



MEETING MINUTES

Committee 3.96 Meeting #5

Thursday, April 18, 2019; 5:30 P.M. –8:00 P.M.

Milagro Theatre, El Zócalo room

425 SE 6th Ave, Portland, OR 97214

Attendance: Dani Bernstein, Sophorn Cheang, Taji Chesimet, Kathy Coleman, Dr. Alan

DeLaTorre, Lakeitha Elliott, Kristen Gallagher, Karin Hansen, Angie Harris, Heather A Hoell,

Rabbi Debra Kolodny, JR Lilly, Amanda Manjarrez, JD, Molly Mayo, Marcus Mundy, Linda

Nettekoven, Chi Nguyen, Kathleen Saadat, and Laura Young

Staff: Director Suk Rhee, Sabrina Wilson, Winta Yohannes, Dianne Riley, Kenya Williams, Steph

Routh

Meeting called to order at 5:30PM

I. Welcome and Land Acknowledgement

A land acknowledgement was done through committee member Alan DeLaTorre. Alan DeLaTorre is the presiding officer for this meeting.

II. Public Comment

The public was welcomed to comment.

III. Review Meeting Four Feedback (Supporting Document A)

Questions and information of committee members from meeting four were addressed by staff.

IV. Review Meeting Four Activity (Supporting Document B)

V. Small Group Work (Supporting Document C)

Committee members worked in small groups to write initial language for an updated city code.

VI. BREAK

VII. Check for Alignment with Committee Charge and Bureau Mission

The groups participated in a full group debrief and checked each section against the Committee Charge and Bureau Mission.



OFFICE OF
**Community
& Civic Life**



Civic Life Mission: Promoting a culture of civic engagement by connecting and supporting all Portlanders working together and with government to build inclusive, safe and livable neighborhoods and communities.

Committee Charge: Recommend changes to Chapter 3.96 that reflect a unified set of culturally-responsive practices for engaging a diverse range of community partners, an updated description of the Bureau's responsibilities, and a set of voluntary guidelines that represent best practices for civic engagement.

VIII. Previous Code and Emerging (Supporting Document D)

An informational discussion began on items that are in the previous code that are not reflected in the initial language for an updated city code.

IX. Looking Ahead to Meeting #6

Meeting six will be held at Southwest Community Center.

Meeting adjourned at 8PM

Civic Life Code Change Budget

	Estimated	Actual	Over/Under
Total Expenses	\$56,039.86	\$22,195.58	▲

	Estimated	Actual	Over/Under
Contracts			
Design + Culture Lab	\$15,800.00	\$0.00	▲
Healthy Democracy	\$6,000.00	\$0.00	▲
NWSP Students	\$3,000.00	\$0.00	▲
Other	\$0.00	\$0.00	▲
Total Contracts	\$24,800.00	\$0.00	▲

	Estimated	Actual	Over/Under
Committee 3.96			
Meeting #1 Food	\$527.11	\$527.11	▲
Meeting #1 Location	\$242.25	\$242.25	▲
Meeting #2 Food	\$400.00	\$400.00	▲
Meeting #2 Location	\$250.00	\$250.00	▲
Meeting #3 Food	\$400.00	\$354.76	▲
Meeting #3 Location	\$265.00	\$300.00	▼
Meeting #4 Food	\$400.00	\$428.84	▼
Meeting #4 Location	\$250.00	\$0.00	▲
Meeting #5 Food	\$400.00	\$0.00	▲
Meeting #5 Location	\$250.00	\$178.50	▲
Meeting #6 Food	\$400.00	\$0.00	▲
Meeting #6 Location	\$250.00	\$0.00	▲
Other	\$0.00	\$0.00	▲
Total Committee 3.96	\$4,034.36	\$2,681.46	▲

	Estimated	Actual	Over/Under
Community Conversation: Spanish			



■ Contracts ■ Committee 3.96 ■ Vietnamese ■ Russian ■ English ■ Somali ■ Spanish

	Estimated	Actual	Over/Under
Community Conversation: English			
Hosting/Facilitating	\$1,000.00	\$584.00	▲
Accommodations	\$1,200.00	\$1,147.52	▲
Translation/Interpretation	\$0.00	\$0.00	▲
Other	\$0.00	\$0.00	▲
Total English	\$2,200.00	\$1,731.52	▲

	Estimated	Actual	Over/Under
Community Conversation: Vietnamese			

Hosting/Facilitating	\$1,000.00	\$500.00	▲
Translation/Interpretation	\$2,260.00	\$1,109.20	▲
Accommodations	\$700.00	\$280.55	▲
Other	\$0.00	\$0.00	▲
Total Spanish	\$3,960.00	\$1,889.75	▲

