



CITY OF

PORTLAND, OREGON


OFFICE OF NEIGHBORHOOD INVOLVEMENT

Amanda Fritz, Commissioner-in-Charge
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Portland, Oregon 97204

Enhancing the quality of Portland's Neighborhoods through community participation

REPORT TO COUNCIL

February 4, 2010

To: Commissioner Amanda Fritz
From: Amalia Alarcón de Morris, Director 
Subject: Accept the Public Involvement Advisory Council First Annual Progress Report

Background Summary

The City Council created the Public Involvement Advisory Council (PIAC) in 2008, in response to urging from community members and City bureaus, to help the City conduct more consistent and meaningful public involvement processes.

The PIAC is a 32-member advisory council made up of representatives from 13 City bureaus and 13 community organizations, representing a diverse range of the community. This unique arrangement reflects a partnership between community and government.

The PIAC is charged with proposing public involvement guidelines for the City of Portland, which will be presented to the Mayor and City Council for consideration and approval.

The Office of Neighborhood Involvement funds 1 FTE to provide staffing for the PIAC, in addition to other duties.

Summary of what the PIAC has achieved in our first year

The PIAC spent the first few meetings defining their collective values and guiding principles. These serve as the basis for developing future recommendations regarding Citywide public involvement. Our five guiding principles include:

- **Partnership:** A model of partnership between community and government.
- **Consistency:** The creation of shared guidelines and expectations for City bureaus to adapt and employ in their public involvement processes. While a uniform model will not serve the unique needs of bureaus, a basic level of consistency will increase the public's ability to understand and get involved in City processes. It also provides bureaus with resources and guidance in public involvement.
- **Representation:** Reducing barriers to involvement in order to be inclusive and representative of the whole community by actively working to include those that

have been historically excluded, as well as building the City's capacity to respond to Portland's shifting demographics.

- **Effectiveness:** Ensuring that our work leads to tangible, measureable outcomes that increase the quality of public involvement and the sustainability of high quality processes.
- **Implementation:** Incorporating action steps, monitoring, and evaluation into all PIAC recommendations. Providing ongoing guidance and support for bureaus' implementation of recommendations.

The PIAC spent the next few meetings reviewing a total of 65 past public involvement recommendations from major past efforts, including the City Council adopted *Five Year Plan to Increase Community Involvement*, *Bureau Innovation Project 9*, and *Public Involvement Task Force*. These past recommendations were organized into three major subject areas and a working group was developed to respond to each area. The name and goal of each working group are:

- **Process Group:** To design internal City guidelines that guide and support bureaus in implementing quality public involvement processes.
- **Policy Group:** To develop Citywide policies that advance quality public involvement.
- **Community Empowerment Group:** To support and increase the City's skills and ability to engage the community in a community empowerment model.

The working groups each chose top priorities that are listed below. The PIAC is currently meeting individually with City Council members and bureau directors to discuss and consider these priorities. The PIAC is also seeking input from community stakeholders by presenting at community meetings, conducting focus groups, and issuing an upcoming online and paper survey.

Once input is received and incorporated from community stakeholders, City Council, and bureau directors, the PIAC will finalize recommendations and present them for adoption to City Council. Once new policies are adopted by City Council, the PIAC will work to advise and support implementation in bureaus, as well as begin work on other priorities.

Our Current Working Priorities

Public Involvement Principles & Public Involvement Plans for Bureaus

The PIAC Policy group is working to update Public Involvement Principles to reflect current best practices. This new set of principles would replace the City's adopted 1996 Citizen Involvement Principles (Resolution No. 35494). The seven new principles are: Partnership; Early Involvement; Building Relationships and Community Capacity; Inclusiveness and Equity; Good Quality Process Design and Implementation; Transparency; and Accountability

Each principle will include corresponding benchmarks and expected outcomes to serve as a road map to guide bureaus in establishing consistent, effective and high quality public involvement

across Portland's City government. The principles also intend to set out what the public can expect from city government, while retaining flexibility in the way individual City bureaus carry out their work.

Along with the principles, the PIAC will ask City Council to require that each bureau create a public involvement plan which will demonstrate how the bureau intends to meet the City's public involvement principles. Additionally, the PIAC will ask City Council to require a very brief "Community Involvement Statement" – similar to the currently required "Financial Impact Statement" – to be included with any new ordinances. The Community Involvement Statement would describe how the community was involved, if applicable, in the development of the ordinance.

The PIAC has approved a first draft of these principles, benchmarks and expected outcomes and have begun to share them individually with City Council members, bureau directors, and the community in order to obtain input and create a finalized version to be presented to City Council for adoption in spring 2010.

