PUBLIC PARTICIPATION SPECTRUM

(from International Association for Public Participation)

INFORM	CONSULT	INVOLVE	COLLABORATE	<i>EMPOWER</i>
Objective	Objective	Objective	Objective	Objective
To provide the public with	To obtain public feedback on	To work directly with the public	To partner with the public in each	To place final decision making
balanced and objective	analysis, alternatives, or	throughout the process to ensure	aspect of the decision including the	in the hands of the public.
information to assist them in	decisions.	that public and private concerns are	development of alternatives and	
understanding the problem,		consistently understood and	the identification of the preferred	
alternatives, or solutions.		considered.	solution.	
Promise to the Public	Promise to the Public	Promise to the Public	Promise to the Public	Promise to the Public
We will keep you informed.	We will keep you informed,	We will work with you to ensure	We will look to you for direct	We will implement what you
	listen to and acknowledge	that your concerns and issues are	advice and innovation in	decide.
	your concerns, and provide	directly reflected in the alternatives	formulating solutions and	
	feedback on how public input	developed and provide feedback on	incorporate your advice and	
	influenced the decision.	how public input influenced the	recommendations into the	
		decision.	decisions to the maximum extent	
			possible.	

CURRENT MINNEAPOLIS PARTICIPATION SPECTRUM

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
•	Information letters	Public hearings	Public meetings	Citizen Advisory Committees	
•	Informational flyers	Website forms	Citizen Advisory Committees	 Neighborhood Action Plans 	
•	Email alerts	Project meetings			
•	Website information	Public meetings			
•	News releases/articles	• Surveys			
•	Brochures	Citizen Advisory			
•	Newsletters	Committees			
•	Telephone calls				
•	In-person contact				
•	City calendar				
•	Signage				

	CITY CLERK	CCP/SAFE MPD	MCDA	MPRB	NRP	CITY BUDGET PROCESS Cons. Plan/CLIC	PLANNING	PUBLIC WORKS	REGULATORY SERVICES	STRATEGIC PLANNING/GOAL SETTING
INEODMAT	ION (ONE WA)	Y COMMUNICATION								
INFORMATIO		COMMUNICATION)							
		Quarterly newsletter to volunteers (crime prevention block leaders, contacts and McGruff House volunteers) National Night Out mailing (May) Crime statistics (monthly/as requested)	Information on 'big' issues Development Newsletter	Park planning meeting notices (postcard notices 3 blocks around any proposed improvement)	NRP Link Newsletter Annual Progress Report	Consolidated plan	Meeting notifications to neighborhood groups and residents related to ongoing planning activities Public notice requirements associated with public hearing activities	Sent to neighborhoods and residents related to area construction activities Sent to affected residents when flushing hydrants	License renewal notices Special request enforcement initiative letters to neighborhoods Letters to residents and rental property owners on the requirements of the Housing Maintenance Code.	• yes • 1-way
INFORMATIO	NAL FLYERS									
		Crime prevention literature (ongoing) Crime alerts (issued as patterns emerge) Flyers developed for specific crime trends, details		Completed at all 49 recreation centers (used to inform and invite participation)		• Yes	Notification of meetings to neighborhood groups and residents related to ongoing planning activities	Brochures (CSO, SW, Snow Emergency) SW is required by law to notify residents	For education of citizens, and business owners about specific housing code requirements	• Yes
EMAIL ALERT	ΓS						•			
	 agendas w/public hearing information to e-mail lists 	Issued as patterns emerge Crime prevention messages (weekly to subscribers)		 Meeting notices and summaries Special activities	Email alerts	Consolidated plan	CPC CoW agendaCPC agendaBOA agendaHPC agenda	Snow alerts Traffic alerts	Receive constituent complaints through use of MNIS and direct email	• yes
CITY CALEND	OAR	,				1	·	•	l .	
	• Yes • Prepare own city calendar	Date of National Night Out listed	Yes (pay a portion of cost)	Supply written information and photographs for calendar each year		• yes	Listed in phone directory	Snow, solid waste, water important numbers	Clean Minneapolis Education Campaign for housing	
WEBSITE INFO		T			1	1	T	1	1	T
	 Committee agendas/electron ic packets City Council agendas/official publications Meeting schedules 	Description of services, general crime prevention and problem-solving information announcements Information materials and crime alert pdf files (download and print) Registration for National Night Out Links to SAFE teams' email addresses	www.mcda.org Operating Committee and Board of Commissioners agendas and reports MCDA-owned property information Policies Project summaries Program information Directories	• www.mprb.org	www.nrp.org PlanNet NRP database	yesConsolidated plan	 Copies of completed plans HPC application forms LRT information CPC meeting schedule 	forms for streetlights out reporting potholes	Customer feedback section CNAP website for business development and support Environmental website – maps, permit information, educational information	• yes • 1-way and 2-way