Hosting/Facilitating	\$1,000.00	\$1,200.00	▼
Translation/Interpretation	\$3,498.00	\$2,165.64	▲
Accommodations	\$700.00	\$700.00	▲
Other	\$0.00	\$0.00	▲
Total Vietnamese	\$5,198.00	\$4,065.64	▲

	Estimated	Actual	Over/Under
Community Conversation: Somali			
Hosting/Facilitating	\$1,000.00	\$1,000.00	▲
Translation/Interpretation	\$5,000.00	\$3,150.78	▲
Accommodations	\$700.00	\$700.00	▲
Other	\$0.00	\$0.00	▲
Total Somali	\$6,700.00	\$4,850.78	▲

	Estimated	Actual	Over/Under
Community Conversation: Russian			
Hosting/Facilitating	\$1,000.00	\$1,200.00	▼
Translated Materials	\$3,608.00	\$2,680.64	▲
Accommodations	\$700.00	\$700.00	▲
Other	\$0.00	\$0.00	▲
Total Russian	\$5,308.00	\$4,580.64	▲

	Estimated	Actual	Over/Under
Other Expenses			
Train the Trainer	\$156.50	\$156.50	▲
Meeting Kinetic Materials	\$21.00	\$21.00	▲
Photography (Justin Katigbak)	\$1,300.00	\$1,335.00	▼
Lau Temple Interpretations	\$200.00	\$0.00	▲
CSA - Survey Analysis	\$1,000.00	\$0.00	▲
Communications Materials	\$1,000.00	\$883.29	▲
Bureau Partner Meetings	\$162.00	\$0.00	▲
Other	\$0.00	\$0.00	▲
Total Other Expenses	\$3,839.50	\$2,395.79	▲

	Estimated	Actual	Over/Under
Event: Community Connections			
Venue	\$750.00	\$0.00	▲
Food	\$1,000.00	\$0.00	▲
Photography (Justin Katigbak)	\$330.00	\$0.00	▲
Translated Materials	\$2,000.00	\$0.00	▲
Communications Materials	\$1,000.00	\$0.00	▲
Interpretations	\$800.00	\$0.00	▲
Childcare	\$150.00	\$0.00	▲
Other	\$0.00	\$0.00	▲
Total Other Expenses	\$6,030.00	\$0.00	▲

Category	Amount
Contracts	\$0.00
Committee	\$2,681.46
Vietnamese	\$4,065.64
Russian	\$4,580.64
English	\$1,731.52
Somali	\$4,850.78
Spanish	\$1,889.75
Other	\$2,395.79

Sections:

3.96.010 Purpose

3.96.020 Functions

3.96.010 Purpose

This chapter creates a framework by which the people of the City of Portland may effectively participate in civic affairs and work together and with their government to deliver more just and equitable outcomes. This chapter outlines concepts to create a safe, livable and inclusive city where each of us can contribute and belong. This chapter also creates the Office of Community & Civic Life and sets out its functions, duties and responsibilities to serve, respond, and adapt to the needs of its evolving constituency. The Office serves people and self-identifying communities that live, play, worship, and/or work in the City of Portland across the lifespan. Nothing in this Chapter shall limit the right of any person or group to participate in the decision-making processes of the City Council or of any City bureau.

3.96.020 Functions

These concepts are foundational to the following functions that include but are not limited to; racial and social justice goals, social cohesion and an ongoing examination of assumptions, within a multicultural environment.

The Office of Community & Civic Life Engages Intergenerational Communities:

- A. Develop, modify and update community-responsive practices for civic engagement that influence communities.
- B. Support, develop and connect the infrastructure for community and civic engagement.
- C. Promote the collaboration with community wisdom and resources to create efficiencies and effectiveness.

This document is not draft code recommendation.

- D. Collaborate in defining, planning and implementing efforts that affect the distribution of resources and the livability of communities by balancing needs and resources through an ongoing evaluation that promotes corrective action.
- E. Provide support for the creation of learning opportunities for communities to learn to navigate the city government system and engage with the City of Portland.

The Office of Community & Civic Life Supports City Bureaus and Government

Jurisdictions:

- A. Implement guidelines that represent community-responsive practices for civic engagement based on an ongoing examination of assumptions that influence communities.
- B. Provide support for policies and implementation tools that recognize historical exclusions of communities while honoring existing community structures and their leadership structures.
- C. Learn the ways to honor and operationalize the many ways that communities self-identify across and between generations.
- D. Analyze who is being benefited and burdened in decision-making processes and give advice to change when inefficient and inoperable.
- E. Seek to ensure there is capacity for equity-based practices through a continual redirecting of resources that reduce disparities and systemic barriers in the City of Portland.
- F. Seek to ensure that city employees and bureaus address those populations that have the worst outcomes by ensuring the relationship of government and community, recognizing the continual evolving of community, identity and place.
- G. Collaborate to create cross bureau and government connections which work with communities to achieve equitable outcomes in agency practices and services.

