City of Boulder

Public Participation Working Group

Monday, April 10, 2017

4:00 pm – 7: 00 pm

Municipal Service Center, 5050 East Pearl St., MSC Large Conference Room

Agenda

Meeting Purpose: To finalize the proposed Framework for Recommendations. To discuss the integration of additional recommendations and items that have come up in previous PPWG discussions. To establish future meeting milestones and a timeline for Recommendation drafting.

Time	Agenda Topic
4:00 pm – 4:10 pm	**Welcome and Agenda Review**
4:10 pm – 4:20 pm	**Public Comment**
4:20 pm – 5:30 pm	**Presentation and Approval: Presentation of the "Levels, Steps, Principles and Structures Framework for Recommendations."** Desired Outcome: PPWG reviews and approves the "Levels, Steps, Principles and Structures Framework for Recommendations." PPWG provides feedback and determines next steps.
5:30 pm – 6:15 pm	**Review and Discussion**: **Review and discuss draft Report Outline and recommendations/ themes to incorporate into the Final Report.** Desired Outcome: PPWG discusses and identifies additional recommendations and items to address in the Final Report.
6:15 pm – 6:25	**Break**
6:25 pm – 6:35pm	**Review and Discussion: Review questions from City Council and ensure that they are adequately addressed.** Desired Outcome: PPWG understands and determines a way to incorporate questions from City Council into the Final Report Recommendations.
6:35 pm – 6:50 pm	**Review and Discussion: Draft Recommendations and Timeline** Desired Outcome: PPWG agrees on schedule for April, May and June meetings for Recommendation Drafting
6:50 pm – 7:00 pm	**Public Comment**

PPWG Members, Staff and Council Attendees:
Lisa Morzel, Lisa Harris, DeAnne Butterfield, Marjorie Larner, Sean Collins, Carol Cogswell, Michael Caplan, Claire Riley, Bill Shrum, Jean Gatza, Brady Robinson

Facilitators:
Jonathan Bartsch, Taber Ward

Members of the Public:
Lydia Reinig

Agenda Review
- Need more time on the Agenda to Review City Council questions
- This meeting wasn't noticed in the paper, maybe why no one is here
- Include City Council socialization with Recommendations

Report Framework and Graphic
- The PPWG worked through the Report Graphic with the intent of getting agreement on the entire graphic as a framework to integrate different research products and recommendations.
- The framework graphic evolved out of systems and cultures subcommittee.
- There were general conversations around how specific or general the PPWG should be in addressing these principles and outlining a rational of the principles.
- There was also general discussion around who is the audience of the document
- Need a definition section to define some of these concepts

- **Core Principles**
  - **#3 – all voices are included. The group agreed that this statement was too broad and should be changed to one of the following:**
    - "All interested, impacted stakeholders"
    - "All impacted stakeholders" are included in the process and given opportunity to be included in the process"?
    - Diverse voices – add "perspectives"
    - Is the word stakeholders too exclusive?

      More work to be done to refine this Core Principles

  - **#2 – as early as possible.**
    - Concern about generalities of terms used.

- **Supporting Structures (add formats, venues)**
  - Need to define what this means.
  - Concerns with Supporting Structures – haven't spent a lot of time on "supporting structures"
  - This could be a powerful section if we could show how the Steps support the Principles and Values
    - These Steps are in support of the Principles
    - Principles support the Recommendations
  - This section needs to be aligned with steps
  - Put forth 3-4 specific examples of how a project might be laid out or implemented on an example project
  - I.e. Timeline to show an example of a process
  - These are either issues that should be responded to or they are included in recommendations"?
  - Are these "Precursors for success"
  - Are these part of recommendations?

- **Steps**
  - Changes
  - **Define the issue –** this is the issue within a larger context – change to "define the work" or add "issues"
  - #4 – change issue to issues
  - **Define data and information needs and** "frame the problem statement"**–** data may not be relevant to the issue that has been outlined.
  - **Gather ideas from diverse sources, move from #5 to #1**
  - The steps will be circular and redundant. Note that this is not linear and it's an iterative process -- make sure all of these steps are included at some point
  - **Break these into Three Phases of STEPS**
    - Steps 1-4 (seems like this is all about defining the work, Definition)

- 5-7 – (Problem Solving)
- 8 and 9 – Implementation, Solution and Responsiveness to Failure

- **Why is "levels of engagement" separate from "defining the work?"**
  o Fold levels of engagement be folded into "scope, scale and complexity"
  o It's not a "one-size-fits all" problem
  o Step #3 recognizes the level of engagement in the public involvement plan.
  o Put in parenthesis (inform, consult, involve, collaborate) or in the appendix
  o **Need to make sure "levels of engagement" does not show hierarchy – it's just # of people involved.**
  o **Again, need definition section**
  o **Action: Fold Levels of Public Engagement into Step 3 and then call this out later in detail re: what this means**

- **Framework correction and questions to be answered:**
  o Carol's framework weaves throughout all of the issues, it is not only about the website
  o Action: Work on the issues section to integrate issue and timelines.
  o Should the group identify specific projects to demonstrate an issue and identify the problems?
  o How specific do we want to be?
    - Define the issues and specific examples
  o The final report needs to make a bold, definitive statement of the overall problem. Make the case for change – everyone is the audience.
  o Case studies as appendices or within the issue statement?
  o Introduction should include the diversity of perspectives and how the conversation has evolved.
  o Put city Council questions up front to "make the case;" blueprint and pop-up bullets
  o Incorporate into the steps – goals and vision

Marjorie's Recommendations - could be organized via the steps
- Guidelines and codes of conduct – designed to committee and the public looks at this and a code of conduct/Recommendation is – have a set of guidelines that are jointly developed // committee to develop these
  o "Rules of Decorum" posting on Atrium door when you walk in. Lisa sent to Taber and Taber sent to PPWG
- Commissions, Work Groups – is this beyond the scope of our group? This is a political process?
  o Mix of experts, advocates and regular citizens
- Innovation – at the front end to take risks or at the back end to assess and evaluate
- Roles and responsibilities - Office of Public engagement – setting forth what we would like an office or something to do and the function of the office.
  o Functionality and desired outcome. #3 on yellow page
- Uniformity of materials– Consistency with flexibility, every project that get puts up on the website has some uniformity
  o Standardized with flexibility – predictability and comprehensibility by the public, ie Chautauqua plan
  o Solutions Blueprint
- Summarize what has come from public input – this is important and should be elaborated on
- Summarize public meetings – Inside Boulder (weekly news show and this will say things that happened in the City) this is located on the City Council website

Next Steps
  o **CDR to revise Outline**
  o **Phase 1:**
    - Align Recommendations and Steps – make 1 list of recommendations by 4/19 – Marjorie and DeAnne
    - Issues/Define the Problem and City Council Questions – Lisa, Claire, Carol
  o **Phase 2:**
    - Work on **Goals, Vision, Outcomes**
    - Create specific examples
  o **Phase 3**
    - Develop a plan for public input to socialize work product with the public post-City Council Presentation
  o **Phase 4**
    - Write and Edit the Report

Next Meeting Dates – all at 5050 Pearl Street
April 19
May 8
May 22