

**CITY OF SEATTLE**

**ORDINANCE \_\_\_\_\_**

**COUNCIL BILL \_\_\_\_\_**

..title

AN ORDINANCE relating to public outreach and engagement; creating a Community Involvement Commission to advise and make recommendations to the Mayor and City Council; amending Sections 3.35.010, 3.35.030, and 3.35.050 of the Seattle Municipal Code; and adding a new Chapter 3.62, consisting of Sections 3.62.010, 3.62.020, 3.62.030, 3.62.040, 3.62.050, and 3.62.060, to the Seattle Municipal Code.

..body

WHEREAS, the mission of the Department of Neighborhoods is to support and build inclusive partnerships across the City in order to provide Seattle communities with equitable access to government resources; and

WHEREAS, a focus on equity is essential to any community involvement process in order to build relationships and improve outcomes, especially for under-represented and under-served communities, including, but not limited to, renters, immigrants and refugees, communities of color, people experiencing homelessness, LGBTQ persons, low-income households, youth, and seniors; and

WHEREAS, Resolution 27709, adopted in 1987, Resolution 28115, adopted in 1989, and Resolution 28948, adopted in 1994, established a process for dividing Seattle into 13 neighborhood District Council districts, each with a District Council comprised of local residents, business owners and other community members that provide representatives to the citywide City Neighborhood Council; and

WHEREAS, pursuant to Resolution 27709, Resolution 28115, and Resolution 28948, District Councils and the City Neighborhood Council receive dedicated staff support from the Department of Neighborhoods, review and provide input on City budget issues, and are

1           tasked with rating and ranking eligible applications for Neighborhood Matching Fund  
2           allocations; and

3 WHEREAS, as the composition of Seattle’s population continues to change, the City needs to  
4           continually revisit, revise, and expand its public engagement efforts in order to ensure  
5           representatives from growing demographic groups have opportunities to participate in  
6           City decision-making processes that respond to their unique preferences and needs, and  
7           that barriers that discourage people from participating are eliminated; and

8 WHEREAS, the public involvement programs and practices advanced by City departments  
9           should reflect Seattle’s commitment to the Race and Social Justice Initiative, which  
10          focuses on ending structural racism and race-based inequities both within City  
11          government and across the community; and

12 WHEREAS, as part of the City’s 2016 Adopted Budget, the City Council requested that the  
13          Department of Neighborhoods develop a plan to provide more equitable community  
14          engagement, with a particular focus on Department of Neighborhoods staff resources  
15          assigned to support the District Council system; and

16 WHEREAS, on July 13, 2016, Mayor Murray issued Executive Order 2016-06 directing the  
17          Department of Neighborhoods to prepare an ordinance that (1) creates a Seattle  
18          Community Involvement Commission, and (2) supports the implementation of more  
19          equitable public involvement techniques by amending Chapter 3.35 of the Seattle  
20          Municipal Code to end the practice of providing District Councils and the City  
21          Neighborhood Council with unique and prioritized access to City resources, thereby  
22          affording Department of Neighborhoods staff the capacity to assist and engage a broader  
23          range of community voices; NOW, THEREFORE,

1 **BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**

2 Section 1. Section 3.35.010 of the Seattle Municipal Code, last amended by Ordinance  
3 124650, is amended as follows:

4 **3.35.010 Department established—purpose**

5 There is established a Department of Neighborhoods to provide ~~((citizens and neighborhoods))~~  
6 community members and groups with ~~((consolidated))~~ coordinated, accessible, and effective  
7 tools and resources to:

8 A. ~~((To identify))~~ Identify and address their diverse character and needs;

9 B. ~~((To assist their participation in the processes of))~~ Participate in City  
10 government processes;

11 C. ~~((To improve))~~ Improve two-way communications with ~~((between them and))~~  
12 City departments;

13 D. ~~((To give them the capacity to build))~~ Build capacity and strengthen their  
14 communities;

15 E. ~~((To encourage their participation in finding solutions to their problems))~~  
16 Resolve and respond to issues and challenges facing their communities;

