



May 19, 2011

FROM: Mayor Adams & City Commissioners

TO: Bureau Directors & Senior Bureau Managers

RE: **Announcing Implementation of the revised Financial Impact Statement for Council ordinances, resolutions, and reports, which now includes a Public Involvement Section as of July 1**

The Portland City Council is strongly committed to increasing the quality and consistency of public involvement across City government. Our City government works best when community members and government work as partners. Effective public involvement is essential to achieve and sustain this partnership and the civic health of our city. In support of this, in August 2010, City Council adopted Public Involvement Principles to establish a framework to guide the way City staff involve the community in the work of City government.

To help further the improvement of public involvement across City government, as of July 1, 2011 the City Council will begin requiring City bureaus and offices to provide basic information about public involvement planned or completed for every ordinance, resolution, and report filed with the City Auditor's Office for inclusion on the City Council agenda.

Not everything that goes before City Council will need public involvement. When public involvement is used, it should be designed to fit the particular context and nature of each project. "Public involvement" can include a range of levels of interaction from simply providing public information about a project, to asking for community feedback; to working with the public to ensure public concerns and wishes are consistently understood and considered throughout a project; to partnering with the community in every aspect of a project, including defining the problem, developing alternatives, and identifying the preferred solution.

The existing *Financial Impact Statement* required for items going before City Council has been expanded to include basic questions about public involvement. This revised form—the *Financial Impact and Public Involvement Statement*—will provide information for City Council members to consider as they are making public decisions. The form will serve as a uniform tool to provide City bureau staff and leaders, as well as community members, easy access to information about how City officials and bureaus involve the public in the work of City government.

This requirement will take effect for items going before the City Council for action starting the week of July 1, 2011.

This memo describes where employees can get information and support to help them begin to use the *Financial Impact and Public Involvement Statement*.

Background

In 2008, the City Council established the Public Involvement Advisory Council (PIAC) to develop public involvement guidelines for Portland City government. The PIAC is comprised of community members and representatives from 14 City bureaus.

In August 2010, the City Council directed the PIAC to develop—in collaboration with City staff—a single form for City employees to fill out to report on public involvement activities and financial impacts related to each ordinance, resolution and report filed with the Auditor for inclusion on the City Council agenda.

Between fall 2010 and Spring 2011, PIAC members gathered input from City employees, City Council staff, and City Commissioners to develop draft questions for the form. At the recommendation of City staff, PIAC members worked with the Office of Management and Finance (OMF) to merge the proposed public involvement questions with the existing *Financial Impact Statement* to raise the level of importance of public involvement and to streamline the process for reporting.

What has changed?

The new impact statement maintains the same financial impact section. The new questions include identifying the geographic area affected by the legislation, and an explanation of the public involvement process related to the legislation.

More information and support

- When to fill out the new form: Staff should complete the *Financial Impact and Public Involvement Statement* for every ordinance, resolution, and report filed with the City Auditor for inclusion on the City Council agenda.
- Where to find the new form: The online form is available on the Office of Management and Finance's website: <http://www.portlandonline.com/omf/index.cfm?c=chjhf>
- Instructions: Information on how to fill out the form and other tips and resources are available on the PIAC website: www.portlandonline.com/oni/impactform
- Information sessions for City staff: PIAC members will be presenting information on the new form to City employees on: June 8 and July 13 at 1:00 pm – 2:30 pm in the Lovejoy Room in City Hall. Bureaus can request shorter presentations on the new form at their own staff meetings, by contacting Afifa Ahmed-Shafi in ONI.

City employees that bring ordinances, resolutions and reports to City Council are encouraged to attend one of these sessions.

For more support and guidance in this process, contact Afifa Ahmed-Shafi, Public Involvement Best Practices Program Coordinator in the Office of Neighborhood Involvement, at 503-823-5202, or afifa.ahmed-shafi@portlandoregon.gov. Refer to the PIAC website for names of City bureau staff who also are available to help at www.portlandonline.com/oni/piac

We want your feedback

This is an evolving process. PIAC members want to hear from City staff about their experience completing the new form and any suggestions for how the process might be improved. Employees can share their comments/suggestions/questions by:

- Online <http://www.portlandonline.com/oni/impactform>
- Email afifa.ahmed-shafi@portlandoregon.gov
- Phone 503-823-5202

How will this information be used?

Within the first year of implementation, PIAC members will use City employees' feedback to make any necessary revisions to the form or process. Members will also review and analyze the data collected through the form and report their findings to the City Council.

As members of the City Council, we recognize that items coming before us cover a wide array of different actions and vary from very simple to extremely complex. We believe the data from this form will help us all understand how well we are engaging the public in our decisions.

Thank you for your cooperation in making this process as efficient and useful as possible.

Mayor Sam Adams



Commissioner Nick Fish



Commissioner Amanda Fritz



Commissioner Randy Leonard



Commissioner Dan Saltzman

