

PUBLIC PARTICIPATION SPECTRUM
(from International Association for Public Participation)

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

CURRENT MINNEAPOLIS PARTICIPATION SPECTRUM

<i>INFORM</i>	<i>CONSULT</i>	<i>INVOLVE</i>	<i>COLLABORATE</i>	<i>EMPOWER</i>
<ul style="list-style-type: none"> • Information letters • Informational flyers • Email alerts • Website information • News releases/articles • Brochures • Newsletters • Telephone calls • In-person contact • City calendar • Signage 	<ul style="list-style-type: none"> • Public hearings • Website forms • Project meetings • Public meetings • Surveys • Citizen Advisory Committees 	<ul style="list-style-type: none"> • Public meetings • Citizen Advisory Committees 	<ul style="list-style-type: none"> • Citizen Advisory Committees • Neighborhood Action Plans 	

INFORMATION (ONE-WAY COMMUNICATION)

	<i>CITY CLERK</i>	CCP/SAFE MPD	MCDA	MPRB	NRP	CITY BUDGET PROCESS Cons. Plan/CLIC	PLANNING	PUBLIC WORKS	REGULATORY SERVICES	STRATEGIC PLANNING/GOAL SETTING
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INFORMATION LETTERS

		<ul style="list-style-type: none"> Quarterly newsletter to volunteers (crime prevention block leaders, contacts and McGruff House volunteers) National Night Out mailing (May) Crime statistics (monthly/as requested) 	<ul style="list-style-type: none"> Information on 'big' issues Development Newsletter 	<ul style="list-style-type: none"> Park planning meeting notices (postcard notices 3 blocks around any proposed improvement) 	<ul style="list-style-type: none"> NRP Link Newsletter Annual Progress Report 	<ul style="list-style-type: none"> Consolidated plan 	<ul style="list-style-type: none"> Meeting notifications to neighborhood groups and residents related to ongoing planning activities Public notice requirements associated with public hearing activities 	<ul style="list-style-type: none"> Sent to neighborhoods and residents related to area construction activities Sent to affected residents when flushing hydrants 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> yes 1-way
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INFORMATIONAL FLYERS

		<ul style="list-style-type: none"> Crime prevention literature (ongoing) Crime alerts (issued as patterns emerge) Flyers developed for specific crime trends, details 		<ul style="list-style-type: none"> Completed at all 49 recreation centers (used to inform and invite participation) 		<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Notification of meetings to neighborhood groups and residents related to ongoing planning activities 	<ul style="list-style-type: none"> Brochures (CSO, SW, Snow Emergency) SW is required by law to notify residents 	<ul style="list-style-type: none"> For education of citizens, and business owners about specific housing code requirements 	<ul style="list-style-type: none"> Yes
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EMAIL ALERTS

	<ul style="list-style-type: none"> agendas w/public hearing information to e-mail lists 	<ul style="list-style-type: none"> Issued as patterns emerge Crime prevention messages (weekly to subscribers) 		<ul style="list-style-type: none"> Meeting notices and summaries Special activites 	<ul style="list-style-type: none"> Email alerts 	<ul style="list-style-type: none"> Consolidated plan 	<ul style="list-style-type: none"> CPC CoW agenda CPC agenda BOA agenda HPC agenda 	<ul style="list-style-type: none"> Snow alerts Traffic alerts 	<ul style="list-style-type: none"> Receive constituent complaints through use of MNIS and direct email 	<ul style="list-style-type: none"> yes
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CITY CALENDAR

