**COMMUNITY INVOLVEMENT COMMISSION**

**MINUTES**

May 20, 2019

6pm-8pm

Seattle City Hall, Room 370

**Commissioners present:** Alison Turner, Ben Mitchell, Carol Redfield, Chris Maykut, Emily Kim, Felix Chang, Julie Pham, Rani Hanstad **Commissioners not present:**, Karyn Kubo Fleming, Natalie Curtis, Patricia Akiyama, Thais Marbles  
**Staff present:** Hilary Nichols

**Opening**

Agenda approved and minutes approved.

**Public Comment**

Public comment from PFM Roller Derby, who is asking the CIC to write a letter of support advocating for equal access to use of Parks and Recreation facilities for their sport.

CIC will discuss their approach to this request, and revisit next month.

**City Budget Process Presentation**

Saroja Reddy (Seattle City Budget Office) attended the CIC meeting to provide an overview of the City’s budget process. Saroja spoke on topics related to:

* City of Seattle Org Chart
* Biennial budget process
* Capital vs Operating budget
* Legal requirements of a balanced budget
* City Budget Office’s guidance to departments on budgets
* Role of City Budget Office (City-wide fiscal oversight and management of budget process)
* Opportunities for public engagement (e.g. public hearing at Council)

The CIC focused their questions on how to improve and expand the opportunities for public engagement within the budget process. Saroja’s key recommendations for the public engagement in the budget process include:

* Understand the Mayor’s priorities, and where they want to invest the City’s budget
* Engage with the Mayor’s office, or departments directly, during the early months of the year when budgets are being drafted
* Submit written public comment if you can’t attend a public hearing

Saroja mentioned that while the City Budget Office does do outreach to communicate about the budget process, there are still a lot of people who don’t know about the opportunities to engage.

CIC members mentioned that finding more diverse and accessible opportunities for engaging with the budget process could be something they work on.

**Public Comment Process**

Public comment is an important right, and it’s a huge lift to come downtown to do it. The CIC currently has two ways to submit public comment: in person and email.

The CIC feels it is their duty to respond, and point people to additional resources if they need them.

Last month, CIC Co-Chairs determined that there are three general categories that public comment fall into: advocacy, information seeking, and requests.

The CIC discussed challenges for responding to public comment, and brainstormed procedures for responding.

Proposal: When a public comment is received (in person or via email), CIC members have one week to email the Co-Chairs with their suggestion on how to respond. After that week, the Co-Chairs and Chris will make a final decision on how to respond.

Vote (using Fist to Five): Passes. CIC adopts public comment process with addition of 1-week period for CIC email input.

**New Meeting Locations**

CIC reviewed thatSeattle City Light could present in July. CIC discussed August as the first month to potentially host a CIC meeting outside of City Hall.

Chris will get suggestions on places for August and October, September and November will be in City Hall.

CIC member suggests that the location of the CIC meeting is relevant to the issues being discussed at the meeting.

**Retreat Reflections**

There are many vacancies on the CIC, which the CIC is hoping to fill ASAP. Staff Liaison will send an email to the CIC detailing the vacancies, and actions the CIC can take to expedite the process.

**Workgroup Work Time**

CIC breaks out into 3 workgroups.

**Workgroup Share-out**

**Census 2020 Workgroup:**

Rani and Patricia met with Elsa to learn more. This year census is online only. There are concerns for folks who don’t use technology on a daily basis, like seniors. Census Connectors, sign up for a training to learn about the census and make a commitment to share information with the community. Elsa wants to know if she can provide orientation to the CIC, not sure it’s in scope of the commission. What does CIC think?

Washington Census Alliance, WA given 15 million toward census.

Alison: you get results when you go out and help people fill out the survey in person. Outreach events with incentives, or events already happening.

Neighborhood Block Watch, can they be small neighborhood resources?

Neighborhood online forums, encourage people to post there.

Build partnerships with college civics classes, and high school seniors who need service hours.

**Grantmaking Workgroup:**

Two biggest things for impact is to look at application process and composition of the grant itself. Make sure grantees are accountable to equity. Make sure all elements of equity are explicit.

Next month, look at DON grant materials and audit. Then reach out to other grant organizations (OSE, OPCD, OED) and assess areas of need. Perform an audit of past grants.

**Community Outreach Workgroup:**

SDOT and SCL interviews done. SPU and OPCD still need to happen. How are they coordinating across depts? SCL is very centralized, SDOT is more spread out. Interesting that there isn’t a standard for who is qualified to do equitable outreach and engagement. How are those positions recruited for? Is there a pipeline for community folks to come into the City? Big takeaway is that there is value in creating a space for people to talk to each other.

Low lift for CIC to provide opportunities to come together and share best practices.