



Irene Gomez-Bethke Papers.

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# Rough Draft

## Plan of Work 1979-1980

Chicano-Latino Advisory Committee to the Mayor  
and To The City Council -

Objectives	Activity Task	Date
Become acquainted with Advisory committee	Introduction of members	Sept.
Become acquainted with ORGANIZATION / purposes	Explanation of Advisory Committee Discussion of functions and organization	
Approval of Plan of Work	Determine plan of Work	Oct.
and election of officers to establish organization and objectives for the year.	Election of Officers Explanation of philosophy purposes and objectives of Advisory Committee	Oct.
Committee to become familiar with city government structure	WORKSHOP! Legislative issues / positions	
Aid in evaluation of city affirmative action in employment	evaluate in regards to city meeting STATE and FEDERAL Rules of AFFIRMATIVE ACTION in employment on city jobs and Document. City have Bilingual Staff (LATINO AIDE)	* Now (change to) June 1st
Evaluate public relations Promote Spanish Speaking EVENTS	Sup	Dec.
Evaluate city housing practices	STRONG stand on more Housing FOR LOW income. Long Term Low payment loans. LOW RENT SUBSIDIZED HOUSING. CREATE A Hispanic Advisory committee on housing HUD + HRA TO HAVE BILINGUAL / BICULTURAL STAFF.	JAN.

OBJECTIVES	Activity / Task	Time
Promote Economic Social development	ENCOURAGE private sector to go beyond the letter of the law in regard to hiring of Hispanics. Management training and skills be provided for Hispanic businesses etc.	Jan
Needs Assessment	Document needs Assessment of Mpls Hispanics. Adequate staff to do field work and research rec: Use of U-M grad. student in soc. wk. Report of Task Force to be reviewed/presented to <sup>mtg</sup>	Feb.
Provide recognition of High Health Costs	Health care centers in Mpls hire bilingual staff. Home health aides bilingual outreach. (Task Force to study high health costs with representation from Chicano-Latino Community)	march
Provide Direction	To  Create Job Bank Appointment on boards and commissions	APRIL
Promote Positive Image		MAY

OBJECTIVES	Activity Task	Date
Police Issues	office of ombusman w/subpoena power with adequate Hispanic representation Hire Latinos For Police Force Sensitivity training on a continual basis. USE of DEADLY FORCE.	June * Change to now slot
ASSIST in Long-Range planning For program development	Identify short - Long RANGE Goals	July
EVALUATION of Plan of work	Discussion and modification of annual report	Aug.
Promote Hispanic	Provide support and Publicity For *MN Hisp. H. WK	
Provide ORGANIZATION For next year	Discuss Proposed Plan of work for 1980-1981 Nominations For ELECTION of Officers New members 1980-1981	Sept.

\*Minn. Nat. Hispanic Heritage Week



minneapolis

city of lakes

The Chicano-Latino Advisory Committee to Mayor Hofstede would like to take this opportunity to thank you for attending our meeting on

We are appreciative of your willingness to meet with us, and to share with us your presentation of

Your report was very informative and comprehensive. The data that was presented will be very helpful in establishing a direction to address this critical area as it pertains or does not pertain to the Chicano-Latinos in Minneapolis.

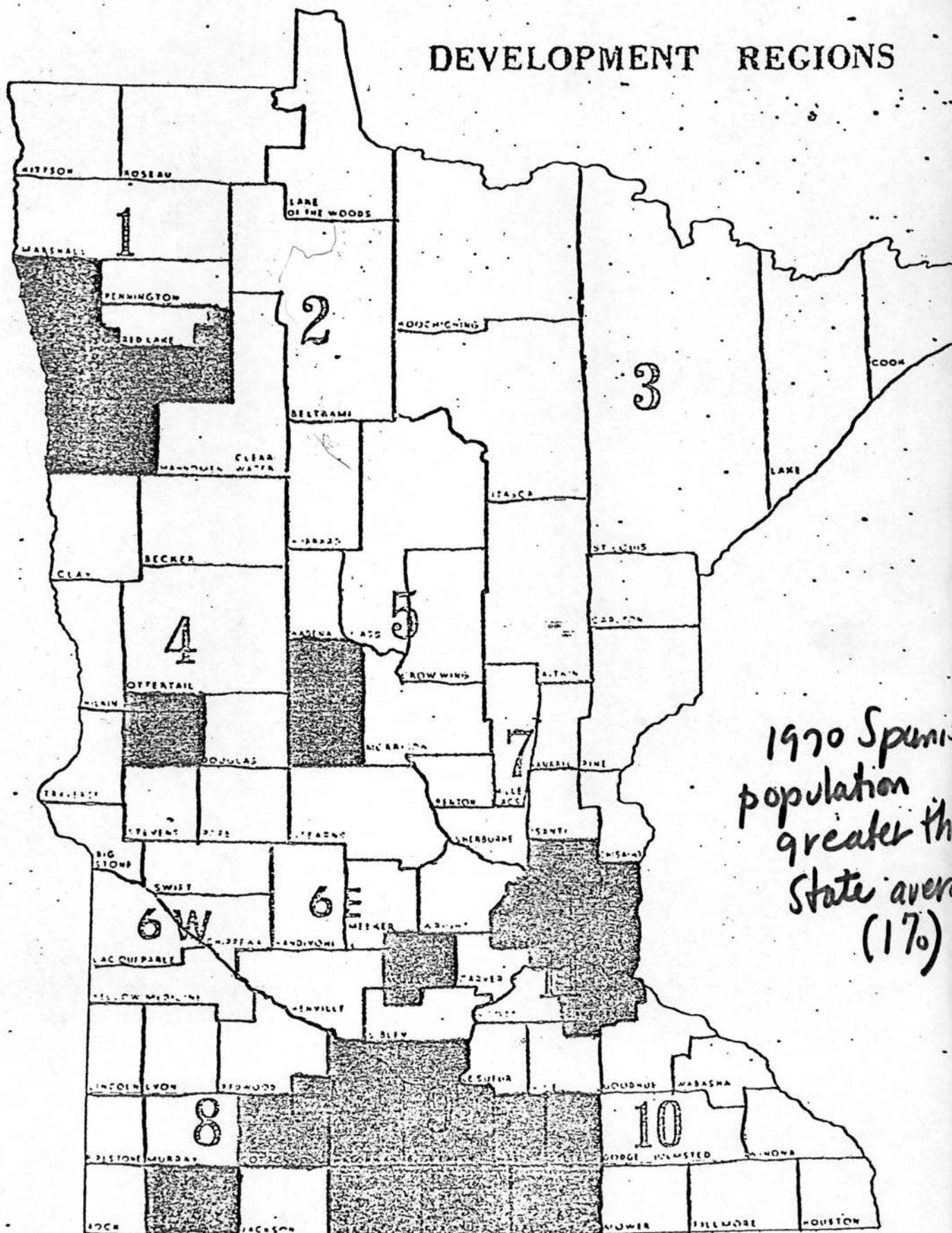
There are many areas that need to be addressed in order to meet the needs of the Chicano-Latino population in Minneapolis/Hennepin County. It is time for city officials, such as yourself, to discuss our individual needs and perspectives with a view towards creating whatever is necessary to achieve our common goals. With that in mind, we are strongly urged by our community to maintain and establish a rapport with your department. We look forward to working with you in this very crucial area.

Sincerely,

Irene M. de Bethke  
Chairperson, Chicano-Latino  
Advisory Committee to the Mayor



# DEVELOPMENT REGIONS



## MAYORAL APPOINTMENTS

Appointments requiring a public hearing prior to Council approval (Council Rule 19)

### Civil Service Commission

Gerald M. Singer                      3933 Abbott Avenue South 55410

### Housing and Redevelopment Authority

Kenneth W. Webster                      1836 East 25½ Street South 55404

### City Planning Commission

James L. Dorr      (At Large)      1025 Washburn Avenue North 55411

Robert G. Randle (At Large)      4149 Chowen Avenue South 55410

Ellie Banks      (Mayor's Rep.) 1836 East 25½ Street 55404

## JOINT MAYOR/COUNCIL APPOINTMENTS

### Handicapped Advisory Committee to the Mayor and City Council (10 Members)

Nancy L. Gerdes	2121 Colfax Avenue South 55405
John E. Hillenbrand	2100 Bloomington Avenue South 55404
Andrew Vernin McGlory	227 Oak Grove, Apt. 208, 55403
Rudy O. Melquist	3628 - 13th Avenue South 55407
Leonora Ruth Nelson	4836 Emerson Avenue South 55409
Pat O'Keefe	3750 Xerxes Avenue North 55412
Cliff Poetz	625 East 14th Street 55404
Barbara J. Proehl	1615 4th Street South, Apt. M1610, 55454
John E. Schatzlein (Mayor's Rep.)	3936 Minnehaha Avenue South 55406
Rosalie H. Smith	510 Groveland 55403

### APPOINTMENTS NOT REQUIRING CITY COUNCIL APPROVAL

#### Capital Long-Range Improvements Committee (CLIC)

Roger E. Conhaim	2566 West Lake of Isles Blvd. 55405
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#### Committee on Urban Environment (CUE)

Marcella Birulkin	105 East 25th Street 55404
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#### Minneapolis Arts Commission

Steven Andersen	621 East 27th Street 55407
Peter S. Edmunds	111 East Elmwood Place 55419
Sally French	601 Southeast 6th Street 55414
William R. Hegeman	4901 Elliot Avenue South 55417
Peter L. Morawetz	2433 Sheridan Avenue South 55405
Gregory E. Reed	3308 Snelling Avenue 55406
Dudley Riggs	2515 Pleasant Avenue South 55408
Jean Lyn F. Trefethen	4316 - 45th Avenue South 55406



Police Precinct Advisory Councils (6)

Headquarters Precinct

Ed West 729 East 16th Street 55404

Eastside Precinct

Michael Paul Kaiser 3500 Cleveland Street N.E., 55418

Minnehaha Precinct

Andy Brewer 5141 10th Avenue South 55417

Northside Precinct

Donn Jay Vargas 2119 Emerson Avenue North 55411

Bryant Precinct

Mary Patricia Teachout 4833 France Avenue South 55410

Model City Precinct

Constance L. Bulbulian 421 Clifton Avenue 55403

Region G Criminal Justice Committee, Metropolitan Council

Elaine Nissen 3316 Bryant Avenue South 55408

Library Board

Sean J. Rice 248 Russell Avenue South 55405



## RULES OF ORDER

## REGLAS DE ORDEN

1. In order to obtain the floor to speak, you must be recognized by the Chairperson.

Para obtener la palabra, debe ser uno reconocido por el presidente.

2. Keep comments and presentations as brief as possible.

Haga sus comentarios y presentaciones tan cortas como pueda.

3. All should be treated with courtesy and consideration.

Todos deben de ser tratados con cortesía y consideración.

4. If the Chairperson is a woman she should be addressed as Madam Chair.

Si el presidente es mujer, la presentación debe de ser dirigida a la presidenta.

5. The responsibilities of the office are for all, not just for one. Your commitments should be regular and serious.

Las responsabilidades de la oficina, son para todos, no solamente para uno. Sus compromisos deberan ser regulares y tomados seriamente.

DEPARTMENT HEADS

Elmer Nordlund  
Police Department  
119 Mpls. City Hall  
Minneapolis, Mn. 55415

William R. Dudley  
Mpls. Community Action Agency  
323 Mpls. City Hall  
Minneapolis, Mn. 55415

Otis Smith  
Affirmative Action  
317 Mpls. City Hall  
Minneapolis, Mn. 55415

Gordon Moe  
City Assessor  
2106 A Govt. Center  
Minneapolis, Mn. 55487

Walter Duffy Jr.  
City Attorney  
1700 A Govt. Center  
Minneapolis, Mn. 55487

Lvall Schwarzkopf  
City Clerk  
311 Mpls. City Hall  
Minneapolis, Mn. 55415

Victor Propes  
Civil Rights  
2649 Park Ave. South  
Minneapolis, Mn. 55407

Ollie Byrum  
Planning  
210 Mpls. City Hall  
Minneapolis, Mn. 55415

Brian Isaacson  
Civil Service  
312 Third Ave. South  
Minneapolis, Mn. 55415

Richard Brustad  
HRA  
217 South Third St.  
Minneapolis, Mn. 55401

David C. Niklaus  
City Coordinator  
301 Mpls. City Hall  
Minneapolis, Mn. 55415

Robert Moffit  
Coordinator  
301 Mpls. City Hall  
Minneapolis, Mn. 55415

Robert Dronen  
Coordinator  
301 Mpls. City Hall  
Minneapolis, Mn. 55415

Dr. Ellen Alkon  
Health Dept.  
510 Public Health Bldg.  
Minneapolis, Minn. 55401

Donald P. Risk  
Mpls. Industrial Development Commission  
200 Mpls. City Hall  
Minneapolis, Mn. 55415

Robert Gagne  
Senior Ombudsman  
121 Mpls. City Hall  
Minneapolis, Mn. 55415

Robert Ruhe  
Park Board  
210 Public Health Bldg.  
Minneapolis, Minn. 55401

Raymond G. Arveson  
School Board  
807 Northeast Broadway  
Minneapolis, Mn. 55413

Walter Dziedzic  
Alderman  
2727 Cleveland St. N. E.  
Minneapolis, Mn. 55418

Judy M. Corrao  
Alderman  
611 Sixth St. S. E.  
Minneapolis, Mn. 55414

Patrick M. Daughterty  
Alderman  
3914 Bryant Avenue North  
Minneapolis, Mn. 55412

Alice W. Rainville  
Alderman  
4727 Girard Avenue North  
Minneapolis, Minn. 55430

Department Heads

-2-

Louis G. DeMars  
Alderman  
1919 Washburn Avenue No.  
Minneapolis, Mn. 55411

Jackie Slater  
Alderman  
1630 Sixth St. South  
Minneapolis, Mn. 55454

Parker Trostel  
Alderman  
1800 Summit Avenue  
Minneapolis, Mn. 55403

Mark Kaplan  
Alderman  
2824 Oakland Ave. South  
Minneapolis, Mn. 55407

Zollie Green  
Alderman  
2400 Butler Place  
Minneapolis, Mn. 55454

\* Sally E. Howard  
Alderman  
3237 Colfax Avenue So.  
Minneapolis, Mn. 55408

Walter H. Rockenstein II  
Alderman  
643 E. 57th Street  
Minneapolis, Mn. 55417

Dennis W. Schulstad  
Alderman  
4009 E. 49th St.  
Minneapolis, Mn. 55417

Charlee Hoyt  
Alderman  
4921 Fremont Avenue So.  
Minneapolis, Mn. 55409

4649 Decatur Avenue North  
New Hope, Minnesota 55428

April 19, 1978

Hermanos y Hermanas en La Raza:

We, the Chicano/Latino Advisory Committee to the Mayor of Minneapolis, hereby announce our existence. We welcome your input and participation in order to fully fulfill our mission as your representatives.

Our committee was initially constituted from ward representatives, assembled by among other organizations: Chicanos/Latinos for Political Action; Centro Cultural Chicanos; Chicanos Venceran; Centro's Services for Spanish Speaking Senior Citizens. The members were selected by Minneapolis City Mayor Albert Hofstede from a slate of candidates who responded in writing to the public announcement.

The present committee has been appointed for a period of two years. This committee represents not only ward representatives but also members at large. The committee presently consists of 19 members, and the office holders chosen by the body are: Ms. Irene Gómez Bethke, Chairperson; Mr. Alfredo M. Gonzalez, Vice Chairperson; Ms. Laura Garcia, Recording Secretary. Meetings are presently scheduled for alternate Tuesdays, in Room 127 City Hall (Old Court House), the Mayor's Reception Room, at 6:00 P.M. promptly.

The meetings are open to the public and the presence and participation by all Chicano/Latinos of Minneapolis is welcomed and encouraged.

Our purpose and objectives are to address the needs and concerns of Chicano/Latinos in Minneapolis and convey the same to the Mayor and the appropriate offices of city government, their directors and the city council.

"UNIDOS EN NUESTRO ESFUERZO COMUN"

Respectfully submitted for the committee,



Irene Gómez Bethke  
Chairperson

IGB/jtm

OFFICE OF CITY COORDINATOR  
301M CITY HALL  
MINNEAPOLIS, MINNESOTA 55415  
(612) 348-2032

DAVID C. NIKLAUS  
CITY COORDINATOR

ECONOMIC / JOB DEVELOPMENT  
ROBERT D. DRONEN ..... 348-2664

GRANT AND PROGRAM COORDINATION  
ROBERT C. MOFFITT ..... 348-2426

FINANCE AND EVALUATION  
RICHARD F. HUNTER ..... 348-2095

PERSONNEL AND ADMINISTRATIVE SERVICES  
G. STEVENS BERNARD ..... 348-2096

minneapolis

city of lakes

February 11, 1981

Mr. Thomas T. Feeney, Area Manager  
Department of Housing and  
Urban Development  
Minneapolis Area Office  
220 - 2nd Street South  
Minneapolis, Minnesota 55401

Dear Mr. Feeney:

This is in response to your letter of December 8, 1980 concerning an anti-displacement strategy. City staff has reviewed the letter and the analysis which accompanied the letter and is making the following response.

Before directly addressing the four points on page two of your letter I feel it would be useful to review both law and regulation as it relates to the topic of displacement vis-a-vis the community development block grant program. As the Area Office analysis points out, the concern that displacement caused by federally funded community development programs be minimized has been present since at least 1978. A strong case can be made, however, that it was not the intent of Congress to elevate this concern so that it becomes a primary program objective.

The wording in the 1978 act was "in the administration of Federal housing and community development programs, consistent with other program goals and objectives, involuntary displacement of persons from their homes and neighborhoods should be minimized" (42 USC 5313, underlining added). The act, as amended to that time, did not include as a primary objective the minimizing of displacement (see 24 CFR 570.2 for a listing of the objectives of the CD program in regulations). Instead, the act and subsequent regulations treated the topic as a program consideration.



Mr. Thomas T. Feeney  
February 11, 1981  
Page 2

The analysis offered by the Area Office goes on to state that "More recently, in the 1980 Housing and Community Development Act Amendments, Congress added the requirement that local Community Development applications assess the effects of non-Community Development caused displacement". This position, by itself, is at best an overstatement of the law as passed because it is too all inclusive. The law as passed mandates that an application is to ". . . (B) indicate resources other than those provided under this title which are expected to be made available toward meeting its identified needs, activities and objectives including activities designed to revitalize neighborhoods for the benefit of low- and moderate-income persons and (C) takes into account the effect of such activities on the involuntary displacement of low- and moderate-income persons and takes into account appropriate environmental factors" (42 USCS §5304, underlining for the 1980 additions per P.L.96-399, Sec. 105(a)). The important point is that although the 1980 amendments are more explicit (and possibly more expansive), the displacement concern is still for that which can be attributed to the community development program of the applicant. It is not in terms of displacement in general. Thus, the general reasoning in the 1978 amendments (i.e., minimization of displacement consistent with other program goals and objectives - but not elevating this minimization to a primary program objective) seems to have been carried through in the 1980 amendments. It is interesting to note that in 1980 the Congress considered but did not enact a provision which would have so elevated the minimization of displacement (Conference Report on the Bill).

My reasons for the above review of the law are twofold: First, as noted, the statement that the 1980 amendments require that applications assess the effects of non-Community Development caused displacement is an overstatement. This same overstatement was also put forward on page 7 of the analysis. Second, the remainder of the analysis never effectively makes this crucial distinction between potential displacement due to community development activities and displacement which is attributable principally to private market forces. In fact, these are explicitly combined on pages two and three of the analysis. Similarly, the discussion of Local Strategies on pages four and five does not make this distinction. In fact, a case can be made that the measures outlined on pages four and five would constitute elevating anti-displacement to a primary program objective. The same is true of the request on page seven for data collection which takes into account "privately-caused" displacement and virtually all of the analysis on page seven under "Policy Direction".

It is the position of the City of Minneapolis that in its applications it has taken displacement into account and has structured its overall program so that, consistent with the primary goals of the comprehensive strategy, displacement has been minimized. The identified primary goals of the comprehensive strategy are twofold: Strengthening the City's residential neighborhoods and strengthening the City's economy (page 19, Minneapolis 5th Year CDBG Program Application). The goal of strengthening residential neighborhoods was expanded with policies aimed at:

- a) Undertaking neighborhood-level revitalization projects consistent with and supportive of neighborhood, community and citywide plans;
- b) Using a variety of resources to preserve and revitalize neighborhoods, with emphasis on visible physical improvements, removal of blight, and stimulation of private housing investment;
- c) Making Minneapolis neighborhoods more competitive with other metropolitan area communities by providing or encouraging variety in housing type, quality and environment, and by increasing the percentage of owner-occupied units;
- d) Coordinating and concentrating public and private investments to achieve a noticeable, overall improvement in neighborhood quality.

Thus, the primary and obvious goal of the Neighborhood Strategy Areas is revitalization. By definition the activities to be carried on within an NSA "must be sufficient to produce substantial long-term improvements within a reasonable period of time" (HUD Notice on Eligibility of Public Services).

The goal of each NSA is to improve the housing conditions within the area to a level slightly above the 1978 city-wide average (page 25, 5th Year Application). Specifically, this means that since 16% of all single-family and duplex housing units in the City presently fall into condition 4 and 5 categories (fair and poor condition) the goal for each NSA is to improve a sufficient number of houses over the life of the program so that the number of condition 4 and 5 units do not exceed 15%. Similarly, since the city-wide average for condition 4 and 5 multi-family units is 26%, the goal for NSAs is 25%. Because some maintenance efforts will be required to assure that units presently in condition 3 do not deteriorate, a minimum goal of treating 10% of all condition 3 units was also included in each NSA plan.

It should be noted that when these completion goals were set other guidelines, specifically previous urban renewal guidelines, were considered. Under these guidelines revitalization and thus project completion was deemed not to have occurred until 95 percent of all projects were in full code compliance and 75% of the structures had achieved a higher property rehabilitation standard. These renewal guidelines were rejected for two primary reasons:

- 1. Money - Such high completion standards are very expensive to meet. It was felt a lower standard could achieve revitalization in a more efficient manner.
- 2. Displacement - Setting a very high level of physical improvement in existing low- and moderate-income neighborhoods insures substantial amounts of publicly-caused relocation and also increases the likelihood of private displacement.

As outlined on the 5th Year Application Neighborhood Revitalization Strategy

(page 25):

"It is strongly felt that improvement of each selected area to a level established by average city conditions is a reasonable criterion. This standard, accompanied by needed supportive services, should provide the required impetus for renewed confidence in the neighborhood and attendant private investment. Additionally, such a standard helps to prevent the displacement of low- and moderate-income families which often accompanies decisions to physically upgrade a given area far above the norm for the community. Concern about minimizing displacement was a major factor in both the selection of the completion standard and determination of program implementation techniques."

While the application noted that some programs were still in the formative stage, the implementation techniques cited emphasized the use of rehabilitation loans and grants to owners in place, the encouragement of non-profit groups with their own funds (such as PPL and Common Space) to be active in the NSAs, and a wider use of Urban Homesteading which converts vacant structures into homeownership opportunities. All of these approaches emphasize revitalization with little displacement.

Since the application was submitted, other programs have been developed for the NSAs which also seek to achieve revitalization while minimizing displacement. The rehabilitation standard in the Stabilization Program was purposely kept low since low- and moderate-income families often cannot meet higher standards and are displaced as a result. The Tenant Owner Conversion (TOC) and Contract-for-Deed Owner Conversion (DOC) approaches were developed to assist tenants and contract-for-deed purchasers to become fee owners and thus become eligible for rehabilitation assistance programs. The only other alternative for rehabilitation of that property was acquisition and relocation.

Thus it can be seen that the minimization of displacement, consistent with the primary program goal of neighborhood revitalization, was an important program consideration in the formulation of the City of Minneapolis' community development program. The City has also taken seriously its obligation to mitigate the adverse effects of displacement when it has been determined to be necessary to achieve the revitalization goal. This primarily has been accomplished through the provision of adequate funds in each NSA budget to handle anticipated relocation needs and the passage of a Minneapolis Residential Relocation Policy. The passage of this policy was extremely important since it applies to all residential relocation which may result due to funds administered by the City, even that which previously was not covered (i.e., third party or "indirect" displacement).

With regards to the four specific points raised on page two of your December 8, 1980 letter, the City proposes the following:



## I. Collection and Analysis of Data

The City concurs that it needs to know the magnitude of displacement in order to adequately plan and administer its community development program. Further, the City has already conducted studies relevant to the topic. Attached are three examples: The Recent Inner City Homebuyer, which showed that the strong majority of new homebuyers were previous renters in the City of Minneapolis; the Maryland House study, showing the pattern of tenant relocation resulting from HUD-funded rehabilitation of a central city apartment block; and Renters in Minneapolis, showing the results of a survey of 4400 renter households. When renters were asked about reasons for their prior move, displacement caused by condo conversion was ranked only 8 out of 9.

The Area Office suggests that the City collect and analyze data on a wide variety of factors in order to forecast where and when displacement has taken place, or is likely to take place. Types of data suggested for such a multi-variate model include vacancy rates, permit activity, shifts in tenure, code enforcement, and increases in median income relative to City-wide increases.

The City questions this approach for five reasons:

1. Primarily, the City doubts whether a determination of an accurate and consistent relationship between any of this data and displacement or potential displacement is possible. Before the City could justify any effort of interpreting general data to measure displacement or potential displacement, we would ask the Area Office to furnish the City with examples that demonstrate the reliability of such an approach.
2. Information on vacancy rates, permit activity and shifts in tenure is available. However, code enforcement is not currently entered into the City's Property Management System. Mean (not median) income is calculated from state income tax files, but these files do not necessarily cover all residents, especially low-income residents.
3. There is a time lag in some of the data. This is particularly true of the analysis of the state income tax file which is affected by a one-year lag.
4. The very success of several of the City's programs that minimize displacement would produce variations in some of this data. For instance, a successful TOC/DOC program would lead to shifts in tenure.

5. Were the City to be convinced of the validity of a multi-variate model, significant resources of time and money would be required to undertake studies of this complexity. To pursue such a course, the City would likely require financial assistance in the form of a HUD research grant.

The City would observe that at present the best analysis of displacement for program planning purposes is the utilization of data that is household specific. The City currently maintains data on families and individuals who are relocated by the City. The key indicator is the amount of time it takes to relocate the household.

Increases in the time needed to relocate households should be indicative of a tightening housing market and would thus suggest that displacement problems are increasing. Attached is a letter from Janet Hively, Deputy Planning Director, to Shirley Sailors of the Minneapolis Housing and Redevelopment Authority outlining this process in detail, as it would affect all publicly supported rehabilitation or conversion projects.

Several additional sources of household specific data have been suggested. These include working with the Multi-Family Housing Association to poll tenants concurrent with a move to determine the reasons for the move and working with the Minneapolis Board of Realtors to determine if specific residential sales are likely to cause displacement (i.e., price will mandate higher rents, extensive rehabilitation is planned, a switch in tenure is anticipated). Any one of these efforts would require major investments of staff time not provided in current budgets.

In any case, data on anticipated future levels of displacement will be collected in a process described in the following section.

## II. Actions to Minimize Displacement

As covered in detail the minimization of displacement was an important program consideration when the City's Community Development program was formulated. It was this concern for displacement which led to the specific program goals. This same concern for displacement has been an ongoing consideration as the City's community development program has evolved. This is evidenced by the continued emphasis on rehabilitation, the TOC/DOC programs and the extensive involvement of citizens in the implementation of the NSA's programs. I would note that a strong case can be made that this approach actually is extremely sensitive to the mandate of "minimizing displacement consistent with other program goals" since it is aimed at not generating the forces which often lead to displacement. The thrust of many of the actions put forth in the Area Office analysis are really aimed at controlling these forces once they have



developed. One result of this is that some of the actions put forth in the Area Office analysis are not really aimed at controlling displacement in general. The City questions the effectiveness and wisdom of some of these measures. Further, several of them are not feasible since either the City does not have the authority to enact them (anti-speculation laws, differential taxes) or the State of Minnesota has preempted them (condominium conversion ordinances).

Two factors, however, are key if the approach being followed by the City is to be carried forward through program implementation. First, assuring the relationship of individual projects to the overall program goal and second, the project specific identification of potential displacement and alternatives.

In order to better assure that these concerns are evident throughout the decisionmaking process the City is proposing the following procedural changes:

1. The first point is assuring the relationship between individual projects and the overall program. The inclusion of projects which are not related or only marginally related to the overall program objectives can run counter to the concern that displacement be minimized. In order to assure that proposed projects relate to the overall program--as defined in the City's Comprehensive Strategy (HUD 7064)--the City Planning Commission will assess each application for its relationship to the strategy, in addition to its review of proposals for consistency with the City's comprehensive Plan. Since this Planning Commission review is one of the first steps in the overall capital budgeting process, this assessment will be available to the Mayor, CLIC and other elements of the citizen participation process, and the City Council as the annual process progresses.
2. The second point is project specific identification of displacement potential and alternatives. The main vehicle for this will be the addition of three questions to the current application form. The first will be a question directly soliciting the level of potential displacement which would be associated with the project. The second will be a question of what alternatives were considered and why this particular alternative is being proposed. The third will be a question aimed at soliciting what measures will be taken to mitigate the effect of displacement which may be caused by the proposal.

A tabulation of the responses to these three questions will be made part of the City Planning Commission's assessment of proposals described in the preceding point.

As another part of the annual budget process the Mayor submits to the City Council a recommended program. This program is subject to review and comment from the citizen participation process and the City Coordinator's Office. The Mayor's recommended program will consider the aggregate displacement effect of recommended proposals vis-a-vis the capacity of the housing inventory to absorb projected displacement. This consideration will recognize, however, that any displacement resulting from the program will not occur until 12 to 24 months after the consideration has been made. This fact combined with changing characteristics of the housing inventory will render the consideration tentative and conditional.

### III. Management Responsibility

The above two sections outlined several actions designed to collect data on displacement and better insure a strong relationship between individual projects and an overall program whose formulation included a concern for the minimization of displacement consistent with a primary goal of neighborhood revitalization. In these sections roles for the City Planning Commission, the Mayor, and the MHRA were described in addition to the role of the Coordinator's Office.

Attached are letters from the Director of Planning and the Executive Director of the Authority agreeing to the parameters of this letter.

A word of caution is in order at this point. As you may be aware, the City is in the process of consolidating several agencies into one Community Development Agency. It is difficult to forecast what effect this may have upon the various actions outlined in this letter. The City will inform the Area Office if this reorganization should necessitate a substantial altering of the actions outlined in this letter.

### IV. Citizen Participation

The actions outlined above do not constitute a significant program revision. The basic approach of the City is still to incorporate the concern for minimizing displacement into the program formulation process. The proposed actions are designed primarily to ensure that the individual projects of the Community Development program continue to be related to the overall program goal. Continued public discussion of displacement, however, is appropriate.

Mr. Thomas T. Feeney  
February 11, 1981  
Page 9

To this end, the City will be forwarding this letter to all Planning District Citizen Advisory Committees and to recognized neighborhood groups for their review and comment. They will also be asked to respond to the topic of displacement in general - to what degree do they perceive it is happening, what can/should be done to alleviate it, what data would be useful in defining/predicting it, etc. This discussion, of course, could lead to a local determination that a change in the overall strategy is appropriate or that specific actions and/or programs should be considered by the elected officials. Pending the outcome of this process, the City will inform the Area Office if such changes are officially enacted by the City.

Sincerely,

A handwritten signature in dark ink, appearing to read "David C. Niklaus". The signature is fluid and cursive, with the first name "David" being more prominent.

