

**CITY OF SEATTLE**

**RESOLUTION \_\_\_\_\_**

..title

A RESOLUTION relating to public outreach and engagement; establishing citywide community involvement principles; directing the Department of Neighborhoods to lead City departments in the development of community involvement plans; directing the Seattle Office for Civil Rights to assist City departments with the development of community outreach and engagement efforts that advance racial equity; directing the Office of Immigrant and Refugee Affairs to develop a citywide language access strategy; and superseding Resolution 27709, Resolution 28115, and Resolution 28948.

..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, equity must be a central focus of any public involvement plan in order for it to engage, serve, and improve outcomes for all community members, including vulnerable and historically underserved populations; and

WHEREAS, successfully engaging community members in decision-making processes increases the likelihood of public support and better outcomes; and

WHEREAS, Resolution 27709, adopted on October 26, 1987, created the Department of Neighborhoods to promote and support public involvement at the neighborhood level; and

WHEREAS, Resolution 27709 was subsequently amended by Resolution 28115, adopted on December 18, 1989, and by Resolution 28948, adopted on July 11, 1994; 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 and are tasked with rating and ranking eligible applications for Neighborhood Matching Fund allocations; and

1 WHEREAS, Mayor Murray recognizes and appreciates the numerous hours District Council and  
2 City Neighborhood Council members spend in service to their communities as active and  
3 engaged volunteers; and

4 WHEREAS, active participation in District Council and City Neighborhood Council proceedings  
5 generally requires an ability to regularly attend evening, in-person meetings, a form of  
6 public involvement that commands a significant, ongoing commitment of volunteer hours  
7 and does not work for all; and

8 WHEREAS, The City of Seattle, as a steward of public funds, has a responsibility to direct its  
9 limited outreach staff and other public engagement resources to programs and activities  
10 that are inclusive and encourage participation by a broad range of community members;  
11 and

12 WHEREAS, all City departments should apply outreach practices that reflect Seattle's  
13 commitment to the Race and Social Justice Initiative, are culturally sensitive, and  
14 acknowledge and address barriers to participation; and

15 WHEREAS, on July 13, 2016, Mayor Murray issued Executive Order 2016-06 directing the  
16 Department of Neighborhoods, Seattle Office for Civil Rights, and City Budget Office to  
17 develop a resolution that (1) establishes a series of principles to advance more equitable  
18 community outreach and engagement practices across all City departments and (2)  
19 supersedes Resolution 27709, Resolution 28115, and Resolution 28948 to end the  
20 practice of providing District Councils and the City Neighborhood Council with unique  
21 and prioritized access to City resources, thereby affording Department of Neighborhoods  
22 staff the capacity to assist and engage a broader range of community voices; and

1 WHEREAS, in response to Executive Order 2016-06, the Department of Neighborhoods  
2 initiated a multifaceted outreach and online discussion effort called Engage Seattle to  
3 collect information on how community members prefer to receive information from the  
4 City and participate in civic processes; and

5 WHEREAS, as of September 12, 2016, the Department of Neighborhoods had presented Engage  
6 Seattle at more than 30 community events and received over 3,000 survey responses,  
7 with respondents indicating preferences for a broad range of engagement tools that allow  
8 them to participate in civic discussions through a variety of means, including digital and  
9 online resources, meetings and forums near their homes, and formats that allow for  
10 remote or flexible forms of community involvement; NOW, THEREFORE,

11 **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE, THE**  
12 **MAYOR CONCURRING, THAT:**

13 Section 1. Community Involvement Principles and Plans.

14 A. The Department of Neighborhoods shall lead all City departments through the  
15 development and periodic updating of community involvement plans that make information and  
16 opportunities for participation more accessible to the public.

17 B. The community involvement plans developed for each City department shall  
18 implement policies and practices consistent with the following principles:

19 1. Improve and expand inclusive outreach and engagement, as well as the  
20 creation of equitable representative systems and tools that are more reflective of, and accessible  
21 to, communities throughout The City of Seattle.

22 2. Create well-designed, responsive, and culturally relevant public  
23 involvement plans.

1                   3.     Build community capacity for meaningful participation and authentic  
2 outreach and engagement.