Activity Sentence Starters....

- The Office of Community & Civic Life is responsible for...
- Works with...
- Maintains, modifies and updates...
- Ensures that...
- Develops, modifies and updates...
- Provides support for:
- Carries out other tasks and functions as required by...
- Coordinating development and administration of...
- Collaborating with...
- Developing and analyzing...
- Providing Council...
- Performing other duties as assigned...
- Give...
- Periodically submit to Council reports...
- Seek to ensure...
- Seek to prevent...

Do We Need Definitions?

- A. Accessibility –
- B. Accountability –
- C. Lived experience –
- D. Stakeholders –

Functions of Community: Preamble?

Participate in city processes by generating ideas and issues, providing input, feedback and working towards the collective good. Work together to educate community on city process and develop both informal and formal civic organizations and groups. Educate agencies on the harm and dysfunction of city actions that do not honor community. Hold City agencies responsible for creating actionable items in decision-making processes.

Civic Engagement: Best Practices?

The shared space of community and government creating systems that meet the unique needs of each community while bringing together each community to prosper in the City of Portland through authentic outreach, inclusive processes, education and relevant access. Investing in multiple entry points that work towards social justice and equitable outcomes

- A. Authentic Outreach – (In City Bureaus section...)
- B. Education – (In City Bureaus section...)
- C. Inclusive Process – Prioritizing accessibility for all community members which eliminate barriers to engagement, participation and decision-making. Create and invest in culturally specific mechanisms to hear and provide information and resources to meet the needs of the community through a continuous loop of communication and improvement.
- D. City agencies shall invest in building the community infrastructure in order to address collective concerns and proactively build authentic relationships with an understanding of historical exclusion and social justice.
- E. Relevant Access – (In City Bureaus section...)

Sections:

3.96.010 Purpose

3.96.020 Functions

3.96.010 Purpose

This chapter directs the City of Portland to effectively engage its communities in civic affairs and work together to deliver more just and equitable outcomes. This chapter also creates the Office of Community & Civic Life and sets out its functions, duties and responsibilities to serve, respond, and adapt to the needs, aspirations and opportunities of its evolving communities. This chapter outlines concepts to create a safe, livable and inclusive city where each of us can contribute and belong. The Office serves people and self-identifying communities that live, play, worship, and/or work in the City of Portland across generations. This Chapter promotes the participation of any person or group in the decision-making processes of the City Council or of any City Bureau.

3.96.020 Functions

These concepts are foundational to racial and social justice goals within a multicultural environment. This office should connect community to government and government to community and facilitate conversations between community and government while promoting a feedback loop. The office should be responsive, accountable to community concerns and support an equitable distribution of resources.

The Office of Community & Civic Life Engages with Intergenerational Communities:

- A. Administer programs and services as directed by council and approved by the budgeting process.
- B. Develop, modify and update community-responsive practices for civic engagement.
- C. Support, develop and connect the infrastructure for community and civic engagement.
- D. Promote collaboration with community wisdom, knowledge and resources to create efficiencies and effectiveness that bring communities together.

This document is not draft code recommendation.

- E. Collaborate in defining, planning and implementing efforts that affect the distribution of resources and the livability of communities by balancing needs and resources through an ongoing evaluation that focuses on corrective action.
- F. Provide support for the creation of learning opportunities that have community-based partnerships. Culturally competent civic engagement opportunities for communities should include; understanding city functions, how to navigate the system, develop and influence policy, engage with the City of Portland, and opportunities for participation and engagement.

The Office of Community & Civic Life Supports City Bureaus and Engages with other Government Jurisdictions:

- A. Sharing and supporting implementation of community developed practices that are community responsive for civic engagement based on ongoing examination of assumptions that influence communities.
- B. Provide support for policies and implementation tools that recognize historical exclusions of marginalized and underrepresented communities while honoring existing community structures and their leadership structures.
- C. Address age related and generational equity within and between generations.
- D. Analyze who is being benefited and burdened in decision-making processes and give advice to change when inefficient and inoperable.
- E. Seek to ensure there is capacity for equity-based practices through a continual redirecting of resources that reduce disparities and systemic barriers in the City of Portland.
- F. Seek to ensure that city employees and bureaus address those populations that have the worst outcomes and have been underrepresented by ensuring the relationship of government and community and recognizing the continual evolving of community, identity and place.
- G. Collaborate to create cross bureau and government connections which work with communities to achieve equitable outcomes in agency practices and services.
- H. The Office should share and discuss all the above in collaborative forums of learning that promote integration of best practices by each jurisdiction towards city deliverables.

This document is not draft code recommendation.