David C. Niklaus  
City Coordinator

DCN:WJB:sc

Enc.

minneapolis

city of lakes

MAYOR DONALD M. FRASER

CITY PLANNING DEPARTMENT  
ROOM 210 CITY HALL, MINNEAPOLIS, MN 55415  
348-2597 OLIVER F. BYRUM, PLANNING DIRECTOR

January 5, 1981

Shirley Sailors  
Minneapolis Housing and Redevelopment Authority  
Minneapolis, Mn. 55415

Dear Shirley:

According to our understanding, the Housing and Redevelopment Authority (MHRA) will provide information regarding the capability of relocation services to find adequate and timely relocation housing as an indicator of the adequacy of relocation resources. The information will apply both to private development receiving City financing which will result in the displacement of residents, covered under the Minneapolis Residential Relocation Policy, and to City development or redevelopment through the MHRA which results in the displacement of residents.

The information will include:

- Sex and age of all household occupants
- Household income
- Size (number of bedrooms) and rental cost of the unit being vacated
- Location of the unit being vacated
- Ability to locate suitable replacement unit and relocate within a defined time period
- Size and rental cost of replacement unit
- Location of replacement unit

In the case of private development covered under the Relocation Policy, developers will provide the City with:

1. A displacement plan at the time of the request for financial commitment from the City, including individual occupant data.
2. Information regarding the outcome of the relocation process. If the tenant has accepted suitable replacement housing, the developer will indicate the location, size and rent level for the unit. If the tenant has been provided but refused the opportunity to move to a suitable replacement unit, the





developer will indicate the addresses of the units involved. If suitable replacement housing is not available within 30 days preceding the date the tenant is required to vacate, the developer will provide information about benefits paid in lieu of replacement housing, parameters for which have been established by the Relocation Policy.

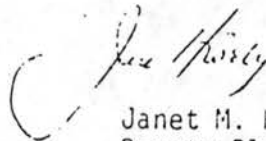
This information will be collected by the MHRA and reported to the City Planning Department quarterly, beginning May 30, 1981 (end of year VI). Analysis will take account of the time taken for relocation as related to household size, income, unit size, rent, and location of replacement unit as compared to location of vacated unit.

In the case of public development/redevelopment, the City's Central Relocation Office maintains all needed information on a "Family Card," which is initiated for each household at the time when the City has made a formal written offer to purchase to the owner of a property, and is maintained through the time when a 90-day notice along with referrals for replacement housing are offered, and until relocation is completed.

It is understood that the MHRA will pull all of the Family Cards initiated since the beginning of CDBG Year V (June 1979) and send them, with all name identification blanked out for privacy, to the City Planning Department, beginning May 30, 1981 (end of CDBG Year VI). Further reporting will occur quarterly. Again, analysis will take account of the time taken for relocation as related to household size, income, unit size, rent and location of replacement unit as compared to location of vacated unit.

Once baseline data is collected, analyzed and reported following the end of Year VI, changes in the relocation pattern can be noted quarterly as new data is received.

Sincerely,



Janet M. Hively  
Deputy Planning Director



minneapolis

city of lakes

MAYOR DONALD M. FRASER

CITY PLANNING DEPARTMENT  
ROOM 210 CITY HALL, MINNEAPOLIS, MN 55415  
348-2597 OLIVER E. BYRUM, PLANNING DIRECTOR

February 6, 1981

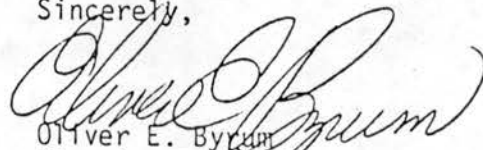
David C. Niklaus  
City Coordinator  
301M City Hall  
Minneapolis, MN 55415

Dear Mr. Niklaus:

I have reviewed your letter of February 6 which responds to a letter of December 8, 1980 from the Department of Housing and Urban Development to the City concerning displacement. In the context of the City's overall response to HUD's concerns, I concur with the three roles given the Planning Department:

- 1) That the Planning Department will collect and analyze data on direct and indirect displacement caused by City actions and City funding of "third parties", respectively. (Page 6, paragraph 1, of February 6 letter.)
- 2) That the City Planning Commission--as part of its annual review of capital budget proposals for consistency with the Comprehensive Plan--will also consider the relationship of those proposals to the City's overall community development program, and provide a tabulation of responses to questions on displacement asked on capital proposal forms. (Page 7, paragraphs 1 and 2.)
- 3) That the Mayor's recommended capital program will "consider the aggregate displacement effect of recommended proposals vis-a-vis the capacity of the housing inventory to absorb projected displacement." The Planning Department and Budget Office assist the Mayor in preparing his recommended program. (Page 7, paragraph 4.)

Sincerely,

  
Oliver E. Byrum  
Planning Director





MINNEAPOLIS HOUSING AND REDEVELOPMENT AUTHORITY  
217 SOUTH THIRD STREET MINNEAPOLIS MINNESOTA 55401

PHILIP A. HAGEDORN EXECUTIVE DIRECTOR    PHONE 612-348-2511

February 10, 1981

David C. Niklaus  
City Coordinator  
City Hall  
Room 301 M

Dear Mr. Niklaus:

The process for providing relocation information to the Planning Department outlined in Janet Hively's January 5 letter is now in place and operational. The data from the start of Year V through the first half of Year VI have been gathered and transmitted to Planning. Future reports will be on a quarterly basis.

Thus, the system discussed on page 6 of your response to the HUD Displacement letter is operational.

Sincerely,

Philip A. Hagedorn  
Executive Director

EQUAL EMPLOYMENT OPPORTUNITY

EQUAL HOUSING OPPORTUNITY

Charge to the Chicano, Latino, Hispanic  
Advisory Committee to  
Mayor Fraser

In an effort to better serve the Chicano, Latino, Hispanic community, certain basic information, heretofore lacking, must be obtained. We, therefore, are requesting that the Chicano, Latino, Hispanic Advisory Committee to Mayor Fraser do need assessment within its community. The assessment should include:

1. The identity of the Chicano, Latino, Hispanic community.
  - a. Economic status, age groups, educational background, etc.
  - b. Residential patterns within the broader community.
  - c. Unique qualities of Chicano, Latino, Hispanic community.
2. What are the specific needs of this community?
  - a. What services currently meet these needs?
  - b. What are the gaps in service?
3. Help identify the role of government, the private sector, and business in meeting needs and filling the gaps in service.



# CENTRO CULTURAL CHICANO

1800 Olson Memorial Highway  
Minneapolis, Minnesota 55411  
(612) 374-2996

## Mayor's Task Force on Chemical Dependency Minority Concerns Committee

It is no secret that single state agencies across the country have been criticized for their lack of responsiveness to special need populations. This committee would be foolish if we attempted to deny the validity of such criticism. There have been and still are some single state agency directors and staff that have not addressed the issue of special need populations adequately. While some gains have been made, to this date, none of us have addressed the issue sufficiently.

The directors and staff of single state agencies with alcohol and drug abuse programs are quickly coming to the realization that they must be more responsive to the concerns of special need populations, particularly in the areas of planning for specialized treatment services, manpower development, and internal staffing. As a result, our committee, which consists of members of the Mayor's Task Force and directors of Hennepin County detox centers, has drafted the following recommendations:

1. The Mayor's Task Force should include in its State Plan a requirement for an analysis of the State's responsiveness to ethnic minority staffing. The analysis should indicate the minority composition of state agency staff, the staffs of programs funded at the state and local level, and the clients who are receiving treatment. The minority composition should be compared to that of the total population. The analysis should also include plans for improvement.
2. Monographs regarding successful minority treatment and prevention programs should be prepared. These monographs should be distributed widely.
3. Strategies for inducing academic institutions to train more minorities in the delivery of services should be developed.
4. Single state agencies and the institutes should earmark an additional portion of seed funds for technical assistance programs for minority service providers in the community. Technical assistance should be given regarding funding sources, staffing, and information dissemination. Assistance should be provided in proportion to the minority composition of the total population. Criteria to recruit and train ethnic minorities for positions at all levels, managerial as well as clinical, should also be developed.



5. Adequate representation of minorities in initial review groups should also be ensured. The representation of minorities should reflect the composition of the total population.
6. We should encourage culture and language-relevant service delivery, so that treatment retains cultural and linguistic value systems.

We have taken the position that counselors who have a case load which consists primarily of Chicanos/Latinos need a complete cultural perspective as a base in order to do counseling effectively. We have prioritized this as a major training objective and, with the help of the Chicano Alliance and others, we have created what many of our counselors see as the best course in this country, since it takes the many facets of Chicano/Latino culture into account. This course is entitled-- "Counseling the La Raza Client." We are in the process of developing similar courses for counselors with a majority of Black or Native American clients.

In funding our programs, we should attempt to fund state-wide strategies that will have an impact on Anglo and minority youth. With research money, we will be able to evaluate these strategies from the standpoint of their impact on the host culture student and the minority student. With every contract we fund for treatment services, we should request a profile of those clients being treated, which would indicate the percentage of all minority clients, staff and Board members. These figures would be studied annually and awards would be granted accordingly.

We emphasize that the above-mentioned recommendations are of extreme importance if we are to meet the needs of minority peoples. We, along with other state and local agencies, have defined our needs, and, I believe, have made gains in correcting them. We are anxious to continue our work in this area.

## Members of the Hispanic Advisory Committee

Ms. Irene M. de Bethke	4649 Decatur Ave. North, New Hope, Mn 55428
Mr. Felino de la Peña	2117 2nd Avenue South, Mpls. 55404
Mr. Rafael A. Esparza	P. O. Box 14339, Mpls. 55414
Mr. Jose A. Gaitan	1315 Olson Mem. Highway #62., Mpls. 55405
Mr. Alfred Garcia	1901 5th Avenue North, Mpls. 55405
Ms. Laura Garcia	2115 Emerson Avenue North, Mpls. 55411
Mr. Joseph P. Garcia	2115 Emerson Avenue North, Mpls. 55411
Mr. Alfredo M. Gonzalez	1941 Ewing Avenue South, Mpls. 55416
Mr. Paul S. Gonzalez	3217 20th Avenue South, Mpls. 55407
Ms. Silvia V. Gonzalez	3217 20th Avenue South, Mpls. 55407
Mrs. Fermina Hernandez	1622 Vincent Avenue North, Mpls 55411
Mr. Mauricio Longoria	Folwell Hall, Room 4, University of Minn. Mpls. 55455
Ms. Pola Mardesich 588-8307	1313 44th Avenue No. Mpls. 55412
Mr. Leo Montoya	2509 33rd Avenue South, Mpls. 55406
Mr. Daniel D. Ojeda	449 S. Cedar Lake Road, Mpls. 55405
Mr. Gilberto Lopez y Rivas	1051 5th Street, S.E., Mpls. 55414
Mr. Carlos Rubiano 727-1649	5540 37th Avenue South, Mpls. 55417
Ms. Marcela C. Trujillo	814 Penn Avenue North, Mpls. 55411
Ms. Rachel Garcia Vargas	2119 Emerson Avenue North, Mpls. 55411

**SMU**  
**news**  
**from the mayor's office**

July 31, 1980

CHICANO/LATINO/HISPANIC ADVISORY COMMITTEE membership list

- Maria Baltierra  
4325 Xerxes Avenue South  
Minneapolis, Mn. 55410

Irene Gomez De Bethke  
4649 Decatur Avenue N.  
Minneapolis, Mn. 55428

- Rogelio Blanco  
214 E. 19th St.  
Minneapolis, Mn. 55403

Rafael Esparza  
- 1350 Nicollet Avenue  
Minneapolis, Mn. 55403

Alberto Garcia  
1717 5th Avenue N., #1  
Minneapolis, Mn. 55405

+ Alfredo Gonzalez  
1941 Ewing Avenue S.  
Minneapolis, Mn. 55416

- Manuel Guzman  
2321 Glenwood Avenue N.  
Minneapolis, Mn. 55405

- Pola Mardesich  
1313 44th Avenue N.  
Minneapolis, Mn. 55412

Felino De La Pena  
2117 2nd Avenue S.  
Minneapolis, Mn. 55404

Pedro Roybal  
6609 Humboldt Avenue S.  
Minneapolis, Mn. 55423

Raymond Roybal  
1412 W. 26th St., #9  
Minneapolis, Mn. 55405

Don Vargas  
1800 Olson Highway  
Minneapolis, Mn. 55411



Victor  
1978 Papers -  
Civil Rights Director

June 6

I

Bio

1. Came in 1970 from L.A., Alhambra - Calif.
2. Funding - Ford Foundation & Ed. Piser
3. Get Recruiting of Chic. / Lat.

Ed-  
housing

1. Leadership - assume Response.

2. Recruiting

3. Visibility Michael O'Reilly (Maculaster)

\*

II

1. Goals / time table / Latinos would qualify

1. Eddie Calderon Sp. / French Bilingual Bicutt  
opportunity accountability with  
affirmative action Policy through Budget

2. Advis. Com - could give input.

Funding, ~~Government~~ own held it up  
Comm. Wilson on Crime Commission > 1.4 mil.

LEA Funds / Set up poorly -

Housing ~~Advisory~~ com - expanded to 17 -  
~~Committee~~ operational com - to Broaden input  
commission (employment Opportunities)

- ① Civil Rights Commission Appointment to Commission  
(2 appointment) Resume

Lawyer 1. (~~Chair~~) Resident Before Aug. 31,

- ② Chair - (Ralph Zalazny)

Major issues - Budget Refinement

Funding from EEOC 15 staff

EEOC

Contract App<sup>home</sup> monitoring -

Contractor - w/ city - \$50,000

1. Affirmative Action Plan -

- Mgr. Serp - etc - evaluate



Procedure  
standards

{ 7 investigators  
speedy resolution  
within 10 wks -  
senior staff does  
all ones because of

Measurable goals/timetables Program to  
show how 90 increase is to be done -  
Specs. to

5190

31102. Backlog for Dept. (Benford)  
accumulative case load -

Av. 183 complaints per year -

~~January~~ Mr. V. Pross has instigated speedy resolution  
Ch. W procedure to cut backlog.

Guidelines > EOS deals w/ employment  
for everything.

Wilson is adopting same policy -

special meetings - police for ex -

June 19th for advisory Committee

get list of proper candidates

TABLE 19: Number of Municipalities with Minority Group Representation on Various Types of Appointed Boards and Committees

(Includes appointed municipal boards & committees in 84 of the 89 municipalities in the Twin Cities metropolitan area with a 1975 population of 2,500 or more).

Type of Board or Committee	# of municipalities with representation from each group				Total # of municipalities with minority representation	Total # of municipalities with this type of Board or Committee	Total currently filled positions
	Black	Native American	Spanish Surname	Other Nonwhite			
Arts/ Historical	1	1			1	11	279
Bldg./Construc./ Design Review	1	1			2	10	133
Capital Improve./ Public Works	1				1	17	146
Charter/ Government	2		1		3	15	207
Civil Service/ Personnel	3			1	3	29	133
Housing/ Commun. Dev.	3	1	1	1	3	26	245
Human Rights	15	6	2	4	20	34	315
Library						8	57
Natural Resources/ Conservation	1				1	15	159
Parks/Rec./ Sports				1	1	69	518
Planning & Zoning	3	1		1	5	84	714
Promotion/Econ. Dev./Indus. Dev.	3		2		4	13	199
Public Safety/ Criminal Justice	2	2	1	1	2	13	185
Taxes/ Finance	2				2	5	92
Transportation/ Traffic	1				1	8	98
Youth/ Aging	2	1	1		2	11	144
Other	3	2	1		3	19	320
Total (all types)	17	8	3	6	21	84	3944

# Members of the Hispanic Advisory Committee

Ms. Irene M. de Bethke	4649 Decatur Avenue North, New Hope, Mn. 5542
Mr. Felino de la Pena	2117 2nd Avenue South, Mpls. 55404
X Mr. Rafael A. Esparza	P. O. Box 14339, Mpls. 55414
X Mr. Jose A. Gaitan	1315 Olson Mem. Highway #62., Mpls. 5540
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X Ms. Rachel Garcia Vargas	814 Penn Avenue North, Mpls. 55411
	2119 Emerson Avenue North, Mpls. 55411



McVally recommend prep. in concept  
primary effect - on minority

Dept Comm - /

Sect. 4 - on state

Comm. O'Donnell, Wilson, Haiman

Admin. - on to gov.

Sect. 3 - adapted

Sect 4 - adapted -

Sect 5 - adapted

Sect 6 - carried

Sect 7 - carried

C - con. per - Biling. is spec. skill  
Memorandum - ind. in state service  
at



Sept. 1978

*James*  
First of all I want to thank all of the Hispanic Heritage and Committee <sup>members</sup> for all the support and hard work that they have put forth for this week - It was a great honor for me to be a co-chair for this committee. I thought about the struggle that we have all had in arriving here - Our greatest strength will be in our unity of purpose, the vision of a greater event next year, and the support of each other - Our greatest weakness will be in allowing anyone or anything to divide and to deter us from our common goals. I want to encourage your participation and your commitment. Everyone of you is ~~needed~~ <sup>greatly</sup> needed in the ~~great~~ task that will be before us. The establishment of this community ~~prevent~~ <sup>prevent</sup> as a permanent one will ~~help~~ <sup>fill</sup> the ~~needs~~ <sup>needs</sup> of ~~the~~ <sup>the</sup> ~~state~~ <sup>state</sup> of ~~Minnesota~~ <sup>Minnesota</sup> for sharing our cultural arts with each other as Hispanics and <sup>with</sup> other Ethnic groups in this ~~great~~ <sup>the</sup> ~~state~~ <sup>state</sup> of Minnesota.

## MINNESOTA

MCD

TOTAL

MINORITY

MINORITY

NEGRO

INDIANS

ORIENTALS

OTHERS

AITKEN

11403

110

.96

9

89

9

3

ANOKA

2372

154556

1136

.74

178

509

335

114

BECKER

24372

1249

5.12

3

1224

13

9

BELTRAMI

27

26373

3089

11.71

25

3021

17

26

BENTON

22

20841

63

.30

2

39

13

9

BIG STONE

—

7941

23

.29

2

18

2

1

BLUE EARTH

546

52322

213

.41

84

26

78

25

BROWN

523

20887

30

.10

5

6

17

2

CARLTON

78

28072

525

1.87

8

486

15

16

CARVER

249

28316

58

.24

7

25

16

20

CASS

5

17323

1559

9.00

17

1516

13

13

CHIPPEWA

—

15109

25

.17

0

15

2

8

CHISAGO

9

17492

51

.29

18

15

14

4

CLAY

156

46585

331

.71

73

119

71

68

CLEARWATER

2

8013

469

5.85

1

461

2

5

COOK

—

3423

135

3.94

14

117

0

4

COTTONWOOD

178

14887

38

.26

5

6

18

9

CROW WING

121

34826

182

.52

33

103

20

26

DAKOTA

1424

139808

770

.55

182

277

247

64

DODGE

—

13037

35

.27

7

14

6

8

## MINNESOTA

MCD		TOTAL	MINORITY	MINORITY	NEGRO	INDIANS	ORIENTALS	OTHERS
DOUGLAS	1	22892	27	.12	4	6	5	12
FAIRHAULT	475	20896	42	.20	1	12	12	17
FILLMORE	20	21916	31	.14	8	9	11	3
FREEMONT	557	38064	213	.56	67	42	45	59
GOODHUE	—	34763	223	.64	48	132	34	9
GRANT	104	7462	27	.36	2	16	8	1
HENNEPIN	12,251	960080	31573	3.29	20044	6722	3556	1251
HOUSTON	18	17556	43	.24	7	25	6	5
HUMBARD	—	10583	178	1.68	1	169	4	4
ISANTI	—	16560	86	.52	49	16	12	9
ITASCA	1	35530	862	2.43	7	821	23	11
JACKSON	—	14352	8	.06	0	5	0	3
KANABEC	—	9775	39	.40	8	15	13	3
KANDIYOUI	22	30548	64	.21	15	16	22	11
KITSON	3	6853	9	.13	2	1	2	4
LUCHICIN	78	17131	296	1.73	6	272	3	15
LAC QUI PA	—	11164	10	.09	1	3	2	4
LAKE	51	13351	102	.76	26	55	5	16
LAKE OF THE	—	3987	57	1.43	19	31	6	1
LE Sueur	142	21332	54	.25	4	36	10	4

## MINNESOTA

MCU

TOTAL MINORITY MINORITY NEGRO INDIANS ORIENTALS OTHERS

LINCOLN	—	8143	12	.15	0	8	3	1
LYON	17	24273	118	.49	46	43	13	16
MC LEOD	692	27662	51	.18	2	10	38	1
MAHNUMEN	—	5638	730	12.95	4	719	4	3
MARSHALL	24	13060	25	.19	1	19	4	1
MARTIN	363	24316	33	.14	8	10	13	2
MEEKER	—	18810	34	.18	8	13	2	11
MILLE LACS	22	15703	433	2.76	9	410	6	8
MORRISON	33	26949	45	.17	5	29	3	8
MOWER	42	43783	90	.21	19	17	43	11
MURRAY	75	12508	53	.42	12	17	9	15
NICOLLET	440	24518	128	.52	83	12	25	8
NORLES	934	23208	118	.51	62	45	7	4
NORMAN	141	10008	23	.23	1	14	4	4
OLMSTED	89	84104	747	.89	222	42	408	75
OTTER TAIL	81	46097	153	.33	25	57	50	21
PENNINGTON	23	13266	48	.36	2	34	7	5
PINE	49	16821	392	2.33	145	234	9	4
PIPESTONE	93	12791	56	.44	2	44	8	2
POLK	825	34435	176	.51	15	88	39	34



## MINNESOTA

MCD		TOTAL	MINORITY	MINORITY	NEGRO	INDIANS	ORIENTALS	OTHERS
POPE	—	11107	17	.15	2	2	5	8
RAMSEY	9,914	476255	15801	3.32	11525	2146	1423	707
RED LAKE	1	5388	35	.65	0	19	16	0
REDWOOD	—	20024	136	.68	3	116	6	11
RENVILLE	—	21139	49	.23	6	30	10	3
RICE	—	41582	209	.50	107	17	62	23
ROCK	81	11346	4	.04	0	2	1	1
ROSEAU	52	11569	88	.76	3	82	0	3
ST LOUIS	465	220693	2926	1.33	1000	1531	269	126
SCOTT	228	32423	121	.37	15	81	13	12
SHERBURNE	83	18344	278	1.52	114	111	16	37
SHIMLEY	130	15845	29	.18	3	23	1	2
STEARNS	105	95400	395	.41	125	131	101	38
STEELE	357	26931	57	.21	9	11	14	23
STEVENS	—	11218	49	.44	5	5	22	17
SWIFT	—	13177	20	.15	6	6	6	2
TODD	606	22114	34	.15	2	25	3	4
TRAVERSE	1	6254	77	1.23	1	60	14	2
WAHASHA	26	17224	27	.16	6	2	8	11
WADENA	46	12412	63	.51	24	17	7	15

MINNESOTA

MCD		TOTAL	MINORITY	MINORITY	NEGRO	INDIANS	ORIENTALS	OTHERS
ASECA	289	16663	28	.17	1	3	3	21
ASHINGTON	1,176	82948	598	.72	189	198	123	88
WATONWASH	164	13298	34	.26	1	11	12	10
WILKIN	—	9389	15	.16	5	2	3	5
WINONA	197	44409	116	.26	32	21	39	24
WRIGHT	23	38933	123	.32	19	37	39	28
YELLOW MED	—	14418	94	.65	2	84	7	1
MINNESOTA TOTAL	37,332	3804971	68933	0.00	0	23128	7605	3332

34,868

White 3,698,706  
 Spanish 37,332  
 Negro 34,868  
 Indian 23,128  
 Oriental 7605  
 Other 3,332

} 106,265 = 2.82

3,804,971

City of Mpls. 6109  
 St. Paul 7179  
 13,288

## Committees

### 1. Mission and Purpose

1. Marcela Trujillo  
2. Leo Montoya

3. Alfredo Gonzalez  
4. ~~Alfredo Gonzalez~~

> 3  
Report

### 2. Bylaws + Rule / Regs Criteria

1. Al Martinez

3. Paul Gonzalez

2. Arturo Perez

Arturo Perez

> 3

### 3. Priorities

long range / short range Goals

1. Arturo Perez

3. Dr. Bethke

2. Carlos Rubiano

4. Fermina Hernandez

> 4

### 4. Program of Work / Methodology / Needs

1. Fermina Hernandez

3. Daniel Ajada

2. Alfredo Gonzalez

> 3

### 5. Political

1. Leo Montoya

3. Jose Gutierrez

2. Felino de La Peña

4. Paul Gonzalez

> 4

### 6. Communication

1. Marcela Trujillo

3. Dr. Bethke

2. Al Martinez

4. Daniel Ajada

> 4

Meeting for Cultural Arts Center  
1800 - Olson Hiway  
May 31, 1979  
7:30 - 9:30

### AGENDA

7:30 1. Approval of Minutes

2. Bylaws Sec III + IV

3. Hispanic Week

8-8:30 4. Guests

5. Proposals for Name

6. Amendment to Orig. ~~Incorp.~~

7. Letter to ANGTF - membership - Costumes  
Bus. cards - Logo etc.

8. Next meeting / Adjournment.



Minutes of Meeting

CHICANO/LATINO ADVISORY COMMITTEE TO THE MAYOR

DATE: May 14, 1979

PLACE: 127 City Hall

TIME: 6:30 p.m.

Members present: Margaret Jones (Aide to the Mayor)  
Irene Gomez De Bethke  
Marcella Trujillo  
Jose Gaitan  
Paul Gonzales  
Arturo Perez  
Carlos Rubiano  
Felino De La Pena  
Alfredo Gonzalez  
Fermina Hernandez  
Al Martinez

Guests: Stephanie Ponticas  
Guillermo Perez Vertiz

AGENDA

The meeting was called to order by Irene Gomez who apologized for being late. Minutes of the last meeting were read and two corrections were made. One, Felino instead of Feline and two, Carlos Rubiano stated that there were approximately 10 people instead of saying there were 10 people of color working at the Marriot Inn. The minutes were then approved as read.

MAYOR'S REPORT

Motion was made and seconded and passed that the Committee present its report to the Mayor as soon as possible.

Motion made to establish a committee that will select a person to act as Liaison between the Latino/Chicano Committee and the Mayor. Suggested that the person be classified as an aide instead of an intern, and that he or she be bi-cultural, bi-lingual and a city resident. Motion passed.

STATUS OF ADVISORY COMMITTEE

Motion made that the Chicano/Latino Advisory Committee be made an advisory committee to the City Council as well as to the Mayor. It was also suggested that we write our Aldermen about this. Motion passed.

Irene Gomez composed a letter to Mayor Hofstede conveying our regrets about his decision not to run for Mayor again. Letter to be signed by all members of the Committee.

Ms. Gomez had also made out a list of committees and committee people. Motion made and seconded to accept the committee list. Motion passed 4 - 3, with 2 abstaining.

Felino De La Pena read a letter dealing with organizing a political action committee. Commented that we unite and work for a candidate of our choice.

A motion was made by Jose Gaitan that this Advisory Committee not endorse any candidate as a body. Motion carried with 3 abstaining.

NEW BUSINESS

Irene Gomez De Bethke introduced Stephanie Ponticas of HUD who is recruiting Hispanics for jobs with Housing. Ms. Ponticas briefly outlined the positions available. Discussion followed about whether some of the positions were geared for Hispanic people.

Motion was made that HUD have entry level positions for high school graduates to be trained to allow them to gain higher positions. Motion carried.

Margaret Jones of the Mayor's Office, introduced Mr. Guillermo Perez Vertiz. Mr. Vertiz had not known about the committee. He is interested in participating in other activities concerning Chicano/Latinos.

Motion made and seconded to adjourn.

Meeting adjourned at 8:35 p.m.

NEXT MEETING JUNE 4th at 6:30 p.m., 127 City Hall.

## "Message To La Raza"

Mejicano, Chicano, Latino, Hispano, Espanol, or whatever you may call yourself you still belong to the family of La Raza. And for this reason we should all be concerned about all aspects of survival in the Spanish Speaking Community. We need to support each others endeavors even if you think that you will never need any kind of help, even if you think that a good job is the answer to all problems, as Raza we still need you and as Raza you can't deny us we are each others identity. It is our purpose, our obligation to develop our community for the good of our people. Y con la voluntad de dios we can do anything we want to as long as it's in the interest of the Spanish Speaking Community. One of the major steps that we must take is to make every effort to acquire a building which can serve as a Chicano/Latino Center. If the Blacks, Polish, Scandanavians, Native Americans, and Vietnamese peoples have their centers, why shouldn't we? We need space for: 1) Centro Cultural Chicano 2) Centro's Services for Spanish Speaking Seniors 3) Ballet Folklorico de Minnesota 4) Chicanos Venceran 5) Legal Aid for Spanish Speaking Clients 6) Latino Caucus for Minneapolis Urban Coalition 7) Chicano/Latino Advisory Council to the Mayor 8) Chicano/Latino for Political Action.

For many years the Minneapolis Chicano/Latino community has been ignored by city government. All the bilingual services that we have now have been developed as a result of our own hard work. We now have Centro Cultural Chicano servicing the community.

Up until now we have not used the city for anything. We now need a building to expand our services to the Minneapolis Chicano/Latino community. The Minneapolis H.R.A. has a building available at 1800 Olson Highway that would be a perfect location for a Chicano/Latino Center. However, another organization wants the building too.

It looks like the Chicano/Latino community has a good chance of getting the building but it will only happen if you let the H.R.A. Board of Commissioners hear from you. Please call to let them know how important this building is to our community.

### Board of Commissioners

Richard H. Jefferson, Chairman	725-4640	Anthony Scallion	457-9558
Kenneth W. Webster	729-9361	Marcella Trujillo	373-9707
Derwood W. Holen	727-3230	Donald P. Early	<del>338-4070</del> 379-1711
Dorian Zaske	521-4924		

Please be present at the next H.R.A., meeting on Thursday, August 3, 1978, 6:30 P.M., at 217 South 3rd Street, Minneapolis, Minnesota.