3                   4.     Provide a wide range of opportunities for obtaining information and  
4 involvement in decision-making processes.

5                   5.     Achieve greater equity with meaningful involvement of underserved and  
6 underrepresented communities.

7                   6.     Effectively and efficiently manage the use of all resources, including  
8 community members' time.

9           C.     By December 31, 2017, the Department of Neighborhoods shall provide a written  
10 report to the Mayor and City Council that provides an update on each City department's progress  
11 on developing a community involvement plan or the date when the department's plan was  
12 completed.

13           Section 2. Racial Equity. The Seattle Office for Civil Rights, as coordinator of the City's  
14 Race and Social Justice Initiative, shall take the following actions to assist City departments with  
15 the development of community outreach and engagement efforts that advance racial equity:

16           A.     Support the Department of Neighborhoods' effort to lead all City departments  
17 through the development and periodic updating of community involvement plans.

18           B.     Assist City departments in building capacity and developing community  
19 engagement practices that are rooted firmly in the principles of racial equity and community  
20 accountability. The Seattle Office for Civil Rights' capacity building efforts shall include, but  
21 not be limited to, assisting City departments with the application of the Racial Equity Toolkit to  
22 analyze policies and programs and utilizing the Race and Social Justice Initiative's Equity Lab,  
23 an interdepartmental idea exchange and innovation hub.

1           C.       Develop a citywide framework that assists City staff in understanding the impact  
2 of institutional practices on racial equity; the positive role of anti-racist community organizing  
3 and leadership in furthering the goals of the Race and Social Justice Initiative; and how to  
4 equitably share information, resources and decision-making with the community. The Seattle  
5 Office for Civil Rights shall submit a proposed framework to the City Council by June 30, 2017.

6           Section 3. Language Access Services. The Office of Immigrant and Refugee Affairs shall  
7 develop an updated, citywide language access strategy to be implemented across all City  
8 departments. The strategy shall include a plan that establishes thresholds for identifying  
9 populations in need, articulates how departments will provide language services on a project by  
10 project basis, and clarifies departmental resources for implementation. The Office of Immigrant  
11 and Refugee Affairs shall submit its recommendations to the City Council by June 30, 2017.

12           Section 4. The City Council, with the Mayor concurring, adopts the Glossary of Terms  
13 appended to this resolution as Attachment A and incorporated hereto by reference.

14           Section 5. This resolution supersedes the provisions of Resolution 27709, adopted on  
15 October 26, 1987; Resolution 28115, adopted on December 18, 1989; and Resolution 28948,  
16 adopted on July 11, 1994.



## 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 (CBO) / 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:** A RESOLUTION relating to public outreach and engagement; establishing citywide community involvement principles; directing the Department of Neighborhoods to lead City departments in the development of community involvement plans; directing the Seattle Office for Civil Rights to assist City departments with the development of community outreach and engagement efforts that advance racial equity; directing the Office of Immigrant and Refugee Affairs to develop a citywide language access strategy; and superseding Resolution 27709, Resolution 28115, and Resolution 28948.

**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 on DON, the Seattle Office for Civil Rights (SOCR), and CBO to craft a resolution that 1) supersedes previous resolutions that provided dedicated City staff support and decision-making authority to District Councils and the City Neighborhood Council; and 2) memorializes the following principles intended to guide the development and implementation of the new community involvement plans to be produced by each City department in partnership with DON:

- Improve and expand inclusive outreach and engagement, as well as the creation of equitable representative systems and tools that are more reflective of, and accessible to, communities throughout the City of Seattle.
- Create well-designed, responsive and culturally-relevant public involvement plans.
- Build community capacity for meaningful participation and authentic outreach and engagement.
- Provide a wide range of opportunities for obtaining information and involvement in decision-making processes.
- Achieve greater equity with meaningful involvement of underserved and underrepresented communities.
- Effectively and efficiently manage the use of all resources, including community members' time.

This resolution, together with its accompanying ordinance, fulfill the legislative directives of Executive Order 2016-06.

