

**Agenda for BIP # 9 Meeting
10/26/05**

#	ITEM	Action Needed	Time
1.	Greetings/Introductions	Information	10 min
2.	Public Comment Time	Discussion	5 min
3.	Approve Notes	Approval	5 min
4.	Accept Revised Goal Statement	Approval	10 min
5.	Project Classification	Discussion	50 min
6.	Committee Workplan	Discussion/Agreement	20 min
7.	Plan Next Meeting/Holiday Schedule	Discussion	15 min

BIP #9, Develop Consistent Public Involvement * Procedures

Goal: The City of Portland currently lacks consistent standards, accountability mechanisms and expectations for involving and informing community members and stakeholders in its decision-making processes. This effort will focus on internal city reforms regarding public involvement processes and creating consistent expectations and processes for public involvement activities depending on the type of project. Additionally, it will articulate the process by which community members and stakeholders participate on boards and commissions.

Creativity and flexibility for the individual needs of projects will be supported.

This effort will focus on how city staff and officials interact with the community and create publicly-shared expectations around types of projects requiring public involvement and public involvement processes.

*For the purposes of this work, we are using a broad definition of public involvement that includes the full spectrum - from public information to public involvement to public engagement.

**BIP #9: Public Involvement
Proposed Topic Focused Meeting Schedule
Worksheet for Committee Public Involvement Discussion**

Meeting Timeframe	Topic(s) for Review/Decision Making	Public Review/Input
August 2005	Teambuilding (Roles, Work Plan, Goals) Determine Problem Statement	
September 2005	Review “Principles of Citizen Involvement” Classification of Projects/Programs	
October 2005	Approve Classification System Discuss How to Involve Interested Parties	
November 2005	Approve Public Involvement Plan for BIP # 9 Discuss Questionnaire/Checklist Template Requirements	
December 2005	Approve Questionnaire/Checklist Template Discuss Policy Template Requirements	
January 2006	Approve Policy Template Discuss Public Involvement Plan Template Requirements	
February 2006	Approve Public Involvement Plan Template Revisit/Refine “Principles of Public Involvement” Discuss Implementation/Education/Evaluation	
March 2006		
April 2006	Any other outstanding items	
May 2006	Review drafts – discuss and update	
June 2006	Finalize documents for public review and City adoption	

Options for public involvement brainstormed at 9/28/05 BIP # 9 meeting:

- “Road show” presenting draft documents to different interest groups
- Use a survey on the Team’s website
- Develop a work plan for ourselves
- Utilize Community Visioning process being done by Mayor’s Office (BIP #1)
- Information table soliciting feedback at events we host
- Talk to the Metro citizen involvement committee
- Try to coordinate with other processes
- Use the email/ mailing list from past public involvement task force
- Remember to provide context to public before asking questions
- Take into account different expectations for different levels of involvement depending on the stakeholders
- Need to tie into BIP Teams 1 & 8 which are working on similar issues
- Brainstorm other stakeholder groups beyond who we reach
- Communicate in other languages