"La Raza needs you support"

**CENTRO CULTURAL CHICANO**

204 W. FRANKLIN AVE.

MPLS., MN. 55404

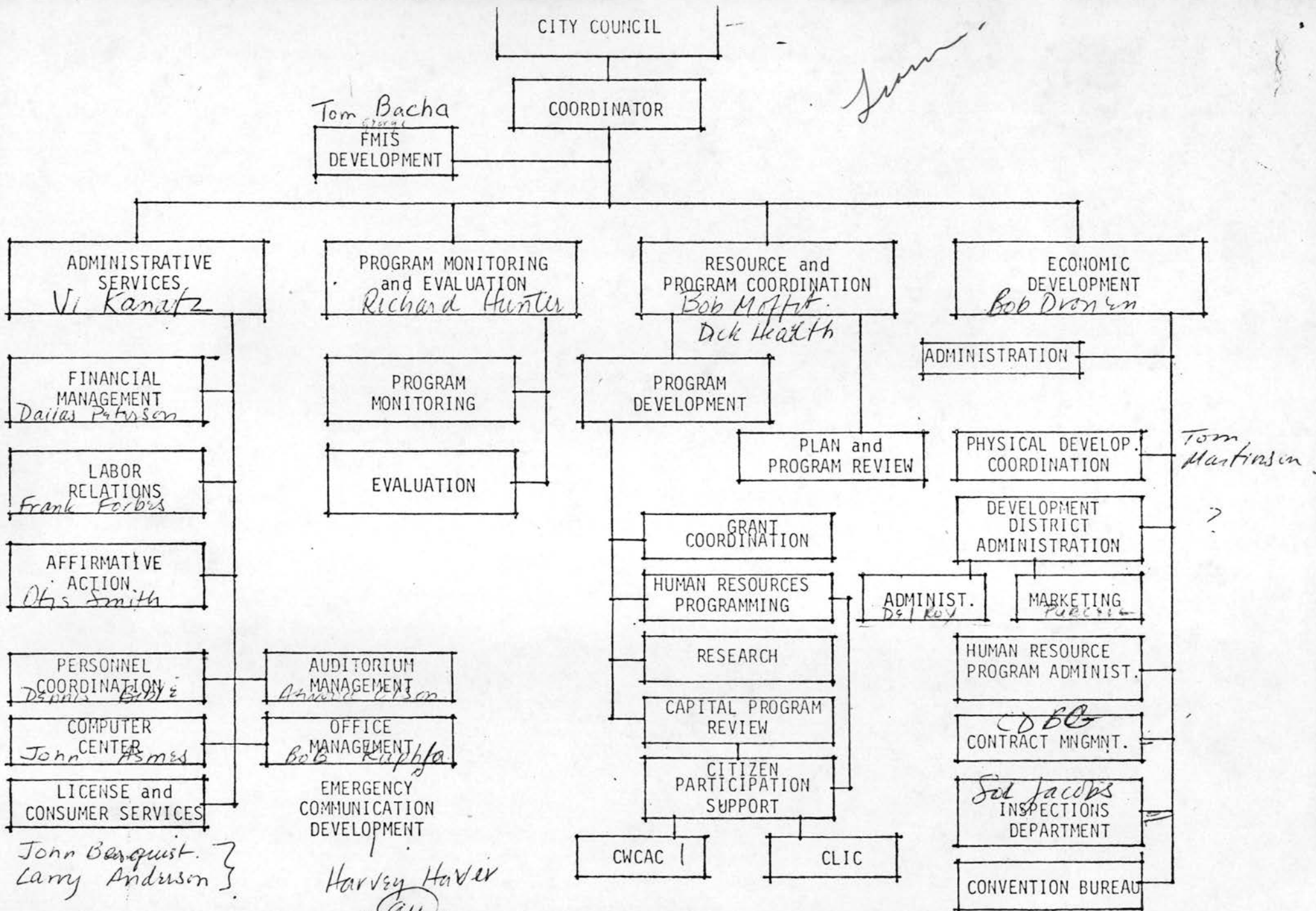
*Blocked  
8/2/78  
for*

Irene & Jack Bethke  
4649 Decateur Ave. N.  
New Hope, MN 55428

Non-Profit Org.  
U. S. POSTAGE

**PAID**  
Minneapolis, MN  
Permit 427





HECO

1st floor 9-4 1/2 floor

## NOTICE OF EVENTS

El Viernes, ocho de Diciembre, los ancianos de Minneapolis, tendran una cena de beneficio en el Centro de los Nativos Americanos, 1530 East Franklin, Mpls, de las dos de la tarde hasta las nueve de la noche. Se sirvira platillos Mejicanos. Donacion \$3.00.

Friday, December 8th, the Minneapolis Spanish Speaking Seniors will have a benifit dinner at the Native American Center, 1530 East Franklin, Mpls., from 2:00 P.M. to 9:00 P.M. Mexican dishes will be served. Donations \$3.00.

---

El Sabado, nueve de Diciembre, habra una fiesta de Navidad para los niños de parientes de habla española, en el Northside Settlement Inc., 2507 Freemont Ave. No. De la una de la tarde hasta las cinco de la tarde. Traigan a los Chamacos.

Saturday, December 9th, there will be a Christmas party for children of Spanish speaking parents, at Northside Settlement Inc. 2507 Freemont Ave. No. From 1:00 P.M. to 5:00 P.M. Bring the kids.

---

Se celebrara una Misa en español festejanto nuestra Señora de Guadalupe el Domingo, diez de Diciembre, a las seiz y media de la tarde en la Basilica de Santa Maria, 88 Norte, calle 17, Minneapolis. El Obispo John F. Kinney sera el Celebrante principal y Predicador. Todos los participantes son convidados a la recepcion que sigue la celebracion liturgica.

There will be Spanish Mass celebrating the feast of Our Lady of Guadalupe on Sunday, December 10, at 6:30 p.m. at The Basilica of St. Mary's, 88 No. 17th St. Mpls. Bishop John F. Kinney will be the main Celebrant and Homilist. All participants are invited to the reception that follows the liturgy celebration.

---

The above events are being sponsored in part by the following organizations:

Our Lady of Guadalupe Church, St. Paul

Chicanos Venceran, Mpls.,

Centro Cultural Chicano, Mpls.,

Centro's Services for Spanish Speaking Seniors, Mpls.,

Dec. 17. NSS.

JUL 5 1978

Please fill out form in  
black ink only. Thank you.

\*\*\*\*\*  
\*  
\*  
\*\*\*\*\*

NOTICE OF VACANCY ON:

CIVIL SERVICE COMMISSION  
(Official Title of Minneapolis City Agency)

2 Vacancies

Purpose of agency The three-member Commission makes and amends rules to promote efficiency in the public service and to maintain the merit system pursuant to Chapter 19 of the City Charter.

Term of office One appointment 8/1/78 - 8/1/80  
One appointment 8/1/78 - 8/1/81 Compensation \$1,500/yr.

Frequency of meetings 2 & 4 Thurs. of mo., 2:00 P.M. Length of meetings 2 hours

Special qualifications required, if any Not employed by any other governmental agency, resident of the city, and "known to favor the principle of merit and efficiency in the public service" City Charter.

Appointing authority Mayor

Appointment confirmed by Minneapolis City Council

Staff or other resources - Yes X No       

Additional information about agency About 10-15 discharge or other special hearings are conducted by the Commission each year; responsibilities of department include recruitment, exam research and administration, job classification, safety, training and drug/alcohol programs and central personnel records processing.

Person, Department or Division to contact for more information Brian R. Isaacson,

Director, Minneapolis Civil Service, 312 Third Ave. So. 348-6887

APPLICATIONS AVAILABLE FROM CITY CLERK

APPLICATIONS MUST BE SENT OR GIVEN TO THE CITY CLERK

DEADLINE FOR APPLICATIONS - POSTMARKED BY July 21, 1978

Please return to: Barbara R. Anderson  
City Clerk's Office  
305 City Hall  
Minneapolis, Minn. 55415  
348-7625

APPLICATION FOR APPOINTMENT TO A CITY OF MINNEAPOLIS AGENCY

CIVIL SERVICE COMMISSION  
(Official Title of the Agency)

PLEASE COMPLETE IN BLACK INK!

Date: \_\_\_\_\_

Name of applicant \_\_\_\_\_ (Please Print)

Address: Work \_\_\_\_\_ Zip \_\_\_\_\_

Home \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Work \_\_\_\_\_ Home \_\_\_\_\_

Your reasons for wishing to serve on this agency: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your background applicable to serve on this agency: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List names, addresses and telephone numbers of references:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If membership on the agency requires certain qualifications, how does the applicant qualify?  
(Note: Fill out only if the agency requires certain qualifications - example, the agency requires a representative from business, or labor, or a community leader, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Applications must be returned to  
Barbara R. Anderson  
City Clerk's Office  
305 City Hall  
Mpls., Minn. 55415

POSTMARKED BY: July 21, 1978 Signature \_\_\_\_\_



# GET A PIECE OF THE ACTION

An open meeting to fill vacancies on the  
MCAA Board of Directors

Residents of the North Target Area and  
Northern half of Minneapolis outside of  
Target Areas:

June 7, 7:30 p.m.

Pilot City

1315 Penn Avenue North

Residents of the Southern half of  
Minneapolis outside Target Areas:

June 8, 7:30 p.m.

Street Academy

1911 Nicollet Avenue South

See map for Target Areas

**To Vote** you must be either:

1. A resident of the North Target Area or
2. A resident of a non-target area with an income below the Federal poverty line (\$3140 for single individuals — add \$1020 for each household member).

**To be a Candidate** you must:

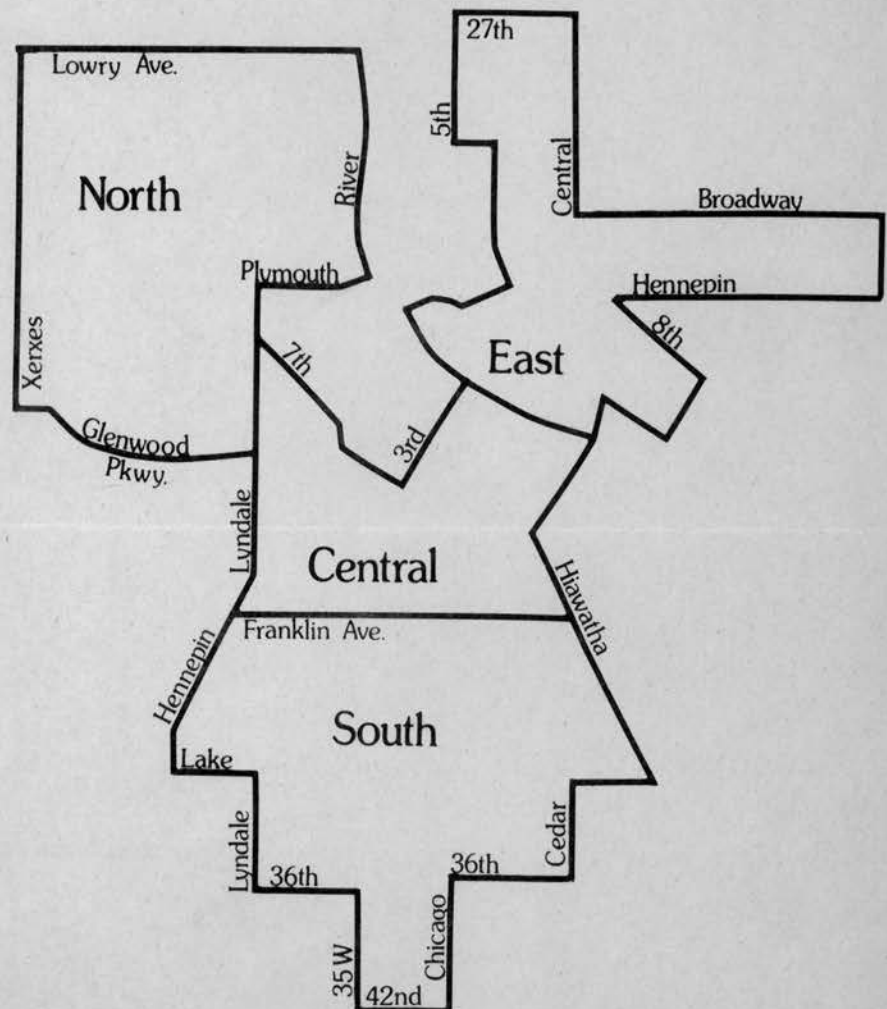
1. Live in the North Target Area, or outside other target areas, and,
2. Be willing to resign, if elected, from any board or staff capacity you may have with an agency funded by MCAA.

For more information call: 348-8877

Minneapolis Community Action Agency  
323M City Hall  
Minneapolis, Minnesota 55415

**MINNEAPOLIS  
COMMUNITY  
ACTION  
AGENCY**

**ELECTIONS  
JUNE 7-8**



**CENTRO CULTURAL CHICANO**

204 W. FRANKLIN AVE.

MPLS., MN. 55404

Germira Hernandez  
1622 Vincent Ave N.  
mpls, mn 55411

4/27/78

HOUSING AND REDEVELOPMENT AUTHORITY (MHRA) BOARD OF COMMISSIONERS

MEMBERS	ADDRESS	ZIP	TELEPHONE	DATE OF APPOINTMENT	EXPIRATION DATE
Richard H. Jefferson, Chairman	1314 Washburn Av No.	55411	O: 725-4640 H: 529-0278	6/3/74	11/5/78
Kenneth W. Webster	1836 East 25½ St. So.	55404	O: 729-9361	2/9/78	11/5/82
Marcella Trujillo	814 Penn Ave. N.	55411	O: 373-9707 H: 522-9161		
Derwood W. Holen	5744 35th Ave. So.		H: 727-3230	8/17/77	11/5/81
Donald P. Early	312 Central Ave. S. E.	55414	O: 338-4030	2/8/74	11/5/78
Dorian Zaske	5201 Sheridan Ave. No.	55430	O: 521-4924	10/7/76	11/5/81
Anthony Scallon	2615 E. 24th St.	55406	O: 457-1212 Ex. 286	12/16/75	11/5/80

Serve from October to October - Term is 5 years.  
Public Hearing shall be held prior to Council  
approval of the Mayor's appts. Refer to Rule  
#19 Rules of the Council

7 members appointed by Mayor

Information call Virginia McLaughlin at 348-2511 or Nancy Thorber

RETURN TO: GOVERNOR'S APPOINTMENTS COMMISSION  
130 State Capitol St. Paul, MN 55155

TELEPHONE  
(612) 296-3391

APPLICATION FOR SERVICE ON STATE BOARD OR COMMISSION

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (work) \_\_\_\_\_ (home) \_\_\_\_\_ CONGRESSIONAL DISTRICT \_\_\_\_\_

AREAS OF INTEREST OR EXPERTISE

- |                                      |                                        |                                        |                                    |                                     |
|--------------------------------------|----------------------------------------|----------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Education   | <input type="checkbox"/> Housing       | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Licensing | <input type="checkbox"/> Government |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Communication | <input type="checkbox"/> Labor         | <input type="checkbox"/> Finance   | <input type="checkbox"/> Other      |
| <input type="checkbox"/> Health      | <input type="checkbox"/> Crime Control | <input type="checkbox"/> Industry      | <input type="checkbox"/> Taxes     | _____                               |

Are you interested in a particular board? Why? \_\_\_\_\_

\_\_\_\_\_

EMPLOYMENT

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COMMUNITY ACTIVITIES

\_\_\_\_\_

\_\_\_\_\_

OTHER ACTIVITIES

\_\_\_\_\_

EDUCATION

<u>School</u>	<u>Area of Study</u>	<u>Degree/Certificate</u>	<u>Date</u>
---------------	----------------------	---------------------------	-------------

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supplying any of the above information is voluntary. Please return to Governor's Appointments Commission at above address. Your application will not be acknowledged but you will be notified if the Commission wishes to interview you. In any event, your application will be kept in the Governor's "Talent Bank" for approximately one year.



The Chic/Lat Adv. Committee to the Mayor of <sup>Mpls</sup> strongly supports the efforts of Centro Cultural Chicano to acquire the HRA property located at 1800 Olson Memorial Highway.

The proposed use of this property will be of great assistance to the Chic Lat. Community in Mpls.

Other ethnic minorities have been very fortunate in obtaining sites for their activities. We believe the Chicano Latinos should be accorded the same privileges.

Our group is the largest minority in the state and we are in desperate need of the services being proposed for this Center.

Your positive consideration of this request will assist our group in continuing to improve our economic and social status.

Thank you for your consideration.

Respectfully  
submitted for the  
Committee

Cordially  
Diana Beckner  
Chairperson  
for Chic Lat Adv. Com to  
the Mayor of Mpls.

348

2/17

Anita Call the people on these 2 lists  
and get them to volunteer to doorknock  
all doorknockers are to be invited  
to a party July 16 - 4-9 PM

" Open house / Reggae / Get to know Mike Freeman.  
at Twin Lake North Apartments Party  
room - 58th Ave No. Brooklyn Center  
1st doorknock - July 18 - 5:30 - 9:00

We need 10 doorknockers -

1. Randy Osthund 544-6942

2

3

4

5

6

7

8

9

10

added incentive 2 twins purchased tickets

Fill in list on paper sent.

2850

Progress on January 1978 State of the City Objectives

January 30, 1979

Mayor Albert J. Hofstede

Promise	Performance
CITY PLANNING:	
Reorganize the Planning Department	Reorganization completed April 1, 1978
Hold issue identification meetings in community	10 meetings held in Feb. & March, 1978
Publish issue identification papers	Published <u>Community Needs</u> , March, 1978, <u>Planning Issues for the '80s</u> , June, 1978 <u>Profiles</u> , July, 1978
Discuss and debate drafted plans and development policies	10 meetings held in Nov. 1978 to discuss drafted community plans. Seven city-wide plans released Dec. 1978 and Jan. 1979.
Redraft & assemble formal planning document for hearings and adoption by mid-1979	In process
Invite small business advisory group to advise on how City policy can strengthen small business	27-member Small Business Task Force began working Sept. 1978
Consolidate transportation planning under the Planning Dept. to resolve issues such as freeway planning and downtown parking ramp construction w/policy plan	Transportation Policy Plan drafted Dec. 1978
Strengthen City Planning Commission	Will be part of implementation strategy for comprehensive plan
Return the function of conducting public hearings on liquor licenses to City Council	Accomplished Fall 1978.
Address the issue of aircraft noise	Plan/program drafted Dec. 1978
Devise joint planning & budgeting process	Product will be seen in Capital Improvement Framework, presented Feb. 1979
Cooperation between Budget and Planning Directors. Constant involvement of neighborhood groups in planning and budgeting processes	Directors have worked together to develop joint planning and budget process. PDCACs have proposed budget priorities based on community plans
Establish a unified capital budget	Capital budget release along with operating budget in August 1978



CITY FINANCES:

Coordinate financial planning in Budget Office	Office initiated Jan. 1978
Establish a Municipal Finance Commission: identify services which Mpls provides that other municipalities do not; assess Fiscal Disparities Law; tax-exempt property; propose changes in aid formulas; review debt problems and policies	The Commission's report was issued Jan. 25, 1979. It covered these items in its total list of 50 recommendations
Set a mill rate goal for '79 lower than existing rate	Board of Estimate approved a mill rate of 43.421 for 1979, 10.6% reduction from 1978
Prepare to seek fed & state assistance to reduce property taxes and disparities	Top priority in Mayor's office to get increase in municipal aids to lower tax
Proceed with development of Financial Management Information System	System is now expected to be put in place Jan. 1980
Development of easy-to-read and understandable budget format	A new format was used for the budget presented Aug. 1978
Maintain a budget process schedule	Every deadline was met in 1978
Have the Budget Office and Council's Office of Program Monitoring and Evaluation cooperate on evaluating effectiveness of City programs	No agreement reached with Coordinator's Office
Form a pension task force to develop a strategy to attack the pension problem	Pension task force studied the problem but could not agree on a strategy. Mayor intends to propose a pension position.
Set up special zoning review procedure for proposed projects that would remove taxpaying property from the tax roles	Only an informal review process has been established to date
Support efforts to create a coordinated City legislative council	Intergovernmental Relations Council has been established
Support the City Council's efforts to reorganize its staff to better secure federal and state grants	The Coordinator's staff has reorganized to perform this function
Develop 5-year revenue projection	Presented as support for Municipal Finance Commission report.



Promise

Performance

ECONOMIC DEVELOPMENT AND REDEVELOPMENT:

Develop overall economic development strategy	<u>Developing the City's Economy through the 1980s</u> was published Nov. 1978
Convene a group of public and private investors and economists to lay groundwork for strategy	Economic strategy group has met twice to propose strategy issues and to review strategy
Market sufficient land to produce an annual \$13 million economic development investment	MHRA has sold commercial/industrial sites worth an approximate \$73 million
Generate 1,000 new job opportunities and 400 construction jobs through new construction starts	Nine downtown projects in process will employ 4,500 construction workers and house 26,000 employees
Increase the tax revenue by \$700,000 through new construction starts	While the exact tax revenue from 1978 construction will not be known until 1980, a substantial portion is subject to Disparities Law. MHRA estimates \$3 million based on a .129 mill levy with City receipt of \$721,373
Assemble for marketing a 50-acre minimum	MHRA assembled 11.7 acres for redevelopment
Sell or commit at least 40 acres a year	MHRA has sold 24.8 acres for ind/comm development and committed 5.8 acres more
Make available \$2 million annually in commercial rehabilitation loans	Program was held up because of legal impediments in ordinance. Changes are now being made to facilitate program
Target specific goals and programs to increase job opportunities	Primary objective in Economic Development Strategy of 1,800 jobs/year
Develop marketing and public relations program of "Marketing the City"	Proposal drafted for consultant to develop coordinated program
Centralize economic development responsibilities under one agency	Proposal has been submitted to Council. No action taken as yet

## HOUSING:

Promise	Performance
Encourage change of 1% of non-homesteaded units to owner-occupied.	MHRA formed Apt Home Ownership Team. In 1978, conversion process begun in 638 units.
Encourage multi-unit rehab	Lack of federal program to assist with filling this need. October amendment to Local Loan Program Guidelines allow interim construction loans for rehab of multi-unit structures when units to be sold for owner occupancy
Provide \$10 million in mortgage loans at below market rates for purchase of single-family units	\$17.5 million of revenue bonds sold in May for 375 home loans; \$55 million in bonds sold in November for 1200 loans
Provide technical and financial help for conversions	Apartment Homeownership Team operates an office disseminating tech assistance
Expand Urban Homesteading Program to include multi-unit buildings	MHRA has twice submitted proposals to HUD for this purpose; both turned down Other options being explored.
Devote 70% of CDBG allocation to neighborhood rehabilitation.	Proposals approved by Council total 68% for neighborhood rehab
Develop 5-year plans to allocate public and private funds to neighborhoods	Accomplished by Neighborhood Strategy Plans being submitted to HUD
Upgrade 3,150 units in need of major rehab or replacement	In 4th year, 1978, CDBG program is assistance for 2,391 units. 5th year proposals will increase number

## Promise

## Performance

### PUBLIC SERVICES AND HUMAN RESOURCES

Establish professional police management training program

With federal assistance, program has been developed to train patrolmen & sgts for specialized fields. Promotion & reassignments will be made on basis of merit system from list of eligible based on training

Depoliticize the police force & choosing of chief

Use of merit system rather than political reward system discussed above. Police Task Force due to report in March with recommendations selection process for chief.

Attack the prostitution problem

Prostitution task force is preparing report. Downtown Street Crime Unit (SCUM) have worked along with Vice Squad on cleaning up Hennepin Avenue, IDS Court. Emphasis on arrest of pimps.

Increase public trust in Internal Affairs Unit process of police department

Following review of task force report published July '78, set up review board with police officers and patrolmen on 3-month rotating basis. Hearing board, if needed, consists of officer and peers.

Slow the spread of Dutch elm disease and reforest

Planted 17,000 and removed 20,000 trees

Propose legislation to share City taxpayers' costs for the central library with the regional users

Proposal in Finance Commission report

Reactivate Native American Advisory Committee & Handicapped Advisory Committee. Form Latino Advisory Committee.

Each of these committees is now providing ongoing advice to Mayor

Give additional support to Office of Senior Services

The office published a senior social services guide & provided continued assistance

Ensure that no City contractors discriminate in their employment practices and that they afford reasonable opportunities for minority and female entrepreneurs

HRA has strengthened contract compliance regulations. Civil Rights Commission is working on it.

Bring the citizens of Minneapolis into the "Process"

- a) Open Houses every other month
- b) Mayor's breakfasts every 3 weeks
- c) Planning Districts' role in decision-making strengthened through involvement in planning, budgeting and referrals review

Promise

Performance

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- d) Resolution for Citizen Participation Plan, incorporating most of Mayor's direction in Citizen Participation message of July '78, is now being considered by the Council.



Minority Group Membership on Appointed  
Municipal Boards and Committees<sup>1</sup>

(Page 3)

# of Persons From Each Group on All Appointed Bodies

Municipality	Black	Native American	Spanish Surname	Other Nonwhite	White	Total Currently Filled Positions	Currently Vacant Positions
Mahtomedi					12	12	
Maple Grove			DECLINED	TO PROVIDE	INFORMATION		
Maplewood	2				37	39	6
Medina					9	9	
Mendota Heights					14	14	
Minnetonka					26	26	
Minnetrista					16	16	2
Mound		1			39	40	1
Mounds View					28	28	
New Brighton					37	37	5
New Hope					48	48	12
Newport					13	13	
North Oaks					5	5	
North St. Paul					20	20	
Oak Grove Township					7	7	
Oakdale	1				23	24	1
Orono					31	31	
Osseo					12	12	1
Plymouth	1				47	48	
Prior Lake					10	10	
Ramsey					19	19	2
Richfield	1		4		66	71	1
Robbinsdale	1				52	53	

Minority Group Membership on Appointed  
Municipal Boards and Committees<sup>1</sup>

(Page 4)

# of Persons From Each Group on All Appointed Bodies

Municipality	Black	Native American	Spanish Surname	Other Nonwhite	White	Total Currently Filled Positions	Currently Vacant Positions
Rosemount					15	15	4
Roseville	2				23	25	
St. Anthony	2				19	21	
St. Louis Park	1	1		1	118	121	2
St. Paul Park					25	25	4
Savage					11	11	2
Shakopee					19	19	1
Shoreview					43	43	
Shorewood					15	15	1
South St. Paul	1			1	122	124	3
Spring Lake Park					24	24	
Spring Lake Twp.						0	
Stillwater					27	27	
Vadnais Heights					19	19	
Waconia					41	41	
Wavzata					20	20	1
West St. Paul					116	116	
White Bear Lake					15	15	
White Bear Twp.					14	14	
Woodbury					14	14	
Total	111	41	14	9	3769	38	3944
% of Currently Filled Positions	2.81	1.04	0.35	0.23	95.56		

TABLE 17: Minority Group Membership on Various Types of Appointed Municipal Boards and Committees

(Includes appointed municipal boards & committees in 84 of the 89 municipalities in the Twin Cities metropolitan area with a 1975 population of 2,500 or more).

Type of Board or Committee	# of appointed positions held by members of each group				Total of appointed positions held by minority group members	% of currently filled positions held by minority group members	Total currently filled position
	Black	Native American	Spanish Surname	Other Nonwhite			
Arts/ Historical	5	6			11	3.94	279
Bldg./Construc./ Design Review	1	1			2	1.50	133
Capital Improve./ Public Works	4				4	2.74	146
Charter/ Government	3		2		5	2.42	207
Civil Service/ Personnel	6			1	7	5.26	133
Housing/ Commun. Dev.	15	6	1	1	23	9.39	245
Human Rights	30	6	3	4	43	13.65	315
Library							57
Natural Resources/ Conservation	1				1	0.63	159
Parks/Rec./ Sports				1	1	0.39	518
Planning & Zoning	3	1		1	5	0.70	714
Promotion/Econ. Dev./Indus. Dev.	4		2		6	3.02	199
Public Safety/ Criminal Justice	8	6	2	1	17	9.19	185
Taxes/ Finance	7				7	7.61	92
Transportation/ Traffic	2				2	2.04	98
Youth/ Aging	6	2	2		10	6.94	144
Other	16	13	2		31	9.69	320
Total	111	41	14	9	175	4.44	3944



TABLE 18: Number of Municipal Appointed Boards and Committees of Various Types with at least one Minority Group Member

(Includes appointed municipal boards & committees in 84 of the 89 municipalities in the Twin Cities Metropolitan area with a 1975 population of 2,500 or more).

Type of Board or Committee	# of Boards or Committees with representation from each group				Total # Bd. or Comm. with minority representation	Total # Boards or Committees	Total Currently Filled Positions
	Black	Native American	Spanish Surname	Other Nonwhite			
Arts/ Historical	4	4			5	18	279
Bldg./Construc./ Design Review	1	1			2	15	133
Capital Improve./ Public Works	2				2	19	146
Charter/ Government	2		1		3	15	207
Civil Service/ Personnel	5			1	5	35	133
Housing/ Commun. Dev.	7	2	1	1	7	31	245
Human Rights	14	6	2	4	19	34	315
Library						8	57
Natural Resources/ Conservation	1				1	19	150
Parks/Rec./ Sports				1	1	75	518
Planning & Zoning	3	1		1	5	97	714
Promotion/Econ. Dev./Indus. Dev.	3		2		4	18	199
Public Safety/ Criminal Justice	3	2	1	1	3	15	185
Taxes/ Finance	4	4			4	10	92
Transportation/ Traffic	1				1	11	98
Youth/ Aging	2	1	1		2	12	144
Other	9	4	1		9	32	320
Total	61	21	9	9	73	405	3944



The Hispanic Advisory Committee to the Mayor, as well as representatives of the Indian and Black Advisory committess, are protesting Mayor Hofstede's lack of commitment to the Hispanic community. The token commitment of an Hispanic HRA commissioner for one year and four months, and then non reappointment of that token effort is hypocrisy of all the initial promises he gave to the Hispanic community. Although he was the first mayor to recognize the Hispanic community by appointing an advisory committee to his office, and the first mayor to name an Hispanic to the HRA commission, all those efforts have been nullified by this action.

The fact is that in the two years that the Advisory committee has been functioning, we have met with him only once. As for the HRA non-reappointment, there will be no continuity to advocate for the lease and sale of an HRA building now occupied by the only Minneapolis Chicano agency, Centro Cultural Chicano at 1800 Olson Memorial Highway. Hispanics are not represented in city government, in affirmative action, in C.D.B.G. funding and consequently in economic development, that is, in areas that affect their lives personally.

His outgoing acts are contradictory to his initial promises to integrate us into the mainstream. However, as long as he is in office, there is still time to try to hold him to that. Hispanics cannot afford to take one step forward and two steps backward. We do not always want to cite our statistics separately. We do not like being put in a position of protest, but as long as Hispanics and other people of color continue to be excluded from the quality of life in Minneapolis, we shall continue to voice our disapproval as a coalition.

American system of politics and economics functioned side by side to maintain American Government and Society.

Our objectives, therefore, are to improve the image of the Latin-american and to elevate his economic, political, and social status.

#### Capitalism:

Our argument is that American Government and Society are based on an well organized and well balanced system of capital. We base our opinion on the fact that it is big business, labor, and industry who support and maintain the political continuity of political structures by contributing, participating, and seeking the support of these political candidates who will sustain the American system of government and society.

We know that the politician keeps his office by votes and he seeks the Latin american vote whenever and wherever there may be an occasion, particularly during election years. We find him at our Fiestas, our dances, our Church, etc. However after election is over, we never see him in the Latin-american areas, nor does he care to appoint Latin-americans to commissions, boards, or positions from which policy and responsibility emanate.

It is only during election time that politicians see as first class citizens or giants. Because we lack an economic base, the next best thing we have, that is forceful, is the ballot box or outright political activity. We are a non-partisan political entity publicly endorsing either Republicans or Democrats, depending upon the individual candidate and the commitments we are able to get. If there is a Latin-american candidate we also support him fully since to oppose him would be contrary to our objectives.

We want briefly to give a historical account of our existence here in Ill. State. We have organized in 1970 the U.L.A.V.J. Our motto is "Never take a vote for granted".

Every word in our title and motto is of significance. "United", to make it known that Latin-americans to have the ability to organize, unite, and work for a common cause. "Latin-americans" to dignify, add respect and improve the image of the "dumb" Latin, since in the past the word "Latin" have been used derogatorily and still is. "Voters" to show our mode of achieving our objectives the vehicle of politics. "Illinois" to make it known to all members of American Society, including us, that we are not leaving this Country, but are here to stay with all rights and privileges as any member of the mainstream has.

Our motto is a result of Latin-americans having followed the Democratic Party religiously and in turn, they having taken us for granted while contributing very little to the economic, political, and social development of the Latin Americans in Illinois, locally as well as nationally.

We want to make it clear, however, that we are not opposed to the American Society or to its system of government.

We are not committed to either major party. We are a non-partisan political organization as opposed to a third political party. Our political aim is to work within the existing major (Demo. and G.O.P.) party structures.