The resolution also calls on SOCR to assist City departments with the development of equitable community outreach and engagement practices – including the creation of a citywide framework that addresses the impact of institutional practices on racial equity – and directs OIRA to develop an updated, citywide language access strategy that establishes thresholds for identifying populations in need, articulates how departments should provide language services on a project by project basis, and clarifies departmental resources for implementation.

## **2. CAPITAL IMPROVEMENT PROGRAM**

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

## **3. SUMMARY OF FINANCIAL IMPLICATIONS**

**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; the resolution’s directives will be carried out using existing City resources.

**b) Is there financial cost or other impacts of not implementing the legislation?**

If this resolution 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, City departments will lack legislative direction to develop new community involvement plans that prioritize equitable outreach and engagement, SOCR will not be tasked with crafting a citywide framework that assists City staff in understanding and addressing institutional practices that impact racial equity, and OIRA will not receive official direction to update and clarify the City’s decade-old language access strategy. 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 encourage participation by a broad range of community members.

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

Yes. Through Executive Order 2016-06, the Mayor directed all City departments to work with DON to develop and implement community involvement plans consistent with the guiding principles memorialized in this resolution. This resolution reiterates that directive and also calls on OIRA to update the City’s language access strategy and for



SOCR to develop a citywide framework that assists City staff in understanding and addressing institutional practices that impact racial equity.

**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?**

Executive Order 2016-06 and this legislation call on all City departments to develop and implement public involvement plans that prioritize equitable, inclusive, and accessible community engagement practices. 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. Consistent with this goal, this resolution would also end the City's practice of providing District Councils and the City Neighborhood Council with prioritized access to City resources, allowing City staff to support a greater diversity of community organizations, including those that serve vulnerable and/or historically disadvantaged populations. Additionally, the resolution tasks SOCR with the creation of a citywide framework that will help City staff to understand and address institutional practices that impact racial equity. Adoption of the legislation will also take important steps toward improving City outreach to many immigrant and refugee communities by initiating the first major update of the City's language access practices in nearly a decade.

**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.**

The measurable goals of this legislation are as follows:

- Every City department will develop and implement a community involvement plan focused on equitable outreach and engagement; a progress report will be due to the Mayor and City Council by December 31, 2017.
- SOCR will develop a citywide framework that assists City staff in understanding

and addressing institutional practices that impact racial equity and deliver its proposal to the City Council by June 30, 2017.

- OIRA will develop an approach to updating and clarifying the City's language access strategy and deliver its recommendations to the City Council by June 30, 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 resolution was transmitted to the City Council together with a companion ordinance.

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

## **Attachment A – Glossary of Terms**

The following terms and definitions shall guide ongoing efforts by City of Seattle departments to develop, implement and periodically update community involvement plans and practices that prioritize equity.

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**Community** – A group of people sharing a common experience or interest; e.g., residents of a neighborhood, faith-based congregations, business owners along a commercial corridor, members of ethnic and cultural groups, gardeners at a P-Patch, school-based organizations.

**Community Involvement** – Outreach, engagement and other actions taken to identify and/or address issues of interest to a community.

**Engagement** – The act or process of building ongoing relationships with community members, often with the goal of developing and implementing a collective vision or plan for the benefit of the community’s future.

### **Equal, Equitable, Equity**

*Equal* – A solution or outcome where every community or community member receives the same level of resources, regardless of their level of need.

*Equitable* – A solution or outcome where resources are allocated according to each community or community member’s level of need.

*Equity* – Everyone has fair and unbiased access to the resources they need to meet their fundamental needs and fully participate in the life of their community.

**Neighborhood** – A geographically localized district within a city; e.g., Ballard, South Park, Columbia City, Greenwood.

**Outreach** – The act or process of bringing information or services to community members, including members of underserved or underrepresented populations.

**Participation** – Active engagement by community members in projects and processes that are meaningful to them. Methods of participation can include, but are not limited to, sharing ideas, contributing to decision-making efforts, and assisting with the implementation of new programs and strategies.

**Underserved Population** – Communities and groups provided with insufficient or inadequate resources or services relative to their needs and/or proportion of the total population.

**Underrepresented Population** – Communities and groups provided with insufficient or inadequate representation relative to their proportion of the total population.