

# **Public Involvement Standards Taskforce**

**Wednesday, April 28, 2004**

5 PM – 7:00 PM, City Hall, 1221 SW 4<sup>th</sup> Ave., Lovejoy Room

**GOAL:** Finalize and approve “Process” recommendations.

## **AGENDA**

### **5:00 PM Welcome, Introductions**

- ❑ Review Agenda, Groundrules
- ❑ Approve minutes of April 22, 2004 meeting
- ❑ Quick review of priority recommendations for implementing all others, such as adopting public involvement principles, etc.

### **5:15 PM Process recommendations**

1. Develop a process by which to direct a project into a public involvement or public information process. *(page 62)*
  - ❑ Develop mechanism to provide early notification and public input into bureau CIP discussions and bureau budgets *before* proposed budgets are submitted.
  - ❑ Develop a Matrix to guide determination of types and timing of public involvement. Incorporate a project conceptualization stage for large capital projects. Provide for funding mechanisms for implementing community-identified needs.
  - ❑ Review models and establish mechanisms for public involvement.
2. Develop a process by which a bureau would design a public involvement process. *(page 65)*
  - ❑ Update Outreach & Involvement Handbook to a Best PI Practices Handbook with a common checklist, template and questions for developing PI plans based primarily on Metro’s model and the city PI staff proposal developed during the PITF process
3. Develop a process by which a bureau would implement the public involvement process. *(page 67)*
  - ❑ Determine best methods to ensure bureaus follow required adopted steps when planning PI and or public information processes
  - ❑ Determine a compromise on the issue of minimum notice requirements as part of the Best Practices Handbook development process.
  - ❑ Post important public involvement documents on PortlandOnline

4. Establish an informal networking group of public involvement and public information staff from different bureaus to meet regularly to review and discuss public involvement policies, projects, and issues. *(page 70)*
5. Create position of Public Information specialist to coordinate inter-bureau development of citywide communication and media strategy. *(page 72)*
6. Create internal citywide web-based database for list management and web-based stakeholder interest list sign-up options. *(page 74)*
7. Develop staff education and training program on best practices and culturally appropriate public involvement skills. *(page 76)*
8. Review the role of the Office of Neighborhood Involvement and its location in the structure of City government. *(page 79)*
9. Coordinate efforts to diversify public involvement efforts with the Office of Affirmative Action's Citywide Diversity Development Coordinating Committee. *(page 80)*

**6:50 PM      Public Comments, Next steps, next meetings**

**7:00 PM      Adjourn**

**Next Task Force mtg:**      Wednesday, May 12, 5-7 PM, City Hall, Lovejoy Room