Our idea originated because we felt that the Latin-americans from the mid-western region needed a strong vehicle by which he could be heard and at the same time be forceful and influential. A felt that our existing Latin-american national, state, and local organizations were oriented to ward formal education, to advance the status of the Latin-americans. However, we found out that it takes more than a College Degree for Americans of latin descent to fully compete (in any field) with the members of the Anglo Mainstream. We also felt that their organizations were not fully aware as to how the

### Political Awareness:

In order to accomplish our political awareness we are planning a massive political educational program. We intend to have seminars at our annual balls, private contacts, newsletters or newspaper.

Some of the things we intend to bring out are the political philosophies of both the Republican and the Democratic Parties; that the issue is not whether the Republicans or Democrats do more for labor but whether labor allows "dues paying" Latin-Americans into their crafts paying them craft wages; that we are not concerned as to whether or not the Republicans or Democrats do more for big business than for the "little people". But whether, big business employs Latin-Americans at all levels to provide them working capital (i.e., paying enough of a salary to save or invest, instead of paying "starvation wages").

Thus far, we have been fairly, but not completely, successful in bringing this awareness about to the Latin-American. We have encountered resistance from our Latin-Americans who are committed "life and limb" to the Democratic party.

We have found that the most interested were those Latin-Americans who are successful businessmen and who cared enough, also, those who have engaged in previous political activity, as well as professional and semi-professional individuals.

We have encountered resistance from other organizations (Latin-Americans) who feel that the only solution is formal education or mutual assistance in time of need.

#### Some of our accomplishments:

1. In one case obtaining the support of those candidates that our organization had endorsed to support a Mexican-American who ran for Mayor in one of our cities and who won.
2. More Latin-Americans running for office with Anglo support.
3. Several Latin-Americans elected or appointed to school boards.
4. Appointments of a few to state and local commissions.
5. Because we pressured our Democrat Governor, he created a committee for Latin-American Affairs, which thus far, has proven to be a powerless and useless committee but serves as good political front for him.

We hope that you find our objectives and goals appealing, including our methods and our experiences. Because we are in need of financial assistance, we have been unable to prepare written formal materials. However, what we have briefly relayed to you is basically our argument.

If you are concerned, join United Latin American Voters of Illinois!

"Never Take a Vote For Granted" Minnesota



MINORITIES SERVING ON CITY COMMISSIONS,  
BOARD, AND ADVISORY COMMITTEES

1. City Planning Commission

Robert Randle  
Ellie Banks

2. Indian Advisory Committee -- Minneapolis

Mary Jane Anderson  
Maynard Hinman

3. Hispanic Advisory Committee -- Minneapolis

Irene Gomez de Bethke

4. Minneapolis Charter Commission

Izear Watkins  
Lillian Warren Lazenberry (now serving on Minnesota Public Service Commission)

5. MHRA Board of Commissioners

Ken Webster  
Marcella Trujillo  
Richard Jefferson

6. Minneapolis Civil Service Commission

Ray Eiland

7. Civil Rights Commission

Elmer Childress  
Erma Craven  
Danny Davis  
Ron Edwards  
Leon Trawick  
Grace Workuff  
Namiye Oshima  
Donald Banks



It seems clear to us that the kind of client implied in the CETA grant is not recruitable or reachable as long as we have to come up with a high head count of clients. Furthermore, attending to the multiple goals has also kept us from concentrating on developing and implementing an effective outreach program.

We have acquired numerous competencies and seek to develop these further, so therefore we wish to continue functioning.

Please fill out form in  
black ink only. Thank you.

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NOTICE OF VACANCY ON:

MINNEAPOLIS CIVIL RIGHTS COMMISSION  
(Official Title of Minneapolis City Agency)

5 Vacancies

Purpose of agency Responsible for carrying out the objectives of 1967 Minneapolis Civil Rights Ordinance--to work for the elimination of discrimination in Minneapolis based on race, creed, religion, affectional or sexual preference, ancestry and national origin.

Term of office August 31, 1978 - August 31, 1981 Compensation \$ None  
321 City Hall

Frequency of meetings 3rd Mon. of each mo., 7:30 P.M. Length of meetings 1-2 hours

Special qualifications required, if any City resident -- business people, religious leaders, concerned citizens or members of the minority communities, attorneys, etc.

Appointing authority Mayor

Appointment confirmed by Minneapolis City Council

Staff or other resources - Yes X No       

Additional Information about agency Works to effect individual and institutional change through the complaint procedure, research, community informational programs and direct negotiation. If 3 consecutive meetings are missed, person shall automatically cease to be a member of the Commission.

Person, Department or Division to contact for more information Marion Johnson.

Minneapolis Civil Rights Commission, 2649 Park Ave., Mpls. 348-7737

APPLICATIONS AVAILABLE FROM CITY CLERK

APPLICATIONS MUST BE SENT OR GIVEN TO THE CITY CLERK

DEADLINE FOR APPLICATIONS - POSTMARKED BY July 14, 1978

Please return to: Barbara R. Anderson  
City Clerk's Office  
305 City Hall  
Minneapolis, Minn. 55415  
348-7625

APPLICATION FOR APPOINTMENT TO A CITY OF MINNEAPOLIS AGENCY

MINNEAPOLIS CIVIL RIGHTS COMMISSION

(Official Title of the Agency)

PLEASE COMPLETE IN BLACK INK!

Date: \_\_\_\_\_

Name of applicant \_\_\_\_\_ (Please Print)

Address: Work \_\_\_\_\_ Zip \_\_\_\_\_

Home \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Work \_\_\_\_\_ Home \_\_\_\_\_

Your reasons for wishing to serve on this agency: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your background applicable to serve on this agency: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List names, addresses and telephone numbers of references:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If membership on the agency requires certain qualifications, how does the applicant qualify?  
(Note: Fill out only if the agency requires certain qualifications - example, the agency requires a representative from business, or labor, or a community leader, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Applications must be returned to  
Barbara R. Anderson  
City Clerk's Office  
305 City Hall  
Mpls., Minn. 55415

POSTMARKED BY: July 14, 1978 Signature \_\_\_\_\_

V.c. Was the timetable for the activities as stated in the contract thorough and realistic based on your agency's experience with the project? If not, what specifically should have been in the contract regarding the timing and sequencing of the activities?

\*\*\*\*\*

Response:

No. Based on our agency's experience the timetable was unrealistic. It would have been more effective if we would have had one, or at the most, two main emphases in which to put our energies, monies, and time. For example, if we could have focused on identification--outreach and community education and awareness--for six months and later phased into the delivery of services, we would have been much more effective and focused instead of scattering our efforts to try to accomplish all.

We now have a good deal of valuable information to help us re-define our target activities and the timing and sequencing of these activities.



V.d. Concerning the participants involved in the project, what changes in the contract would you have made, if any, in the following:

- A. The type of positions.
- B. The qualifications required per type of position.
- C. The number of participants per type of position.
- D. The training of the participants (both formal and on the job)

\*\*\*\*\*

Response:

- A. Our recommended changes for the types of positions would be the addition of an outreach advocate to enable a more efficient use of human resources. The outreach advocate would be charged with the responsibility of finding and contacting potentially eligible clients within the community. The in-office advocates would then be able to concentrate their efforts on direct client services, such as counseling and orientation, and job development by phone.
- B. No recommended changes in qualifications.
- C. The number of participants at the start of the project was sufficient. Ideally, we see 40:1 as a workable client/advocate. (The suggested outreach advocate would not have a client case load).
- D. We feel that much of what was left for on the job training should have been presented as formal training. We cite the following examples:
  - 1) We would have liked better orientation with CETA, i.e. what CETA expects with regard to results, and with clearer criteria of these results.
  - 2) We would have liked training in interviewing with an assertive, confronting style, yet one which encourages clients to use their own strengths.
  - 3) We needed more training that was transferable to our work setting in dealing with the chemically dependent clients, for example, identification, confrontation, and intervention skills.
  - 4) We needed more training in information management and record keeping, such as recording client activities, statistics, monthly and quarterly reports, and program evaluation.

- A. What are the best features of the CETA program, in general, as well as the procedures and administration set up by the city of Minneapolis?

\*\*\*\*\*

Response:

We believe in the concept of CETA. It is very sound in that it gives many people entry level jobs as part of a career development path.

- B. What recommendations do you have to improve the CETA program and its procedures and administration?

\*\*\*\*\*

Response:

The expectations from CETA are clear but there is not enough follow up and supervision from CETA to improve the program and make corrections quickly as we go along.

We would like some uniform reporting procedures with sufficient time to complete reports, and then a follow up contact to know how useful our information was to CETA. This will be helpful to us so we can convert this data into improved services and practice.

## THE CHARTER

The basic structure of Minneapolis City government is set out in great detail in the City Charter, a document of approximately 150 pages. It takes its authority from Article 11 of the Minnesota Constitution and includes the various state statutes pertaining to cities of the first class (over 100,000 population) and special legislation for the City of Minneapolis. There are three ways in which the charter can be changed:

BY CHARTER COMMISSION. The commission is a body of 15 Minneapolis voters appointed by the Hennepin County District Court judges to four-year staggered terms. It meets regularly to consider suggestions for charter change made by citizens, the City Council and other city officials. It prepares amendments and submits them to the voters, usually at regular elections, although special elections may be held. All amendments must receive published notice two weeks prior to an election.

BY CITIZEN PETITION. Citizens may have amendments placed on the ballot by a petition signed by a number of registered voters equal to five percent of the vote cast in the most recent state election. The petition goes to the Charter Commission, then to the City Council, which must put it on the ballot within a specified time.

BY THE CITY COUNCIL. The Council may initiate amendments by ordinance and send them to the Charter Commission. After receiving the approval or disapproval of the Commission,

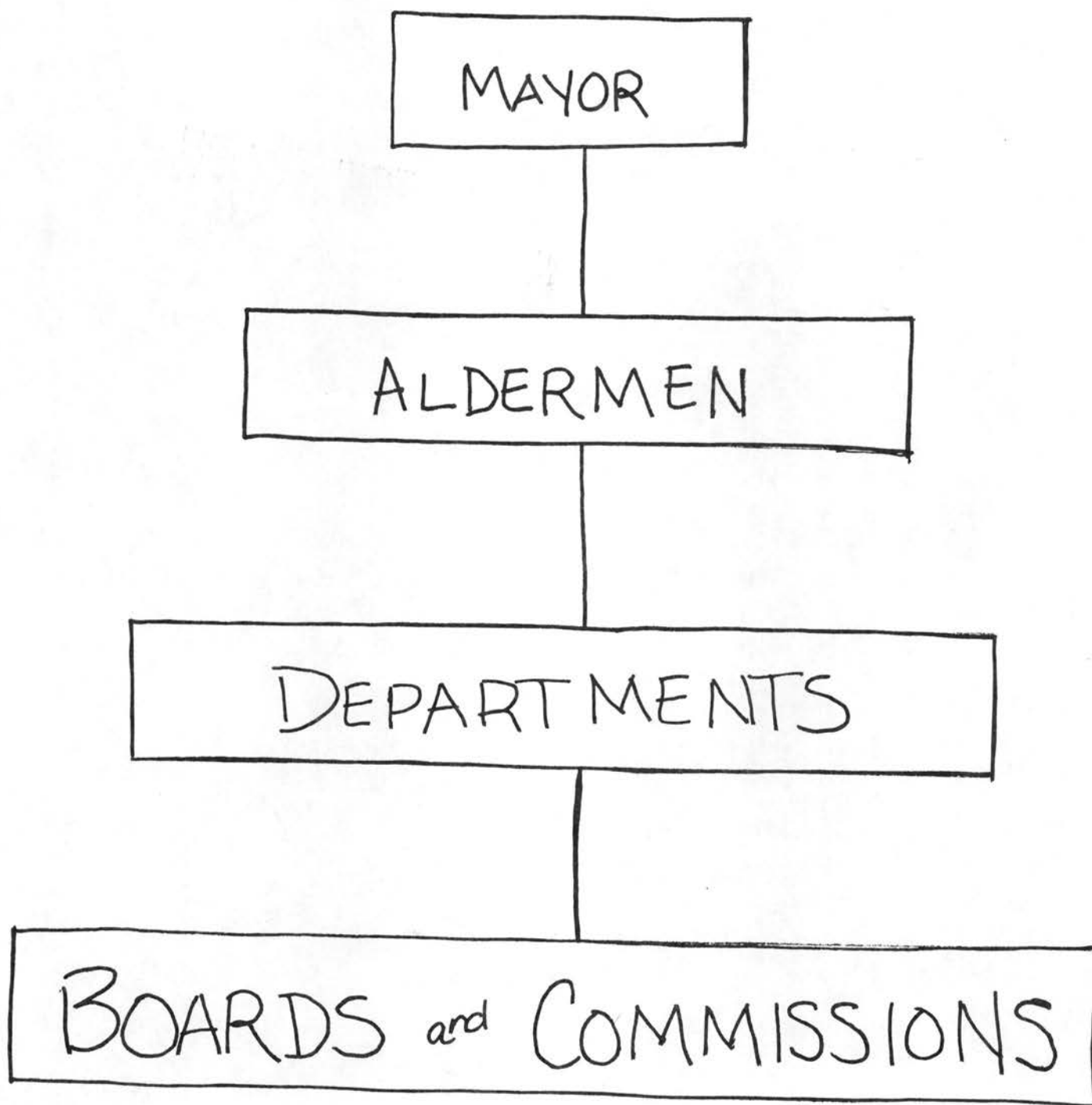
or an alternate proposal, the Council may place its amendment on the ballot. The Council may also amend the charter by an ordinance passed by unanimous vote and approval by the mayor. However, voters may petition that such an ordinance be put to a vote of the people. This method had been used primarily for minor non-controversial "housekeeping" amendments.

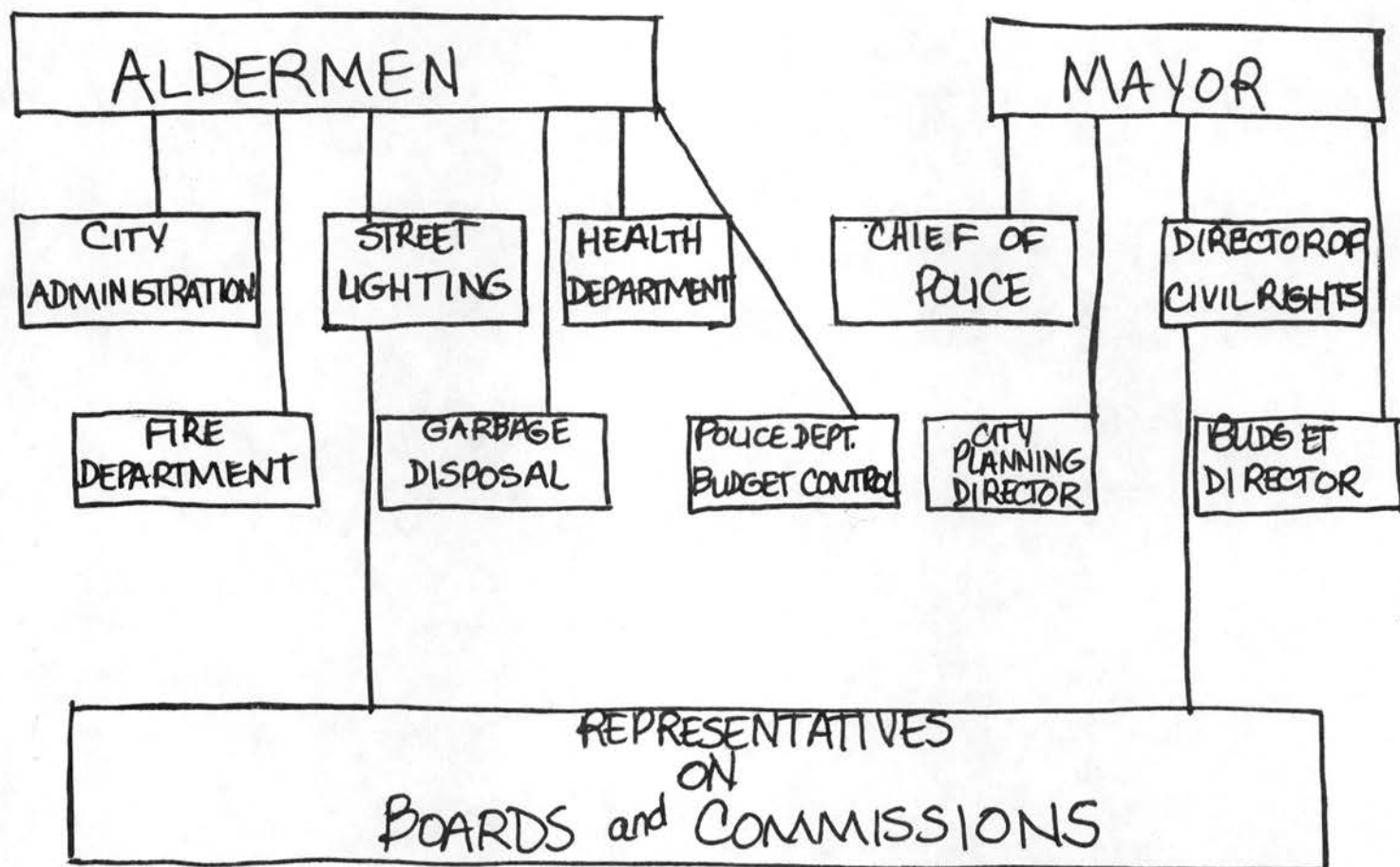
#### THE MAYOR

The word "mayor" comes from the latin word "major", meaning "greater", and signifies the need for every social and political group to have a leader. Before preceding with the powers and responsibilities of the mayor, look to the next page which illustrates an organizational chart of what would appear to be the lines of command in the Minneapolis City government and the following page which is the actual line of command.

The charter amendment passed in 1976 is a step toward making the Mayor the City's political responsible leader. This amendment transfers planning, budgeting and development activities from the City Council to the Mayor, who will appoint the Planning Director and the Budget Director. Most of the Planning and Budgeting staff will be under the Mayor's jurisdiction, although the Council will retain enough staff members to be able to evaluate the Mayor's proposals and to perform some functions not directly related to the budget-making process. As Chief Executive of the City, the Mayor is held responsible for the enforcement of the laws of state and ordinances of the city, within the city. All ordinances,







resolutions and other actions of the City Council except rules and procedures must be presented to the Mayor for final approval. If the Mayor uses his veto power, the City Council can override the veto with a two-thirds majority vote.

The Mayor also addresses the City Council annually on the State of the City telling his plans and programs for the physical and economic development of the City. He makes recommendations for legislation and other actions by other governmental bodies which actions would assist in the physical and economical development of the City.

During his two year term, the Mayor appoints the Chief of Police and the Director of the Civil Rights Department, both subject to the City Council approval. Despite his limited power, the Mayor can influence Minneapolis government to a great extent if he so chooses. He makes a long list of appointments, only some of which require Council approval. He can create a variety of commissions and can make recommendations to the Council. He or his representative, serves on the Board of Estimate and Taxations.

#### THE CITY COUNCIL

The 13 aldermen are elected by ward to two year terms. Ward boundaries are adjusted after each federal census so that there is no more than five percent difference in population among the wards at that time. After the first meeting in January after an election, members elect by ballot a president and vice president.

The president in absence of the Mayor from the city can exercise all powers and duties of the Mayor. The vice president shall discharge the duties of the president.

The Council has direct charge of city administration, fire protection, street lighting, garbage disposal and the Health Department, and it has budgetary control over the Police Department. It can determine the rules of its own proceedings and have the power to compel the attendance of absent members. The Council also has the power to remove officers, to make ordinances, impose penalties for breach of ordinance, audit accounts of officers, have control of city finances and property, acquire property for public buildings and public streets, revoke licenses, and submits the annual tax levy statements. It also makes many appointments. Like other legislative bodies, the Council functions with committees, which meet regularly to discuss routine matters or suggested new programs. Its ten standing committees are:

CLAIMS. This committee is made up of three members who help decide how much money a constituent should be awarded for his claim against the City. Because the City finds insurance to be too expensive they use the claims system. If a constituent feels the City damaged his property in any way he must first file his claim with the city clerk which must include his name, address, date of occurrence, what happened, an estimate of damage and repair and explain why the city is at fault. Then the City Attorney sends an investigator to investigate the claim. The investigator then calls the Committee and asks that his claim be put on



the agenda for the next claims committee meeting. Claimant will be notified when to come to the meeting. At this meeting the investigator tells what he thinks is city liability and claimant must show also why the city is liable. The claims committee then puts a price on the claim and then the decision goes to the full Council for approval. If the Council approves then the claim must then be signed by the Mayor, if he approves the claim the claimant must still wait for his check until the claim has been published in a legal newspaper.

COMMUNITY DEVELOPMENT. This committee is made up of six members and used to be called the zoning and planning committee but because of the added responsibility given this committee, it is now called the Community Development Committee. Some of the material that comes to this committee is from the Planning Commission who recommends items such as zoning codes, conditional use permits, amendments to zoning codes, concept review plans for apartments. Or material can come from the Housing and Redevelopment Authority (HRA), who want approval for local loaning grant programs or urban renewal programs or public housing programs. The Heritage Preservation Commission may want to save an old building. This is an advisory group who makes recommendations to the Community Development Committee for the preservation of certain buildings or whole areas like the Fair Oaks area. The City Coordinators assistants may make recommendations about development districts such as Loring Park or Nicollet Park.

If the Board of Adjustments denies an application from someone who wants a variance on their property the person can appeal the denial to this committee, who then makes a recommendation to the full Council. These items then go to the full Council for approval then to the Mayor's office for his approval before being printed in a legal newspaper.

CONSUMER SERVICES. This committee will hear public discussions regarding amendment changes to the Minneapolis Code of Ordinances and the issuance, revocation and suspension of licenses such as; liquor, beer, wine, food, dance hall, pet shops, sign hanging, sauna, vendor, cigarette, free parking lot permit, taxicab driver, tree servicing and vending machines.

ENVIRONMENT POLICY AND PROTECTION. This committee establishes ordinances and regulations regarding energy conservation and environmental estheticism. Some examples of what this committee does are; to require pollution licenses of foundries whereby a five year plan is set up to meet certain pollution standards, "The War of Noise" was brought to the attention of this committee by the City Pollution Control. In order to stay in line with the state ordinance's this committee keeps in close contact with the State.

GOVERNMENT OPERATIONS. This committee has general responsibility for operational review of City departments and can and should recommend organizational changes and

other operational improvements to the City Council. The committee uses advisory committees of professionals from business and other governmental units to assist in its reviews of departments.

HEALTH AND SOCIAL SERVICES. Before a health or social service program can be put together the idea must be presented to this committee. This idea must show the cost of the program, how many people will be employed and show who will benefit from the program and then how much the recipients will benefit. If this committee approves the program, the idea will then go to the Ways and Means committee for approval of the cost of the program before it goes on to the full council to be voted on. Some of the programs are C.E.T.A. (Comprehensive Employment Training Act), and Help the Aged beautify their lawns, this program uses young adults to help the elderly with their lawn work.

INTERGOVERNMENTAL RELATIONS. This committee decides on what bills will be in the city's legislative package to be lobbied for at the State and Federal levels. Issues from the School, Park and Library Boards are considered as well as those from the Mayor and Aldermen. The issues are researched and brought to this committee. The members vote for the issues they feel would most benefit the City. Once the issues have been decided on the proposal is put on the full council agenda for a final vote. The city then has law firms that will lobby for the bills at the State and Federal levels.

TRANSPORTATION AND PROPERTY SERVICES. This committee will hear public discussion regarding amendments or amendment changes in the Traffic Code-In General Ordinance. The city engineer makes recommendation to this committee in regards to streets, highways and their improvements. If a constituent feels there is a need for a 2 or 4 way stop sign or a signal somewhere in the city, they must approach this committee for consideration of the idea. Any changes to be made in the water and sanitary sewer systems must be approved by this committee before going on to the full council.

WAYS AND MEANS BUDGET. Any monies that must be spent by the city must first be approved by this committee because this committee is in charge of not going over the allotted monies in the City budget. If there is any money involved in any program that has been brought to the other standing committees, the program then must come before the ways and means committee for consideration and approval before it goes on to the full council. This is one way in which the standing committees interact with each other. Any of the City departments that are under the Council and need to hire an additional employee, must get approval from this committee before having the full council vote on it.



## How an Idea Becomes an Ordinance

First Reading - While the original idea can come from anyone (often from staff members of city departments), an ordinance may be introduced only by a member of the Council who has given notice of his intent at previous meetings, or by a Council committee to which the subject has been referred at a previous meeting. However, an ordinance may be introduced without previous notice if the Council give unanimous consent.

Committee Action - The ordinance is then referred to the appropriate committee for consideration. The chairman announces the time and place of public hearings on most proposals (exceptions are minor "housekeeping" ordinances), often at the next scheduled meeting. Notice of the hearing is published in the newspapers along with the meeting schedule and is also mailed to persons or organizations known to be interested in the subject. Names can be given to the committee clerk for notifications of specific meetings. In certain matters, zoning, for example, the law requires that notice be given to persons living within a specific distance of the affected area. Within reasonable time limits, the committee hears arguments pro and con. Then it must decide whether to recommend the ordinance, amend it or vote it down. If it approves, sometimes with a minority report opposition, the ordinance goes back to the full council for consideration.

Second Reading - The Council considers whether to pass the ordinance, which again may be amended at this point. The Council votes amendments up or down before it votes on the ordinance itself. After an ordinance has been passed, the clerk makes a correct copy to be presented to the Mayor for approval and to be published in a legal newspaper.

Final Adoptions - The Mayor has five days in which to sign the ordinance, veto it, or allow it to become law without his signature. The Council may over-ride a veto by a two-thirds vote. The ordinance takes effect when a correct copy is published unless otherwise stated.

#### GENERAL ADMINISTRATION

CITY CLERK is secretary of the Council and works with it very closely, serving as reading clerk at all council meetings. He records the proceedings of the Council and its committees and prepares them for publication in the official newspaper, "Finance and Commerce". The clerk's office files all city records and is the place to call for information about ordinances and proposed ordinances. A fairly recent duty is to publicize openings on appointive bodies so that interested persons may apply. The Clerk signs city bonds sold at the request of the Council and handles applications for special permits such as zoning variances. He is in charge of all city elections. Another duty is to help the Council draft proposed legislation for the City and lobby for it at the legislature - a relatively new responsibility. Besides all that, the Clerk is the Keeper of the City Seal.

The Office of Public Information is part of the Clerk's office. Its purpose is to increase public knowledge of city government and it is in charge of the City Hall information booth which is staffed for several hours a day by a paid, part-time senior aide and by volunteers from the Retired Senior Volunteer Program, (RSVP).

The Senior Citizen Ombudsman, also part of the Clerk's office, is mainly a referral agency created to help senior citizens find assistance with whatever problems they might have. It provides direct help to those needing assistance with their tax forms.

CITY ATTORNEY is appointed by the Council. He and his deputies constitute the legal department of the City of Minneapolis, and has charge of all legal matters connected with city government. Its Civil Division conducts legal action on behalf of the City in all courts, drafts contracts for construction of buildings and purchase of supplies, defends claims against the City, and represents the interests of the City in rate hearings on public utilities and transportation. Its Criminal Division prosecutes all violations of City, Park Board and Airports Commission ordinances and all misdemeanors under state law occurring within the City. The City Attorney is the legal advisor of the Mayor, City Council, its committees and all other officers of the City.

CITY COORDINATOR. An important change in city government over the past few years has been the expansion of the City Coordinators office. By City Council action transferring certain functions and employees to the Coordinators jurisdiction, the staff increased from five employees in 1966 to more than 400 in 1976. Included are the Department of Inspections, the Planning Department, the Capital Long-Range Improvements Committee staff, finance, licensing, and data processing. Some of the changes

were suggested by management surveys to provide the City Council with an effective administrative staff.

The City Coordinator is the Council's administrative and planning executive, responsible for carrying out its policies. The office has four divisions which work with city departments and independent boards and commissions to coordinate planning and action.

1. The Administrative Division provides basic administrative services for most city departments, including health and life insurance programs for city employees and office space management and assignment. It is also responsible for the municipal auditorium and for the reporting center for emergency calls to the Police Department, the Fire Department, the County Sheriff, and the Hennepin County Medical Center.

1a. The Department of Licenses and Consumer Services, also a part of the Administrative Division, has a wide variety of duties. It issues 140 different kinds of licenses. It is responsible for enforcing city ordinances and state and federal laws regarding standards of weights and measures; its inspectors check trucks for overloading and check scales, filling station pumps and taxi meters for accuracy. They also check the validity of smoke and fire sales, going out of business sales, and auctions. The Department also issues dog licenses, takes identification pictures of taxicab drivers and applicants for gun permits, and operates the stolen bicycle recovery program. Its meter monitors collect the money from parking meters and enforce parking regulations by issuing "tickets" to violators.



2. The Human Resources Division plans, initiates, supervises and coordinates various city and other social service programs supplementary to county programs. The idea is that by merging related programs and services under one division there will be fewer gaps in service, fewer duplications, and better evaluation. The unemployed, minorities, low-income families and day care services are concerns of this division.

3. The Environmental Control Division, commonly called the "Development Division", is concerned with physical development and improvement projects. It provides basic development policies to be used in evaluating proposed public or private plans and it oversees and coordinates such projects as the Loring Park and Nicollet-Lake development districts.

4. The Planning Division is responsible for developing and updating comprehensive plans for community improvement programs. The planning staff provides technical assistance to the City Planning Commission and to other city agencies such as the school, library and park boards. It also handles zoning matters.

CIVIL SERVICE COMMISSION. The Civil Service Commission is the city's personnel agency, with the power to make rules to promote efficiency and to maintain the merit system. An "equal opportunity" employer, it is governed by city and state laws prohibiting discrimination in employment. The Commission sets policies and job classifications, recruits applicants for job vacancies and administers competitive examinations. It also

conducts training programs, hears employee appeals of various kinds, approves permits for temporary employment and audits payrolls.

CITY COMPTROLLER-TREASURER is elected by the voters. It is the duty of the City Comptroller-Treasurer to keep regular books of account, both of the City of Minneapolis and of the several boards of the City, in which he enters all indebtedness of the City and will at all times show the precise financial condition of the City, and of the several boards, the amount of bonds, orders, certificates and any other evidence of indebtedness outstanding, and the redemption of the same when regarded. No bond, order, certificate, contracts, or other evidence of indebtedness is valid until so countersigned. He must at the close of each fiscal year report to the City Council the financial condition of the City. Audit claims against the City and Board, receives all monies belonging to the City and keeps an accurate account.

#### DEPARTMENTS

##### Public Works Department

The present Director of Public Works (also called the City Engineer) is only the ninth person to hold the job in more than 100 years. The Department employs approximately 1400 persons full-time and another six to seven hundred on a seasonal basis. There are six divisions within this Department.

1. The Equipment Division owns, operates and maintains 1100 pieces of motorized equipment.
2. The Operations Division includes several maintenance and

construction subdivisions.

3. The Traffic Division, headed by the Traffic Engineer, plans traffic flow and, with the authorization of the City Council, controls location of signal lights, stop signs, parking signs, parking meters and one-way streets.

4. The Street Maintenance Division, in addition to cleaning and repairing city streets, also does all maintenance and housekeeping on the Nicollet Mall, which is paid for by adjacent property owners.

5. The Sanitation Division is responsible for collecting garbage and trash, using city trucks and employees or contracting with private haulers. The refuse is disposed of at sanitary landfills outside the City.

6. The General Services Division has five major responsibilities: 1) maintenance and repair; 2) negotiation and supervision of contracts for the construction of new public buildings; 3) operation of the municipal garage and a minor repair facility for police and fire vehicles; 4) installation and maintenance of the radio communication network for city departments; 5) supervision of the city owned terminal facilities for cargo barges operated by private firms under contract.

