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of neighborhoods
through
community participation*

MEMO

July 30, 2003

TO: Neighborhood Association Chairs
Interested stakeholders
FR: Brian Hoop, Office of Neighborhood Involvement
RE: Update on Guidelines review effort

Below is an update from the GREAT (Guidelines Review Empowerment and Assessment Team), a citizen committee charged with updating the Office of Neighborhood Involvement Guidelines. The document is updated every four years to outline the roles and responsibilities of Portland's neighborhood association system.

ONI's website has been updated with meeting summaries from March 2003 through July 8, 2003 at www.myportlandneighborhood.org/committees.html. Included are working draft documents for the ONI Guidelines (to be called ONI Standards), and working draft document for changes to City Code Chapter 3.96, for the Office of Neighborhood Involvement. The goal is to seek Council approval by January 2004.

If you need paper copies or have questions please contact me, Brian Hoop, 503-823-3075, bhoop@ci.portland.or.us.

SUMMARY/HIGHLIGHTS OF ISSUES DISCUSSED THIS SPRING

- ❑ Held a public hearing on June 10, 2003 on working draft of City Code, Chapter 3.96, Office of Neighborhood Involvement. This was in response to a proposal to seek City Council approval on Code changes by July 1, 2003 to coincide with transfer of several Bureau of Development Services programs to the Office of Neighborhood Involvement. It has since been determined Code, Chapter 3.96 changes did not require a July 1 approval deadline. We do not expect to seek approval of Chapter 3.96 Code changes before January 2004.
- ❑ Ad-Hoc Committees are working on draft language for the following sections of the Guidelines/Standards and should finish their recommendations this summer:
 - ❑ Open Meetings and Public Records
 - ❑ Grievance Procedures
 - ❑ Neighborhood Offices

**Information & Referral
Center**
503-823-4000

**Crime Prevention
Center**
503-823-4519

**Neighborhood Mediation
Center**
503-823-3152

**Metropolitan Human
Rights Center**
503-823-5136

**Civic Involvement
Center**
503-823-4519

- Diversity outreach responsibilities of Neighborhood Offices
 - Office of Neighborhood Involvement
- Approved that Articles of Incorporation and by-laws of a neighborhood association need to be in harmony. This may require updating original Articles. (3/11/03)
- Approved that by-laws need to explain meeting requirements such as regularity of board meetings and/or general meetings. (3/11/03)
- Began discussing changes to Neighborhood Coalition/Offices section. Approved reorganizing categories for Neighborhood Offices section to include: Bylaws, Administrative Procedures, Operational Procedures, and Organizational Status. Sub-Committee still working on language content. (3/25/03 & 4/8/03)
- Approved to add to Responsibilities of ONI the establishment of Open Meetings and Public Records procedures. For some twenty years the neighborhood system has been directed by Council to follow state Open Meetings and Public Records law, despite State Supreme Court rulings that neighborhood associations are not subject to these State laws. A subcommittee is drafting a new Open Meetings and Public Records policy that would be more suitable for volunteer neighborhood associations. (5/7/03)
- Initiated dialogue with City staff regarding proposed language in Code 3.96 section on Responsibilities of City Agencies. Along with other concerns, key issues revolve around proposal for bureaus to notify neighborhood associations when staff are assigned to a new project and extending prior notice before final action from 30 days to 45 days. A GREAT and staff subcommittee will rewrite section. (June/July 2003)
- Approved in concept a proposal by Grievance Committee to explore differentiating between informal complaints and formal grievances with the intent of helping clarify confusion by many neighborhood association participants.

PURPOSE OF COMMITTEE:

The City of Portland Office of Neighborhood Involvement Guidelines, last adopted by City Council in January 1998, is to be reviewed and updated every four years. The Guidelines set forth the roles and responsibilities for recognized and acknowledged organizations in Portland's neighborhood association system. A Taskforce of neighborhood leaders - the Guidelines, Review, Empowerment, and Assessment Taskforce (GREAT) - have begun a yearlong process of reviewing the Guidelines as required by City Code. In addition, the Taskforce has chosen to analyze and update Chapter 3.96 of City Code that defines the functions of the Office of Neighborhood Involvement. Chapter 3.96 has not been updated since 1987.

The Guidelines apply to Neighborhood Associations, District Coalitions, Business District Associations, Communities Beyond Neighborhood Boundaries, Alternative Service Delivery Structures (i.e. the North and East Portland Neighborhood Offices) and the Office of Neighborhood Involvement. Taskforce participants are charged with recommending to the Commissioner-in-charge suggested changes, revisions, additions, and/or deletions to the Guidelines. Final recommendations for Guidelines changes are submitted to City Council for final approval.