CITY CLERK	CCP/SAFE MPD	MCDA	MPRB	NRP	CITY BUDGET PROCESS Cons. Plan/CLIC	PLANNING	PUBLIC WORKS	REGULATORY SERVICES	STRATEGIC PLANNING/GOAL SETTING
WANTENED BELLE A CECUA DELCA DE	20								
TV/NEWS RELEASES/ARTICLE	Teams send articles to neighborhood newspapers Press releases and articles promoting National Night Out, Building Blocks awards, other topics MPD Live! Live call-in TV show broadcast first and third Tuesdays.	Press releases Newsletter Media calls and contacts	Regular submissions to Strib, PP and neighborhood newspapers Many neighborhood newspapers print MPRB program offerings as regular columns	Provide support to the MTN Neighborhood News Program		Community Calendar (STrib) notices of public meetings	News releases/articles (traffic studies, capital projects, changes in work, upcoming meetings) Some publications are mandated (Finance and Commerce)		• Yes • 1-way
BROCHURES	, in the second								
	Crime prevention literature (ongoing) Crime alerts (issued as patterns emerge) Flyers developed for specific crime trends, details	Oodles, including brochures on programs, policies, general MCDA information, navigating the process, etc. Annual Report of Accomplishments Numerous reports (brownfields, historic preservation, riverfront development, etc.)	Program and service specific (designed and distributed by the program) Quarterly programs (each of the 49 recreation centers produces a seasonal brochure outlining programs available for residents) Jump In! (program information produced 2/3 times each year listing programs/events, etc. Publication is mailed to every household in the city (over 180,000)			TMP informational brochures Neighbhorhood data summaries	CSO SW (required by law to notify residents) Snow Emergency	Neighborhood newsletters regarding seasonal housing inspection activities Housing Maintenance Code Guide for tenants and rental property owners. "How to Protect Your Business" "How to Apply for a Business License" Homeonwer Night brochures Environmental brochures regarding noise, odor, phosphorus, food safety, lead poisoning prevention	• Yes • 1-way
SIGNAGE		1					I		
	McGruff House signs on participating homes Watch Force signs distributed to new block clubs (residents can purchase own) No Trespassing signs (in several languages) distributed to bsinesses who give police permission to arrest trespassers Building Blocks Awards signs posted on selected winningblocks	On project signs	Regulatory and informational signs (wading pools, beaches, gym rules, dog park regulations, park names, park usage/rules etc.)				Project description, timeline, why and project manager name/phone number Major downtown projects and some large residential projects	• yes	

CITY CLERK	CCP/SAFE MPD	MCDA	MPRB	NRP	CITY BUDGET PROCESS Cons. Plan/CLIC	PLANNING	PUBLIC WORKS	REGULATORY SERVICES	STRATEGIC PLANNING/GOAL SETTING
	NH D				Cons. 1 fan/CLIC				SETTING

COMMUNITY ENGAGEMENT (TWO-WAY COMMUNICATION)