#### Health Department

Minneapolis operates its own Health Department to augment county services. Headed by the Commissioner of Health, the department is responsible to the City Council's Health and Social Services Committee. The Department has five bureaus:

1) Environmental Hygiene inspects boarding and lodging homes, food processing plants, restaurants and food markets.

- 2) Maternal and Child Health offers services to eligible mothers and children.
- 3) Home Health Services combines with the Visiting Nurse Service of the United Fund to provide nursing services on request or by referral on the basis of health needs.
- 4) Preventable Diseases conducts immunization programs and tabulates disease statistics.
- 5) Drug Abuse and Alcoholism concentrates on prevention of chemical problems and early intervention.
- 6) The Health Education Unit provides services to all bureaus.

#### Fire Department

Today there are 20 fire stations in Minneapolis, manned by a force averaging 505 fire fighters. The Department's average authorized strength of 557 includes dispatchers, clerical and administrative



employees. The City Council appoints the Fire Chief from a list of eligible candidates on the basis of a competitive civil service examination and he serves for life unless he is removed for cause.

All fire fighters are under civil service and have their own pension plan. To qualify for their jobs, they must meet age requirements and physical standards, pass agility tests and written examinations. Besides fire fighting, their training includes handling and safeguarding of radioactive material. They also get an 81-hour in-hospital course for emergency medical technicians at the Hennepin County Medical Center. They average 56 hours of work a week on 24-hour shifts.

#### Police Department

Protecting the lives and property of its citizens has always been a primary duty of government. In 1975, police protection cost the City \$19,678,649 - nearly 15 percent of the total budget - for an 851 member force. That year the Police Department received 198,083 complaints. However, it estimates that nearly 80 percent of an officer's time is spent providing social services and performing tasks not directly related to crime.

Although the Mayor is generally considered to control the Police Department because he appoints the Chief, who serves at the Mayor's pleasure, the City Council confirms the appointment and may remove the Chief for cause by a two-thirds vote. The Council also controls the department's budget. Since a newly elected Mayor

invariably selects a new Chief of Police, and a new Chief invariably selects his three deputy chiefs, there is considerable turnover in the top police administration. Recent suggestions for change have included a definite term of office or tenure for the Chief.

#### COMMISSIONS AND BOARDS

Board of Equalization is the standing committee on taxes of the City Council. It must revise, amend, and equalize the assessment on the roll of the City Assessor. This board is vested with all the powers which are vested in County boards of equalization under the general laws of the State. When the assessment rolls have been revised, they are returned to the City Council, who may confirm or return to the Board for further revision. When the City Council confirms the assessment the City Clerk will enclose a memorandum of the confirmation, which is then returned to the County Auditor as other assessment rolls.

Board of Estimate and Taxation consists of the Mayor, City Comptroller-Treasurer, Chairman of the Committee on Ways and Means of the City Council, President of the Board of Education, President of the Board of Park Commissioners, and two qualified electors. Every office, department, board, commission and other agencies of the City, financial in any way, by appropriations of the City Council or having any power to levy taxes must submit to this board and the Mayor, budget information for the following fiscal year.

The Board fixes and determines the maximum amount of money and maximum rate which may be raised in the aggregate by general taxation by the City Council, Board or Department for each fund, and no general taxes can be levied in such year in excess of the amounts so fixed.

The Minneapolis Planning Commission consists of nine members: the Mayor, four Mayoral appointments, representatives of the Park Board, School Board and Hennepin County, and one Alderman. The Planning Commission is responsible for preparing the planning framework to guide the City's development process. This includes the Comprehensive Plan and could include the preparation of specific plans for housing, economic development and so on. This Commission reviews capital improvement programs for conformance with the City's Comprehensive Plan. Thirdly, the Planning Commission establishes the City's land use and zoning policies. Finally, the Commission reviews rezoning and variances.

The Planning Commission is more than an advisory group established at the discretion of the City Council. Its authority is derived from the City Charter. Nevertheless, the staff is provided by the Mayor and reports to the City Coordinator.

The Minneapolis Industrial Development Commission, (MIDC), consists of nine members appointed to three year terms by the City Council. It helps industrial firms find suitable sites and arranges financing to build and expand in Minneapolis, often through the sale of industrial/commercial revenue bonds. Another important

activity is the preparation of studies analyzing industrial development needs and potentials and the preparation of promotional brochures. In more recent years, MIDC has expanded its activities and established four industrial development tax increment districts. One of these, the Kasota project is a large area still being developed. The other three were individual development sites; Gresen Manufacturing, Wilcox Paper, and Rex Distributing. In all these projects, MIDC buys land and sells it to private developers. The MIDC also operates the Upper Harbor project which as established by the City Council acting in the capacity of a port authority.

Minneapolis Housing and Redevelopment Authority. The Minnesota Legislature created the Minneapolis Housing and Redevelopment Authority (HRA) in 1947 with the responsibility of administering federal funds for low-rent public housing and urban renewal projects. The HRA is somewhat more independent than most city agencies since it, like the City itself, is a creature of the State. However, much of its spending requires City Council approval even though much of the money comes from the state and federal governments. The HRA has the power to adopt its own bylaws, maintain its own personnel policy outside the civil service system, and transact such business as purchasing, insuring and awarding contracts. It has the power of eminent domain in redevelopment districts. A seven member Board of Commissioners runs the HRA.

Early HRA programs involved massive clearance and building large scale low-rent housing projects. Its more recent programs are aimed at upgrading the quality of city neighborhoods and enabling



low and moderate income residents to rehabilitate their homes.

Current programs fall into five categories:

Neighborhood Rehabilitation Programs

City-Wide Rehabilitation Programs

Housing Management Programs

The Housing Finance Program

Redevelopment Projects

Board of Education. The elected Board of Education is the general policy making body for the school district, and is legally responsible for ensuring that education is available to every child in the District, including the handicapped. Until 1959 the City Council and the Board of Estimate and Taxation controlled school funding. Then, in a referendum authorized by the Legislature, the citizens voted to establish a special Independent School District.

Library Board. The Minneapolis Library system is governed by an independent elected Library Board of eight trustees, which is responsible for the establishment, maintenance and management of public libraries, museums and art galleries in Minneapolis. It has the authority to buy and sell necessary property and to levy a property tax to support library services. It also appoints the Library Director who serves at its pleasure. The Board has a contract with the Science Planetarium and Museum at the Central Library.

Park and Recreation Board/ The elected Board is a semi-independent agency. It enacts ordinances governing the use of parks, parkways, playgrounds and municipal golf courses, although since 1975 the Mayor can veto its actions. It directs the organization and operation of recreational programs, provides for policing of park properties and maintenance of street trees. It levies taxes within the limits set by the Board of Estimate and Taxation, fixes appropriations and controls expenditures from four major funds; the Park and Recreation Fund, the Tree Preservation Fund, the Park Rehabilitation and Parkway Maintenance Fund, and the Lake Pollution Fund. Park Board bonding for improvements follows the same procedure as bonding for any other city agency. The Board employs a permanent staff of approximately 500 people, plus more than 500 summer workers.

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for  
to

Lat & Chic

supportive

services

Policy

P.R.

Issue

Article for P.R.

strategy been out 10 F  
with work

# I. United Way Needs Assessment

--Funding

--Working with Centro and others

--Areas:

Population

Employment

Affirmative Action

Education

Housing

Utilization of Public Services

Health

# II. Mayor's Advisory Committee

--Response to 1978 report

--Important issues:

1. Strictly advisory, i.e., inform Mayor when problems come up?

2. An action group which moves on priority issues?

3. Attack many issues at once or just one issue at a time?

4. Hit issues strictly pertaining to Latinos or issues affecting others as well?

5. Take action on issues affecting only Minneapolis or take action on issues outside of Minneapolis as well?

6. Should we meet with other ethnic advisory committees?

7. Where does our clout come from and how can we best use it?

8. Our relationship with the City Council?

9. What can we ask from city agencies?

10. Are we staying in touch with the concerns of the community? How can we channel our community's concerns to us so that we can take action?

members of ch. 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

Committee to provide over

Multi  
Small committees receive volunteer help

Prioritize

Yes NAI + BLK

Leverage  
memo GAME MAYOR BACKING - on city Council

Appointed By	Number of	Council Confirmation Needed?	
City Council	<u>4</u>	Yes	No
Mayor	<u>15</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Citizens	<u>    </u>	<input type="checkbox"/>	<input type="checkbox"/>
<u>    </u>	<u>    </u>	<input type="checkbox"/>	<input type="checkbox"/>
<u>    </u>	<u>    </u>	<input type="checkbox"/>	<input type="checkbox"/>
Elected	<u>    </u>	<input type="checkbox"/>	<input type="checkbox"/>

Official Title of Board, Commission, Committee, etc. \_\_\_\_\_

Contact Person AL GARCIA  
 Address 1707 Glenwood Ave. No. Phone 377-634  
 Total Members 19 \* Term of Office 2 Years  
 Public Hearing Required? Yes ☒ No ☐  
 Can Be Reappointed yes Times Compensation \$ No  
 Date Created 1978 Date Abolished     

NAMES	ADDRESSES: O: Office H: Home	PHONE NOS. O: Office H: Home	WHO APPOINTED	APPOINT- MENT DATE	EXPIRA- TION DATE	REAPPOINT- MENT DATE	EXPIRA- TION DATE	OATH OF OFFICE
Felino de la Pena	2117 2nd Avenue South Minneapolis, MN 55404	(H) 871-2078 (O) 340-3452	MAYOR FRASER	7-12-'81				7-21-'81
Alfredo M. Gonzalez	1941 Ewing Avenue South Minneapolis, MN 55416	(H) 925-3041 (O) 721-3359		7-12"				
Pola Mardesich	1313 44th Avenue North Minneapolis, MN 55412	(H) 588-8307		7-12"				7-21-'81
Raymond A. Roybal	1412 W. 26th St., #9 Minneapolis, MN 55405			7-12"				
Don Jay Vargas	1800 Olson Memorial Hwy, Minneapolis, MN 55411	(W) 374-2996		7-12"				7-21
Al Garcia	1707 Glenwood Avenue North Minneapolis, MN 55405	(H) 377-2634 (O) 348-2764		7-12"				7-21

Rosa Ruiz 3525 12th Avenue South (H) 722-5986  
 Minneapolis, MN 55407 (O) 871-4886

Any questions, call Barbara Anderson, 305 City Hall (15) 348-7625.

\* If staggered terms, please indicate.

7-12

Date this form completed 7-22-81

Officers serve 2 year terms.



# Hispanic Advisory Committee to Mayor and to City Council

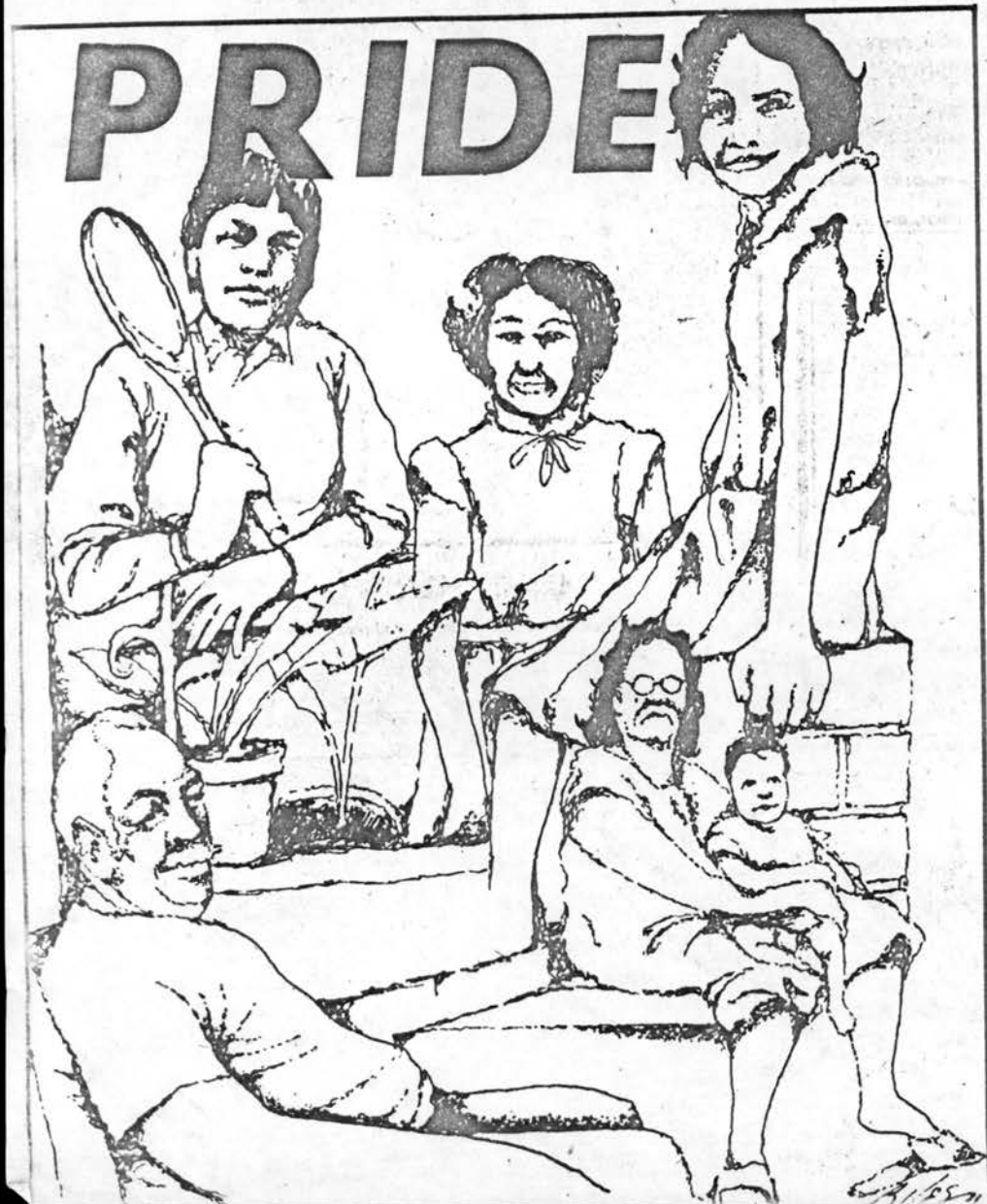
(Official Title of Board, Committee, Commission, etc.)

NAMES	ADDRESSES: O: Office H: Home	PHONE NOS. O: Office H: Home	WHO APPOINTED	APPOINT- MENT DATE	EXPIRA- TION DATE	REAPPOINT- MENT DATE	EXPIRA- TION DATE	OATH OF OFFICE
Al Lopez	4223 Pillsbury Avenue South Minneapolis, MN 55409	(H) 825-5322 (O) 221-1332	MAYOR FRASER	7-12				7-21
Eduardo (Eddie) Sandoval	3307 Columbus Avenue South Minneapolis, MN 55407	(H) 827-1482 (O) 721-5011		7-12				7-21
Salvador J. Valdovinos	5103 Zenith Avenue South Minneapolis, MN 55410	(H) 926-5747 (O) 922-0030		7-12				
Lupe Charles	3905 Standish Avenue South Minneapolis, MN 55407	(H) 724-8957 (O) 376-8020		7-12				7-21
Maximillian H. Von Rabenau (Olvera)	2210 17th Avenue South Minneapolis, MN 55404			7-12				7-21
John Pacheco, Jr.	2920 37th Avenue South Minneapolis, MN 55406	(H) 722-4326 (O) 348-8550		7-12				
Juanita Christenen Camarillo	2736 12th Avenue South Minneapolis, MN 55407	(H) 874-6587 (O) 724-5491		7-12				7-21
Pedro Ramos	1700 Lyn Curve Dr. Minneapolis, MN 55411	(H) 521-1900	5 ALD VAN White	7-12				
Julio Becquer	829 Vincent Avenue North Minneapolis, MN 55411	529-0971	5 ALD. VAN White	7-12				
Paul Gonzalez	3217 20th Avenue South Minneapolis, MN 55407	729-1161	9 Ald. Tony Scallan	7-12				
Carlos Costas	5019 Emerson Avenue South Minneapolis, MN 55419	(H) 822-0178	13 Ald. C. Hoyt	7-12				
Louis A. Garcia		(H) 379-3307	MAYOR Fraser	7-12				7-21

# opinions

## Racist indoctrination

# PRIDE



By Maria Reyes Velasco

In response to the Daily's article "Forked tongue" (Jan. 28), I would like to express one Chicana's perspective.

This editorial was based on an article in a very conservative journal called the Washington Monthly Review that refers to Hispanics in Los Angeles.

Los Angeles, like most of the South and the Southwest, is affected by markedly unique geographical and historical socio-economic and political factors that influence the attitude of and toward Spanish-speaking people in that region. This area (once Northern Mexico) is unique in the needs of its Spanish-speaking people due to the high native population of Mexican-Americans.

Throughout history, there has long been a stigma attached to being Mexican, let alone speaking "Mexican," which has manifested in racial segregation of housing, jobs, and education in the South and the Southwest. So, today there are many barrios (communities) and towns where one does not need to speak English as a way of life; instead Spanish is the first language.

Although it is easier to assimilate in northern states like Michigan, Minnesota, and Illinois, the Hispanic people still retain their cultural bonds in hopes of preserving their heritage.

The Daily, like most of the bureaucrats in the educational system, refuses to recognize the need for and the presence of the Spanish language in the United States. The need is ever-growing since Hispanics will soon be the largest ethnic minority in the United States.

The Daily article also states that "bilingual programs were supposed to preserve Hispanic culture but more importantly to teach Spanish-speaking children the language of the country in which they live."

By ratification of the Treaty of Guadalupe Hidalgo in 1848, the first Mexican-Americans were "granted" their rights to preserve their cul-

ture, religion, and language. When you ask my people, our elders what is more important—learning English or preserving our heritage—there is no contest. Also, this United States is not just "the country where we live." It has long been our land, our home, and our pride as is our language and culture today.

Why, I ask, must we choose between one language or another? Why can't we have both? Let's put an end to this forced assimilation process and cultural genocide of Hispanic people in America.

Bilingual education means just what it says, "bi," meaning two; instruction in two languages, not just one as the Daily's editorial implies. Bilingual/bicultural education is needed to teach our Chicano/Latino children pride in who they are. Their right to bilingual education has been won in the courts by those children who suffered discrimination in the educational system before them.

The Daily editorial goes on to state "Hispanics should have the same chance to help themselves, and they will if bilingual programs get back to teaching English." Does this mean if we speak only English that we will be accepted into the dominant white society once and for all? Would job, housing, and educational opportunities improve for Chicanos and Latinos?

The Daily so ignorantly implies that in preserving our Spanish language we are preserving our own economic and social poverty. A stance against the Spanish language is a stance against my people.

How ignorant to neglect the even deeper racial and class barriers that have oppressed my people and all minorities in the United States throughout its history.

Racism is the ultimate form of repression and is perpetuated in this country by institutionalized racism and racist indoctrination such as seen in the University's paper.

In conclusion, it is quite evident that the Daily has taken a very conservative stance on bilingual education. But, I ask, how can it even a stance since its ethnocentric editors know nothing about its history or the people it a

Maria Reyes Velasco is a junior at the University and is a member of the Daily Boy-

HISPANIC/ ADVISORY COMMITTEE Membership List

Irene M. Gomez De Bethke  
4649 Decatur Avenue N.  
Minneapolis, Mn. 55428

537-6469  
535-6171

① Felino de la Pena  
2117 2nd Avenue South  
Minneapolis, Mn. 55404

871-2078

② Alfredo M. Gonzalez  
1941 Ewing Avenue South  
Minneapolis, Mn. 55416

925-3041

Fermira Hernandez  
1622 Vincent Avenue North  
Minneapolis, Mn. 55411

521-4121

③ Pola Mardesich  
1313 44th Avenue North  
Minneapolis, Mn. 55412

588-8307

④ ✓ Raymond A. Roybal  
1412 W. 26th St., #9  
Minneapolis, Mn. 55405

(Office) 373-2047

⑤ ✓ Don Jay Vargas  
1800 Olson Memorial Highway  
Minneapolis, Mn. 55411

(Office) 374-2996

~~Dropped~~  
Maria del Jesus Baltierra  
4325 Xerxes Avenue South  
Minneapolis, Mn. 55410  
P.O. Box 1201 926-597  
Mn. 55440  
872-44

⑥ Al Garcia  
1707 Glenwood Ave. N.  
Minneapolis, Mn. 55405  
(check address)

377-2634  
377-2634  
(Office) 348-672  
2767

Resigned = R



NOTICE OF PUBLIC HEARING  
MINNEAPOLIS REAPPORTIONMENT COMMISSION  
Wednesday, June 3, 1981, 7:00 P.M.

Hennepin County Government Center Auditorium

The Minneapolis Reapportionment Commission solicits public comment from individuals and neighborhoods interested in Ward boundaries which will be in effect from 1981 to 1991.

As mandated by Amendment #82 of the Minneapolis City Charter, the Commission must readjust the boundaries of the Wards in accordance with the following standards:

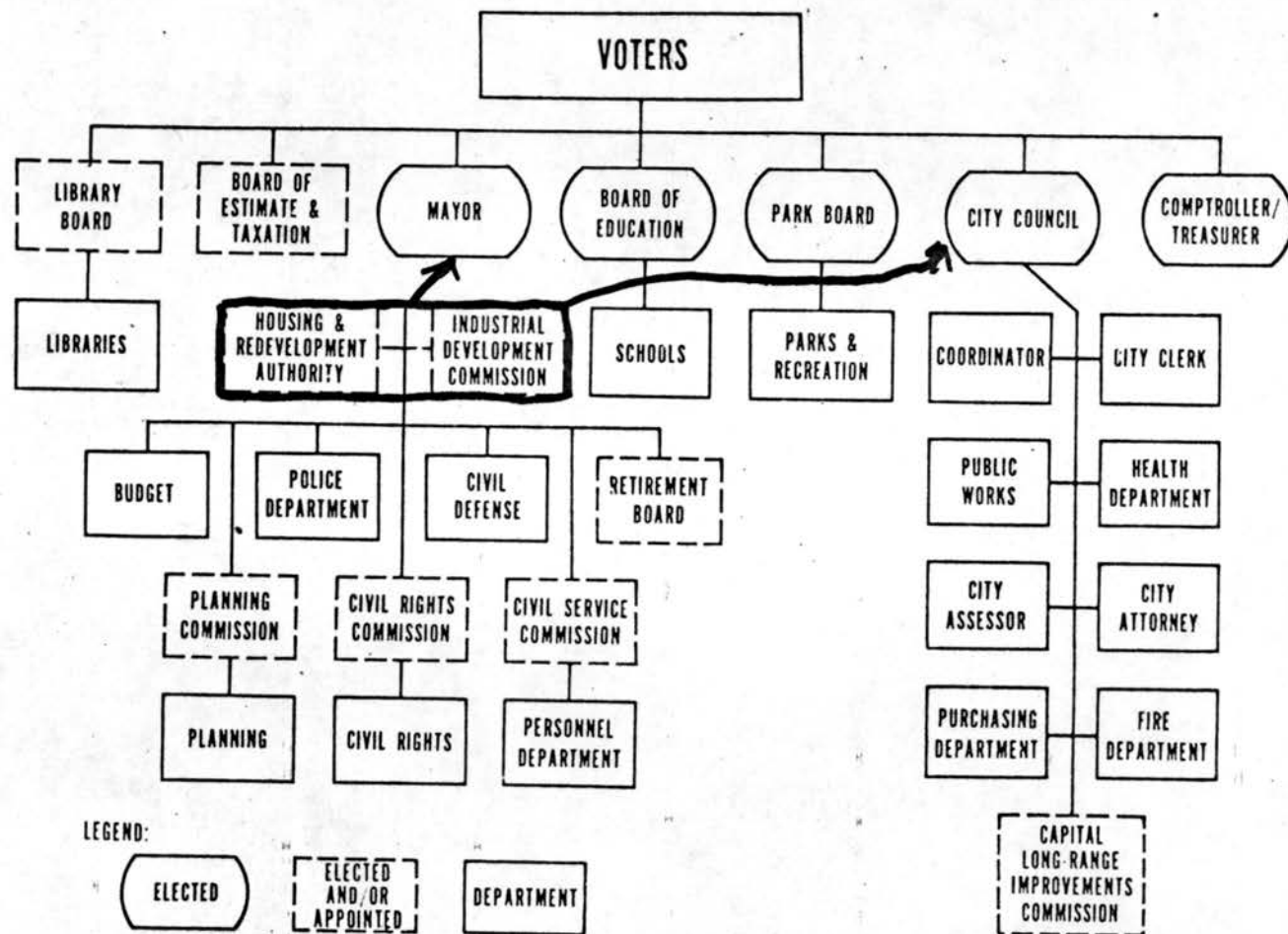
- "1. A population quota for each Ward shall be determined by dividing the total population of the City by 13. In no case shall any Ward, when readjusted, have a population more than five percent over or under such population quota.
2. Each ward shall consist of contiguous compact territory not more than twice as long as it is wide, provided that the existence of any lake within any ward shall not be contrary to this provision. Whenever possible, ward boundary lines shall follow the center line of streets, avenues, alleys and boulevards and as nearly as practicable shall run due East and West or North and South.
3. The Wards shall be numbered consecutively, first on the East side of the Mississippi River and then on the West side and from North to South.
4. Population shall be determined by use of the official population, as stated by census tracts and blocks in the official United States Census. Whenever it is necessary to modify census data in fixing a Ward boundary, the Reapportionment Commission may compute the population of any part by use of other pertinent data or may have a special enumeration made of any block or blocks using the standards of the United States Census. If the population of any block or blocks is so determined, the Reapportionment Commission may assume that the remainder of the census tract has the remaining population shown by the census. In every such case, the determination of the Reapportionment Commission as to population shall be conclusive, unless clearly contrary to the census."

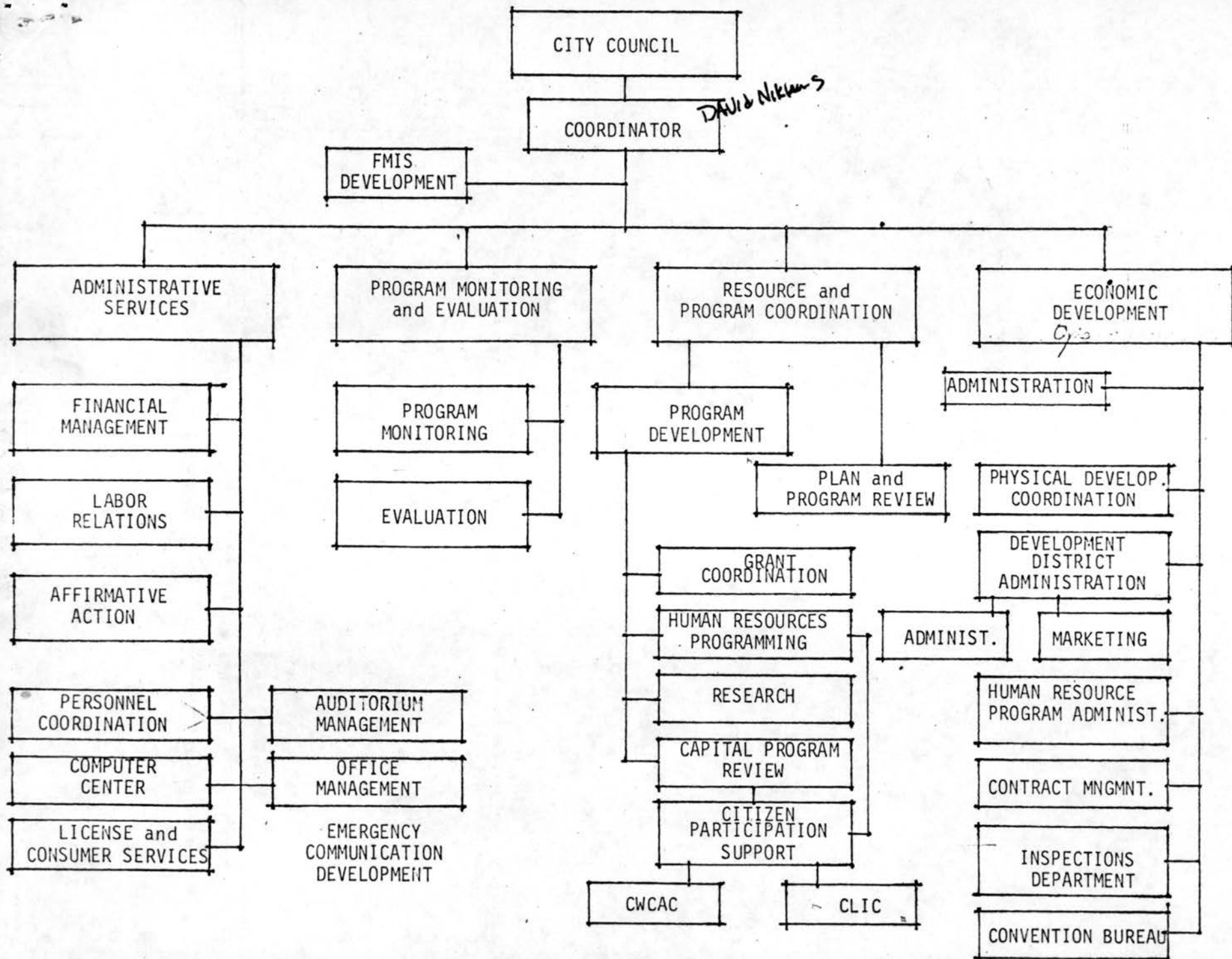
In accordance with Paragraph C of said Amendment, the first Public Hearing was held in April. This hearing is being called for the purpose of consideration of a tentative plan.

Citizens are invited also to submit any comments in writing at any time to the Minneapolis Reapportionment Commission, c/o Evelyn T. Kampf, Council Committee Clerk, Room 327M, City Hall, Mpls., MN 55415.

THIS MEETING PLACE IS ACCESSIBLE AND A SIGN LANGUAGE INTERPRETER IS AVAILABLE FOR DEAF OR HEARING-IMPAIRED CITIZENS. FOR SCHEDULING, PLEASE CALL 348-2157 TTY/VOICE.







1st job of  
Committee to  
do.

# Ele: Additional Names for Hispanic Advisory Committee

1. Frances Zamora X
- (2) Marcelo Lucero (TRUSILLO)
3. Ricky Nevilles X
4. August Rivera
5. David Rivera X
- (6) Jose Gaitan
7. Milton de Jesus ST.P.
- (8) Man. Guzman ST.P.
9. Estrolio Bienavides
- (10) Rafael Esparga
- (11) Alfredo Garcia
- (12) Pat Garcia
13. Sandra Vargas
- (14) Ricardo Cervantes
- (15) Elena de Vato
16. Maria Nieves Richfield
17. Carmen Ruben Richfield
18. Elsa Perez ST.P.
19. Mary Beaumont ST.P.
20. Isabel Torres
21. Sonia Nieves Burton Golden Valley
22. Maria Gomez Golden Valley

Ele  
This list was  
given to me by  
Centro Cultural  
Chicano  
& know some of  
people are from  
Saint Pacho. Will  
mark down  
Diane



Names:

1. Frances Zamora
2. Marcella ~~For~~ Lucero
3. Ricky Neville  
Al. Kane  
Sal -
4. David Rivera  
Milton de Jesus  
Jose L  
Ronan Rocha  
Frank Zaragoza  
August Rivera  
M. Kuzon  
Esteban Binavides  
Rafael Esparzo

Alfredo Garcia  
Sandra Vargas  
Ricardo Cervantes  
Clena de Vata  
Mauri Naura  
Carm Robles  
Elsa Perry  
Mary Beane  
Pat Garcia  
Isabel Torres  
Sonia Nieves-Burton  
Mary Gony



## Minnesota Program for Victims of Sexual Assault

430 Metro Square Building/St. Paul/Minnesota 55101/(612) 296-7084

DATE: May 22, 1981

TO: Community Leaders and Community Organizations

FROM: Peggy Specktor, Director *PS*  
Minnesota Program for Victims of Sexual Assault,  
Minnesota Department of Corrections (Issuing Office for RFP's)

RE: Request for Proposals (RFP)

Enclosed is the RFP which outlines the procedure for submitting applications for the provision of sexual assault services. The summary of the work statement outlines the categories of services that will be considered for funding.

