

# Summary of recommendations

## From draft report from Public Involvement Task Force

Spring 2003 – Spring 2004

The report is organized into five categories –Governance as Partnership, Culture, Community, Process, and Accountability - under which the recommendations are listed.

### Governance as Partnership

1. Recommendation: Adopt Public Involvement Principles.
2. Recommendation: Require City bureaus to develop formal written PI policies that implement PI principles. Develop a model policy to serve as a framework. Use Metro, Bureau of Environmental Services and Parks and Recreation bureau policies as models.
3. Recommendation: Establish stable funding mechanism for public involvement processes.
4. Recommendation: Require written PI plans for certain types of major capital, policy and planning projects.
5. Recommendation: Establish a standing Public Involvement Advisory Commission to advise bureaus and hold the City accountable to adopted public involvement principles and guidelines. Create a Public Involvement position to adequately staff commission and issue an annual report, among other duties.

### Culture

6. Recommendation: Develop policies and system for improving the quality and availability of public information. Provide a paragraph summarizing each Council agenda item. Provide web links to supporting information. Clarify use of “emergency” ordinances.
7. Recommendation: Support ongoing development of web-based calendar of public involvement events. Better utilize Portland

Community Media (formerly Portland Cable Access)  
calendar of events.

8. Recommendation: Implement improvements to PortlandOnline to make City information more accessible and transparent:
- ❑ Post Council agendas including significant items on web 10 days in advance.
  - ❑ Post important public involvement documents on PortlandOnline.
  - ❑ Publish capital construction projects on PortlandOnline.
  - ❑ Post bureau public involvement policies and project public involvement plans online.
  - ❑ Develop criteria for timeliness and accuracy for posting information to City Information and Referral line and bureau web sites.
9. Recommendation: Better utilize existing community resources for project outreach.

## **Community**

10. Recommendation: Adequately fund and expand citizen education and training on City processes and advocacy skills. Initiate popular education and training on how City processes work and advocacy skills for diverse constituencies (includes partnerships with culturally-specific organizations, neighborhood offices, other agencies.)
11. Recommendation: Engage youth in City civic activities through community-based service learning.
12. Recommendation: Require bureaus to commit a specific percentage of bureau and project budgets for accommodating special needs requests for language interpretation and translation.
13. Recommendation: Expand efforts to make all public involvement events accessible to people with disabilities, seniors, and other constituency groups. Require Americans w/Disabilities Act (ADA) accessibility for all City public involvement events.
14. Recommendation: Work with Purchasing Bureau and Risk Management to eliminate barriers for Minority, Women and Emerging Small Businesses to access Professional, Technical and

Expert contracts for public involvement and information services.

15. Recommendation: Improve accessibility of childcare services at key public involvement events to expand participation of families with children in City public involvement processes.
16. Recommendation: Develop policy to accommodate digital divide. Not everyone has email.
17. Recommendation: Better coordinate diverse stakeholder contacts and relationship building efforts with community organizations and media.

## **Process**

18. Recommendation: Develop a process by which to direct a project into a public involvement or public information process.
- ❑ 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.
19. Recommendation: Develop a process by which a bureau would design a public involvement process.
- ❑ 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
20. Recommendation: Develop a process by which a bureau would implement the public involvement process.
- ❑ 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

21. Recommendation: 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.
22. Recommendation: Create position of Public Information specialist to coordinate inter-bureau development of citywide communication and media strategy.
23. Recommendation: Create internal citywide web-based database for list management and web-based stakeholder interest list sign-up options.
24. Recommendation: Develop staff education and training program on best practices and culturally appropriate public involvement skills.
25. Recommendation: Review the role of the Office of Neighborhood Involvement and its location in the structure of City government.
26. Recommendation: Coordinate efforts to diversify public involvement efforts with the Office of Affirmative Action’s Citywide Diversity Development Coordinating Committee.

## **Accountability**

27. Recommendation: Develop a general public involvement 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.
28. Recommendation: *Placeholder for recommendation about bureau directors reporting to Council with one-year progress reports on implementing these proposals. (Accountability Workgroup wanted this in here but I could not find recommendation.)*
29. Recommendation: State responsibility for development and implementation of public involvement plans in public involvement staff position descriptions. Include support for and compliance

with public involvement principles and requirements as an element of annual reviews for bureau directors, project managers and staff.

30. Recommendation:

Require documenting public involvement process in ordinance paperwork, “ordinance backing,” before submitting to Council.

**For more information:**

<http://www.portlandonline.com/oni/index.cfm?c=29118>

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