



CITY OF

PORTLAND, OREGON

OFFICE OF NEIGHBORHOOD INVOLVEMENT

Amanda Fritz, Commissioner-in-Charge

Amalia Alarcón de Morris, Bureau Director

1221 SW 4th Avenue, Room 110

Portland, Oregon 97204

Enhancing the quality of Portland's Neighborhoods through community participation

Public Involvement Advisory Council Annual Progress Report September 26, 2012

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Since its creation in 2008, the City of Portland's Public Involvement Advisory Council (PIAC) continues to make strides toward its mission to improve the quality and consistency of public involvement across City government and with creating clear guidelines for how Portland's City government engages the public on decisions and

outcomes that impact their lives.

PIAC was created in response to the urging of both community members and City bureaus. City Council recognized that "more consistent expectations and coordination across bureaus for public involvement would provide for more efficient use of City resources and increase public awareness and expectations for public involvement processes"¹

Through the creation and implementation of systems designed to increase community impact on public decisions, the PIAC is creating effective guidelines and policies allowing Portland to become a more truly representative, responsive and accountable government.

The PIAC is comprised of 34 members. The broad and diverse membership includes both community members and City bureau representatives.

¹ City Council Resolution 36582. Retrieved from:
<http://www.portlandonline.com/oni/index.cfm?c=48951&a=206837>

PIAC Initiatives

PIAC members continue to affirm their mission to support bureaus' public involvement practices. The PIAC has employed a broad strategy to improve the quality and consistency of public involvement across City government. This includes the following areas, which are described in further depth below:

Implemented Initiatives

- City's Public Involvement Principles
- Public Involvement Questions for City Council Items
- Public Involvement Bureau Annual Assessment

Current Initiatives

- Analysis & Evaluation of current public involvement practices
- City Bureau's Budget Advisory Committee Process
- Portland's Comprehensive Plan Community Involvement Policies

A short description of each of these initiatives is described below.

City's Public Involvement Principles

As PIAC's first deliverable, in August 2010, City Council adopted public involvement principles developed by the PIAC. The principles represent a road map to guide government officials and staff in establishing consistent, effective, and high-quality public involvement across Portland's City government. The principles are intended to set out what the public can expect from City government, while retaining flexibility in the way individual City bureaus carry out their work. This document continues to serve as a resource for City staff as well as a tool for community members seeking to leverage better public processes.

Public Involvement Questions for City Council Items

In July 2011, PIAC implemented a City Council directive to develop a set of questions to accompany all City Council resolutions, ordinances and reports. The new questions provide City Council members with a synopsis of the public input that was considered in the development of the legislation. It also provides greater transparency in a consistent form regarding how the City conducts public involvement.

Public Involvement Baseline Assessment for Bureaus

City Council directed the PIAC to conduct an assessment of the public involvement capacity and practices across City bureaus. PIAC distributed a survey to bureaus this past summer with questions regarding public involvement staffing structure, policies, approaches, challenges and successes. Bureaus were timely in returning their responses.

Analysis & Evaluation of current public involvement practices

Members are currently engaged in analysis of two sets of data: a) the new public involvement data that is being submitted with City Council resolutions and ordinances as of July 1, 2011, and b) bureau responses to the recent public involvement baseline assessment survey. Members are using this data to assess how PIAC can be of greater support to the City in improving its public involvement processes. PIAC will report aggregate results back to bureaus and City Council, including what trends and themes they are seeing in the City's public involvement. They plan to deliver an "Annual State of Public Involvement Report" which captures this information to City Council in 2013.

City Bureaus Budget Advisory Committees

The PIAC has conducted an in-depth evaluation and review of City bureaus' budget advisory committee (BAC) process. Each year, bureaus are required to involve an advisory committee in the development of their budget. However, no guidelines or best practices for involving the public have been provided to bureaus to date. PIAC members have developed a set of recommendations for this purpose which they are bringing to City Council in Fall 2012 for implementation in the development of the City's 2013-2014 budget process.

The PIAC observed past bureau budget processes, conducted interviews with staff and community members and evaluated budget materials in order to create recommendations that would improve future processes.

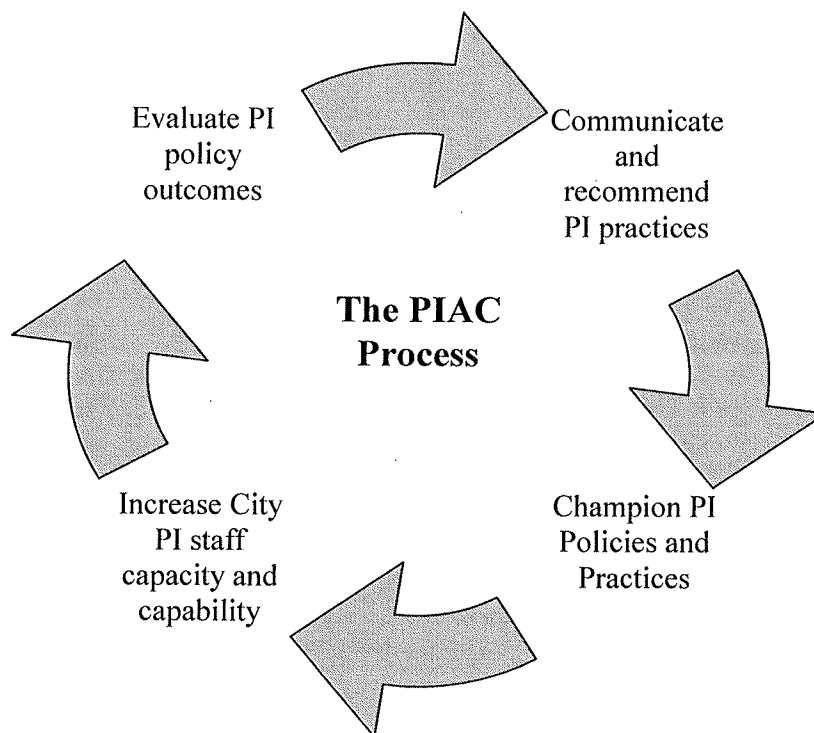
The PIAC will be developing a BAC best practices "how-to" manual that will contain several best practices and recommendations that bureaus can adopt. Recommendations have been developed regarding community outreach, participation, meeting and presentation materials, website materials, guidance for compliance with ADA and Limited English Proficiency regulations, and a proposed Citywide program to raise community capacity to engage in the budget process.