A total of \$318,750 will be available for sexual assault services for the Fiscal Year beginning July 1, 1981. The majority of those funds will be utilized to continue funding of existing programs. A minimal amount has been set aside for new proposals that are designed to meet the needs of unserved and underserved populations.

Proposals will be reviewed and applicants may be contacted to provide clarification or additional information.

We hope that you will call this RFP to the attention of interested persons in your area.

PS:pe  
Enclosure

REQUEST FOR PROPOSAL  
FOR  
SEXUAL ASSAULT SERVICES

Minnesota Department of Corrections

May 22, 1981

## Section I: General Information for the Contractor

- 1) Issuing Office: This Request for Proposal (RFP) is issued by the Minnesota Department of Corrections, Victim Services Division.

The sole point of contact within the Issuing Office regarding this RFP will be:

Peggy Specktor, Director  
Minnesota Program for Victims of Sexual Assault  
Department of Corrections  
430 Metro Square Building  
Seventh and Robert Streets  
St. Paul, Minnesota 55101

- 2) Purpose: This RFP provides prospective contractors with essential information to enable them to prepare and submit proposals to assist in providing sexual assault services.
- 3) Summary Work Statement: The contractor will be responsible for planning and implementing a program relating to sexual assault which will be designed to provide one or more of the following services:
- a) direct crisis intervention to victims of sexual attack;
  - b) support services to victims of sexual attack by trained volunteers during the hospital examination, police investigation and court proceedings;
  - c) referral of victims of sexual attack to public and private agencies offering the services desired by the victims;
  - d) the establishment of volunteer counseling groups for the victims of sexual attack;
  - e) the development of training programs and the standardization of procedures for law enforcement, hospital, legal and social service personnel to enable them to respond appropriately to the needs of the victim;
  - f) the coordination of services which are being provided by existing agencies;
  - g) education of the public about the nature and scope of sexual assault and the services which are available;
  - h) development of services to meet the needs of special populations; for example, the child, racial minorities, the mentally or physically disabled, and the elderly.
- 4) Project Funding: This program effort will be financed from funds made available by the Minnesota State Legislature. A total of \$318,750 will be available for sexual assault services for the Fiscal Year beginning July 1, 1981. The majority of those funds will be utilized to continue funding of existing programs. A minimal amount has been set aside for new proposals that are designed to meet the needs of unserved and underserved populations. The Department of Corrections shall be responsible for planning and implementing the evaluation research to be conducted on programs funded out of this appropriation. Successful applicants will be expected to cooperate with the requirements of this evaluation research effort, especially in relation to the integration of data collection procedures into the on-going life of the program.



- 5) Eligibility: Cities, counties, and private nonprofit agencies are eligible to submit proposals. Priority will be given to underserved geographic areas of the state and other underserved populations. Coordination with existing sexual assault programs is advisable.
- 6) Response Date: Completed proposals must arrive at the Issuing Office on or before 4:30 p.m., Friday, June 26, 1981. Contractors mailing proposals should allow ample mail delivery time to insure timely receipt of their proposal.
- 7) Incurring Costs: The State of Minnesota is not liable for costs incurred by contractors prior to issuance of a contract.
- 8) Pre-Proposal Assistance: There will be no formal pre-proposal conference. All interested contractors are welcome to call or visit the Issuing Office for more details. Those intending to make a visit should arrange an appointment in advance. Telephone: (612) 296-7084.
- 9) Proposal Submission: To be considered, contractors must submit a brief but complete response to this RFP, using the format provided. Each proposal should be submitted in six copies to the Issuing Office. All proposals received in response to this RFP will be retained.
- 10) A copy of the completed proposal should be submitted to the appropriate sub-state criminal justice planning unit for review concurrent with submission to the Issuing Office.
- 11) Economy of Preparation: Proposals should be prepared simply and economically providing a straightforward, concise description of the contractor's ability to meet the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- 12) Rejection of Proposals: The State of Minnesota reserves the right to reject any and all proposals received as a result of this RFP. This RFP is made for information and planning purposes only. The State of Minnesota does not intend to award a contract solely on the basis of any response made to this request or pay for information solicited or obtained.
- 13) Acceptance of Proposal Content: The contents of the proposal made by the successful bidder may become contractual obligations, if a contract ensues.
- 14) Contract Term: The term of the contract shall be for approximately 12 months (from date of execution of contract through June 30, 1982) but will be determined during any negotiations resulting from this RFP.
- 15) Special Conditions: The Department of Corrections will include in the grant agreement special conditions relating to hiring of staff, other sources of funds, and any other aspect of the applicant's proposal deemed necessary to successfully implement the project.

## Section II: Information Required from Contractor

Contractor proposals must be brief and submitted to the Issuing Office in the format outlined below. Please transpose this format to blank pages.

- 1) Business Organization: State the full name and address of your organization, and, if applicable, the branch office or other subordinate element that will perform or assist in performing the work. Indicate whether you operate as an individual or group, profit or nonprofit. Identify the contact person submitting the proposal.
- 2) Background: Describe the need for the services your proposal would provide. Explain who has participated in the development of this proposal and the ways in which support and cooperation has been solicited from potentially interested and/or relevant community agencies or groups in the development of this proposal-- law enforcement, women's groups, county attorney's offices, social service departments, minorities, etc. Include a brief statement concerning the recent experience of persons from your organization who will actively be engaged in the proposed effort. Please emphasize recent experience directly applicable to sexual assault.
- 3) Objectives: Indicate which category or categories of services will be covered this fiscal year. State the major objectives you propose to accomplish this year.
- 4) Work Program: Provide a work plan for implementing the proposed project. The work program should:
  - a) identify the task necessary to achieve each of the objectives;
  - b) provide a timetable for completion of each task.
  - c) identify the staff positions or consultants to be assigned to each task.
- 5) Budget:
  - a) Program Budget Information: The information requested in this section is required to support the reasonableness of your quotation and is for internal use only. This information will be held in confidence and will not be revealed to or discussed with any competitors.
  - b) Proposed Budget:

Please submit a detailed budget for each of the following categories:

<u>Budget Category</u>	<u>Total Budget</u>	<u>D.O.C. Request</u>
	<u>7/1/81-6/30/82</u>	<u>7/1/81-6/30/82</u>
1) Personnel		
2) Fringe Benefits		
3) Travel		
4) Equipment		
5) Office Supplies		
6) Staff and Volunteer Training		
7) Mailing/Printing		

- 8) Phone
- 9) Publicity
- 10) Administrative Charges
- 11) Other Program Costs

TOTAL

c) Source of Project Support

List sources of all funds needed to meet your proposed budget for this period:

<u>Source</u>	<u>Amount</u>	<u>Secured/Unsecured</u>
---------------	---------------	--------------------------

d) Narrative Section

- 1) Provide a clear, complete and concise budget narrative that includes an explanation and justification of each line item expenditure.
- 2) Please provide a brief explanation of other current funding efforts.

6) Staff and Other Resources:

- a) Please specify fully the expected responsibilities and duties of each staff person and explain how each position relates to other project staff and personnel. Provide an organization chart, job descriptions, and resumes of current staff.
- b) EEO Program: All project recruitment and hiring must be governed by a written Equal Employment Opportunity statement. Please attach a copy of your statement and a detailed description of the process to be used in recruiting and selecting staff.
- c) Describe the role to date, if any, of volunteers in your program; i.e., number of volunteers, tasks to be performed, training and recruitment, etc. If you do not currently utilize volunteers, do you plan to utilize them in the future?
- d) Describe the role of either a policy board or an advisory board, if any, in the operation of the program. Submit a list of all operating policies and/or procedures that have been developed.
- e) Describe the support of and the role of other community agencies in this project.

7) Other:

- a) Describe and explain in summary form the nature of any contracts to be let using funds to be provided by the Department of Corrections.
- b) Specify the date(s) on which the proposed program is expected to become fully operational, i.e. when the project(s) will be ready to deliver services.
- c) Describe fully any major problems or difficulties which are expected to impede the progress of the project and explain how these shall be handled.

### Section III: Criteria for Selection

All proposals received will be evaluated by the Commissioner of Corrections for the purpose of selecting the contractor with whom a contract will be signed in order to implement the program. The following factors will be considered in making this selection:

- 1) Ability to Implement the Program: This criteria includes the ability of the contractor to meet the terms of the RFP. Emphasis will be placed on the soundness of the contractor's approach to the program including work plans and schedules and techniques to be used.
- 2) Nature and Type of Services to be Delivered
- 3) Personnel: This criteria refers to the competence of personnel who will be assigned to the program by the contractor. Qualifications of personnel will be assessed by experience, and/or background in relationship to specific job descriptions.
- 4) Budget Analysis: Determination of the reasonableness of line item budget and total budget as well as the relevance of all costs to program objectives.
- 5) Relationships with Existing Agencies: This criteria concerns the ways in which potential service providers have solicited support and cooperation from potentially interested or relevant community agencies or groups such as law enforcement agencies, courts, social service agencies and schools.



Date:

11-18-80

From:

Irene Beckman

To:

Minneapolis Ref-Cond. <sup>Committee</sup> Advisory Board

I. Charter

A. General statement of Mission and Purpose of this body.

II. Bylaws

- A. Rules for the conduct of committee meetings
- B. Rules for the eligibility election and replacement of members.
- C. Length of term of members.
- D. Rules for interaction of committee with:

- 1. Government
- 2. Agencies
- 3. Political Entities
- 4. The community

III. Long-Range Goals

A. General statement goals for the 2-4 year time frame.

EXAMPLES:

- 1. (Politically) organize the Minn. Refugees
- 2. Enable legislation to aid Refugees

IV. Short-Range Goals

A. Enumeration of specific goals for the next 1 or 2 years.

- 1. These goals should be stated in a manner that allows verification or measurement of success, the goals should be quantifiable.
- 2. Goals should be dated.
- 3. Prioritize goals for later planning.

B. Develop plans to achieve goals

- 1. List alternatives to achieve each goal.
- 2. Evaluate each alternative <sup>and</sup> choose best alternative.
- 3. Allocate resources to do the job.
- 4. Determine method of monitoring progress of the goal plan.
- 5. Review the complete set of plans to re-verify priorities and ensure enough resources are available to reach success.

Short-Range Goals cont'd

C. Implement the Program

1. Enact each plan
2. Monitor progress
  - (a) make modifications when necessary
3. Evaluate results

V. Possible Areas for Goal-Setting

A. A schedule of significant events for each area should be put together into a Master Schedule to facilitate planning and set priorities. This will help us to be prepared well in advance of important events.

B. Community organizations in Minneapolis

1. Develop statement of community goals
2. Organize grass-roots effort
3. Identify potential leaders
4. Appointments

C. Legislation

1. Areas of need
2. Bilingualism in government
3. Affirmative Action

D. Service to Community

1. Advocacy positions
2. Spokesman, input function
3. Leadership, coordination of efforts of agencies and organizations

E. Communication network throughout Minnesota

1. Liaison with the state government
2. Liaison with the St. Paul agencies and organizations
3. Liaison with agencies and organizations in rest of Minnesota

F. Data Base - Establish, benefits, tool, where to start

1. Investigate possibility of obtaining computer capability
2. Computerize who, how many and where we are
3. Develop lists
  - a. individuals
  - b. poverty and needs index
  - c. agency servicing
  - d. skills inventories

VI. Long-Range

A. Political Independence

1. Organization/effort must survive politics

B. Economic Development

1. Enhancement of educational, job opportunities and skills improvement
2. Credit Union
3. Group/Coop ventures
  - a. medical/dental insurance
  - b. food buying
  - c. Small Business Administration (SBA)
4. Mutual aid and support - use local resources

C. Survival of Agencies and Services

1. What happens when government funding ends?

VII. Information

A. How many and where are we?

1. Sources:
  - a. census-federal
  - b. state
  - c. refugee registration demography

B. Agencies and Services

1. Comprehensive list of all agencies specifically aimed at Refugees
2. Charter of each
3. Funding mechanism of each

C. Affiliated Agencies

1. List of agencies providing services to refugees

D. Sources of Funds

1. Inventory of all possible funding sources

## MINNEAPOLIS REFUGEE RESETTLEMENT COORDINATING COUNCIL

### I. Charter

- A. General statement of Mission and Purpose of this body.

### II. Bylaws

- A. Rules for the conduct of committee meetings
- B. Rules for the eligibility election and replacement of members
- C. Length of term of members
- D. Rules for interaction of committee with:
  - 1. Government
  - 2. Agencies
  - 3. Political Entities
  - 4. The Community

### III. Long-Range Goals

- A. General statement goals for organizational structure for the Minneapolis Refugees, the Community and providers of service to the refugees.
  - 1. Organize the Minneapolis refugees and programs.
  - 2. Work for legislation to aide refugees and programs.

### IV. Short-Range Goals

- A. Enumeration of specific goals for the next 1 or 2 years.
  - 1. These goals should be stated in a manner that allows verification or measurement of success, the goals should be quantifiable.
  - 2. Goals should be dated.
  - 3. Priorities should be set for planning.
- B. Develop plans to achieve goals
  - 1. List alternatives to achieve each goal.
  - 2. Evaluate each alternative and choose best alternative.
  - 3. Allocate resources to do the job.
  - 4. Determine method of monitoring progress of the goal plan.
  - 5. Review the complete set of plans to re-verify priorities and ensure enough resources are available to reach success.
    - a. Food and clothing
    - b. Communications
    - c. Housing
    - d. Data and research



Short-Range Goals cont'd

C. Implement the Program

1. Enact each plan
2. Monitor progress
  - (a) make modifications when necessary
3. Evaluate results

V. Possible Areas for Goal-Setting

A. A schedule of significant events for each area should be put together into a Master Schedule to facilitate planning and set priorities. This will help us to be prepared well in advance of important events.

B. Community organizations in Minneapolis

1. Develop statement of community goals
2. Organize grass-roots effort
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1. Areas of need
2. Bilingualism in government
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D. Service to Community

1. Advocacy positions
2. Spokesman, input function
3. Leadership, coordination of efforts of agencies and organizations

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VI. Long-Range

A. Political Independence

1. Organization/effort must survive politics

B. Economic Development

1. Enhancement of educational, job opportunities and skills improvement
2. Credit Union
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  - a. medical/dental insurance
  - b. food buying
  - c. Small Business Administration (SBA)
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1. What happens when government funding ends?

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B. Agencies and Services

1. Comprehensive list of all agencies specifically aimed at Refugees
2. Charter of each
3. Funding mechanism of each

C. Affiliated Agencies

1. List of agencies providing services to refugees

D. Sources of Funds

1. Inventory of all possible funding sources

## CHARTER

### I. Name

The Advisory Committee will be called the Minneapolis Refugee Resettlement Coordinating Council to the Mayor of Minneapolis and to the City Council.

### II. Purpose

- A. Advise the Mayor and the City Council on the nature of issues and disabilities confronting the refugees in this city.
- B. Identify and address the needs of the refugee in Minneapolis and convey the same to the Mayor and to the City Council.
- C. Provide important communications between the city government, the community, agencies, and the refugee community.
- D. Provide direction to the city government and agencies in employment opportunities for the refugee and disadvantaged community.
- E. Provide assistance in evaluating city and agency programs as it pertains to the refugee and disadvantaged community.
- F. Provide input in long range planning.
- G. Promote economic and social development for the refugee and disadvantaged community.
- H. Promote cultural interaction between the refugee community and the larger community.
- I. Serve as a referral to assist the refugee and disadvantaged community to secure access to city agencies and programs.
- J. Provides and documents advice and suggestions to the Mayor, the City Council and other appropriate city government departments.

### III. Membership

- A. The committee will include approximately                      active members.
- B. Active membership will include representations of individuals from various agencies and refugees.
- C. The term of appoint will be for one year.
- D. The membership year begins upon appointment.

- E. Appointment will be determined by the Mayor and the City Council.
- F. Members may be reappointed for a new term.
- G. Each individuals' participation is needed for an effective committee, therefore all members should attend all meetings.
- H. Three unexcused absences will be cause for dismissal.

#### IV. Officers

- A. The officers will consist of two Co-Chairpersons, Vice Chair and Recording Secretary.
- B. These officers will be elected at an annual meeting.
- C. Active members qualify for office and voting.
- D. Officers will serve a one year term.
- E. Officers may be re-elected.
- F. Vacant offices will be filled by appointment of the executive committee for the remainder of the term.

#### V. Duties of Officers

##### A. Co-Chairpersons

1. Sets agenda for meeting
2. Conducts all meetings
3. Appoints Sub-Committee Chairpersons
4. Serves as member of Executive Committee

##### B. Vice Chairperson

1. Assumes responsibilities of Co-Chairpersons in their absence, or upon request of Chairperson.
2. Serves as a member of Executive Committee.

##### C. Secretary

1. Keeps full and accurate minutes of the meetings.
2. Makes minutes available to Mayor's aide in time for meetings.
3. Handles distribution of agenda and other correspondence as needed.
4. Serves as member of Executive Committee

##### D. Executive Committee

1. Includes all officers.
2. Determines plan of work with input of Advisory Committee.
3. Calls additional meetings as needed.
4. Determines meeting times.
5. Cancels any meeting as absolutely necessary.



E. Sub-Committee

1. Advisory Committee Chairperson will appoint Sub-Committee Chairpersons
2. Sub-Committees will report its decisions and recommendations to the Advisory Committee.

VI. Meetings

- A. A minimum of 12 meetings will be held each year.
- B. Regularly scheduled meetings will be indicated in the plan of work.
- C. Meetings will begin at the scheduled time and run a maximum of two hours.
- D. Special meetings will be called or regular meetings cancelled by action of the Executive Committee (Mayor's Aide to be informed).
- E. A quorum will consist of the officially active members of the Committee.
- F. Parliamentary procedures will be used in decision making.
- G. All resolutions and recommendations are to be recorded.

VII. Policy Operation Guidelines

- A. The Executive Committee will plan and operate under an annual plan of work.
- B. The plan of work will include objectives, tasks and time schedule for completing activities.
- C. The Plan of Work will include short and long range goals.
- D. Proposals by the membership will be considered by the Executive Committee in organizing the Plan of Work.
- E. Recommendations and resolutions will be recorded and presented to the Mayor and the City Council.

1. Preventive Activities

- A. Volunteer Resettlement Agencies Orient Community Leadership and Communities
  1. Information about refugees and available resources.
  2. Local coordination of services.
  3. Planned cultural interaction between communities and refugees.
  4. Refugee to become part of Neighborhood Crime Prevention Unit (etc.)
- B. Community Orientation and Preparation
  1. Individually or collectively among agencies.

- C. Education and Information Meetings between NVRA, Federal Government, NAACP etc.
  - 1. Explain why resettlement.
  - 2. Advocacy through National to Local system.
  - 3. National conference after training design.
  - 4. Training design built into regional/local conference.
- D. Public Service Announcements
- E. Orientation of refugees specific to the community.

## II. Intermediate Activities

- A. Monitor collective numbers and impact of refugees on communities.
- B. Information and training to conflict resolution institutions and local elected officials: Building a network.
- C. Pre-identification and training of conflict resolution experts to be available when necessary.

## III. Crisis Situation

- A. First line contacts and receivers of problem.
  - 1. Local Government
  - 2. Community
  - 3. Ethnic Leadership
  - 4. Local Voluntary Resettlement Agency Personnel
- B. Short Term Interventions
  - 1. Stop the fighting
  - 2. Identify leadership
  - 3. Initiate dialogue
  - 4. Plan and initiate intervention strategy.
- C. Primary Resources: Local Police, Mayor's Office, City Council, Conflict Resolution experts, Department of Justice, Community Relations Service American Arbitration Association - others.

MDLS DEPT  
OF CIVIL RIGHTS

## IV. Community Tension Project Possibilities

- A. Resettlement and Cultural Orientation Training for conflict resolutions institutions and local elected officials.
  - 1. A training package design with a national conference.
  - 2. A training package design with a co-hosting of a series of regional conferences.
    - a. to train
    - b. to make network operational
- B. A two or three City Action Research Model
  - 1. Choose immediate crisis situations or those with potential for crisis.
  - 2. Identify resettlement, ethnic community local political, and conflict resolution leadership.
  - 3. Study situation and design appropriate strategy.
  - 4. Try it!
- C. Funding of Conflict Resolution Experts to be available
- D. Designation and funding of a central source for the purpose of dealing with refugee crisis situations.

APPLICATION FOR APPOINTMENT TO A CITY OF MINNEAPOLIS AGENCY

HISPANIC ADVISORY COMMITTEE TO THE MAYOR  
(Official Title of the Agency)

Date: Feb 12, 1981

PLEASE COMPLETE IN BLACK INK!

Name of applicant Rosa Ruiz (Please Print)

Address: Work 808 E. Franklin Ave - So zip 55404

Home 3525 - 124th Ave So zip 55407

Telephone: Work 871-4886 Home 722-5986

Your reasons for wishing to serve on this agency: I'm a community worker and would like to have some of my neighborhoods input on the Committee

Your background applicable to serve on this agency: I want to maintain and support the direction of my people to try to help in making a better community.

List names, addresses and telephone numbers of references:

1. Mr. Jim Nelson The City Hill 724-2117
2. Mr. Dave Nasby General Mills 540-4351
3. Mr. John Pacheco Urban Coalition 348-8550

If membership on the agency requires certain qualifications, how does the applicant qualify?  
(Note: Fill out only if the agency requires certain qualifications - example, the agency requires a representative from business, or labor, or a community leader, etc.)

Applications must be returned to City Clerk's Office  
305 City Hall  
Mpls., Minn. 55415

POSTMARKED BY: January 10, 1980

Signature

Rosa Ruiz

APPLICATION FOR APPOINTMENT TO A CITY OF MINNEAPOLIS AGENCY

HISPANIC ADVISORY COMMITTEE TO THE MAYOR  
(Official Title of the Agency)

Date: 2-13-81

PLEASE COMPLETE IN BLACK INK!

Name of applicant Al Lopez (Please Print)

Address: Work 3737 3<sup>rd</sup> Ave So. Zip 55408

Home 4223 Pillsbury Ave So. Zip 55409

Telephone: Work 8275465 Home 8255322

Your reasons for wishing to serve on this agency: I would like to give input  
in the areas concerned by the Hispanic Community. Several  
areas that I believe I can contribute are: employment,  
energy conservation, training, education to name a few.

Your background applicable to serve on this agency: Worked as a Director with  
the Urban Coalition of Minneapolis Weatherization for  
nearly three years and have been involved in the  
employment of a number of Hispanics in the city.

List names, addresses and telephone numbers of references:

1. Irene Bethke City Hall - Mayor's Aide - 3482100
2. Felino De La Pena 2117 2<sup>nd</sup> Ave So - 374 2996
3. August Rivera 807 N.E. Broadway - 348 6120

If membership on the agency requires certain qualifications, how does the applicant qualify?  
(Note: Fill out only if the agency requires certain qualifications - example, the agency  
requires a representative from business, or labor, or a community leader, etc.)

Applications must be returned to City Clerk's Office  
305 City Hall  
Mpls., Minn. 55415

POSTMARKED BY: [REDACTED] Signature Alfred B. Lopez



APPLICATION FOR APPOINTMENT TO A CITY OF MINNEAPOLIS AGENCY

HISPANIC ADVISORY COMMITTEE TO THE MAYOR  
(Official Title of the Agency)

PLEASE COMPLETE IN BLACK INK!

Date: Feb. 12<sup>th</sup> 1981

Name of applicant Eduardo (Eddie) Sandoval (Please Print)

Address: Work 3104 16<sup>th</sup> Ave So. Mpls. MN zip 55407

Home 3307 Columbus Ave So. Mpls MN zip 55407

Telephone: Work 721-5011 Home 827-1482

Your reasons for wishing to serve on this agency: To help better relations within the multiracial community where I live, especially, insofar as the Hispanic Population. Living in Minneapolis for the past eleven years I am well acquainted with many of the problems Hispanics face each day, and would like to have a voice in bringing about possible changes.

Your background applicable to serve on this agency: From 1970 to 1973 I attended UofM studying Chicano History and Culture, while teaching a mini-series on same in the public schools. Currently I serve on KFAI - Fresh Air Radio's Board of Directors and actively produce two bilingual programs weekly, reaching a large segment of the Hispanic community.

List names, addresses and telephone numbers of references:

1. Jose Cortez - Admissions and Records 230 Williamson Hall UofM 373-2144
2. Lee Bowman - Centro Cultural Chicanos 1800 Olson Mem. Hwy 374-2996
3. Anara Gaurd - 3104 16<sup>th</sup> Ave So. Mpls. 721-5011

If membership on the agency requires certain qualifications, how does the applicant qualify?  
(Note: Fill out only if the agency requires certain qualifications - example, the agency requires a representative from business, or labor, or a community leader, etc.)

Applications must be returned to City Clerk's Office  
305 City Hall  
Mpls., Minn. 55415

POSTMARKED BY: FEBRUARY 27, 1981

Signature



APPLICATION FOR APPOINTMENT TO A CITY OF MINNEAPOLIS AGENCY

HISPANIC ADVISORY COMMITTEE TO THE MAYOR  
(Official Title of the Agency)

PLEASE COMPLETE IN BLACK INK!

Date: FEBRUARY 21, 1981

Name of applicant SALVADOR J. VALDOVINOS (Please Print)

Address: Work 5103 ZENITH AVE. SO. MINNEAPOLIS, MN. Zip 55410

Home 5103 ZENITH AVE. SO. MINNEAPOLIS, MN. Zip 55410

Telephone: Work (612)- 926-5747 Home (612) 922-0030

Your reasons for wishing to serve on this agency: I BELIEVE THAT PEOPLE CAN LEARN TO TAKE CHARGE OF THEIR LIVES IN SUCH A WAY THAT THE THINGS THEY VALUE AND WANT TO MAKE HAPPEN FOR THEMSELVES CAN BE REALIZED. ONE THING I KNOW WOULD BE HELPFUL IN THIS ENDEAVOR IS THE MANY YEARS AS A PROFESSIONAL CONSULTANT AND CHANGE AGENT.

THESE YEARS OF EXPERIENCE HAVE EXPRESSED MAINLY IN TWO AREAS, IN WORKING WITH FAMILIES, COUPLES AND INDIVIDUALS TO RESOLVE PROBLEMS AND PLANFULLY DIRECT THEIR LIVES TO REALIZE THEIR POTENTIAL. ALSO AS A CONSULTANT TO ORGANIZATIONS AND THE THE COMMUNITY IN FINDING CREATIVE AND EFFECTIVE SOLUTIONS TO PROBLEMS OF INTERACTION, PLANNING AND ORGANIZATIONAL STRUCTURE AND DESIGN. THE METHOD HERE WAS MOSTLY THROUGH TRAINING AND COACHING AND EVALUATION OR ASSESSMENTS.

I AM OF MEXICAN DESCENT, I CARE ABOUT MY PEOPLE, INTEGRATED WELL IN BOTH CULTURES.  
Your background applicable to serve on this agency: MEXICAN & ANGLO.  
I THINK I EXPRESSED THIS ABOVE.

List names, addresses and telephone numbers of references:

1. MRS. OLGA YUNIS work # 348-4037, home # 866-6289 this number after 6:00PM
2. Mr. Leo Adelman work# 378-2500, home after 6:00PM 475-3513
3. Ms. Irene Bethke home# 537-0469

If membership on the agency requires certain qualifications, how does the applicant qualify?  
(Note: Fill out only if the agency requires certain qualifications - example, the agency requires a representative from business, or labor, or a community leader, etc.)

not required

Applications must be returned to City Clerk's Office  
305 City Hall  
Mpls., Minn. 55415

POSTMARKED BY: January 10, 1980

Signature

Salvador J. Valdovinos  
salvador J. Valdovinos

APPLICATION FOR APPOINTMENT TO A CITY OF MINNEAPOLIS AGENCY

HISPANIC ADVISORY COMMITTEE TO THE MAYOR  
(Official Title of the Agency)

Date: 2/24/81

PLEASE COMPLETE IN BLACK INK!

Name of applicant Lupe Charles (Please Print)

Address: Work Univ. of Minn, Chicano/Latino Center Zip 55455

Home 3905 Standish Ave So., Mpls Zip 55407

Telephone: Work 376-8020 Home 724-8957

Your reasons for wishing to serve on this agency: As a member of the  
Mpls community, I feel there is a need for partic-  
ipation of members of our community into the political  
machinery within the city management. The Chicano  
community is severely underrepresented in virtually all aspects  
of city government. As an active member of the Chicano community,  
I feel the enthusiasm and have the experience and capability  
to represent Chicanos/Latinos in a constructive manner.

Your background applicable to serve on this agency:

I have been involved in activities with out-of-state agencies  
in various migrant programs. Being a farmworker, I have  
personally experienced the hardships of Chicanos in the fields.  
I'm currently in the process of participating in the "Instituto  
de Arte y Cultura de Minnesota" organization.

List names, addresses and telephone numbers of references:

1. Roberto Olivares, 178 Seymour Ave. SE., Mpls, MN
2. Juan Hernandez, 532 Como Ave., St. Paul, MN
3. Elvira Suarez, 2628 Bloomington Ave., Mpls, MN

If membership on the agency requires certain qualifications, how does the applicant qualify?  
(Note: Fill out only if the agency requires certain qualifications - example, the agency  
requires a representative from business, or labor, or a community leader, etc.)

I am a Minneapolis resident. I am bicultural - Chicano/Latino.

Applications must be returned to City Clerk's Office  
305 City Hall  
Mpls., Minn. 55415

POSTMARKED BY: January 10, 1980 Feb 27 Signature

Lupe Charles



APPLICATION FOR APPOINTMENT TO A CITY OF MINNEAPOLIS AGENCY

HISPANIC ADVISORY COMMITTEE TO THE MAYOR  
(Official Title of the Agency)

Date: 02-25-81

PLEASE COMPLETE IN BLACK INK!

Name of applicant LOUIS A. GARCIA (Please Print)

Address: Work UNEMPLOYED FROM CHRYSLER CORP 13005 Hwy 55 Plymouth MN zip 55440  
BY BEING DISCRIMINATED AGAINST  
Home 1441 N.E. MARSHALL ST. #301 zip 55413

Telephone: Work NONE Home 3793307

Your reasons for wishing to serve on this agency: I AM VERY CONCERNED ABOUT THE PRACTICES OF SOME BUSINESSES IN THEIR HANDLING AND ATTITUDE OF EMPLOYEES AND APPLICANTS. I ALSO WISH TO EXPRESS CONCERNS FOR THE CHICANOS AND LATINOS WHO ARE CHEMICALLY DEPENDENT. I WISH TO OFFER ANY ASSISTANCE TO THE MAYOR AND THE CITY OF MPLS. IN AN EXPRESSION OF MY GRATITUDE AS A RESIDENT.

Your background applicable to serve on this agency: I AM ORIGINALLY FROM SAN ANTONIO, TEXAS AND WAS RAISED IN A CHICANO INVIROMENT. I HAVE LIVED IN MPLS. FOR THE PAST 4 YEARS AND HAVE MANY CONCERNS ABOUT AND FOR THE MEXICAN AMERICANS AND THEIR OPPERTUNITIES IN THIS GREAT CITY.

