



# STAFF REPORT

## CITY OF TUALATIN

APPROVED BY TUALATIN CITY COUNCIL  
Date 6-7-11  
Recording Secretary M. Smith

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Sara Singer, Assistant to the City Manager

**DATE:** 06/13/2011

**SUBJECT:** Resolution Adopting Principles of Citizen Involvement

---

### ISSUE BEFORE THE COUNCIL:

A Resolution adopting Principles for Enhancing Citizen Involvement in the City of Tualatin has been prepared to formally approve the citizen involvement values identified by the City Council during their April 11th and April 26th Work Sessions.

### RECOMMENDATION:

Staff recommends approving the Resolution adopting Principles for Enhancing Citizen Involvement in the City of Tualatin.

### EXECUTIVE SUMMARY:

The City Council participated in a facilitated discussion of Citizen Engagement during their work session on April 11, 2011. The purpose of this discussion was to develop the Council's expectations, principles and values around public involvement in the City of Tualatin. The development of these values was necessary prior to discussing a proposal for a Citizen Involvement Program from the Citizen Involvement Organization (CIO) Ad Hoc Committee. The Council identified values, which were developed into policy statements. The draft policy statements were presented at the April 26, 2011 Work Session. The City Council discussed the policy statements and directed staff to make minor changes to the statements. Staff has updated the statements according to Council direction, and has prepared a formal resolution for Council adoption. The formal adoption of the values will help to guide the City organization as citizen involvement is planned and implemented in future City processes and projects.

---

**Attachments:** Resolution Adopting Citizen Involvement Principles

RESOLUTION NO. 5046-11

A RESOLUTION ADOPTING PRINCIPLES FOR ENHANCING CITIZEN INVOLVEMENT IN THE CITY OF TUALATIN

WHEREAS the City Council wishes to encourage more citizens to become involved in issues affecting the City; and

WHEREAS the City Council has spent many hours meeting with citizens who are also interested in increasing citizen involvement in Tualatin; and

WHEREAS as a result of these meetings, the Council and citizens agreed that the Council should establish principles for guiding citizen involvement in Tualatin in all areas of City government.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The following principles are adopted to guide the establishment of an enhanced citizen involvement process in Tualatin City government:

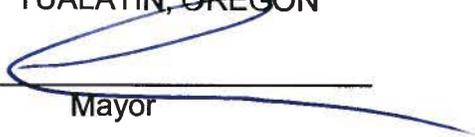
- a. **Capacity Building.** Capacity building is strengthening the skills, competencies and abilities of people and groups in the community so they can overcome challenges and achieve an enhanced sense of community. The City's role in promoting capacity building is to provide information, resources and facilitate collaboration among various community members and organizations.
- b. **Process Integrity.** Process integrity is the ability to conduct reliable government activity in a transparent environment. Tualatin should have a clear and understandable democratic process for decision-making, which is inclusive and easy for the entire community to become engaged. City leaders will encourage participation of the broad community, and they will strive to balance competing demands of individuals and/or individual groups in the community vs. the greater good of the community at-large. City leaders and staff will respect the community's interest in their community, and value showing compassion and establishing trust with the community. Public involvement processes invest in and develop long-term, collaborative partnerships with community stakeholders.
- c. **Fiscally Responsible.** The means used to achieve citizen involvement and the process for which to engage the community should consider the City's fiscal condition and exercise fiscal prudence. The City works to achieve goals

and priorities set by the City Council, while being good stewards of public tax dollars and creating a culture of transparency.

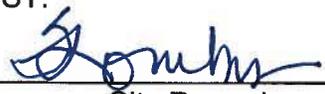
- d. **Accessible.** All public decision making processes will be accessible, open, honest and transparent. It should provide a multifaceted approach for two-way communication between the City and the community. Everyone in the community should have access to the process and should be able to engage at whatever level they deem appropriate. The public participation process should be simple and structured in a way that it is effective and relevant to everyone in the community.
  
- e. **Effective Feedback.** Feedback should be timely and constructive to improve the decision making process. Feedback should be specific to the policy issues or projects it is meant to address and it should be provided early in the process. Feedback should be based on personal observations and not hearsay in the community. Post decision feedback should be available to help the public understand why certain decisions were made. The goal of effective feedback is to improve and enhance the efforts of citizen engagement.
  
- f. **Effective Communication.** Effective communication is essential for building public support for community projects and activities, and for developing a sense of community. Open, positive and respectful communication helps build commitment and trust in a community, leading to increased interest, support and involvement in community life. Effective communication should be two-way communication to involve the exchange of information through talking and listening. At the community level, this includes providing information through a variety of outlets and asking for feedback. The City will be responsive to the public and communicate in a timely and professional manner. The City leaders and staff are accountable for ensuring meaningful public involvement in the work of City government.

INTRODUCED AND ADOPTED this 13th day of June, 2011.

CITY OF TUALATIN, OREGON

BY  \_\_\_\_\_  
Mayor

ATTEST:

BY  \_\_\_\_\_  
City Recorder