Budget process

The PIAC Process group is working to recommend process improvements for the 2011-12 bureau and Citywide budget processes. The group is currently observing, researching and evaluating existing budget participation efforts with an eye towards addressing the following topics: Early Community Involvement and Consultation, Notification and Outreach, Level of Public Involvement in the Budget Process, Community Representation, Education and Level of Understanding, Transparency and Accessibility, and Evaluating and Improving Budget Outreach, Education and Input Strategies.

Recommendations for the budget process will be presented to the Mayor and City Commissioners for review and adoption in summer 2010.

Engagement of non-geographic communities

The PIAC Community Empowerment Group is working to develop a mechanism that assists bureaus to build relationships with communities that do not often participate in the formal neighborhood system, such as communities of color, immigrants and refugees, low income communities, etc. The objective of this mechanism is to assist bureaus to be actively inclusive of specific non-geographic communities that are relevant to the particular aims of a given bureau. The group will interview bureaus on current practices, needs and challenges in order to create recommendations to be presented to City Council, bureaus, and the community. The group will finalize recommendations and present them to City Council in the fall of 2010.

Additionally, the PIAC is collaborating with the City of Portland Civil Rights Title VI Program. This program, located in the Office of Management and Finance, is currently being developed to ensure compliance with the Civil Rights Act of 1964 which states that "no person in the United

States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" or under any program or activity of an entity receiving Federal financial assistance. The PIAC is collaborating with the Title VI program to support and guide bureaus in their compliance with Title VI requirements to utilize Inclusive Participation techniques and methods. We will also collaborate on reporting methods for bureaus as to increase the efficiency of our efforts and to decrease reporting burdens for bureaus.

Conclusion

An official City advisory council with a membership divided between City staff and community members, that is charged with working collaboratively to create public involvement guidelines, is truly a unique model that does not exist elsewhere in the nation. PIAC members have forged strong working relationships that have allowed them to move forward on long-needed improvements to Portland's public involvement policies and mechanisms. Once again, Portland is leading in the nation with this innovative approach to institutionalizing and supporting Citywide public involvement best practices.

The PIAC looks forward to ongoing collaboration with City Council, City bureaus and community members to strengthen and improve Portland's rich culture of public involvement. We look forward to returning to City Council three additional times this year to seek adoption of each of the above recommendations that will improve the City's effectiveness and success in engaging the public, and will increase the public's satisfaction in having their voices heard and incorporated in City processes.

We recommend that City Council accept the report.


Amalia Alarcón de Morris, Bureau Director

TO THE COUNCIL

As Commissioner-in-Charge of the Office of Neighborhood Involvement, I concur with the information in this report and

RECCOMENDS:

That the Council accept the report.

Respectfully submitted,

Amanda Fritz
Commissioner In Charge of the Office of Neighborhood Involvement

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Agenda No.
REPORT NO.
 Title

Accept Public Involvement Advisory Council First Annual Progress Report (Report)

<p>INTRODUCED BY Commissioner/Auditor: Amanda Fritz</p>	<p>CLERK USE: DATE FILED <u>FEB 05 2010</u></p>
<p>COMMISSIONER APPROVAL</p> <p>Mayor—Finance and Administration - Adams</p> <p>Position 1/Utilities - Fritz <i>Tom Bryan CR.</i></p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Leonard</p>	<p style="text-align: right;">LaVonne Griffin-Valade Auditor of the City of Portland</p> <p>By: <u><i>[Signature]</i></u> Deputy</p>
<p>BUREAU APPROVAL</p> <p>Bureau: Office of Neighborhood Involvement Bureau Head: Amalia Alarcón de Morris <i>[Signature]</i></p> <p>Prepared by: Afifa Ahmed-Shafi Date Prepared: February 4, 2010</p> <p>Financial Impact Statement</p> <p>Completed <input type="checkbox"/> Amends Budget <input type="checkbox"/> Not Required <input checked="" type="checkbox"/></p> <p>Council Meeting Date February 10, 2010</p>	<p>ACTION TAKEN:</p> <p>FEB 10 2010 ACCEPTED</p>
<p>City Attorney Approval</p>	

AGENDA
<p>TIME CERTAIN <input checked="" type="checkbox"/></p> <p>Start time: 10:15 am, Item 1 of 2</p> <p>Total amount of time needed: 20 min for both (for presentation, testimony and discussion)</p>
<p>CONSENT <input type="checkbox"/></p>
<p>REGULAR <input type="checkbox"/></p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
		YEAS	NAYS
1. Fritz	1. Fritz	✓	
2. Fish	2. Fish	✓	
3. Saltzman	3. Saltzman	✓	
4. Leonard	4. Leonard	✓	
Adams	Adams	✓	