List names, addresses and telephone numbers of references:

1. RUDY PACHECO 1800 OLSON MEMORIAL HWY 3742996
2. MINA HERNANDEZ 1800 OLSON MEMORIAL HWY 3742996
3. SANDY KLEVEN 4104 GOLDEN VALLEY RD 5882771

If membership on the agency requires certain qualifications, how does the applicant qualify?  
(Note: Fill out only if the agency requires certain qualifications - example, the agency requires a representative from business, or labor, or a community leader, etc.)

Applications must be returned to City Clerk's Office  
305 City Hall  
Mpls., Minn. 55415

POSTMARKED BY:

Feb 27, 1981  
January 10, 1980

Signature

Louis A. Garcia



HISPANIC ADVISORY COMMITTEE TO THE MAYOR  
(Official Title of the Agency)

PLEASE COMPLETE IN BLACK INK!

Address: Work \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Work — Home — *NONE*

Signature *A. von Rabenau (Olvera)*

Arrived 3/10/81

APPLICATION FOR APPOINTMENT TO A CITY OF MINNEAPOLIS AGENCY

HISPANIC ADVISORY COMMITTEE TO THE MAYOR  
(Official Title of the Agency)

PLEASE COMPLETE IN BLACK INK!

Date: 2-21-81

Name of applicant JUANITA CHRISTENEN, Comarillo (Please Print)

Address: Work Cedar River H.C.F. 2739 Cedar Ave So Zip 55407

Home 2739 - 12 AVE. SO Zip 55407

Telephone: Work 874-6587 Home 724-5491

Your reasons for wishing to serve on this agency: to improve the care and services that have been ignored for so long, for the Hispanics in their old years - also the very young there education for the Hispanic has been very poor - I have girls and no one has ever helped them or boys - young & old are my most important

Your background applicable to serve on this agency: Persons Right on

List names, addresses and telephone numbers of references:

1. A. N. I. A. 72
2. HOLY ROSARY Ed Hoc Committee, 724-365
3. Stewart Park community, 871-8118


If membership on the agency requires certain qualifications, how does the applicant qualify?  
(Note: Fill out only if the agency requires certain qualifications - example, the agency requires a representative from business, or labor, or a community leader, etc.)

Applications must be returned to City Clerk's Office  
305 City Hall  
Mpls., Minn. 55415

POSTMARKED BY: [REDACTED]

Signature

Juanita Christenen



JUANITA S. CHRISTENSEN  
2736 - 12th Avenue So.  
Minneapolis, Minnesota 55407  
(612) 724-5491 Residence  
(612) 874-9065 Business

Social Worker, Cedar Pines Health Care Facility  
2739 Cedar  
Minneapolis, Minnesota 55407

I was born in 1934, one in a family of 12 children. My parents were Mexican immigrants.

My father worked for the Milwaukee Railroad. We traveled with him, in box cars, to Texas and Montana. We finally settled in St. Louis Park to be near my father's work.


In 1939 we went to Guadalajara due to my grandfather's illness. I attended school there until 1949 when we moved back to Minneapolis.

My first job was at "Olson Highway Lefsa", later Hans' Restaurant. I then worked at St. Mary's Hospital. I had always wanted to be a nun and registered nurse.

I have been employed in many types of work - factory work, laundry work, nurse's aide, and physical therapy. I have been employed at Cedar Pines Health Care Facility for 15 years, and am presently in the position of social worker and patient advocate.

I have worked as a volunteer for Phillips Neighborhood Parents Advisory Board, M.A.O. Board, Altar Rosary Society, the P.T.A., and the Model City Board. I represent Holy Rosary for Title I. I also belong to the Catholic Daughters of America, court 1195.

I have a daughter, 25, a son, 24, by my first marriage. By my second marriage I have another daughter, 13, and a son, 8. I also have two grandchildren.



I am active in the Spanish-speaking community and try to be involved in as many activities as possible. I have enjoyed sharing some of my life with you, on this committee. Bless you in your work.



arrived 3/12/81

APPLICATION FOR APPOINTMENT TO A CITY OF MINNEAPOLIS AGENCY

HISPANIC ADVISORY COMMITTEE TO THE MAYOR  
(Official Title of the Agency)

PLEASE COMPLETE IN BLACK INK!

Date: 2/22/81

Name of applicant JOHN PACHECO JR. (Please Print)

Address: Work MINNEAPOLIS URBAN COALITION  
89 SOUTH 10<sup>th</sup> STREET, MINNEAPOLIS 55403

Home 2920 37<sup>th</sup> AVENUE SOUTH, MINNEAPOLIS 55406

Telephone: Work 348-8550 Home 722-4326

Your reasons for wishing to serve on this agency: SEE REASONS

I FEEL THAT IT IS IMPORTANT TO THE HISPANIC  
COMMUNITY OF MINNEAPOLIS TO HAVE A DIRECT LINK  
TO THE MAYOR'S OFFICE. I WOULD LIKE TO BE A MEMBER  
OF THIS COMMITTEE FOR TWO REASONS:

1. FOR MY CONCERNS TO BE HEARD BY THE COMMITTEE AND THE MAYOR.
2. TO GET A BETTER UNDERSTANDING OF THE DECISION MAKING PROCESS.

Your background applicable to serve on this agency: BORN AND RAISED IN THE CITY  
OF MINNEAPOLIS. A MEMBER OF CENTRO CULTURAL CHICANO BOARD OF  
DIRECTORS, ALSO, MEMBER OF THE HISPANIC ADVISORY TASK FORCE  
TO PRESIDENT MCGRATH, UOFM. CURRENTLY EMPLOYED BY MINNEAPOLIS  
URBAN COALITION AS PROGRAM OFFICER.

List names, addresses and telephone numbers of references:

1. EARL CRAIG JR. 89 S. 10<sup>th</sup> STREET, MINNEAPOLIS, 348-8550
2. REV. DR. JAMES NELSON, 1536 EAST LAKE STREET, MINNEAPOLIS, 724-21
3. DAVID A. NASBY, 1200 NICOLET AVENUE, MINNEAPOLIS, 338-6372

If membership on the agency requires certain qualifications, how does the applicant qualify?  
(Note: Fill out only if the agency requires certain qualifications - example, the agency  
requires a representative from business, or labor, or a community leader, etc.)

Applications must be returned to City Clerk's Office  
305 City Hall  
Mpls., Minn. 55415

POSTMARKED BY: January 10, 1980

Signature John Pacheco Jr



NAME OF COMMISSION OR BOARD:

Hispanic Advisory Committee To The Mayor

Name, Address, Phone No.	Date App. Sent	Date App. Recd.	Date Time- stamped	Special Request By
Rosa Ruiz 3525-12 Ave. So. <del>808 E. Franklin Ave. So.</del>	07 (9)			
Al Lopez 4223 Pillsbury Ave. So.	(09) (11)			
Eduardo (Eddie) Sandoval 3307 Columbus Ave. S.	(07) (8)			
Salvador J. Valdivinos 5103 Zenith Ave. So.	(10) (6)			
Lupe Charles 3905 Standish Ave. So.	(07) (8)			
Louis A. Garcia 1441 N.E. Marshall St. #301	(13) (3)			
Maximillian H. Von Rabenau (Oliver) 2210-17th Ave. S.	(04) (6)			
John Pacheco Jr. 2920 37 Ave. So.	(06) (4)			
Juanita Christenen Camerillo 2736-12 Ave. So.	(07) (9)			
<del>Kelby de la Peña 1057-18th Ave. S.E.</del>				

CITY OF MINNEAPOLIS  
MINORITY AND WOMEN'S BUSINESS ENTERPRISES  
AFFIRMATIVE ACTION PLAN

9/12/80

## I. INTRODUCTION

### A. Purpose

The purpose of this Minority Business Enterprises Affirmative Action Plan is to encourage and afford equal opportunity to businesses owned and controlled by minorities or women to submit bids and quotations to the City of Minneapolis on goods and services which they are capable of providing. The City of Minneapolis, a public body and political subdivision of the State of Minnesota, will not discriminate in procuring goods and services on the basis of race, color, sex, religion, age, affectional preference, handicap, public assistance, marital status, national origin or ancestry.

The City's purchasing procedures will be consistent with this plan, in order to promote a conscious effort by City personnel to obtain more of their goods and services from minority or female businesses. This will be achieved by making personnel aware of what the minority and female business community has to offer and to insure that businesses owned and controlled by minorities or women have an opportunity to participate.

### B. History

The plan has its formal beginnings in Executive Order 11625 (1971) by President Nixon which directed fuller participation of minority firms in the economy. The major requirement for formal program documentation was subsequently established by the Urban Mass Transportation Administration (UMTP) in its statements that "minority business enterprises shall have the maximum practicable opportunity to participate in federally assisted projects." Agencies which receive federal grants must agree to carry out the policy with the efficient coordination of activities.

While the City's Minority Business Enterprises Affirmative Action Plan will more than fulfill requirements to receive Federal grants, the best reason for pursuing a minority and female purchasing program is that the proposed plan will make it possible for the City of Minneapolis in its procurement and contractual procedures to actively contribute to the economic improvement of the minority and female business communities, and thus the minority and female communities in general.

### C. Definitions

Affirmative action means taking specific steps to eliminate discrimination and its effects, to ensure nondiscriminatory results and practices in the future, and to involve minority business enterprises fully in contracts and programs funded by the City.

Bidder - an individual, partnership, joint venture, corporation or firm submitting a proposal for a contract to provide goods and services to the City of Minneapolis.

Compliance means the condition existing when a contractor has met and implemented the requirements of this part.

Contract means a mutually binding legal relationship or any modification thereof obligating the seller to furnish supplies or services, including construction, and the buyer to pay for them. For purposes of this plan, a lease is a contract.

Contractor means an association of two or more businesses to carry out a single business enterprise for profit for which purpose they combine their property, capital, efforts, skills, and knowledge.

Lessee means a business or person that leases, or is negotiating to lease, property from the City of Minneapolis or from a DOT facility for the purpose of operating a transportation-related activity or for the provision of goods or services to the facility or to the public on the facility.

Minority means a person who is a citizen or lawful permanent resident of the United States and who is:

- (a) Black (a person having origins in any of the black racial groups of Africa);
- (b) Hispanic (a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race);
- (c) Asian American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands); or
- (d) American Indian and Alaskan Native (a person having origins in any of the original peoples of North America).

Minority business enterprise or MBE means a small business concern which is owned and controlled by one or more minorities. For the purposes of this plan, owned and controlled means a business:

- (a) Which is at least 51 per centum owned by one or more minorities or, in the case of a publicly owned business, at least 51 per centum of the stock of which is owned by one or more minorities, and
- (b) Whose management and daily business operations are controlled by one or more such individuals.



Women-owned business enterprise or WBE means a small business concern which is owned or controlled by one or more women. For the purposes of this Plan, owned and controlled means a business:

- (a) Which is at least 51 per centum owned by one or more women or, in the case of a publicly owned business, at least 51 per centum of the stock of which is owned by one or more women, and
- (b) Whose management and daily business operations are controlled by one or more such individuals.

Hereafter in this Plan, both groups will be denoted jointly as W/MBE.

Noncompliance means the condition existing when a contractor has failed to implement the requirements of this plan.

Prime contractor means a firm or individual with whom the City of Minneapolis contracts for supply or services.

Set-aside means a technique which limits consideration of bids or proposals to those submitted by W/MBEs.

**3.6.** Sub-contractor means a firm or individual who contracts with a prime contractor to supply goods or services as part of a City procurement.

## II. POLICY STATEMENT

It is the policy of the City of Minneapolis to afford business enterprises owned and controlled by minorities or women the maximum feasible opportunity to supply materials and services in the performance of direct and indirect contracts, consistent with reasonable specification standards and within the framework of the law.

In accordance with this policy the W/MBE program presented here represents the City's commitment to equal opportunity for all in the employment of business enterprises. The City will not discriminate against any business organization in the award of any contract because of the race, color, ancestry, sex, religion, age, affectional preference, handicap, public assistance status, marital status, or national origin of its manager, employees or owners. Furthermore, affirmative action, consistent with sound policies and applicable law, will be taken to ensure that businesses owned and controlled by minorities or women are afforded a maximum feasible opportunity to do business with the City.

To this end goals and timetables have been developed and are exhibited in section below entitled "Development of Percentage Goals for W/MBE Participation." Also, specific objectives towards fulfillment of these goals are detailed below as "Program Objectives," "Methods of Implementation," "Contracting and Bidding Requirements," "Opportunities for W/MBE Banks," and "Reporting Systems."

All supervisors and employees of the City share the responsibility of implementing this program. Specific responsibility for this program will be delegated to an W/MBE Liaison Officer. The responsibilities and duties of the Liaison Officer and other appropriate staff are delineated in the section below entitled "Liaison Officer and Staff."

The following clause will be included in all invitations to bids, advertisements and solicitations:

The City of Minneapolis hereby notifies all bidders that in regard to any invitations to bid, advertisements, solicitation, or contracts entered into pursuant to this Plan, businesses owned and controlled by minorities or women will be afforded maximum feasible opportunity to submit bids and/or proposals in response and will not be subjected to discrimination on the basis of race, color, sex, age, religion, ancestry, affectional preference, handicap, public assistance status, marital status, or national origin.

A bidder's or proposer's failure to meet the minority or female business utilization goals set for a project, or to show meaningful good faith to meet the goal, may be grounds for finding the bid or proposal nonresponsive.

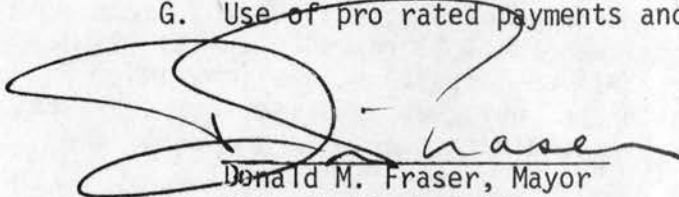
Price alone will not be an acceptable basis for a prime bidder to reject an W/MBE bid for sub-contract work unless it is determined that no reasonable price can be obtained from the minority or women-owned business firm.

The policy expressed herein will be circulated to department managers and employees. It will be made known to minority and women entrepreneurs and to agencies that service the minority and women business communities and to minority and women and nonminority business organizations through circulation to newspapers and magazines and by conspicuously posting the statement of policy in all offices which minority or women entrepreneurs or employees frequent.

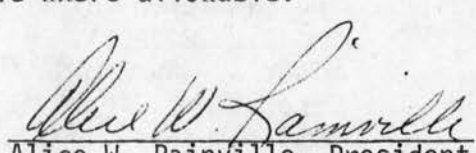
### III. PROGRAM OBJECTIVES

- A. As permitted by law, it is the City's objective to increase the volume of City business with businesses owned and controlled by minorities or women, including such professional services as engineering, banking, architecture, accounting, legal counsel, construction management, and construction contracting, without compromising the bidding procedures required by the Minnesota Uniform Municipal Contracting Act.
- B. Establish a continuing liaison program with businesses owned and controlled by minorities or women to help them become competitive and regular suppliers to the City of Minneapolis.
  - 1. Provide management and technical training to businesses owned and controlled by minorities or women, where needed, in bidding procedures, performance bonds, delivery schedules, quality control requirements; and
  - 2. Establish flexible and innovative procedures through use of trial orders.

- C. Develop specific standard operating procedures by which all types of procurements will be done consistent with W/MBE Affirmative Action Plan.
- D. Identify and verify W/MBE firms and maintain a registry of those who are qualified and able to undertake construction, professional consulting, service and material supply contracts.
- E. Cooperate with and seek assistance from community organizations which help to improve opportunities for businesses owned and controlled by minorities or women.
- F. Use of restricted competitive negotiations wherever appreciably allowable to meet procurement goals.
- G. Use of pro rated payments and delivery schedule where allowable.



Donald M. Fraser, Mayor  
City of Minneapolis



Alice W. Rainville, President  
Minneapolis City Council

#### IV. MINORITY BUSINESS ENTERPRISE ADVISORY COMMITTEE

A Minority Business Enterprise Advisory Committee shall be created to assist in the implementation of the W/MBE Affirmative Action Program and to review the progress toward achieving the goals of this plan. Specific responsibilities shall include:

- A. Acting as the MBE determination committee upon appeal of a decision of the W/MBE liaison officer concerning the verification of W/MBE status
- B. Reviewing and approving the handbook prepared according to Section VI.A.1
- C. Reviewing and approving the W/MBE registry which is prepared according to Section VI.A.3
- D. Submitting names of firms which may qualify for W/MBE status to the liaison officer for inclusion in the W/MBE directory
- E. Reviewing the listing of minority or women-owned publications which will be utilized to advertise both the W/MBE program and individual requests for bids
- F. Review and recommend the workshops and seminars outlined in Section VI.A.4



- G. Reviewing reports from the liaison officer, assessing critical management needs of minority businesses and suggesting changes thereto
- H. Reviewing at least annually the overall W/MBE procurement goal set in Section VI.C.4 and 5
- I. Suggesting methods to the W/MBE liaison officer that will increase City contract and subcontract, business with women-owned and minority business enterprises
- J. Monitoring of all facets of the implementation of the W/MBE program.

The committee shall consist of seven persons appointed jointly by the Mayor and the City Council. A majority of the committee shall be representatives of the minority and women's business community. All deliberations, meetings and records of such committee shall be open to the public and its meetings shall be publicly announced. This committee shall have direct access to the Mayor and the City Council.

#### V. LIAISON OFFICER AND STAFF

Primary responsibility for the implementation of this W/MBE Affirmative Action Program rests with the City Coordinator. The City Coordinator will appoint a full-time liaison officer to assume overall responsibility for managing the W/MBE Affirmative Action Program under the direct supervision of the City Coordinator. The liaison officer will be assisted by purchasing department personnel where appropriate and shall work closely with other departments which procure goods and services independent of the Purchasing Department. Specific duties of the liaison officer, Purchasing Department staff and other City personnel in implementing this program shall be as follows:

##### A. Liaison Officer

##### 1. Principal Duties and Responsibilities

The W/MBE Liaison Officer is responsible for developmental, managerial and technical assistance activities, disseminating information on business opportunities, and for implementing the W/MBE program on a day-to-day basis. The person appointed will ensure that minority and women-owned businesses receive equal opportunity to bid or make quotes on procurements from the City. Primary responsibility for implementing the Federal Government's W/MBE requirements for federally-assisted projects rests with this position.

##### 2. Reporting Relationship

Reports directly to the City Coordinator. Works closely with Purchasing, Affirmative Action Officer, procurement, Public Works, City Attorney, personnel and others who are responsible for making procurement and contracting decisions.



### 3. Specific Responsibilities

- A. Analyzes available planning tools to project priority areas for W/MBE efforts.
- B. Develops, monitors, and recommends necessary revisions to the W/MBE affirmative action program.
- C. Identifies the work, goods, and services needed by the City of Minneapolis and its contractors.
- D. Maintains and constantly updates a registry of minority and women-owned businesses with specific information on expertise, work performance, and other information. Verifies status of ownership.
- E. Assesses critical management needs of minority and women-owned businesses.
- F. Assists in securing bonding and financing, management and technical assistance for the establishment, expansion and overall development of W/MBEs.
- G. Publicizes business opportunities to W/MBEs and assists such businesses in obtaining contracts and subcontracts.
- H. Provides W/MBEs with information in sufficient time to prepare bids and quotations.
- I. Attends pre-bid and pre-construction conferences to explain bid specifications, procurement policy, general bidding requirements, W/MBE requirements, and responds to questions.
- J. Participates on bid and proposal review panels.
- K. Maintains accurate and up-to-date records for at least three years, demonstrates W/MBE efforts and accomplishments, and to determine compliance.
- L. Monitors contractors' and sub-contractors' compliance with W/MBE commitments through life of the contracts.
- M. Plans and participates on a regular basis in training seminars for the purpose of informing potential bidders of the W/MBE program and of business opportunities available.
- N. Serves as liaison with economic development organizations and agencies working in support of economic development in the minority and women's communities.
- O. Assists in the arrangement of joint ventures between minority and non-minority firms and two or more minority firms.

P. Conducts training and orientation sessions with department heads, managers and supervisors to familiarize them with women-owned and minority business enterprises and the W/MBE Plan.

Q. Recommends use of less complicated bid forms as appropriate.

R. Performs related duties as assigned.

Said responsibilities shall be carried out in accordance with, and as permitted by law.

B. Purchasing Department Staff

1. Personnel within the Purchasing Department perform buying assignments of a more complex nature requiring experience in municipal purchasing policy and procedure. Buyers search continuously for improved and/or cheaper materials, supplies and services within the specialty area assigned to the individual. Buyers receive requisitions for materials and have the responsibility for determining sources of supply as follows:

a. Through bidding for new items to be purchased.

b. Through maintenance of files of vendor's stock lists, catalogs, etc.

2. Buyers are assigned to the following general categories:

a. General Construction (includes mechanical and electrical)

b. Street Construction

c. Construction Materials and Equipment

d. Hardware - Building Materials

e. Printing, Office Supplies, Equipment and Graphics

f. M.R.O. Supplies

g. Steel, Castings, Pipe and Salvage

h. Chemicals

3. Buyers of the Purchasing Department shall work closely with the W/MBE Liaison Officer when procurements are negotiated or are offered for bid. All buyers will receive copies of this plan and all documents prepared pursuant to this plan (i.e., W/MBE registry, directory and handbook).

Buyers in the Purchasing Department should encourage businesses owned and operated by minorities or women to discuss their capabilities with the W/MBE program staff.

### C. Other City Staff

This W/MBE program will be disseminated to all City personnel not in the Purchasing Department who make recommendations to the City Council concerning procurements and contracts. The primary areas this pertains to are architectural/engineering contracts for construction projects, and contracts for construction management and consultant contracts. When the procurement is expected to exceed \$10,000, the Liaison Officer will be consulted so the provisions of Section VI.C. of this program and, where appropriate, Section VII.B can be complied with.

The City Coordinator will designate personnel in other departments, such as the Affirmative Action Officer, the City Attorney, the City Engineer, the City Purchasing Agent and the Civil Rights Director, to assist in carrying out the W/MBE program. The W/MBE Liaison Officer and the City Coordinator will jointly determine the W/MBE responsibilities of those designated persons. When the designation of personnel and the determination of their W/MBE responsibilities are completed, they will be incorporated into this W/MBE Affirmative Action Program after review and approval by the W/MBE Advisory Committee.

## VI. METHODS OF IMPLEMENTATION

### A. Dissemination of Information

1. A handbook will be prepared and made available to businesses owned and controlled by minorities or women, and to other interested persons. This handbook shall outline minimum requirements which firms must meet in order to do business with the City of Minneapolis. It shall contain:
  - explanation of the bidding procedures to be followed;
  - information on how and where to obtain project specifications and plans;
  - explanation of terms, conditions, specifications, and schedules of delivery and payment;
  - name of W/MBE officer for questions on bid documents;
  - name and office hours of procurement officers;
  - description of commodities commonly purchased by the City of Minneapolis;
  - explanations of standard contract implementation procedures and requirements concerning such matters as timely performance of work, contract changes, and payment schedules; and
  - method and procedure of filing a grievance.



2. Procurements expected to cost over \$10,000 shall be advertised in appropriate trade journals, general circulation newspapers, and appropriate major minority- and women-owned publications in order to assure the widest possible exposure. Some of the major minority- and women-owned newspapers in the Twin Cities area are:

- The Circle
- Minneapolis Spokesman
- Twin Cities Courier
- Insight
- La Voz
- NOW Newsletter
- NAWBO Monthly Newsletter
- Minnesota Women's Network Monthly Bulletin
- National Association of Women in Construction Newsletter
- St. Paul Recorder

The City will advertise procurements valued above \$250,000 in Dodge Bulletin and Commerce Business Daily at least 21 days before bid date. These procurements of over \$250,000 will also be advertised in at least one major minority-owned and one women-owned publication in each SMSA with a population of over 1,000,000 within the Federal Region V. Prospective W/MBE suppliers shall be contacted with information about upcoming procurements.

3. Based upon the procurement patterns of the City, the Liaison Officer will develop a current and comprehensive W/MBE registry for the metropolitan area, comprised of information from the Minnesota Department of Economic Development, local economic development groups, the Metropolitan Economic Development Association (MEDA), the Small Business Administration, the Minority Business Opportunity Committee, the National Minority Supplier Development Council MBE Data Bank, and others. The City will compile a nationwide directory of businesses owned and controlled by minorities or women to be considered for large procurements which warrant nationwide competition. The W/MBE Liaison Officer in consultation with the W/MBE Advisory Committee shall determine when external advertisement is feasible. The registry will be reviewed and updated on a regular basis.
4. Workshops, seminars and training programs shall be developed and held regularly to encourage businesses owned and controlled by minorities or women to participate in the City's purchasing and contracting.
5. The Liaison Officer will identify other local resources and programs which provide management and technical training to businesses owned and controlled by minorities or women in bidding procedures, performance bonds, delivery schedules and quality control requirements.



B. Management/Technical Assistance

1. The City shall where necessary furnish to businesses owned and controlled by minorities or women such sources of information as the City has for names and addresses of insurance carriers and agents providing surety bonds and insurance required bidding specifications. The City will not, however, select or recommend any insurance agent.
2. The City will help businesses owned and controlled by minorities or women to understand terms, conditions, and specifications of bidding documents and procurement regulations which may apply, but the City will not be bound thereby in contract, quasi-contract, or implied contract or estoppel by a representative of any office, employee or agent of the City unless such representative has been authorized by official action of the City Council and evidence of such authority conveyed in writing to the business owned and controlled by minorities or by women.
3. Where a bid response by a business owned and controlled by minorities or women seems likely, the City will consider utilizing a lead time of 45 to 60 days in advertisements for the contracts to allow businesses owned and controlled by minorities or women sufficient opportunity to develop a bid package. General guidelines for when this extended time period will be utilized will be developed by the Liaison Officer and reviewed by the W/MBE Advisory Committee.
4. Where permitted by law and Federal regulations, contracts may be broken down into "small jobs" which might enable businesses owned and controlled by minorities or women to bid on a manageable amount of work.
5. The City will encourage consortiums and co-ventures of businesses owned and controlled by minorities or women and other firms.

C. Development of Percentage Goals for W/MBE Participation

1. Specifications and calls for bids for procurement estimated to cost above \$10,000 shall contain W/MBE utilization goals as described in this section.
2. The Liaison Officer and the W/MBE Advisory Committee will determine these goals. Goals will take into account an evaluation of minority and women subcontractor resources from information contained in the W/MBE directory, registry, MEDA, technical assistance agencies, MBE trade associations, and from community referral organizations. The Liaison Officer will determine both overall goals and contract goals separately for firms owned and controlled by minorities and firms owned and controlled by women.

3. In establishing a W/MBE goal, the Liaison Officer and the W/MBE Advisory Committee will identify portions of the procurement which businesses owned and controlled by minorities or women feasibly could supply on a competitive basis, and will set a sub-goal for each field of specialty, i.e., electrical, concrete, equipment, etc. Both the Liaison Officer and the Advisory Committee will also consider the estimated current work load of businesses owned and controlled by minorities or women.
4. The most recent estimate for the Minneapolis-St. Paul Metropolitan Area (Metropolitan Council, August 1980) estimated the area's minority population as 7.3%, and the female population as 54.2%. Within this context an overall goal of 4% of goods and services for minority procurement is established for 1980 and 5% for 1981. Goals for women and SEDs will be determined by the Liaison Officer and the Advisory Committee. This program will then be amended to specify those goals. These overall goals mean that the City will from time to time have to actively recruit bids on a state and region-wide basis. These goals shall be reviewed and adjusted on an annual basis.

The goals of this policy are based on the population of racial minorities and women as described in this Paragraph. In implementing this policy, however, the City will seek business from all affected classes described in this policy. The Liaison Officer in monitoring the attainment of these goals will make certain that each of the groups of minorities and women represented in the populations described in this paragraph shares in the opportunity to be included in City procurements and capital activities.

5. The following minimum overall subgoals are established for procurement from minority-, women-, and SED-owned businesses.

<u>1980</u>	<u>1981-82</u>	
4.0%	5.0%	Construction
8.0%	10.0%	Supplies & Expendibles
0.5%	1.0%	Mechanical Equipment
3.0%	4.0%	Professional Services

6. The purpose of these goals is to assure that businesses owned and controlled by minorities or women receive maximum feasible opportunity to be included in City procurements and capital activities. Project managers will, to the extent possible, fix the requirements of their projects so that small as well as large subcontractors have an opportunity to participate.
7. A brochure describing the City's W/MBE program and highlighting the W/MBE registry will be sent to all city contractors and subcontractors. The purpose of the brochure is to encourage contractors and subcontractors to augment W/MBE utilization indirectly by obtaining their own supplies, materials, and services such as architectural, engineering, office supplies and banking from W/MBE suppliers.

8. Joint venture arrangements as permitted by law between W/MBEs and other firms will be acceptable for achieving overall and contract goals.
9. The W/MBE Liaison Officer in conjunction with the Advisory Committee will monitor the attainment of goals. He or she will review W/MBE utilization proposed by bidders in bids received and he or she will monitor utilization during implementation of the work.
10. The Liaison Officer will communicate and cooperate with the Minnesota Departments of Administration and Economic Development, MEDA, the Federal Executive Board of the Twin Cities, the Urban League, the Minorities Association of Minnesota and other community organizations on a continuing basis to assure that the City's goals remain realistic. A status report will be prepared for each procurement of more than \$250,000. The overall W/MBE goal will be reviewed annually by the Liaison Officer and the W/MBE Advisory Committee.
11. W/MBE participation shall be counted toward meeting W/MBE goals as follows:
  - a. Once a firm is determined to be an eligible W/MBE in accordance with Section IX, the total dollar value of the contract awarded to the W/MBE is counted toward the applicable goals.
  - b. The total dollar value of a contract to an MBE owned and controlled by both minority males and non-minority women is counted toward the goals for minorities and women, respectively, in proportion to the dollar value received for each group. The total dollar value of a contract with an MBE owned and controlled by minority women is counted toward the goal for women. The contractor or the City may choose the goal to which the contract value is applied.
  - c. The City or a contractor will count toward its W/MBE goals a portion of the dollar value of a contract with a joint venture eligible under the standards of Section IX equal to the ratio of the dollars received by the W/MBE(s) to the total dollar amount of the contract.
  - d. The City or a contractor will count toward its W/MBE goals only expenditures to W/MBEs that perform a commercially useful function in the work of a contract. A W/MBE is considered to perform a commercially useful function when it is responsible for execution of a distinct element of the work of a contract and carrying out its responsibilities by actually performing, managing and supervising the work involved. To determine whether a W/MBE is performing a commercially useful function, the City or contractor will evaluate the amount of work subcontracted, industry practices, and other relevant factors.



Consistent with normal industry practices, an W/MBE may enter into subcontracts. If, in the opinion of the W/MBE Liaison Officer, a W/MBE contractor subcontracts a significantly greater portion of the work of the contract than would be expected on the basis of normal industry practices, the W/MBE shall be presumed not to be performing a commercially useful function. The W/MBE may present evidence to rebut this presumption to the City.

- e. The City or a contractor will not count anything toward its W/MBE goals expenditures for materials and supplies where the W/MBEs do not assume actual and contractual responsibility for the provision of the material and supplies.

The City or a contractor will count its entire expenditure to a W/MBE manufacturer (i.e., a supplier that produces goods from raw materials or substantially alters them before resale).

The City will count 20 percent of its expenditures to W/MBE suppliers that are not manufacturers, provided that the W/MBE supplier performs a commercially useful function in the supply process.

#### D. Set-Aside Program

The City of Minneapolis has statutory authority from the State of Minnesota to create a set-aside program for small businesses. The authorization also allows the City to designate a portion or all of the value of the procurements designated for set-asides for small businesses owned and operated by socially or economically disadvantaged persons.

