

## ORDINANCE NO. 140905

An Ordinance repealing Chapter 3.96, Neighborhood Associations, and substituting a new chapter relating to neighborhood **associations** to provide greater flexibility in assisting **groups** organized for the purpose of promoting neighborhood livability, and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds that Ordinance No. 137816, passed by the Council, February 7, 1974, enacted a new chapter to the code, Chapter 3.96, Neighborhood Associations, to provide for city assistance to associations meeting certain eligibility requirements, in order to assist and broaden channels of communication between the people of Portland and city officials on matters affecting neighborhood livability; that the eligibility requirements for neighborhood associations which must be met in order to gain official recognition have proved to be too rigid and inflexible; that there is a continuing need to broaden channels of communication between the people of Portland and city officials on matters affecting neighborhood livability, and that it is in the public interest to substitute a new Chapter 3.96 containing less stringent requirements for organized groups seeking to obtain city assistance in communicating with city government;

NOW, THEREFORE, Chapter 3.96, Neighborhood Association, of the Code of the City of Portland is hereby repealed.

Section 2. A new chapter is added to the code in lieu thereof, to be numbered, titled and to read as follows:

Chapter 3.96

NEIGHBORHOOD ASSOCIATIONS

396.010 Purpose. The purpose of this chapter is to provide standards and procedures whereby organized groups of citizens seeking to communicate with city officials and city bureaus on matters concerning neighborhood livability may obtain assistance from staff in so communicating and to provide certain minimum standards for said organizations in order to insure that the broadest possible means for citizens' organizations to communicate with city government may exist.

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 any city agency.

3.96.020. Definitions. As used in this chapter:

(a) "Neighborhood Association" means any group of people organized for the purpose of considering and acting upon any of a broad range of issues affecting the livability of their neighborhood.

(b) "City Agency" includes departments, bureaus, offices, boards and commissions of the city.

3.96.030. Minimum Standards. In order to be eligible to receive the city assistance provided for in this chapter, neighborhood associations must meet the following minimum standards:

(a) Membership. The membership of a neighborhood association shall not be limited by race, creed, color, sex, national origin or income. Dues shall be collected only on a voluntary basis.

(b) Dissent. A neighborhood association shall follow a written procedure by which dissenting views on any issue considered by the neighborhood association shall be recorded and transmitted along with any recommendations made by the association to the city.

(c) Grievances. A neighborhood association shall follow a written procedure whereby persons may request the association to reconsider a decision which adversely affects the person or causes some grievance.

(d) A copy of each association's bylaws shall be kept on file in the Office of Neighborhood Associations.

3.96.040. Functions of Neighborhood Associations. Any neighborhood association meeting the minimum standards of Section 3.96.030 shall be eligible to:

(1) Recommend an action, a policy, or a comprehensive plan to the city and to any city agency on any matter affecting livability of the neighborhood, including, but not limited to, land use, zoning, housing, community facilities, human resources, social and recreational programs, traffic and transportation, environmental quality, open space and parks;

(a) When making a recommendation a neighborhood association shall include in the recommendation a record of meetings held including a record of attendance and results of any vote.

(2) Assist city agencies in determining priority needs of the neighborhoods;

(3) Review items for inclusion in the city budget and make recommendations relating to budget items for neighborhood improvement;

(4) Undertake to manage projects as may be agreed upon or contracted with public bodies.

3.96.050. Responsibilities of Neighborhood Associations.

(a) General notice and public information.

(1) All neighborhood associations shall undertake to notify affected persons, whether they be groups or individuals of elections and planning efforts as they are about to begin.

(2) Neighborhood Associations shall abide by the laws regulating open meetings and open access to all information not protected by the right of personal privacy.

(b) Planning.

(1) Neighborhood Associations shall include affected city agencies when engaged in planning efforts which affect neighborhood livability.

(2) Neighborhood Associations shall cooperate with city agencies in seeking outside sources of funding for neighborhood projects affecting neighborhood livability.

3.96.060. Responsibility of city agencies. (a) General Notice and Public Information.

(1) City agencies shall undertake to notify all neighborhood associations affected by planning efforts that are about to begin.

(2) Notice of pending policy decisions affecting neighborhood livability shall be given 30 days prior to decisions by city agencies to the neighborhood associations affected. If waiting 30 days may injure the public health or safety, or would result in a significant financial loss to the city or to the public, the provision for 30 days notice shall not apply, but as much notice as possible shall be given.

(b) Planning. (1) City agencies shall include neighborhood associations in all planning efforts which affect neighborhood livability.

(2) Comprehensive plans recommended to the city or to a city agency by a neighborhood association shall be the subject of a public hearing within a reasonable time. Any changes which are proposed by the city or by a city agency shall be sent to the affected neighborhood association for consideration and for a response before final action is taken. City agencies shall cooperate with neighborhood associations in seeking outside sources of funding for neighborhood projects.