PUBLIC HEARINGS							
Project based - requesting citizen input		 Minimum of 3 meetings Project notification sent to residents 3 blocks surrounding project Public notice in papers Meeting notice to park councils and impacted neighborhood groups Invitations to special interest groups and area businesses 		• Yes			Various town hall meetings on environmental topics
Policy based - requesting citizen input and required by law • Publish notices in Finance & Commerce • Notice on Cable Access • E-mail agendas w/public hearings listed to e-mail lists	Land Sales (CPC) Issuance of Bonds (CPC) Plan Modifications (CPC) New policies and amendments to existing policies		Require 45-day neighborhood review process for adoption of new policies by NRP Policy Board Require community involvement for specific changes to approved Neighborhood Action Plans through the Plan Modification Policy Require broad-based community involvement in the development and approval of Neighborhood Action Plans through Participation Agreement contracts Conduct annual neighborhood representative election process for seats on the NRP Policy Board	• Yes	 Zoning amendments (CPC, Z&P) Conditional Use Permits (CPC) Site Plan Review (CPC) Subdivision Plat and Registered Land Surveys (CPC) Minor subdivisions (CPC) Changes/Expansions of nonconforming uses (CPC) Street/alley vacations (CPC) Location & Design Review/Sale of Public Land (CoW) 40 acre zoning studies (CPC, Z&P) Moratoria and Waivers (Z&P) Variances (CPC) Board of Adjustment (BOA) Appeals (Z&P) Comp. Plan amendments (CPC, Z&P) Master plans (CPC, Z&P) Development Objectives (CPC, Z&P) Architectural 	Held when projects involve assessments Held when projects involve ordinance changes	 Liquor licenses Sidewalk café licenses Ordinance changes Rental licensing revocation and reinstatement approvals When required by ordinance on environmental topics

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						design/urban design of public infrastructure (TPW) • (HPC)			
WEBSITE INFORMATION	T	T	ı	1	T	T	T	T	ı
Meeting schedules	 Registration for National Night Out Links to SAFE teams' email addresses 	Solicitation of input on plans and policy issues				HPC application forms	Forms for streetlights out reporting potholes		
CITIZEN SURVEYS									
	Block leader surveys	 Business survey (occasionally) Annual monitoring survey of neighborhood groups 						Homeowner Night comments card	
TELEPHONE CALLS		neignoomood groups							
• yes MEETINGS	Multiple calls from residents daily concerning basic information, block club maintenance, problem addresses Each team has at least	thousands Neighborhood group	ongoing Park planning projects		Consolidated plan	Zoning office: answering general questions Planning Office: miscellaneous calls to planners (seeking information on current projects, future direction of city development, planning goals, etc.) Related to area plans	Staff calling to get/give information Others calling to get or give information Project meetings (open	Answering questions on general office lines Inspectors answer direct lines Special event planning	• Yes
	one in district - from Crime Prevention Committees, organizing committees, specific issue-related committees	meetings • Project review committees • Interest-based meetings (riverfront)	CACs			and projects	houses, part of agenda, entire agenda) • PW staff initiative, neighborhood requests, partners' initiatives, and/or Council Member initiative	Nuisance Business Committees On special request from neighborhoods when City Council to concentrate on certain housing inspection activities within a neighborhood	• 2-way
OUTREACH	_	_			_			-	
				Conduct citywide training sessions and conferences		Presentations/panel discussions with local business groups and organizations, chapters of local professional organizations, local educational groups and classes, touring officials (from U.S.			

CI	ITY CLERK	CCP/SAFE MPD	MCDA	MPRB	NRP	CITY BUDGET PROCESS Cons. Plan/CLIC	PLANNING	PUBLIC WORKS	REGULATORY SERVICES	STRATEGIC PLANNING/GOAL SETTING
me • Comme • Ch	ty Council eetings ommittee eetings narter	New block club - neighborhood watch meetings (several/year) Crime Prevention Block Leader meetings	Neighborhood group meetings Project review committees Interest-based meetings (givenfort)	Park Activity Councils Special committees (to examine improvements or to study appropriate usage of a given area)		Cons. I fair CLIC	and other countries) • Walking/van/bus tours with local, national, or international groups, professional organizations, classes, and touring officials • 35W access project • Upper River Implementation Advisory Group • MET Council TAC	Project meetings (TACs, open houses, part of agenda, entire agenda) PW staff initiative, neighborhood requests,	Licensing: Downtown Security Council Alcohol Compliance Task Force	SETTING
	mmission petings	(at least 2x / district/yr) Block Leader trainings (25 per year) Business Assn mtgs (some mnthly /varies by district) Home and Business Security Checks (residents schedule) Property owner/landlord ntgs (as problems arise, scheduled by staff) Neighborhood Association meetings (monthly to quarterly) Precinct Advisory Councils (monthly) Sex offender notification meetings (ongoing as Level 3 offenders are released) Various crime prevention related wkshps - personal safety, home security, rental owners wkshps (several/yr)	meetings (riverfront)				and TAB Mills District TAC Skyway Advisory committee 46 th St. Project Review committee Marshall St. TAC SEED Implementation committee Bicycle Advisory committee Riverfront Interjurisdictional Coordination committee River Forum committee American Heritage Rivers Initiative	neighborhood requests, partners' initiatives, and/or Council Member initiative	Mayor's Committee on Disabilities Housing Inspection: Neighborhood meetings Housing Board of Appeals Rental Licensing Board of Appeals Assessment Hearings Environmental Services: Citizens Environmental Advisory Committee Food Safety Advisory Council Lead Network	