17 F. ~~((To encourage their communication and collaboration with other~~  
18 ~~neighborhoods, business))~~ Communicate and collaborate with other local organizations and  
19 community groups; and

20 G. ~~((To implement the Neighborhood Planning and Assistance Program adopted~~  
21 ~~by Resolution 27709; and~~

22 H. ~~—To foster))~~ Foster coordination and unity of purpose among ~~((neighborhoods))~~  
23 local communities and City government.

1 Section 2. Section 3.35.030 of the Seattle Municipal Code, last amended by Ordinance  
2 124650, is amended as follows:

3 **3.35.030 Director—functions**

4 The Director of the Department of Neighborhoods shall manage the department and shall:

5 A. Serve as liaison with ~~((citizens, neighborhoods))~~ residents, neighborhood  
6 groups, and other community organizations;

7 B. ~~((Manage the City's system of neighborhood service centers; provide))~~  
8 Provide staff for the Community Involvement Commission; ~~((City Neighborhood Council~~  
9 ~~and district councils and administer))~~

10 C. Administer the Neighborhood Matching Fund Program and the Neighborhood  
11 Matching Fund;

12 ~~((C))~~ D. Conduct outreach programs to elicit ~~((citizen))~~ public participation;  
13 present ~~((neighborhood))~~ community concerns to City departments ~~((and strengthen~~  
14 ~~departmental responses to neighborhood problems))~~ ; and strengthen and support the  
15 provision of ~~((assure))~~ coordinated departmental responses to ~~((neighborhood))~~ community  
16 concerns, including the delivery of high-quality customer service; ~~((and mediate disputes~~  
17 ~~between City departments and affected communities;))~~

18 ~~((D))~~ E. Assist communities in understanding and responding to proposed  
19 projects and activities ~~((affecting local land uses and the quality of the neighborhood~~  
20 ~~environment;))~~ and ~~((facilitate community))~~ convene public meetings on City issues and  
21 actions having an impact on ~~((neighborhoods))~~ communities;

22 ~~((E))~~ F. Assist communities in identifying ~~((problems))~~ local challenges and  
23 needs and help them ~~((develop, coordinate and))~~ implement neighborhood and community

1 plans and other actions to address such issues; ~~((and report annually to the City Council~~  
2 ~~regarding the status of neighborhood plans;))~~

3 ~~((F))~~ G. Provide technical assistance, training, and access to digital  
4 engagement tools to ~~((neighborhoods))~~ communities undertaking general organizing efforts;  
5 and

6 ~~((G. — Oversee and direct the Neighborhood Action Team Seattle to foster a multi-~~  
7 ~~department and community engagement approach to solving complex public safety~~  
8 ~~problems;))~~

9 H. Perform such other duties as assigned by the City in its annual budgets or by  
10 ordinance from time to time.

11 Section 3. Section 3.35.050 of the Seattle Municipal Code, last amended by Ordinance  
12 117977, is amended as follows:

13 **3.35.050 Neighborhood Matching Subfund ((-))**

14 A. There is hereby established in the City Treasury, as a subfund of the General  
15 Fund, a Neighborhood Matching Subfund to be administered by the Director of the Department  
16 of Neighborhoods and into which shall be deposited whatever sums the City may receive or  
17 allocate from time to time or during the annual budget process ~~((for neighborhood planning and~~  
18 ~~assistance purposes))~~ .

19 B. Disbursements from the Neighborhood Matching Subfund shall comply with  
20 all applicable provisions of the State Constitution, State law, City Charter, and ordinances of  
21 the City, and shall be made from appropriations authorized by the City Council by  
22 ordinance.

1 C. Funds appropriated from the Neighborhood Matching Subfund shall not lapse  
2 and shall be carried over each year until fully expended, reallocated by administrative  
3 action, or abandoned or reappropriated to other authorized activities.

