Public Involvement Task Force
Winter 2004 Report Workgroups

Section 4: Accountability and Evaluation

Tuesday, February 17, 2004

Participants:
- Bryan Aptekar, Parks & Recreation
- Sy Kornbrodt, Multnomah County Citizen Involvement Committee
- Paul Leistner, SE Uplift
- Jim Gladson, Environmental Services
- Brian Hoop, ONI

Meeting Notes

Top priorities:
- Group actually mostly addressed the Culture section at the beginning since the most significant recommendations from the fall Accountability Workgroup were placed there.
- Delete long "Summary Statement on Accountability" (page 9-11) and move to either an appendix or shorten in a separate summary section.
- Recommendations one through four (page 11-12) need to be adopted as Ordinance. Group them for implementation as a chain of steps to bring the Principles to life.
- Add fifth key recommendation – creation of standing commission, Public Involvement Advisory Commission. Merge recommendations #17: Create a PI Advisory Group, and Recommendation #19: Establish a standing City advisory committee to advise bureaus and hold City accountable to PI principles and guidelines. #17 language is not well written. Use #19.
- Recommendation #8: Bureaus develop PI policies consistent with PI principles, merges with #2: Recommendation: Step Two-Require Bureau PI Policies.
- Recommendation #10: Require city bureaus to develop formal written PI policies that implement PI Principles, also merges with #2 and #3: Require PI plans for major projects and policies.
- Recommendation #50: Require written PI plans for certain types of major projects, to merge with #3.
- Merge into this top priority section Recommendation #67: Develop a general PI process "checklist" to guide bureaus through a process of evaluating the level and nature of public involvement appropriate for a particular government policy, project, or action. Refer to Metro and Warringah Council templates as models to replicate.
- Merge into this top priority section Recommendation #6: Establish stable funding for public involvement processes.

- Add to this core list that bureaus need to report back one year progress reports to City Council and PI Advisory Commission.
- Merge Recommendations #73: State responsibility for development and implementation of PI Plans in PI staff position descriptions and Recommendation #74: Include support for and compliance with PI principles and requirements as an element of annual reviews for bureau directors, project managers and staff.
- Rename Recommendation #68: Uniform Backing for Ordinances. Change to: Documenting PI process in ordinance paperwork. Make it a short tem top priority.

Medium priorities:
- Medium priority is a merged package relating to of Recommendation numbers:
  - #24: Develop policies and system for providing public access to documentation, and responding to public records requests.
  - #25: Post Council agendas, including significant items, on web 10 days in advance.
  - #26: Provide a paragraph summarizing each Council agenda item; provide web links to supporting information; clarify use of "emergency" ordinances.
  - #30: Post PI policies and PI plans online.
  - #63: Bureaus and PI staff need to coordinate and prioritize E-government functions related to public involvement.
- Medium priority is: Recommendation #61: Establish an informal networking group of PI staff from different bureaus to meet regularly to review and discuss PI policies, projects, and issues.

Low priorities:
- Lesser priorities are: Recommendations #4: Rewrite Comprehensive plan section 9: Citizen Involvement and Recommendation #5: Amend City Charter to support PI Principles.
- All the other accountability recommendations: #56, #9, #16, #75, #83, #84, #76, #77, #78, #79, #80, #81, #82, #34, #11, #57, #31, #32, #49, #54, #69, #20, #66