

Public Involvement Task Force Winter 2004 Report Workgroups

Section 1: Culture

Tuesday, February 24, 2004

Participants:

- Becky Chiao, Ombudsman Office
- Phil Columbo, Central NE Neighbors
- Brian Hoop, ONI
- Paul Leistner, SE Uplift
- Tim Hall, Water
- Julie Odell, Center for Public Participation/PSU
- Steve Hoyt, SE Uplift
- Elizabeth Kennedy-Wong, SE Uplift

Meeting Notes

- Suggested outline for beginning of report:
 - **Mission Statement:** Use the “Governance as Partnership” from the beginning of the Principles.
 - **Goals:** List the top priority recommendations:
 1. Adopt the principles of public involvement.
 2. Establish stable funding for public involvement processes.
 3. Require public involvement policies in each bureau.
 4. Require public involvement plans for major projects and policies. Incorporate how bureaus will address issues of early engagement, designing and then implementing public involvement processes/plans.
 5. Establish a Public Involvement Advisory Commission.
 - **Principles to achieve these goals:** Take out Culture, Community, Process and Accountability. These are getting people confused.
 1. Culture of listening, hearing, and acting on public input
 2. Collaborative, consensus-seeking, community-based approach
 3. Ongoing Communication and Dialogue
 4. Transparency of Governance and Processes
 5. Inclusiveness
 6. Diversity and Accessibility
 7. Building Capacity in the Community
 8. The Neighborhood System
 9. Early Involvement
 10. Effective and Flexible Process Design and Implementation
 11. Capacity within City Government

- 12. Coordination and Consistency
- 13. Accountability
- 14. Evaluation

- **Recommendations:** List them organized in each of the four broad sections. Don't bother trying to organize them in the subcategories. Too confusing to people.
 1. Culture:
 2. Community
 3. Process
 4. Accountability & Evaluation

- Take out the information on timelines and who will take the lead. Can include that in an appendix if needed.
- Put Problem Statements under each broad category. Would require merging many problem statements.
- Do not include explanatory statements. Can incorporate them in executive summary or perhaps in appendix.
- Need to breakdown which recommendations are implemented by individual bureaus and which are Council initiated and implemented citywide.

- Suggestion that 2 of these sub-categories are GOALS and two are TACTICS.
 - **GOALS:** Culture of listening & Collaborative, consensus-seeking, community-based approach. Describes where we want to get to.
 - **TACTICS:** Ongoing communication and dialogue & Transparency of Governance and Processes. Describes how to implement.

Culture of Listening:

- Suggestion that Recommendation #2: Require bureau public involvement policies, should incorporate the following three:
 - Recommendation #3: Require PI plans for major projects and policies.
 - Recommendation #8: Bureaus develop policies consistent with PI principles.
 - Recommendation #10: Require bureaus to develop formal written PI policies that implement PI principles.
 - Still need to work out criteria for what gets implemented.

Collaborative, consensus-seeking, community-based approach:

- Move Recommendations #8 and #10 to previous section: Culture of Listening.
- Move Recommendations #9 and #7 to PROCESS section.
 - #9: Funding for community-identified needs.
 - #7: Refine and implement Your City, Your Choice.

Ongoing Communication and Dialogue:

- Merge Recommendations #18, #17, #19. Call it a board or commission. Not Advisory Group.

- #18: Establish standing commission to advise bureaus and hold city accountable to PI principles.
- #17: Create public involvement advisory commission.
- #19: Create public involvement position to staff PI commission. This position would implement many of the other ideas in addition to being a staff resource to the commission.
- Merge Recommendations #13 and #14.
 - #13: Web-based calendar of PI events.
 - #14: Better utilize Portland Cable Access calendar of events.
- Move #12: Review models and establish mechanisms for public involvement, back to Process section.

Transparency of Governance and Processes:

- Move to COMMUNITY section. #21: Adequately fund and expand citizen education and training on City processes and advisory skills.
- Agreed with ACCOUNTABILITY group packaging of #24, #25, #26, #30, #34, #63. But prioritize #24 and #26:
 - #24: Develop policies and system for providing public access to documentation, and responding to public records requests.
 - #26: Provide a paragraph summarizing each Council agenda item; provide web links to supporting information; clarify use of “emergency” ordinances.
- Ask if Auditor’s Office is developing any such policies on citywide public records requests. Someone thought he was.
- Find out more about “Emergency” items. This is what people are most interested in transparency of why they need to be Emergencies. (Place holder?)

Top priorities (not ordered):

- Recommendation #1: Adopt public involvement principles.
- Recommendation #2: Require bureau PI policies.
- Recommendations #3, #8, #10 merged. Require PI plans for major projects and policies.
- Recommendation #6: Establish stable funding for public involvement processes.
- Recommendations #18, #17, #19 merged. Establish a standing commission to advise bureaus and hold City accountable to PI principles and guidelines.
- Recommendations #24 and #26, merged.
 - #24: Develop policies and system for providing public access to documentation, and responding to public records requests.
 - #26: Provide a paragraph summarizing each Council agenda item; provide web links to supporting information; clarify use of “emergency” ordinances.

Lower priorities (most not discussed due to time):

- #4: Rewrite comprehensive plan, section 9: Citizen involvement.

- #5: Amend city charter to support PI principles.
- #11: Develop customer service policy with expectations for City employees.
- #12: Review models and establish mechanisms for public involvement. (perhaps it should be moved back to Process section.)
- #13 and #14, merged. Web-based calendar of PI events, and Better utilize cable access for calendar of events.
- #15: Create citywide newsletter for distribution of public information and involvement opportunities.
- #20: Web and printed overviews of budget process.
- #22: Produce design standards for print and web material accessibility.
- #23: Better utilize Portland Cable Access for City hearings, PI events, etc.
- #25: Post Council agendas including significant items on web 10 days in advance.
- #27: Post important public involvement documents on PortlandOnline.
- #28: Improve web and printed information on City budget process and how public can engage.
- #29: Publish capital construction projects on PortlandOnline.
- #30: Post PI policies and PI plans on PortlandOnline.
- #31: Develop criteria for timelines and accuracy for posting information to City I & R and web sites.
- #32: Create unified constituent tracking system modeled after New York City, NY and Metro.
- #33: Consider integrating use of the "Impact Assessment" policy analysis used by Regulatory Reform effort.
- #34: Require more frequent reporting and posting of Council candidate campaign contributions.