3.96.070. Office of Neighborhood Associations. (a) There is hereby established an Office of Neighborhood Associations, which shall consist of a City Coordinator and such other employees as the Council may provide.

(b) Functions. In order to facilitate citizen participation and improve communications, the Office of Neighborhood Associations shall assist Neighborhood Associations, or individuals, when requested as follows:

(1) Notify interested persons of meetings, hearings, elections and other events.

(2) Provide for the sharing of information and maintain a list of reports, studies, data sources and other available information.

(3) Provide referral services to individuals, neighborhood associations, city agencies and other public agencies.

(4) Keep an up-to-date list of neighborhood associations and their principal officers.

(5) Assist neighborhood volunteers in coordinating projects on behalf of neighborhood livability.

(6) Encourage individuals to work with existing neighborhood associations where possible.

(7) Assist in reproducing and mailing newsletters and other printed matter when written material is supplied by a neighborhood association.

(8) Act as a liaison while a neighborhood association and city agencies work out processes for city involvement.

(9) Assist in contacts with city agencies on behalf of neighborhood associations or other interested individuals.

(10) Assist in educational efforts relating to citizen participation in city government.

(c) Administrative Functions. Administrative functions of the Office of Neighborhood Associations office is the responsibility of the Commissioner-in-Charge. The disbursements of the funds of any district office which may be established with city funding, the hiring and firing of staff in the district offices, and similar matters, shall be acted upon only after consultation between the respective neighborhood associations and the city with the neighborhood associations affected by such decisions and the approval of the Commissioner-in-Charge. Accounting procedures to be used shall be approved by the city.

## ORDINANCE No.

3.96.080. Neighborhood Association. Any neighborhood association meeting the minimum standards of Section 3.96.030 may request assistance from the Office of Neighborhood Associations. The neighborhood association shall also be eligible to perform all acts authorized under this chapter and shall be included on the up-to-date list of neighborhood associations maintained by the Office of Neighborhood Associations.

If a Neighborhood Association violates minimum standards of Section 3.96.030, a person of that neighborhood or the Commissioner-In-Charge may request the Office of Neighborhood Associations to suspend any assistance to that Neighborhood Association.

The Office of Neighborhood Associations shall be responsible for initiating a mediation process immediately, and mediation efforts shall continue for thirty (30) days. If at the end of thirty (30) days, a satisfactory resolution of the problem has not been reached, then the Commissioner-in-Charge will issue a decision.

3.96.090. Appeals. Any recommendation or action of the Office of Neighborhood Associations is subject to the approval of the Commissioner responsible for the office. Any person directly affected by these actions may appeal to the city council by filing written notice thereof with the city auditor within 14 days after receiving written notification of the Commissioner's decision.

Section 3. The Council declares that an emergency exists because the Office of Neighborhood Associations is presently funded through December 31, 1975 only, and the Council desires that this ordinance revising the functions of the Office, become effective so that the Council may consider the level of funding for this program prior to the end of the calendar year. Therefore, this ordinance shall be in force and effect from and after its passage.

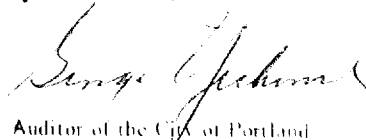
Passed by the Council, NOV 24 1975

Commissioner Jordan  
November 18, 1975  
EB:ast

EC:mk  
November 21, 1975

  
Mayor of the City of Portland

Attest:

  
Auditor of the City of Portland

*act emergency clause*

Calendar No. 3519

**ORDINANCE No. 140995**

Title

An Ordinance repealing Chapter 3.96, Neighborhood Associations, and substituting a new chapter relating to neighborhood associations to provide greater flexibility in assisting groups organized for the purpose of promoting neighborhood livability, and declaring an emergency. NOV 20 1975

THE COMMISSIONERS VOTED AS FOLLOWS:

	Yeas	Nays
Ivancie	/	
Jordan	/	
McCreedy	/	
Schwab	/	
Goldschmidt	/	

FOUR-FIFTHS CALENDAR

Ivancie	
Jordan	
McCreedy	
Schwab	
Goldschmidt	

PASSED TO THIRD READING NOV 26 1975

Filed Nov. 29, 1975

**GEORGE YERKOVICH**  
Auditor of the CITY OF PORTLAND

By *London Crowell*  
Deputy

INTRODUCED BY \_\_\_\_\_  
Commissioner Jordan

DRAWN BY \_\_\_\_\_  
EB:AST  
Date 11-18-75

NOTED BY THE COMMISSIONER

Affairs \_\_\_\_\_  
Finance and Administration \_\_\_\_\_  
Safety \_\_\_\_\_  
Utilities \_\_\_\_\_  
Works \_\_\_\_\_

City Attorney \_\_\_\_\_

NOTED BY THE CITY AUDITOR \_\_\_\_\_

APPROVED \_\_\_\_\_

Date \_\_\_\_\_  
By \_\_\_\_\_ City Engineer  
Date \_\_\_\_\_  
By \_\_\_\_\_