	MCDA	MPRB	NRP	CITY BUDGET PROCESS	PLANNING	PUBLIC WORKS	REC
MPD				Cons. Plan/CLIC			

CITY CLERK	CCP/SAFE MPD	MCDA	MPRB	NRP	CITY BUDGET PROCESS Cons. Plan/CLIC	PLANNING	PUBLIC WORKS	REGULATORY SERVICES	STRATEGIC PLANNING/GOAL SETTING
**************************************		v.							
INFORMATION (ONE-WA INFORMATION LETTERS	Y COMMUNICATION,	<u>)</u>							
INFORMATION LETTERS	Quarterly newsletter to	Information on 'big'	Park planning meeting	NRP Link Newsletter	Consolidated plan	Meeting notifications	Sent to neighborhoods	License renewal notices	• yes
	volunteers (crime prevention block leaders, contacts and McGruff House volunteers) National Night Out mailing (May) Crime statistics	issues • Development Newsletter	notices (postcard notices 3 blocks around any proposed improvement)	Annual Progress Report	Consonance pain	to neighborhood groups and residents related to ongoing planning activities • Public notice requirements associated with public hearing activities	and residents related to area construction activities • Sent to affected residents when flushing hydrants	Special request enforcement initiative letters to neighborhoods Letters to residents and rental property owners on the requirements of the Housing Maintenance Code.	• 1-way
INCODMATIONAL ELVEDO	(monthly/as requested)							<u> </u>	
INFORMATIONAL FLYERS	1 0: :		0 1, 1 , 11, 10		l v	NT ('C' (' C	D 1 (CCC CTT	F 1 C	
	Crime prevention literature (ongoing) Crime alerts (issued as patterns emerge) Flyers developed for specific crime trends, details		Completed at all 49 recreation centers (used to inform and invite participation)		• Yes	Notification of meetings to neighborhood groups and residents related to ongoing planning activities	Brochures (CSO, SW, Snow Emergency) SW is required by law to notify residents	For education of citizens, and business owners about specific housing code requirements	• Yes
EMAIL ALERTS				,		Ш			
agendas w/public hearing information to e-mail lists	Issued as patterns emerge Crime prevention messages (weekly to subscribers)		Meeting notices and summaries Special activities	Email alerts	Consolidated plan	CPC CoW agenda CPC agenda BOA agenda HPC agenda	Snow alerts Traffic alerts	Receive constituent complaints through use of MNIS and direct email	• yes
CITY CALENDAR	T 5 032 137 1	T /		1	T	T	T a 111	T at 15: 11	I
Yes Prepare own city calendar	Date of National Night Out listed	Yes (pay a portion of cost)	Supply written information and photographs for calendar each year		• yes	Listed in phone directory	Snow, solid waste, water important numbers	Clean Minneapolis Education Campaign for housing	
WEBSITE INFORMATION	T 5 · · · · · ·	,							
Committee agendas/electron ic packets City Council agendas/official publications Meeting schedules	Description of services, general crime prevention and problem-solving information announcements Information materials and crime alert pdf files (download and print) Registration for National Night Out Links to SAFE teams' email addresses	www.mcda.org Operating Committee and Board of Commissioners agendas and reports MCDA-owned property information Policies Project summaries Program information Directories	• www.mprb.org	Www.nrp.org PlanNet NRP database	ves Consolidated plan	 Copies of completed plans HPC application forms LRT information CPC meeting schedule 	forms for streetlights out reporting potholes	Customer feedback section CNAP website for business development and support Environmental website – maps, permit information, educational information	• yes • 1-way and 2-way
TV/NEWS RELEASES/ARTICLE		T			T	-	Ι	ı	T -
	 Teams send articles to neighborhood newspapers Press releases and articles promoting National Night Out, 	 Press releases Newsletter Media calls and contacts	Regular submissions to Strib, PP and neighborhood newspapers Many neighborhood newspapers print	Provide support to the MTN Neighborhood News Program		Community Calendar (STrib) notices of public meetings	News releases/articles (traffic studies, capital projects, changes in work, upcoming meetings) Some publications are		• Yes • 1-way

