

Bureau Innovation Project Phase I – Work Plan

Number & Recommendation	#9, Public Involvement		
Date	August 3, 2005	End date to Implement (if known)	Summer 2006
Co-leads <small>(indicate point person to facilitate communications between the Mayor's Office)</small>	Steering Committee: Eileen Argentina*, JoAnn Bowman, Barbara Hart, Brian Hoop * point person for work team		

Please complete each of the following questions re: your work team's work plan to implement its recommendation. At the end of this template is an overview of the general phases each work team will be expected to complete.

1. Given the nature of the recommendation, what are some working values or principles to guide the work team?

Already existing:

- Principles of Public Involvement, 1996.
- Work of the Public Involvement Task Force, including the mission statement, definition of public involvement, and other draft work product developed but not finalized by the group.
- Relevant parts of Administrative Services Review report.

2. What actions are necessary to develop an implementation plan for Council to review and adopt?

Possible work products:

- Ordinance implementing Public Involvement Principles, establishing minimum standards of practices, and assisting City bureaus to effectively implement best practices. PI Policies and procedures.
- Public Involvement models and tools that reflect adopted principles.

Action	Target Date of Completion
Recruit community members. Hold committee meeting and establish schedule of regular meetings. Review and discuss workplan, goals/objectives, delegated tasks, and timelines. Finalize workplan, objectives, and priorities.	June – August 2005
Convene work group and sub committees necessary to complete priority workplan items and produce draft products for public review and council	August – June 2006

adoption.	
Finalize reports and products for public review and city adoption.	Summer 2006

Notes:

3. How do the proposed actions take into consideration the suggested approach from the discussion draft for the recommendation (found in Part 1 of the *Report on the Bureau Innovation Project*).

Once formed, the committee will review the discussion draft for the recommendation and incorporate these ideas into the group's workplan.

A preliminary review of the discussion draft suggests these topics will be among those considered:

- Work with #8 BIP committee to define Civic Governance.
- Address issue of budgeting for public involvement and outreach within each bureau to support implementation of public involvement standards and practices.

4. How have all opinions of work team members been incorporated into this work plan?

This draft work plan will be discussed and finalized with the full work team once all members are chosen.

5. What questions does the work team have for the Implementation Team (Councilors, bureau directors, and key stakeholders) on June 9?

Questions	Notes
Can we relay to our committee some guidance from Council regarding balancing resources for direct service delivery with the resources needed for meaningful involvement by the community?	We anticipate that some committee members will want to better understand the will of the Council on this topic given recent budget decisions. The emphasis on provision of direct services in some cases resulted in reduced resources for public involvement, yet we know that restoring public confidence in decisionmaking is a strong desire of Council.
How will this work be integrated with the work of BIP #8?	

6. How will each team member report to and elicit feedback from direct service employees from her/his bureau in the work team? (compile team member responses below, or attach separate sheets from each team member)

- Hold periodic meetings with the informal network of city public involvement and outreach staff.
- Work plan will include detailed approach to facilitating discussion within each participating bureau and with community organizations represented in the group.
- The work plan will include a detailed plan to inform and engage the broader community and key stakeholders.

7. What are the staffing needs of the team in order to develop an implementation plan to be reviewed by the Implementation Team?

Staffing needs will be determined as part of the development of the work plan for this team.

Report submitted by: _____
Sponsor/Chair

Upcoming Phases for Each Work Team (note: teams will progress through phases at varying rates; some teams have deadlines—see schedule; phases will be refined as process develops)

Phase I—Work plan Development

Teams describe actions/timeline to develop a detailed implementation plan.

Phase II—Definition and Assessment of Issue(s) Raised by Recommendation

Teams define the issue(s) raised in their recommendation and assess the issue(s) by describing current status, past efforts to address issue(s), strengths and weaknesses, and other appropriate areas to gain a better understanding of the issue(s).

Phase III—Option Identification and Impact Analysis of Each Option

Teams review definition/assessment of issue(s); research and identify options to address issue(s); and analyze the merits of each option.

Phase IV—Option Review by Work teams

Teams discuss, develop, and select options for recommendation to the Implementation Team.

Phase V—Option Selection by the Implementation Team

Implementation team reviews and decides upon options for implementation of recommendation.

Phase VI—Implementation/Transition Plan Development

Teams develop implementation and transition plans for recommendation, including budget/contract estimates.

Phase VII—Adoption by Implementation Team

Implementation team reviews and adopts implementation/transition plans to make each recommendation materialize.