhood Associations.

**C. District coalition board.** The geographically defined neighborhood-based contracting agent with the City which serves as an information resource for citizens and a provider of citizen participation and crime prevention services. It is primarily composed of persons selected by member neighborhood associations and such other persons as are provided for in the board's bylaws.

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Neighborhood, formally recognized by the Office of Neighborhood Involvement, and subject to Title 3.96.

**C. District Coalition:** An organization which supports participation services for Neighborhood Associations and everyone within a geographically defined area, and is subject to Title 3.96.

1. **Non-Profit District Coalition:** An independent non-profit corporation directed by a board which is primarily composed of representatives from its member Neighborhood Associations.

2. **City--Staffed District Coalition:** An office partially or fully staffed by City personnel to provide neighborhood services as advised by the participating Neighborhood Associations.

**D. Business District Association:** An autonomous non-profit organization with membership guidelines in its bylaws formed by people in business within a defined geographic boundary for the purpose of promoting the general well-being of their business community. A Business District Association is subject to Title 3.96.

**E. Office of Neighborhood Involvement:** An agency of the City of Portland, whose purpose is to facilitate citizen participation and improve communication among citizens, Neighborhood Associations, non-profit District Coalitions/City-staffed District Coalitions, City agencies, and other entities. The Office of Neighborhood Involvement is

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**A. City agency.** Includes all departments, bureaus, offices, boards and commissions of the City of Portland.

### 3.96.030 Minimum Standards for Neighborhood Associations.

In order to be eligible to receive City assistance that is provided for in this Chapter, neighborhood associations shall meet those guidelines adopted by the Office of Neighborhood Associations including but not limited to the provisions regarding membership, boundaries, grievances and dissent.

### 3.96.040 Functions of Neighborhood Associations.

Any neighborhood association may:

**A.** Make recommendation(s) concerning a particular action, policy or other matter to any City agency on any topic affecting the livability 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;

**B.** Assist City agencies in determining priority needs of the neighborhood;

subject to these Standards.

**F. City agency:** Includes all departments, bureaus, offices, boards and commissions of the City of Portland.

**G. Standards:** Regulations adopted by City Council that govern Neighborhood Associations, District Coalitions, Business District Associations and the Office of Neighborhood Involvement.

### 3.96.030 Neighborhood Associations

#### **A. Minimum Standards for Neighborhood Associations.**

To receive and maintain formal recognition, Neighborhood Associations shall meet the Standards for neighborhood public involvement.

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

A Neighborhood Association may engage in, but is not limited to the following:

1. Make recommendation(s) concerning a particular action, policy or other matter to any City agency on 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,

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- C. Review items for inclusion in the City budget and make recommendations relating to budget items for neighborhood improvement; and
- D. Undertake to manage projects as may be deemed appropriate by the neighborhood association to benefit their neighborhood.

## **3.96.050 Functions of District Coalition Boards.**

*(see below. Moved in this document to match proposed language)*

## **3.96.060 Responsibilities of Neighborhood Associations.**

- A. All neighborhood associations shall be required to give reasonable notice to affected persons of neighborhood association elections and planning efforts prior to the commencement of those actions.
- B. Neighborhood associations shall abide by all applicable statutes, rules and regulations, both municipal and state, regulating open meetings and public records.
- C. Neighborhood associations shall include affected City agencies in discussion when engaged in planning efforts which affect neighborhood livability and shall cooperate with City agencies in seeking outside sources of funding for neighborhood projects affecting neighborhood livability.

## **3.96.090 Assistance to Neighborhood Associations.**

- A. Any neighborhood association meeting the minimum standards established by 3.96.030 is entitled to and may request assistance from the Office of Neighborhood Associations in the

- 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 District Coalitions.

## **C. Responsibilities of Neighborhood Associations.**

- 1. Neighborhood Associations shall abide by the Standards established by the Office of Neighborhood Involvement.
- 2. Neighborhood Associations shall make a reasonable effort to include affected City agencies in planning activities which affect Neighborhood livability.

## **D. Benefits to Neighborhood Associations.**

- 1. Any Neighborhood Association meeting the minimum requirements established by 3.96.030, upon request, is entitled to formal recognition and benefits from the

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performance of its functions.

- B.** If a neighborhood association violates or fails to continuously meet the minimum standards contained in this Chapter, the Office of Neighborhood Associations may suspend partial or all assistance to that neighborhood association until such time as it achieves compliance.
- C.** Open and fair grievance procedures shall be established for handling complaints made against a neighborhood association, district coalition board or the Office of Neighborhood Associations.

### 3.96.050 Functions of District Coalition Boards.

The Office of Neighborhood Associations may choose to administer services to neighborhood associations through district coalition boards. In order to provide efficient delivery of services to neighborhood associations, a district coalition board shall:

- A.** Facilitate communication between citizens and government; provide training and orientation, information and support services to neighborhood associations within the coalition;
- C.** Promote citizen participation in all efforts which contribute to neighborhood livability within the prescribed geographic area of the coalition.

Office of Neighborhood Involvement pursuant to the adopted Standards.