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	Building Blocks awards, other topics • MPD Live! Live call-in TV show broadcast first and third Tuesdays.		MPRB program offerings as regular columns				mandated (Finance and Commerce)		
BROCHURES	T	T	T	1	T	T	T ====	T	T ==
	Crime prevention literature (ongoing) Crime alerts (issued as patterns emerge) Flyers developed for specific crime trends, details	Oodles, including brochures on programs, policies, general MCDA information, navigating the process, etc. Annual Report of Accomplishments Numerous reports (brownfields, historic preservation, riverfront development, etc.)	Program and service specific (designed and distributed by the program) Quarterly programs (each of the 49 recreation centers produces a seasonal brochure outlining programs available for residents) Jump In! (program information produced 2/3 times each year listing programs/events, etc. Publication is mailed to every household in the city (over 180,000)			TMP informational brochures Neighbhorhood data summaries	SW (required by law to notify residents) Snow Emergency	Neighborhood newsletters regarding seasonal housing inspection activities Housing Maintenance Code Guide for tenants and rental property owners. "How to Protect Your Business" "How to Apply for a Business License" Homeonwer Night brochures Environmental brochures regarding noise, odor, phosphorus, food safety, lead poisoning prevention	• Yes • 1-way
SIGNAGE								poisoning prevention	
	McGruff House signs on participating homes Watch Force signs distributed to new block clubs (residents can purchase own) No Trespassing signs (in several languages) distributed to bsinesses who give police permission to arrest trespassers Building Blocks Awards signs posted on selected winningblocks	On project signs	Regulatory and informational signs (wading pools, beaches, gym rules, dog park regulations, park names, park usage/rules etc.)				Project description, timeline, why and project manager name/phone number Major downtown projects and some large residential projects	• yes	

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COMMUNITY ENGAGEMENT (TWO-WAY COMMUNICATION)

COMMUNITY ENGAGEM	ENT (TWO-WAY COMMUNICATION)							
PUBLIC HEARINGS								
Project based - requesting citizen input		Minimum of 3 meetings Project notification sent to residents 3 blocks surrounding project Public notice in papers Meeting notice to park councils and impacted neighborhood groups Invitations to special interest groups and area businesses		• Yes			Various town hall meetings on environmental topics	
Policy based - requesting citizen input and required by law • Publish notices in Finance & Commerce • Notice on Cable Access • E-mail agendas w/public hearings listed to e-mail lists	Land Sales (CPC) Issuance of Bonds (CPC) Plan Modifications (CPC) New policies and amendments to existing policies		Require 45-day neighborhood review process for adoption of new policies by NRP Policy Board Require community involvement for specific changes to approved Neighborhood Action Plans through the Plan Modification Policy Require broad-based community involvement in the development and approval of Neighborhood Action Plans through Participation Agreement contracts Conduct annual neighborhood representative election process for seats on the NRP Policy Board		 Zoning amendments (CPC, Z&P) Conditional Use Permits (CPC) Site Plan Review (CPC) Subdivision Plat and Registered Land Surveys (CPC) Minor subdivisions (CPC) Changes/Expansions of nonconforming uses (CPC) Street/alley vacations (CPC) Location & Design Review/Sale of Public Land (CoW) 40 acre zoning studies (CPC, Z&P) Moratoria and Waivers (Z&P) Variances (CPC) Board of Adjustment (BOA) Appeals (Z&P) Comp. Plan amendments (CPC, Z&P) Development Objectives (CPC, Z&P) Architectural design/urban design of public infrastructure (TPW) 	Held when projects involve assessments Held when projects involve ordinance changes	 Liquor licenses Sidewalk café licenses Ordinance changes Rental licensing revocation and reinstatement approvals When required by ordinance on environmental topics 	