Standards for Neighborhood Associations, District Coalitions, Business District Associations, And the Office of Neighborhood Involvement

Developed by:

Guidelines Review, Empowerment and Assessment Team (GREAT), a citizen-led committee of Neighborhood Association, Business Association and at-large community leaders.

Final adoption by citizen-led GREAT committee on Tuesday, April 12, 2005.

Adopted by Resolution 36329 by Portland City Council on July 13, 2005.

Related update of City Code Title 3.96, Office of Neighborhood Involvement approved by Portland City Council Ordinance 179418 on July 13, 2005.

For questions or more information:

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1221 SW 4th Ave., Room 110
Portland, OR 97204

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www.portlandonline.com/oni

May 19, 2005

Executive Summary

The citizen-led committee, Guidelines Review Empowerment and Assessment Taskforce (GREAT) has completed its final draft of proposed update of rules governing Portland's Neighborhood and Business Association system. City Council will consider adoption of two documents: City Code Title 3.96, Office of Neighborhood Involvement, as well as the Guidelines –to be called Standards - for the neighborhood system.

Portland's Neighborhood Associations were first recognized by the City in 1974 with this directive from City Code 3.96: "Council finds that there is a need to broaden channels of communication between the people of Portland and City officials on matters affecting neighborhood livability."

The GREAT Taskforce has spent four years methodically reviewing, updating and matching two documents: first, City Code Title 3.96, the authorizing language for the Office of Neighborhood Involvement, which has not been reviewed since 1987; then the Guidelines, which detail the functions, responsibilities and benefits of Portland's neighborhood system including 95 Neighborhood Associations, 7 District Coalitions, 40 Business Associations and the Office of Neighborhood Involvement.

The Taskforce is proposing to rename the Guidelines as "Standards" to more accurately reflect the directive of Code 3.96.030 establishing "Minimum Standards for Neighborhood Associations."

This revision of the Guidelines/Standards endorses and continues to emphasize the self-determining structure and autonomy inherent in each Association for determining its own bylaws, meeting formats, boundaries, and resolution of grievances. Indeed, Section III on Neighborhood Associations has changed little from the existing Guidelines. Careful attention was given to the role of District Coalitions, Office of Neighborhood Involvement, the grievance process, modified open meetings and public records procedures, and efforts to diversify participation in Associations.

The Standards will continue as a tool for ensuring that Portland's neighborhood system is accountable and transparent along with the goal of building Neighborhood Associations that are accessible to residents who want to contribute to improving the livability of their communities. In addition, we believe these proposed documents provide improved clarity by reorganizing roles and responsibilities that were previously scattered, i.e. topics dealing with Neighborhood Associations are now primarily in the same section.

Public comments provided this fall were the culmination of four years of continuous outreach to the community. Even before the public comment period there were three

public workshops early in 2002 and 2003. Over 460 people attended 27 community meetings, which committee members attended this fall to discuss proposed changes. Over 5,000 summary sheets or full text of the proposal were distributed with 56 people providing formal comment.

We hope you will join us on Wednesday, July 6th at 2 PM when we will present our proposals before City Council. Council Chambers are located in City Hall at 1221 SW 4th Ave. For more information or questions contact Brian Hoop at 503-823-3075 or bhoop@ci.portland.or.us. Or visit our web site at <http://www.portlandonline.com/oni/index.cfm?c=29023&>.

Sincerely,

Patricia Gardner
Co-chair

Moshe Lenske
Co-chair

Members of the Guidelines committee, GREAT

Chairpersons:

- **Moshe Lenske**, Woodstock Neighborhood Association, Southeast Uplift
- **Patricia Gardner**, Pearl District Neigh. Assoc., Neighbors West/Northwest

Committee members:

- **Kathy Bambeck**, Bridlemile Neighborhood Association
- **Nancy Chapin**, Alliance of Portland Neighborhood Business Associations
- **Catherine Crawford**, University Park Neighborhood Association, North Portland, stepped down in 2003
- **Leonard Gard**, Southwest Neighborhoods, Inc.
- **Raymond Hites**, Lents Neighborhood Assoc., East Portland Neighborhood Office
- **Stanley Lewis**, Downtown Neighborhood Association, Unaffiliated Associations
- **Michael O'Malley**, Irvington Community Association, NE Coalition of Neighborhoods
- **Jerry Powell**, Goose Hollow Foothills League, Neighbors West/Northwest
- **Charles Shi**, Communities Beyond Neigh. Boundaries, stepped down in 2003
- **Mark Sieber**, Neighbors West/Northwest, District Coalition directors
- **William Warren**, Central Northeast Neighbors, stepped down early 2004.

City of Portland staff:

- **Brian Hoop**, Office of Neighborhood Involvement
- **Jimmy Brown**, Office of Neighborhood Involvement
- **Ruth Spetter**, City Attorney

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Full Document: <https://www.portlandoregon.gov/civic/article/97870>