- 2.** If a Neighborhood Association fails to meet the minimum requirements of 3.96.030, the Office of Neighborhood Involvement may, pursuant to the adopted Standards, suspend partial or all benefits to that Neighborhood Association and may ultimately revoke formal recognition of that Neighborhood Association.

### 3.96.040 Functions of District Coalitions.

A District Coalition shall:

- A.** Provide training and orientation, information and support services to Neighborhood Associations within the areas of Neighborhood Associations served;
- B.** Facilitate communication between people and government;
- C.** Promote public participation within the areas of Neighborhoods served on issues of livability, safety and public policy;
- D.** Promote, encourage and support the participation of members of diverse communities within the areas of Neighborhoods served;

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- B. Administer contractual funds, develop a budget, and operate a neighborhood office in accordance with guidelines established by the Office of Neighborhood Associations; and

### 3.96.070 Responsibility of City Agencies.

- A. City agencies shall notify all neighborhood associations affected by planning efforts or other actions affecting the livability of the neighborhood(s).
- B. City agencies shall include affected neighborhood associations and district coalition boards in planning efforts which affect neighborhood livability.
- C. Notice of pending policy decisions affecting neighborhood livability shall be given to the neighborhood association(s) affected at least 30 days prior to final action on the decision by a City agency. If said 30 day period may injure or harm the public health, safety, welfare, or result in a significant financial burden to the City, this notice provision shall not apply.

### 3.96.080 Office of Neighborhood Associations.

There is hereby established and created an Office of Neighborhood Associations which shall consist of a Director and such other employees as the Council may from time to time provide. In order to facilitate citizen participation and improved communication between citizens, neighborhood associations,

- E. Administer contracts or memorandums of understanding and operate the District Coalition in accordance with the adopted Standards; and

- F. Abide by the Standards established by the Office of Neighborhood Involvement.

### 3.96.050 Responsibility of City Agencies.

- A. City agencies shall notify all Neighborhood Associations affected by planning efforts or other actions affecting the livability of the Neighborhood(s).
- B. City agencies shall include affected Neighborhood Associations and District Coalitions in planning efforts which affect neighborhood livability.
- C. Notice of pending policy decisions affecting neighborhood livability shall be given to the Neighborhood Association(s) affected at least 30 days prior to final action on the decision by a City agency. If said 30 day period may injure or harm the public health, safety, welfare, or result in a significant financial burden to the City, this notice provision shall not apply.

### 3.96.060 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,

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district coalition boards and the City, the Office of Neighborhood Associations shall:

- A.** Assist neighborhood associations and district coalition boards and others in planning and developing programs for citizen participation, crime prevention, dispute resolution and citizen budget review;
- B.** Act as an information clearinghouse and resource to neighborhood associations, citizens or other groups;
- C.** Notify interested persons of meetings, hearings, elections and other citizen participation events;
- D.** Promote and facilitate open communication among City agencies, neighborhood associations and district coalition boards;
- E.** Support and promote citizen involvement within the neighborhood association framework;
- F.** Adopt and revise such guidelines as are deemed necessary for the implementation of this Chapter and for orderly citizen participation in City government through neighborhood associations and district coalition boards. In so doing, the Office of Neighborhood Associations shall involve

Business District Associations, District Coalitions and the City, the Office of Neighborhood Involvement shall:

- A.** Assist Neighborhood Associations, District Coalitions and others in planning and developing programs for public involvement, crime prevention, dispute resolution and budget review; and,
- B.** Act as an information clearinghouse and resource to Neighborhood and Business Associations, other groups and the public; and,
- C.** Notify interested persons of meetings, hearings, elections and other public participation events of the Office of Neighborhood Involvement neighborhood system; and,
- D.** Enter into, monitor, administer contracts, and memorandums of understanding for Neighborhood Associations through District Coalitions; and,
- E.** Promote and facilitate open communication and notification from City agencies to Neighborhood Associations, District Coalitions, and Business District Associations, promote and facilitate communication amongst City agencies about public involvement best practices and policy; and,
- F.** Support and promote public involvement within the Neighborhood Association framework; and,
- G.** Adopt and revise such Standards as are deemed necessary for the implementation of this Chapter and for orderly public involvement in City government through Neighborhood Associations and District Coalitions. In so doing, the Office of Neighborhood Involvement shall seek representation

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neighborhood associations and other interested citizens as necessary.

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from Neighborhood Associations, District Coalitions, Business District Associations, diverse community interests, city agencies that engage in considerable public involvement activities, and other interested people as necessary; and,

- H.** Pursuant to the adopted Standards, formally recognize a Neighborhood Association and/or acknowledge a Business District Association. If a Neighborhood Association or Business District Association fails to meet the minimum requirements of chapter 3.96, the Office of Neighborhood Involvement may suspend partial or all benefits and may ultimately revoke formal recognition of a Neighborhood Association or acknowledgement of a Business District Association; and,
- I.** Promote, encourage and support diverse and multicultural public involvement; and,
- J.** Establish open and fair grievance procedures for Neighborhood Associations, District Coalitions, and the Office of Neighborhood Involvement; and,
- K.** Establish open meetings and public records standards for Neighborhood Associations and District Coalitions.