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• Meeting	Registration for	Solicitation of input	I		1	• IIDC amplication	- Forms for streetlights		I
schedules	National Night Out	on plans and policy				HPC application forms	Forms for streetlights out		
senedues	• Links to SAFE teams'	issues				TOTHIS	reporting potholes		
	email addresses								
CITIZEN SURVEYS					1				
	Block leader surveys	Business survey						Homeowner Night	
		(occasionally)						comments card	
		 Annual monitoring survey of 							
		neighborhood groups							
TELEPHONE CALLS	l l			-I	·	■			
• yes	Multiple calls from	• thousands	 ongoing 		Consolidated plan	• Zoning office:	Staff calling to get/give	Answering questions on	
	residents daily					answering general	information	general office lines	
	concerning basic					questions	Others calling to get or	Inspectors answer direct	
	information, block club maintenance, problem					Planning Office: miscellaneous calls to	give information	lines	
	addresses					planners (seeking			
						information on			
						current projects,			
						future direction of			
						city development,			
MEETINGS						planning goals, etc.)			
MEETINGS	Each team has at least	Neighborhood group	Park planning projects			Related to area plans	Project meetings (open	Special event planning	• Yes
	one in district - from	meetings	CACs			and projects	houses, part of agenda,	Nuisance Business	• 2-way
	Crime Prevention	Project review					entire agenda)	Committees	,
	Committees,	committees					 PW staff initiative, 	On special request from	
	organizing committees,	 Interest-based 					neighborhood requests,	neighborhoods when	
	specific issue-related	meetings (riverfront)					partners' initiatives,	City Council to	
	committees						and/or Council Member initiative	concentrate on certain	
							Welliber illitiative	housing inspection activities within a	
								neighborhood	
OUTREACH						1			
				Conduct citywide		Presentations/panel			
				training sessions and		discussions with local			
				conferences		business groups and			
						organizations, chapters of local			
						professional			
						organizations, local			
						educational groups			
						and classes, touring			
						officials (from U.S.			
						and other countries)			
						Walking/van/bus tours with local,			
						national, or			
						international groups,			
						professional			
						organizations, classes,			
						and touring officials			

CITY	CCP/SAFE MPD	MCDA	MPRB	NRP	CITY BUDGET PROCESS Cons. Plan/CLIC	PLANNING	PUBLIC WORKS	REGULATORY SERVICES	STRATEGIC PLANNING/GOAL SETTING
ONGOING MEETING	S/ADVISORY GROUPS								
City Comeeting Commenter Charte commenter meeting	negs neighborhood watch meetings (several/year) • Crime Prevention Block Leader meetings (at least 2x / district/yr)	Neighborhood group meetings Project review committees Interest-based meetings (riverfront)	Park Activity Councils Special committees (to examine improvements or to study appropriate usage of a given area)			35W access project Upper River Implementation Advisory Group MET Council TAC and TAB Mills District TAC Skyway Advisory committee 46 th St. Project Review committee Marshall St. TAC SEED Implementation committee Bicycle Advisory committee Riverfront Interjurisdictional Coordination committee River Forum committee River Forum committee American Heritage Rivers Initiative	Project meetings (TACs, open houses, part of agenda, entire agenda) PW staff initiative, neighborhood requests, partners' initiatives, and/or Council Member initiative	Licensing: Downtown Security Council Alcohol Compliance Task Force Mayor's Committee on Disabilities Housing Inspection: Neighborhood meetings Housing Board of Appeals Rental Licensing Board of Appeals Assessment Hearings Environmental Services: Citizens Environmental Advisory Committee Food Safety Advisory Council Lead Network	