	<ul style="list-style-type: none"> Yes Prepare own city calendar 	<ul style="list-style-type: none"> Date of National Night Out listed 	<ul style="list-style-type: none"> Yes (pay a portion of cost) 	<ul style="list-style-type: none"> Supply written information and photographs for calendar each year 		<ul style="list-style-type: none"> yes 	<ul style="list-style-type: none"> Listed in phone directory 	<ul style="list-style-type: none"> Snow, solid waste, water important numbers 	<ul style="list-style-type: none"> Clean Minneapolis Education Campaign for housing 	
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WEBSITE INFORMATION										
	<ul style="list-style-type: none"> Committee agendas/electronic packets City Council agendas/official publications Meeting schedules 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> www.mcda.org Operating Committee and Board of Commissioners agendas and reports MCDA-owned property information Policies Project summaries Program information Directories 	<ul style="list-style-type: none"> www.mprb.org 	<ul style="list-style-type: none"> www.nrp.org PlanNet NRP database 	<ul style="list-style-type: none"> yes Consolidated plan 	<ul style="list-style-type: none"> Copies of completed plans HPC application forms LRT information CPC meeting schedule 	<ul style="list-style-type: none"> forms for streetlights out reporting potholes 	<ul style="list-style-type: none"> Customer feedback section CNAP website for business development and support Environmental website – maps, permit information, educational information 	<ul style="list-style-type: none"> yes 1-way and 2-way

TV/NEWS RELEASES/ARTICLES										
		<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Press releases Newsletter Media calls and contacts 	<ul style="list-style-type: none"> Regular submissions to Strib, PP and neighborhood newspapers Many neighborhood newspapers print MPRB program offerings as regular columns 	<ul style="list-style-type: none"> Provide support to the MTN Neighborhood News Program 		<ul style="list-style-type: none"> Community Calendar (STrib) notices of public meetings 	<ul style="list-style-type: none"> News releases/articles (traffic studies, capital projects, changes in work, upcoming meetings) Some publications are mandated (Finance and Commerce) 		<ul style="list-style-type: none"> Yes 1-way

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BROCHURES										
		<ul style="list-style-type: none"> • Crime prevention literature (ongoing) • Crime alerts (issued as patterns emerge) • Flyers developed for specific crime trends, details 	<ul style="list-style-type: none"> • 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.) 	<ul style="list-style-type: none"> • 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)) 			<ul style="list-style-type: none"> • TMP informational brochures • Neighborhood data summaries 	<ul style="list-style-type: none"> • CSO • SW (required by law to notify residents) • Snow Emergency 	<ul style="list-style-type: none"> • 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" • Homeowner Night brochures • Environmental brochures regarding noise, odor, phosphorus, food safety, lead poisoning prevention 	<ul style="list-style-type: none"> • Yes • 1-way
SIGNAGE										
		<ul style="list-style-type: none"> • McGruff House signs on participating homes • Watch Force signs distributed to new block clubs (residents can also purchase their own) • No Trespassing signs (in several languages) distributed to businesses who give police permission to arrest trespassers • Building Blocks Awards signs posted on selected winning blocks 	<ul style="list-style-type: none"> • On project signs 	<ul style="list-style-type: none"> • Regulatory and informational signs (wading pools, beaches, gym rules, dog park regulations, park names, park usage/rules etc.) 				<ul style="list-style-type: none"> • Project description, timeline, why and project manager name/phone number • Major downtown projects and some large residential projects 	<ul style="list-style-type: none"> • yes 	

COMMUNITY ENGAGEMENT (TWO-WAY COMMUNICATION)

	CITY CLERK	CCP/SAFE MPD	MCDA	MPRB	NRP	CITY BUDGET PROCESS Cons. Plan/CLIC	PLANNING	PUBLIC WORKS	REGULATORY SERVICES	STRATEGIC PLANNING/GOAL SETTING
PUBLIC HEARINGS										
<i>Project</i> based - requesting citizen input				<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • Yes 			<ul style="list-style-type: none"> • Various town hall meetings on environmental topics 	
<i>Policy</i> based - requesting citizen input and required by law	<ul style="list-style-type: none"> • Publish notices in Finance & Commerce • Notice on Cable Access • E-mail agendas w/public hearings listed to e-mail lists 		<ul style="list-style-type: none"> • Land Sales (CPC) • Issuance of Bonds (CPC) • Plan Modifications (CPC) • New policies and amendments to existing policies 		<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Yes 	<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • Held when projects involve assessments • Held when projects involve ordinance changes 	<ul style="list-style-type: none"> • Liquor licenses • Sidewalk café licenses • Ordinance changes • Rental licensing revocation and reinstatement approvals • When required by ordinance on environmental topics 	

