

# Citywide Public Involvement Standards Task Force

July 23, 2003 meeting minutes

**Task Force member Attendance:** Some members did not sign-in.

Bryan Aptekar, Parks; Raquel Bournhonesque, IRCO; JoAnn Bowman, Bowman Consulting; Nancy Chapin, APNBA; Phill Colombo, CNN; Frank Dixon, NWNW; Rey Espana, Latino Network; Jim Gladson, BES; Tim Hall, Water; Brian Hoop, ONI; Elizabeth Kennedy-Wong, SEUL; Sy Kornbrodt, Mult. Co. CAC; Julie Odell, Hayhurst; Jerry Powell, GREAT; Corinne Weber, SWNI.

**Guests in Attendance:** David Nemo, Julie Rawls, PDC

**Approval of Minutes:** Minutes approved for June 25, 2003 meeting.

## Adoption of Task Force Mission, Objectives, PI definition

- Discussion focused on the following issues:
  - The words "gaps" and "inconsistencies" reflects a negative perspective. We should be using language that acknowledges the City has a quality outreach program and staff recognizing there is room for improvement.
  - Whether to use the word "improve" or "enhance".
  - Whether or not to explicitly mention the role of neighborhood associations and public. Some felt this task force was to primarily look at City responsibilities. Some acknowledged that both will be examined regardless and we will work closely with the neighborhood association's guidelines review committee.
- After debate the following **mission** was adopted:

To review and revise, as appropriate, the City's adopted Public Involvement Principles. Identify gaps and inconsistencies in the implementation of the city government's public involvement processes. Recommend strategies for improving the city's public involvement processes that are in accordance with the Public Involvement Principles and take into account the needs of city staff and a diverse set of public interests.
- The following **objectives** were adopted:
  1. Identify the top issues that a diverse range of constituencies recognizes as the primary gaps or inconsistencies in the implementation of the city's public involvement processes.
  2. Assign diverse working groups, made up of Task Force members and open to the public, to explore and recommend remedies for the gaps and inconsistencies in the implementation of public involvement, taking into account the needs of city staff to fulfill city requirements and a diverse set of public interests.
  3. Recommend the appropriate types of decision making processes by City Council and city bureaus that these recommendations will apply to, such as:

- budgeting; new policy development; capital improvement projects – new and planned; land use; and/or administrative, among others.
4. Recommend the appropriate implementation tool(s) for recommendations, such as standard, guidelines, best practices, etc.
  5. Identify the fiscal impact of recommendations and propose sufficient resource allocation to support taskforce recommendations.
  6. Coordinate recommendations with Guidelines, Review, Empowerment and Assessment Team and other groups who are addressing similar issues.
  7. Prepare formal recommendations to City Council for adoption.
  8. Ensure that strategic documents that guide the City's public involvement processes are updated to reflect any changes that result from the City Council's adoption of Task Force recommendations.

### **Overview of ONI Guidelines review, GREAT**

- ❑ Jerry Powell described the purpose of the Guidelines Review, Empowerment and Assessment Team of GREAT. This is an effort required every 4 years to review and update the roles and responsibilities of Portland's neighborhood system, how they operate, relations to the City, etc.
- ❑ One key issue related to the PI Task Force is the amount of time for notification before final action taken on planning and policy type decisions by Council. Currently Code requires 30 days notice before final action. Neighborhood leaders want 45 days minimum.
- ❑ Supports both the GREAT committee and the PI Task Force working cooperatively to resolve hot issues.

### **Workgroup overview and process**

- ❑ Julie Odell outlined proposed workgroups and how they will be organized.
- ❑ Discussion focused on who could participate in the decision-making at these committee meetings. Proposal is to invite the 325+ people on the interested stakeholder list. Some felt they non-taskforce member participation should be limited to observe, make comments but not vote. Others felt meetings should be open to full participation by the public.
- ❑ Decision was to allow interested stakeholders to be invited, participate in decision-making. If there was a problem with too many people showing up or problem participant the workgroup should bring it up with co-chairs/brian.
- ❑ Send out workgroup process so that people will know what is expected of them.

### **Brainstorm: Activities Mind Map (types of decision-making)**

- ❑ Brief discussion due to time. Group agreed that City staff should take the lead in identifying what are the different types of decision-making processes. Staff will meet separately. Then the full task force can respond.

### **Next meeting:**

- ❑ August meeting cancelled.
- ❑ Next meeting Wednesday, Sept. 24, 5 PM, City Hall, Lovejoy Room.
- ❑ Workgroups 1<sup>st</sup> meetings will begin the month of August (already begun.)