4 D. There is hereby established in the Neighborhood Matching Subfund a new  
5 account called the Neighborhood Participation Account into which shall be deposited any  
6 cash proceeds provided as matching participation in furtherance of projects authorized by  
7 the City Council as part of the Neighborhood Matching Subfund program.

8 E. Funds received and deposited in accordance with the provisions of subsection  
9 3.35.050.D (~~of this section~~) are available for appropriation for uses contemplated by the  
10 Neighborhood Matching Subfund Program.

11 Section 4. A new Chapter 3.62 is added to the Seattle Municipal Code as follows:

12 **CHAPTER 3.62 COMMUNITY INVOLVEMENT COMMISSION**

13 **3.62.010 Establishment**

14 There is established a Community Involvement Commission to advise and make  
15 recommendations to the Mayor and City Council on the development of plans, policies,  
16 regulations, strategies, and community grant funding processes that advance equitable public  
17 engagement and civic participation in ~~((the))~~ The City of Seattle. The Commission shall act in an  
18 advisory capacity only.

19 **3.62.020 Membership**

20 A. The Commission is comprised of 16 members. Appointments shall be made to  
21 ensure that varied community perspectives are represented. At least one position shall be held by  
22 a representative from each of the seven City Council districts. If a member cannot be found from  
23 a particular district, that seat will remain empty. Appointments shall be made, to the extent

1 possible, so that the Commission membership reflects the current demographics of the City,  
2 including consideration of historically underrepresented communities.

3 B. Members serve without compensation.

4 **3.62.030 Appointment and term**

5 A. All positions are numbered one through 16. Individuals shall be appointed into  
6 those numbered positions. Members in positions one through seven shall be appointed by a  
7 majority vote of the Council, with each member representing the City Council district that  
8 corresponds to their position number. Individuals in positions eight through 14 shall be appointed  
9 by the Mayor, subject to confirmation by a majority vote of the Council. Position 14 shall be  
10 filled by a young adult pursuant to the Get Engaged Program in Chapter 3.51. Members in  
11 positions 15 and 16 shall be selected by the Commission subject to approval by the Mayor and  
12 confirmation by a majority vote of the Council. All positions shall be filled as soon as practicable  
13 after the Council and Mayor have authorized the creation of the Commission. Staff from the  
14 Department of Neighborhoods may provide appointment recommendations to both the Mayor  
15 and City Council.

16 B. For the initial round of appointments, odd numbered positions will serve one-year  
17 terms and even numbered positions will serve two-year terms. After the conclusion of the initial  
18 terms, all subsequent terms of each position shall be for two years, with the exception of the  
19 young adult position appointed pursuant to Chapter 3.51 who shall serve a one-year term. No  
20 members shall serve more than two full consecutive terms. Any vacancy in an unexpired term  
21 shall be filled in the same manner as the original appointment. A member whose term is ending  
22 shall continue on an interim basis as a member with voting rights until such time as a successor  
23 for that position has been appointed and confirmed by the City Council.

1 **3.62.040 Duties and functions**

2 A. The duties of the Commission include, but are not limited to, the following:

3 1. Provide advice on priorities, policies, and strategies related to equitable  
4 civic engagement and public participation in City decision-making processes. This includes  
5 review of proposals brought forward by the City, as well as ones identified by the Commission.

6 2. Advise the Department of Neighborhoods on the review of community  
7 grant processes.

8 3. Meet at least four times per year.

9 **3.62.050 Ancillary powers**

10 A. The Commission shall have the power to:

11 1. By a majority vote of the Commission, elect one or more Commission  
12 members to serve as Chairperson for a one-year term, and elect one or more members to serve as  
13 Vice Chairperson for a one-year term, who shall serve as Chair in the absence of the  
14 Chairperson.