Because the use of set-asides is not prohibited by state or local law, the federal government requires the City to have a set-aside program for small businesses owned and controlled by minorities or by women.

The state laws and definitions appear to conflict with the Federal requirements, but when the City has determined how these two set-asides shall operate together, the procedure will be incorporated into this W/MBE program.

The W/MBE Liaison Officer will review purchase orders, requests for proposals and requests for professional services and, where practical, offer these to W/MBEs on a set-aside basis.

### VII. CONTRACTING AND BIDDING REQUIREMENTS

#### A. General Notification to Prospective Suppliers

1. Prime contractors and subcontractors, in connection with their work for the City of Minneapolis, shall purchase supplies and services from qualified, and available W/MBEs whenever possible and feasible in accordance with the requirements and objectives of this plan.



2. No prime contractor, in the course of work performed under a contract for the City, shall discriminate on the basis of race, color, religion, national origin, age, sex, affectional preference, ancestry, status with regard to public assistance, marital status, or handicap, in matters pertaining to employees or to subcontractors engaged under the contract.
3. Prime contractors and subcontractors during the performance of any work contracted with the City and financed with monies from the Federal Department of Transportation must comply with the regulations relative to nondiscrimination. These regulations are contained in Title 49, Code of Federal Regulations, Part 21 as they may be amended from time to time and which are incorporated by reference and made a part of any contract awarded.
4. In order to facilitate the recruitment of W/MBE subcontractors, prime contractors are encouraged to waive or reduce bonding and insurance requirements of their subcontractors where legally possible, to provide insurance coverage by the contractor for their subcontractors where appropriate and necessary, and to utilize stage bonding for the subcontractor where bonding is carried over from one project to the next. Prime contractors will be required to describe their efforts in this area on forms to be developed by the Liaison Officer.
5. Contracts shall be awarded to the lowest and most responsible bidder who meets the established W/MBE percentage goal for the project or who has approval from the W/MBE Liaison Officer and the Advisory Committee. Price shall not be the prime bidder's sole determining criterion in accepting sub-bids from W/MBE firms.

B. Bidding Practices

1. For all procurements estimated to cost more than \$250,000, the City of Minneapolis shall advertise for bids in the Dodge Bulletin, Commerce Business Daily, and major Twin City area minority-owned publications and shall allow a period of at least twenty-one (21) days from the time these notices are published for prospective bidders and sub-bidders to respond. The decision to advertise nationwide rests with the Purchasing Director in consultation with the W/MBE Liaison Officer.
2. The Liaison Officer shall prepare a list of possible W/MBE contractors or suppliers, and shall send written notice to each of the upcoming procurement. This list will be supplied to each prime bidder receiving the bidding documents.

Inclusion of W/MBE firms on this list does not constitute prequalification or endorsement by the City, but merely indicates the City's recognition that the firms are bona fide W/MBEs. During the bidding period, the City through the W/MBE Liaison Officer will serve as an information clearinghouse to prime bidders as an aid to them in their attempts to select subcontractors from qualified businesses owned and controlled by minorities or women. Notice of each procurement shall

be sent at least 21 days prior to the following organizations: the Minnesota Department of Economic Development, the Urban Leagues of Minneapolis and St. Paul, Metropolitan Economic Development Association, the Minority Contractors Association of Minnesota, Good Old Girls, National Organization for Women, Women in Construction, American Indian Business Development Association, Minnesota Chippewa Tribe and local chapters of the National Association of Women Business Owners.

3. At least 10 days before the bid opening date, the City shall convene a pre-bid conference to which will be invited all interested prime and sub-bidders. The purpose will be to answer questions about the bidding documents and the City's W/MBE program, and to give potential prime contractors and potential subcontractors an opportunity to match their respective functions. Failure to attend a pre-bid conference will not disqualify a firm from submitting a bid.
4. Each bid submitted shall contain the name, MBE or WBE status, scope of work and dollar value for each subcontractor selected by the bidder and for each joint venture. (See Attachment A.) Also indicated in the bid shall be the total percentage of W/MBE utilization to which the bidder will be committed for the project.
5. Business enterprises shall not submit unrealistically low bids to the City or contractors for the purpose of securing contracts and then seeking change orders to increase their costs.

All contractors awarded contracts will be monitored through the life of the project to ensure that change orders for conditions that should or could have been anticipated at the time of contract are minimized.

The W/MBE Officer shall be made aware of all change orders and be given sufficient opportunity to comment on same prior to approval by the governing body.

In determining the fair market value of goods and services for the purpose of setting-aside business for W/MBEs, the Liaison Officer or other City officials shall consider change orders granted in the past for same or similar goods and services, the impact of inflation on material and service costs and the costs to W/MBEs and SEDs of materials and supplies.

6. Joint ventures, as permitted by law, between W/MBEs and other firms, will be acceptable for obtaining the W/MBE utilization goals in accordance with Section VI.C.11. Bidders proposing joint ventures must indicate in their bid proposal the names, addresses and principal offices of each partner and principal owner of a partnership or corporation, and must attach a copy of the partnership agreement, joint venture agreement and/or certificate of incorporation as the case may be; and attach a copy of Schedule B. Information for Determining Joint Venture Eligibility and the Affidavit contained therein.

7. W/MBE prime contractors will be credited with minority/female participation for that portion of the contract for which they perform a commercially useful function. A W/MBE is considered to perform a commercially useful function when it is responsible for execution of a distinct element of the work of a contract and carrying out its responsibilities by actually performing, managing and supervising the work involved. To determine whether a W/MBE is performing a commercially useful function the City shall evaluate the amount of work subcontracted, industry practices, and other relevant factors.

Consistent with normal industry practices, a W/MBE may enter into subcontracts. If a W/MBE contractor subcontracts a significantly greater portion of the work of the contract than would be expected on the basis of normal industry practices, the W/MBE shall be presumed not to be performing a commercially useful function. The W/MBE may present evidence to rebut this presumption to the City. The final determination will be made by the W/MBE Liaison Officer and the Advisory Committee.

A joint venture, whether prime or subcontractor, will be credited with minority/women participation on the basis of the percentage of the work performed by the minority/women partner(s).

8. The liaison officer shall review bids received as to their responsiveness to affirmative action and shall make a recommendation to the City Council on the award of the contract. THE CONTRACT WILL BE AWARDED TO THE LOWEST AND MOST RESPONSIBLE BIDDER WHO MEETS THE W/MBE PERCENTAGE GOAL, OR WHO HAS BEEN EXEMPTED FROM THESE REGULATIONS BY THE W/MBE LIAISON OFFICER AND THE W/MBE ADVISORY COMMITTEE.

#### C. Contracting

1. The list of minority/women subcontractors selected by the successful bidder shall remain attached to the bid and a copy of such list shall be attached to the construction agreement when it is prepared. The duty of the successful bidder to subcontract to the parties as so listed shall be an essential part of the contractual relation between the successful bidder and the City. But it shall not create any relation of contract, implied contract, or estoppel between the City and any subcontractor so listed or any other subcontractor. Should it be necessary subsequent to the award of the contract to substitute W/MBE subcontractors, the City must approve such substitutions, and the overall percentage of W/MBE utilization within the project shall not be diminished by the substitution unless approved by action of



the City Council conveyed in writing. Upon entering into subcontracts with W/MBEs, the successful bidder will not terminate or reduce the scope of work to be performed by or decrease the price to be paid to the W/MBE or joint venture without such prior approval by the City.

2. Prime contractors shall report monthly to the City as to their compliance with the W/MBE plan. They shall submit to periodic unannounced compliance inspections by the City and, where Federal monies are involved, the appropriate Federal agencies. They shall retain records of their contractual agreements with the W/MBE firms for at least one year after discharge of the contract.
3. Prime contractors shall assign an equal employment opportunity coordinator to assure that supervisors are aware of their responsibilities pertaining to affirmative action and non-discrimination.
4. The project manager shall keep the liaison officer informed of all significant administrative activities relating to the ongoing management of the project.
5. In the event of a prime contractor's noncompliance with the EEO and W/MBE requirements of the City of Minneapolis, the City shall impose such contract sanctions as it may determine including but not limited to the following:
  - withholding of payment to the contractor under the contract until compliance occurs
  - cancellation, termination or suspension of the contract in whole or in part
  - debarrment from future City contracts
  - other available legal remedies
6. All contracts utilizing funds from the Federal Department of Transportation shall contain the Equal Opportunity provision required by section 109.a. of the Urban Mass Transportation Agreement, Part II, as set forth in attachment B.
7. Upon request, the prime contractor shall furnish to the City a copy of their current Federal EEO-1 or equivalent form.

#### VIII. MINORITY BANKS

The Comptroller/Treasurer uses banks owned and controlled by minorities and women as depositories for City funds.

The City shall encourage contractors to utilize banks owned and controlled by minorities or women. The handbook described in Section VI.A.1 will point out that banks owned and controlled by minorities or women are available in the Twin Cities and will list all such banks.



## IX. DETERMINING W/MBE ELIGIBILITY

To ensure that this Plan benefits only W/MBEs which are owned and controlled in both form and substance by one or more minorities or women, the City will use Schedules A and B (reproduced in Attachments D and E at the end of this Plan) to certify firms who wish to participate as W/MBEs under this plan.

Except as provided below, each business including the W/MBE partner in a joint venture, wishing to participate as a W/MBE under this Plan shall complete and submit Schedule A. Each entity wishing to participate as a joint venture W/MBE under this Plan shall in addition complete and submit Schedule B. The schedules shall be signed and notarized by the authorized representative of the business entity. A business seeking certification as a W/MBE shall submit the required schedules with its bid or proposal.

A business seeking to participate as a W/MBE under this Plan need not submit Schedule A or B if it has previously been accepted as a W/MBE by the City of Minneapolis and no change has taken place.

The following standards shall be used by the City in determining whether a firm is owned and controlled by one or more minorities or women is and shall therefore be eligible to be certified as a W/MBE.

1. Bona fide minority group membership shall be established on the basis of the individual's claim that he or she is a member of a minority group and is so regarded by that particular minority community. However, the City is not required to accept this claim if it determines the claim to be invalid.
2. An eligible minority or female business enterprise under this plan shall be an independent business. The ownership and control by minorities or women shall be real, substantial, and continuing and shall go beyond the pro forma ownership of the firm as reflected in its ownership documents. The minority or women owners shall enjoy the customary incidents of ownership and shall share in the risks and profits commensurate with their ownership interests, as demonstrated by an examination of the substance and the form of arrangements. Recognition of the entity for tax or corporate purposes is not necessarily sufficient for recognition as a W/MBE. In determining whether a potential W/MBE is an independent business, the City shall consider all relevant factors, including the date the business was established, the adequacy of its resources for the work of the contract, and the degree to which financial, equipment leasing, and other relationships with the non-minority firms vary from industry practice.
3. The minority or women owners shall also possess the power to direct or cause the direction of the management and policies of the firm and to make the day-to-day as well as major decisions on matters of management, policy and operations. The firm shall not be subject to any formal or informal restrictions which limit the customary discretions of the minority or women owners. There shall be no restrictions through, for example; by-law provisions, partnership agreements, or charter requirements for

cumulative voting rights or otherwise that prevent the minority or women owners, without the cooperation or vote of any owner who is not a minority or woman from making a business decision of the firm.

4. If the owners of the firm who are not minorities or women are disproportionately responsible for the operation of the firm, then the firm is not controlled by minorities or women and shall not be considered an W/MBE within the meaning of this Plan. Where the actual management of the firm is contracted out to individuals other than the owner, those persons who have the ultimate power to hire and fire the managers can, for the purposes of this Plan, be considered as controlling the business.
5. All securities which constitute ownership and/or control of a corporation for purposes of establishing it as an W/MBE under this part shall be held directly by minorities or women. No securities held in trust, or by any guardian for a minor, shall be considered as held by minority or women in determining the ownership or control of a corporation.
6. The contributions of capital or expertise by the minority or women owners to acquire their interest in the firm shall be real and substantial. Examples of insufficient contributions include a promise to contribute capital, a note payable to the firm or its owners who are not minority or women, or the mere participation as an employee, rather than as a manager.

In addition to the above standards, the City shall give special consideration to the following circumstances in determining eligibility under this Plan.

1. Newly formed firms and firms whose ownership and/or control has changed since the date of the advertisement of the contract are closely scrutinized to determine the reasons for the timing of the formation of or change in the firm.
2. A previous and/or continuing employee-employer relationship between or among present owners is carefully reviewed to ensure that the employee-owner has management responsibilities and capabilities discussed in this section.
3. Any relationship between a W/MBE and a business which is not an W/MBE which has an interest in the W/MBE is carefully reviewed to determine if the interest of the non-W/MBE conflicts with the ownership and control requirements of this section.
4. Any business relationship between an MBE or WBE in which the relationship between it and a non MBE involves the principles in a marital relationship.

A joint venture is eligible under this Plan if the W/MBE partner of the joint venture meets the standards for an eligible W/MBE set forth above and the W/MBE partner is responsible for a clearly defined portion of the work to be performed and shares in the ownership, control, management responsibilities, risks, and profits of the joint venture.

A joint venture is eligible to compete in a W/MBE set-aside under this Plan if the W/MBE partner of the joint venture meets the standards of an eligible W/MBE set forth above, and the W/MBE partner's share in the ownership, control and management responsibilities, risks, and profits of the joint venture is at least 51 percent and the W/MBE partner is responsible for a clearly defined portion of the work to be performed.

Once certified, an MBE shall update its submission annually by submitting a new schedule A or certifying that the schedule A on file is still accurate. At any time there is a change in ownership or control of the firm, the W/MBE shall submit a new schedule A before the City will accept his/her bid as an W/MBE.

The City shall safeguard from disclosure to unauthorized persons information that reasonably may be regarded as confidential business information, consistent with Federal, State and Local law.

#### X. APPEALS OF DENIALS OF CERTIFICATION AS AN W/MBE

Filing. Any firm which believes that it has been wrongfully denied certification as a W/MBE or joint venture by the City may file an appeal in writing, signed and dated, with the Minority Business Advisory Committee. The appeal shall be filed no later than 180 days after the date of denial of certification or knowledge thereof.

Determinations. The Minority Business Advisory Committee makes one of the following determinations and informs the W/MBE or joint venture in writing of the reasons for the determination:

1. The W/MBE or joint venture is certified; or
2. The W/MBE or joint venture is not eligible to be certified and is denied eligibility to participate in any City contract as a W/MBE until a new application for certification is approved by the City.

#### XI. REPORTING SYSTEMS

The reporting system to be developed and maintained by the liaison officer is deemed necessary to insure continued visibility of the program to persons involved, as the monitor of their performance in the form of reports. To this end the W/MBE Officer and the City Purchasing Officer may use the attachments to this plan, make modifications thereto, or develop other forms as needed. All records made and retained by the MBE Officer and the City Purchasing Officer shall be made accessible to the W/MBE Advisory Committee.

The reporting system to be instituted will include the following:

- specific efforts to identify and award contracts to W/MBE's;



- copies of advertised invitation to bid (i.e., newspaper clippings or copies of direct mailing);
- pre-bid conference information (i.e., dates, agenda, attendance);
- procedures which have been adopted to comply with the requirements of this part;
- awards to W/MBE's. These awards shall be measured against projected W/MBE awards and/or W/MBE goals. To assist in this effort, the W/MBE Liaison Officer and the Advisory Committee shall obtain regular reports from prime contractors on their progress in meeting contractual W/MBE obligations;
- a description of the general categories of contracts awarded to W/MBE's;
- the dollar value of contracts awarded to W/MBE's;
- the percentage of the dollar value of all contracts awarded during this period which were awarded to W/MBE's an indication of whether and the extent of which the percentage met or exceeded the goals specified in the application; and
- efforts to assist minority or women entrepreneurs to obtain capital, bonding, insurance and legal assistance. Reports shall be submitted quarterly to the Federal Department of Transportation.
- complaints filed and resolution thereof.

The W/MBE officer shall submit a report to the City Council every six months which summarizes the Affirmative Action taken in compliance with the City's Minority and Women owned Business Enterprise Affirmative Action Plan. The Director of the City's Affirmative Action Office shall, prior to submittal to the City Council, receive and comment on this report. This report shall outline the progress made by the City in complying with the W/MBE plan as well as documentation of the activities of the City's prime contractors with respect to their efforts to solicit work from minority and female subcontractors.





Bidder/Contractor Use Only

### SAMPLE SCHEDULE OF SED PARTICIPATION

Project No. \_\_\_\_\_

Description 1.5.2015

NAME OF PRIME CONTRACTOR

Total Contract Amt. \_\_\_\_\_

[illegible]

The undersigned will enter into a formal agreement with S.E.D. Contractors for work listed in this schedule conditioned upon execution of a contract with the City of Minneapolis.

ATTACHMENT A-2

### SAMPLE SCHEDULE OF WBE PARTICIPATION

NAME OF PRIME CONTRACTOR

Project No. \_\_\_\_\_

Description \_\_\_\_\_

Total Contract Amt. \_\_\_\_\_

[illegible]

The undersigned will enter into a formal agreement with W.B.E. Contractors for work listed in this schedule conditioned upon execution of a contract with the City of Minneapolis.



ADDITIONAL EQUAL EMPLOYMENT OPPORTUNITY PROVISIONS

TO BE INCLUDED IN CONTRACTS FOR SUPPLIES, MATERIALS AND CONSTRUCTION  
(URBAN MASS TRANSPORTATION AGREEMENT, PART II, SECTION (110.a.))

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended, and of the rules, regulations and relevant orders of the Secretary of Labor.

(5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, as amended, and by rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the contractor's noncompliance with the non-discrimination clauses of this Agreement or with any of the said rules, regulations or orders, this Agreement may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, as amended, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, as amended, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.



(7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, as amended, so that such provisions shall be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Some Community Organizations Concerned With The Minority Business Enterprises Plan

Minneapolis Urban League	Minneapolis American Indian Center
The Way	Information Resources Center (Mpls)
Twin Cities Urban Coalition	Health Sciences & Minority Programs
St. Paul Urban League	(University of Minnesota)
Guadalupe Area Project	Metropolitan Economic Development Association (MEDA)
Chicano Student Coalition	MLK Program (University of Minnesota)
Hispanic Indian Center	Ethnic Cultural Center (Mpls)
Migrants In Action	St. Paul American Indian Center
All th Good Old Girls (AGOG)	Mexican American Cultural Resource Center
Neighborhood House, St. Paul	Hispanic Indian Center, Puerto Rican Component
Mexican American Consultant	Minnesota Minority Contractors Association (MCAM)
National Organization for Women	National Association of Women Business Owners
(NOW)	National Association of Women in Construction
National Association of Minority	American Indian Business Development Association
Contractors	Chamber of Commerce Minority Business Component
Minnesota Chippewa Tribe	

Publications For Placement of Notices

Minneapolis Star & Tribune	NOW Newsletter
St. Paul Dispatch/Pioneer Press	NAWBO Monthly Newsletter
Minneapolis Spokesman	Minnesota Women's Network Monthly Bulletin
Twin Cities Courier	National Association of Women in Construction
Finance & Commerce	Newsletter
Sun Newspapers	La Voz
Dodge Bulletin	The Circle
Construction Bulletin	Insight
Commerce Business Daily	St. Paul Recorder
La Raza	

City of Minneapolis Minority and Small Business Advisory Committees

Black Citizens Advisory Board  
Chicano/Latino Advisory Committee  
Native American Advisory Board

Schedule A - Information for Determining Minority Business Enterprise eligibility

1. Name of firm \_\_\_\_\_
  2. Address of firm \_\_\_\_\_
  3. Phone Number of firm \_\_\_\_\_
  4. Indicate whether firm is sole proprietorship, partnership, joint venture, corporation or other business entity (please specify) \_\_\_\_\_
  5. Nature of firm's business \_\_\_\_\_
  6. Years firm has been in business \_\_\_\_\_
  7. Ownership of firm: Identify those who own 5 percent or more of the firm's ownership. Columns e and f need be filled out only if the firm is less than 100 percent minority owned.
- | a    | b    | c   | d                     | e                       | f                    |
|------|------|-----|-----------------------|-------------------------|----------------------|
| Name | Race | Sex | Years of<br>Ownership | Ownership<br>Percentage | Voting<br>Percentage |

With firms less than 100 percent minority owned, list the contributions of money, equipment, real estate, or expertise of each of the owners.

8. Control of firm: (a) Identify by name, race, sex, and title in the firm those individuals (including owners and non-owners) who are responsible for day-to-day management and policy decision making, including, but not limited to those with prime responsibility for:
  - (1) Financial decisions \_\_\_\_\_
  - (2) Management decisions such as--
    - a. Estimating \_\_\_\_\_
    - b. Marketing and sales \_\_\_\_\_
    - c. Hiring and firing of management personnel \_\_\_\_\_
    - d. Purchases of major items or supplies \_\_\_\_\_
  - (3) Supervision of field operations \_\_\_\_\_
9. For each of those listed in question 8, provide a brief summary of the person's experience and number of years with the firm, indicating the person's qualifications for the responsibilities given him or her.
10. Describe or attach a copy of any stock options or other ownership options that are outstanding, and any agreements between owners or between owners and third parties which restrict ownership or control of minority owners.
11. Identify any owner (see item 7) or management official (see item 8) of the named firm who is or has been an employee of another firm that has an ownership interest in or a present business relationship with the named firm. Present business relationships include shared space, equipment, financing, or employees as well as both firms having some of the same owners.
12. What are the gross receipts of the firm for each of the last two years?
 

Year ending \_\_\_\_\_  
\$ \_\_\_\_\_

Year ending \_\_\_\_\_  
\$ \_\_\_\_\_
13. Name of bonding company, if any: \_\_\_\_\_  
Bonding limit \_\_\_\_\_  
Source of letters of credit, if any \_\_\_\_\_
14. Are you authorized to do business in the state as well as locally, including all necessary business licenses? \_\_\_\_\_



15. Indicate if this firm or other firms with any of the same officers have previously received or been denied certification or participation as an MBE and describe the circumstances. Indicate the name of the certifying authority and the date of such certification or denial.

Affidavit

"The undersigned swears that the foregoing statements are true and correct and include all material information necessary to identify and explain the operations of \_\_\_\_\_ (name of firm) as well as the ownership thereof. Further, the undersigned agrees to provide through the prime contractor or, if no prime, directly to the grantee current, complete and accurate information regarding actual work performed on the project, the payment therefor and any proposed changes, if any, of the foregoing arrangements and to permit the audit and examination of books, records and files of the named firm. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under Federal, State or local laws concerning false statements."

NOTE:---If, after filing this Schedule A and before the work of this firm is completed on the contract covered by this regulation, there is any significant change in the information submitted, you must inform the grantee of the change through the prime contractor, or, if no prime contractor, inform the grantee directly.

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

Corporate Seal (where appropriate)

Date \_\_\_\_\_  
State of \_\_\_\_\_  
County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, before me appeared (Name) \_\_\_\_\_, to be personally known, who, being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by (Name of firm) \_\_\_\_\_ to execute the affidavit and did so as his or her free act and deed.

(Seal)

Notary Public \_\_\_\_\_  
Commission expires \_\_\_\_\_



Schedule B - Information for Determining Joint Venture Eligibility

(This form need not be filled in if all joint venture firms are minority owned.)

1. Name of Joint venture \_\_\_\_\_
2. Address of joint venture \_\_\_\_\_
3. Phone number of joint venture \_\_\_\_\_
4. Identify the firms which comprise the joint venture. (The MBE partner must complete Schedule A.)
  - (a) Describe the role of the MBE firm in the joint venture \_\_\_\_\_
  - (b) Describe very briefly the experience and business qualifications of each non-MBE joint venture. \_\_\_\_\_
5. Nature of the joint venture's business \_\_\_\_\_
6. Provide a copy of the joint venture agreement.
7. What is the claimed percentage of MBE ownership? \_\_\_\_\_
8. Ownship of joint venture: (This need not be filled in if described in the joint venture agreement, provided by question 8.)
  - (a) Profit and loss sharing.
  - (b) Capital contributions, including equipment.
  - (c) Other applicable ownership interests.
9. Control of and participation in this contract. Identify by name, race, sex, and "firm" those individuals (and their titles) who are responsible for day-to-day management and policy decision making, including, but not limited to, those with prime responsibility for:
  - (a) Financial decisions \_\_\_\_\_
  - (b) Management decisions such as:
    - (1) Estimating \_\_\_\_\_
    - (2) Marketing and sales \_\_\_\_\_
    - (3) Hiring and firing of management personnel \_\_\_\_\_
    - (4) Purchasing of major items or supplies \_\_\_\_\_
  - (c) Supervision of field operations \_\_\_\_\_

NOTE: - If, after filing this Schedule B and before the completion of the joint venture's work on the contract covered by this regulation, there is any significant change in the information submitted, the joint venture must inform the grantee, either directly or through the prim contractor if the joint venture is a subcontract

AFFIDAVIT

"The undersigned swear that the foregoing statements are correct and include all material information necessary to identify and explain the terms and operation of our joint venture and the intended participation by each joint venturer in the undertaking. Further, the undersigned covenant and agree to provide to the grantee current complete and accurate information regarding actual joint venture work and payment therefor and any proposed changes in any of the joint venture arrangements and to permit the audit and examination of the books, records and files of the joint venture, or those of each joint venturer relevant to the joint venture, by authorized representatives of the grantee or the Federal funding agency. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under Federal or State laws concerning false statements."

_____ Name of Firm	_____ Name of Firm
_____ Signature	_____ Signature
_____ Name	_____ Name
_____ Title	_____ Title
_____ Date	_____ Date

Date \_\_\_\_\_  
 State of \_\_\_\_\_  
 County of \_\_\_\_\_  
 On this \_\_\_\_ day of \_\_\_\_, 19\_\_, before me  
 appeared (Name) \_\_\_\_\_, to me personally  
 known, who, being duly sworn, did execute  
 the foregoing affidavit, and did state that  
 he or she was properly authorized by (Name of  
 firm) \_\_\_\_\_ to execute the affidavit  
 and did so as his or her free act and deed.  
 Notary Public \_\_\_\_\_  
 Commission expires \_\_\_\_\_  
 (Seal)

Date \_\_\_\_\_  
 State of \_\_\_\_\_  
 County of \_\_\_\_\_  
 On this \_\_\_\_ day of \_\_\_\_, 19\_\_, before me  
 appeared (Name) \_\_\_\_\_, to me personally  
 known, who- being duly sworn, did execute  
 the foregoing affidavit, and did state that  
 he or she was properly authorized by (Name of  
 firm) \_\_\_\_\_ to execute the affidavit  
 and did so as his or her free act and deed.  
 Notary Public \_\_\_\_\_  
 Commission Expires \_\_\_\_\_  
 (Seal)

4-22-'81

Letter to R. Eckfield  
U of M.  
to Mn. Assoc - Archt As

Talk about reception when Exhibit to be held

letter

~~Check out Hisp Adv. Com Candidates~~

letter to Dennis

Ordinance for council -

Intochinon profile on  
candidates

letter Jeff Sparty -

press conference -

Call  
letter to M. M. Al. Varga Frank R  
Conrad Vega -

calls  
letter to S Dom. Betty Rod Ma. Gov. Zaragoza

By  
next  
wk -



(2)

Sat.

May 9, Political Day Coffee Mem-  
Union.

12-500 P.M.

2-5 Panel Education.

Panel H.A.P.

alliance for Action Political

Chicanos Venceremos -

Chicanos-Latinos for Political Action.

Hiz Republicans

Followup - Up. April 4, 1981 10:00 AM.

Felino Motion: steering committee no mayor  
de la Peña as mpls proclamation for cinco de Mayo.  
2nd. 2 May. - 9 - Chair to read proclamation  
Don Vargo

Hispanic Affirm. Act.

(5) protest plans (18)  
mayor's.

Blackwell request  
in Spanish

request. Motion

May - <sup>Sat.</sup> 16 -

Felino motion with a letter of support and request  
de la Peña to be on Agenda - April 9 - 1981

amendment Vice Chair give presentation.

Don Vargo 2nd. second - motion carried.



## A G E N D A

- (1) Introduction, Swearing in
  - a. Father Ray Monsr., Ascension Parish
- (2) City Government System
- (3) Set Priorities and Committees  
(needed . . . census, employment, housing, affirmative action  
needs assessment etc.)
  - a. WMBE -SV
- (4) Action Items  
Fresh Air Radio proposal  
Hispanic Heritage Week
- (5) Old Business
  - A. CRC Recommendations
  - B. CDBG Funding
  - C. Police Issues
- (6) New Business
  - A. CRC Openings
  - B. Hispanic Resume Bank

### **RESOLUTION 79R-249** **By Alderman DeMars**

Recognizing the Chicano/  
Latino Advisory Committee  
Whereas, the Hispanic Com-  
munity is the largest minority  
peoples in the State of Minnesota;  
and

Whereas, the Minneapolis City  
Council has no mechanism to hear  
the concerns of the Hispanic  
Community of Minneapolis; and

Whereas, the Mayor of Min-  
neapolis has appointed a  
Chicano/Latino Advisory Com-  
mittee to serve him;

Now, Therefore, Be It Resolved  
by the City Council of the City  
of Minneapolis:

That in order to preserve,  
promote and protect the rights of  
Chicano/Latino Community do  
herein affirm full support of the  
Minneapolis Chicano/Latino  
Advisory Committee To The  
Mayor.

Be It Further Resolved, that the  
City Council of the City of Min-  
neapolis change the name of the  
Chicano/Latino Advisory Com-  
mittee To the Mayor, to the  
Chicano/Latino Advisory Com-  
mittee to the Mayor and the City  
Council, and additionally, com-  
mittee members nominated shall  
be confirmed by the City Council.

Passed June 8, 1979. Louis G.  
DeMars, President of Council.

Approved June 14, 1979. Albert J.  
Hofstede, Mayor

Attest: Lyall A. Schwarzkopf,  
City Clerk.

June 8, 1979  
City Council Proceedings

Historically the Chicano population in Minneapolis has been considered to be resettled migrants. However, this is a misnomer because a multi-cultural Spanish-speaking population exists in this city, e.g., from Latin America, Cuba, Puerto Rico. Employment and educational opportunities in Minneapolis are an incentive for such a diversity of Hispanos and Chicanos who are involved in the aforementioned areas.

The Hispano and Chicano communities in Minneapolis are not situated in identifiable barrios or locations, but are spread out throughout the city and its suburbs. Consequently, many needs and concerns are multiplied or not addressed because of a lack of visibility.

The National Council on the Arts believes that the arts are integral to the lives of all citizens regardless of their physical and mental conditions and abilities, their ages, or their living environments. In 1973 the Council passed a resolution affirming that "the arts are a right, not a privilege . . . and that no citizen should be deprived of the beauty and insights into the human experience that only the arts can imp

One of the needs for our people is an expression in our own folk arts; music, dance, crafts, poetry, pottery are particular ways to identify and symbolize the soul of our people because it carries within the compacted wisdom of the past. A building can help our people move confidently into our own future secure in the knowledge of the elegance of our own cultural past.

# PARA EL CINCO DE MAYO



## **"Chula Fronteras" 7-8pm**

La música Tejana acompaña la vida en el Sur de Tejas.

Tex-Mex music accompanies Chicano life in Southern Texas.



## **"Minnesotanos Mexicanos" 8-9pm**

Una película que documenta y traza la fuerza y vitalidad del pueblo Mejico-Americano en Minnesota.

A documentary tracing the strength and vitality of the Mexican-American community in Minnesota.

**Thursday May 3rd**  
**7:00 to 9:00pm**

**CHANNEL 2**



KUOM

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public T.V.

55108

St. Paul -  
Mr. 646-4611