Portland's Comprehensive Plan Community Involvement Policies

As part of the City's effort to update its Comprehensive Plan, PIAC members are serving on the Community Involvement Policy Expert Group (PEG). They are updating the Comprehensive Plan's citizen involvement policies to be consistent with the Public Involvement Principles that PIAC developed and were adopted by City Council in 2010. Specifically, they are focused on community involvement policies that relate to: citywide policy development, community and area planning, land use reviews and permitting, and transportation and public facilities. This PEG will be implementing components of the Equity Framework of the Portland Plan.

PIAC's Strategic Plan

In order to serve the City better, the PIAC underwent a strategic planning process earlier this year. Members reflected on their accomplishments, challenges and opportunities in their first three years of work. They used that information to design a strategic plan for future work to ensure their efforts were as effective as possible. Based on this process, they realized there are four critical areas they want to consistently address in each initiative they undertake. As a result, the PIAC designed the following chart to capture the phases of their ongoing process:



For an example of how PIAC implemented this process is that members 1) made a **recommendation** to have a public involvement statement for all items considered at City Council meetings. They **communicated** with and sought approval from all City Council members and worked with bureaus to create the questions. 2) They **championed** this policy by asking City Council to pass a resolution directing PIAC to create this form. 3) They supported **staff capacity** to fill out the form by creating support materials online and conducting numerous trainings for over 300 city staff. And currently they are 4) working to **evaluate outcomes** as data comes in on the new form and by surveying City Council staff to see how useful the form has been in their decision making processes.

PIAC member utilize this four phase process to assess and guide their ongoing work and ensure that they are working to support successful implementation of PIAC's mission.

Conclusion

As local governments across the nation institute public involvement best practices, they are finding that effective public involvement is essential to achieve and sustain this partnership and the civic health of the City. PIAC seeks to serve the City of Portland through the development and implementation of various best practices and tools. What continues to be most unique is the PIAC's model of a community-government partnership which they employ throughout their process.

The PIAC actively works to maintain an inclusive and diverse group that includes perspectives from neighborhood organizations, people with disabilities, immigrants and refugees, ethnic minorities, elders, youth, public involvement consultants, and others. This broad cross-section of the community helps ensure that the recommendations the PIAC gives to City Council are strengthened by the many perspectives that helped develop them.

The PIAC keeps their end goal in mind as they work to complete initiatives and knows that as a result of PIAC's work, the community will experience greater satisfaction with public participation processes in the City and City public involvement staff will feel more supported in their work with best practices, resources, and guidance. Ultimately, the PIAC works so that better decisions will be made for all of Portland based on improved public involvement processes.

As one PIAC member reported recently: "I am very much enjoying the PIAC meetings, and really feel that it is a great privilege to contribute to the PIAC. Working to bring in more communities to the civic process in a more meaningful (and accountable) way is critical in Portland. It's a great thing that PIAC endeavors to achieve, and I love being part of that."

Agenda No.
REPORT NO.
Title

Accept Public Involvement Advisory Council Annual Progress Report (Report)

<p>INTRODUCED BY Commissioner/Auditor: Amanda Fritz</p>	<p>CLERK USE: DATE FILED <u>SEP 21 2012</u></p>
<p>COMMISSIONER APPROVAL</p> <p>Mayor—Finance and Administration - Adams</p> <p>Position 1/Utilities - Fritz <i>Amanda Fritz</i></p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Leonard</p>	<p style="text-align: center;">LaVonne Griffin-Valade Auditor of the City of Portland</p> <p style="text-align: center;"><i>[Signature]</i></p> <p>By: _____ 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: September 20, 2012</p> <p>Financial Impact & Public Involvement Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p> <p>Council Meeting Date September 26, 2012</p> <p>City Attorney Approval: required for contract, code, easement, franchise, charter, Comp Plan</p>	<p>ACTION TAKEN:</p> <p>SEP 26 2012 ACCEPTED</p>

AGENDA

TIME CERTAIN
Start time: 9:30 am, Item 1 of 3

Total amount of time needed: 30 min total for all 3 items
(for presentation, testimony and discussion)

CONSENT

REGULAR
Total amount of time needed: _____
(for presentation, testimony and discussion)

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