15 2. Organize itself, establish committees or subcommittees, and delegate  
16 duties for the performance of its work; and

17 3. Adopt rules of procedure to accomplish its functions.

18 B. The Department of Neighborhoods shall provide staff support and meeting  
19 facilities for the Commission and maintain its records. The Commission may also receive staff  
20 assistance from other City departments.

21 C. Meetings of the Commission shall be open to the public and the Commission shall  
22 operate subject to the Washington Open Public Meetings Act (chapter 42.30 RCW). Meeting  
23 notifications, agendas, minutes of proceedings, findings and recommendations, annual reports,



1 and other related material shall be available to the public and posted on the Department of  
2 Neighborhoods' website.

3 **3.62.060 Unexcused absences and removal**

4 Any member may request an excused absence. For City Council appointed positions, the Council  
5 may remove any member who is absent from three or more consecutive meetings without cause,  
6 or otherwise for cause. For mayoral and Commission appointed positions, the Mayor may  
7 remove any member who is absent from three or more consecutive meetings without cause, or  
8 otherwise for cause. The Commission may recommend, by a majority vote, that the Mayor or  
9 Council remove any member who is absent without excuse from three consecutive Commission  
10 meetings.

1           Section 5. This ordinance shall take effect and be in force 30 days after its approval by  
2 the Mayor, but if not approved and returned by the Mayor within ten days after presentation, it  
3 shall take effect as provided by Seattle Municipal Code Section 1.04.020.

4           Passed by the City Council the \_\_\_\_\_ day of \_\_\_\_\_, 2016,  
5 and signed by me in open session in authentication of its passage this \_\_\_\_\_ day of  
6 \_\_\_\_\_, 2016.

7 \_\_\_\_\_  
8           President \_\_\_\_\_ of the City Council

9           Approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

10 \_\_\_\_\_  
11           Edward B. Murray, Mayor

12           Filed by me this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

13 \_\_\_\_\_  
14           Monica Martinez Simmons, City Clerk

15 (Seal)

**SUMMARY and FISCAL NOTE\***

<b>Department:</b>	<b>Contact Person/Phone:</b>	<b>Executive Contact/Phone:</b>
Department of Neighborhoods (DON)	Sara Belz / 4-8696 Tom Van Bronkhorst / 3-3954	Waslala Miranda, City Budget Office / 3-5044

*\* Note that the Summary and Fiscal Note describes the version of the bill or resolution as introduced; final legislation including amendments may not be fully described.*

**1. BILL SUMMARY**

**Legislation Title:** AN ORDINANCE relating to public outreach and engagement; creating a Community Involvement Commission to advise and make recommendations to the Mayor and City Council; amending Sections 3.35.010, 3.35.030, and 3.35.050 of the Seattle Municipal Code; and adding a new Chapter 3.62, consisting of Sections 3.62.010, 3.62.020, 3.62.030, 3.62.040, 3.62.050, and 3.62.060, to the Seattle Municipal Code.

**Summary and background of the Legislation:** On July 13, 2016, Mayor Murray issued Executive Order 2016-06, which directed City departments to implement new outreach and engagement practices that prioritize equity and reaffirm the City’s commitment to inclusive participation. Executive Order 2016-06 also called for the creation of a new Community Involvement Commission and expressed the Mayor’s intent to end the City’s practice of providing District Councils and the City Neighborhood Council with prioritized access to City resources, thereby affording City staff the capacity to assist and engage a broader range of community members. This ordinance would amend the Seattle Municipal Code to (1) establish a Community Involvement Commission and (2) update the Department of Neighborhoods chapter (SMC 3.35) to better reflect the Department’s current policies and practices as well as those advanced by the Mayor in Executive Order 2016-06 regarding dedicated City staff support for District Councils and the City Neighborhood Council.

**2. CAPITAL IMPROVEMENT PROGRAM**

       This legislation creates, funds, or amends a CIP Project.

**3. SUMMARY OF FINANCIAL IMPLICATIONS**

  **X**   This legislation does not have direct financial implications.

**4. OTHER IMPLICATIONS**

- a) **Does the legislation have indirect or long-term financial impacts to the City of Seattle that are not reflected in the above?**  
No; existing City resources will be used to implement and fund the policy, program and staffing changes advanced by this ordinance.
  
- b) **Is there financial cost or other impacts of not implementing the legislation?**  
If this ordinance is not adopted, District Councils and the City Neighborhood Council

could continue to receive a higher level of City assistance (prioritized support from DON's team of Neighborhood District Coordinators, a distinct role in the review and ranking of Neighborhood Matching Fund grant applications) than all other community organizations located and working in Seattle neighborhoods. Additionally, a new Community Involvement Commission and other elements of the public engagement framework outlined in this legislation to foster ongoing participation by a broader range of community members would not be realized. These potential outcomes are inconsistent with the City of Seattle's responsibility, as a steward of public funds, to direct its limited staff and public engagement resources to programs and activities that are inclusive, effective, and accessible to all local residents and stakeholders that wish to participate, including representatives of underserved and underrepresented populations.

**c) Does this legislation affect any departments besides the originating department?**

The legislation will primarily impact DON, which will be responsible for staffing the Community Involvement Commission and leading the City's ongoing efforts to implement public outreach and engagement practices that are equitable, inclusive, and effective. However, through Executive Order 2016-06, the Mayor has directed all City departments to work with DON to develop community involvement plans and practices that are consistent with the policies and initiatives put forward in this ordinance and its accompanying resolution.

**d) Is a public hearing required for this legislation?**

A public hearing is not required for this specific piece of legislation; however, it will be transmitted to the City Council as part of the Mayor's 2017-2018 Proposed Budget and the City Council will host multiple public hearings on the Mayor's proposal as part of their review process.

**e) Does this legislation require landlords or sellers of real property to provide information regarding the property to a buyer or tenant?**

No.

**f) Is publication of notice with *The Daily Journal of Commerce* and/or *The Seattle Times* required for this legislation?**

No.

**g) Does this legislation affect a piece of property?**

No.

**h) Please describe any perceived implication for the principles of the Race and Social Justice Initiative. Does this legislation impact vulnerable or historically disadvantaged communities?**

Consistent with Executive Order 2016-06, this ordinance would create a new Community Involvement Commission. The intent of this effort is to help engage a broader range of community members – including representatives from underserved and underrepresented populations – in City decision-making processes. Additionally, ending the City's practice of providing District Councils and the City Neighborhood Council with

prioritized access to City resources will allow City staff to support a greater diversity of community organizations, including those that serve vulnerable and/or historically disadvantaged populations.

- i) **If this legislation includes a new initiative or a major programmatic expansion: What are the long-term and measurable goals of the program? Please describe how this legislation would help achieve the program's desired goals.**

This ordinance is part of a larger effort to advance policy and program changes designed to make the City's community involvement practices more equitable and inclusive. Measurable outcomes tied to the passage of this ordinance include the formation of a new, citywide Community Involvement Commission. Appointments to the Commission are expected to come before the City Council's Affordable Housing, Neighborhoods and Finance Committee in early 2017.

- j) **Other Issues:**

To meet its business needs, DON's 2017-2018 budget proposal reallocates 2.0 FTE Neighborhood District Coordinator positions that previously provided staff support to District Councils to 2.0 FTE Strategic Advisor 1 positions. The reallocation would be budget-neutral; however, the funding source for the two positions would shift from General Fund support within DON to funding provided by the Seattle Department of Transportation (SDOT). Both Strategic Advisor 1 positions would work closely with staff from SDOT and the Office of Economic Development to help address the impacts of complex, large-scale infrastructure improvement projects on local communities.

This ordinance was transmitted to the City Council together with a companion resolution.

**List attachments/exhibits below:** None.