					<ul style="list-style-type: none"> Conduct annual neighborhood representative election process for seats on the NRP Policy Board 		<ul style="list-style-type: none"> 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) Master plans (CPC, Z&P) Development Objectives (CPC, Z&P) Architectural design/urban design of public infrastructure (TPW) (HPC) 			
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WEBSITE INFORMATION										
	<ul style="list-style-type: none"> Meeting schedules 	<ul style="list-style-type: none"> Registration for National Night Out Links to SAFE teams' email addresses 	<ul style="list-style-type: none"> Solicitation of input on plans and policy issues 				<ul style="list-style-type: none"> HPC application forms 	<ul style="list-style-type: none"> Forms for streetlights out reporting potholes 		

CITIZEN SURVEYS										
		<ul style="list-style-type: none"> Block leader surveys 	<ul style="list-style-type: none"> Business survey (occasionally) Annual monitoring survey of neighborhood groups 						<ul style="list-style-type: none"> Homeowner Night comments card 	

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TELEPHONE CALLS										
	<ul style="list-style-type: none"> yes 	<ul style="list-style-type: none"> Multiple calls from residents daily concerning basic information, block club maintenance, problem addresses 	<ul style="list-style-type: none"> thousands 	<ul style="list-style-type: none"> ongoing 		<ul style="list-style-type: none"> Consolidated plan 	<ul style="list-style-type: none"> <u>Zoning office</u>: answering general questions <u>Planning Office</u>: miscellaneous calls to planners (seeking information on current projects, future direction of city development, planning goals, etc.) 	<ul style="list-style-type: none"> Staff calling to get/give information Others calling to get or give information 	<ul style="list-style-type: none"> Answering questions on general office lines Inspectors answer direct lines 	

MEETINGS										
		<ul style="list-style-type: none"> Each team has at least one in district - from Crime Prevention Committees, organizing committees, specific issue-related committees 	<ul style="list-style-type: none"> Neighborhood group meetings Project review committees Interest-based meetings (riverfront) 	<ul style="list-style-type: none"> Park planning projects CACs 			<ul style="list-style-type: none"> Related to area plans and projects 	<ul style="list-style-type: none"> Project meetings (open houses, part of agenda, entire agenda) PW staff initiative, neighborhood requests, partners' initiatives, and/or Council Member initiative 	<ul style="list-style-type: none"> Special event planning Nuisance Business Committees On special request from neighborhoods when City Council to concentrate on certain housing inspection activities within a neighborhood 	<ul style="list-style-type: none"> Yes 2-way

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OUTREACH										
					<ul style="list-style-type: none"> Conduct citywide training sessions and conferences 		<ul style="list-style-type: none"> Presentations/panel discussions with local 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 			

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ONGOING MEETINGS/ADVISORY GROUPS										
	<ul style="list-style-type: none"> City Council meetings Committee meetings Charter commission meetings 	<ul style="list-style-type: none"> New block club - neighborhood watch meetings (several per year) Crime Prevention Block Leader meetings (at least 2x per district per year) Block Leader trainings (25 per year) Business Association meetings (some monthly/varies by district) Home and Business Security Checks (residents schedule) Property owner/landlord meetings (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 workshops - personal safety, home security, rental owners workshops (several per year) 	<ul style="list-style-type: none"> Neighborhood group meetings Project review committees Interest-based meetings (riverfront) 	<ul style="list-style-type: none"> Park Activity Councils Special committees (to examine improvements or to study appropriate usage of a given area) 			<ul style="list-style-type: none"> 35W access project Upper River Implementation Advisory Group MET Council TAC and TAB Mills District TAC Skyway Advisory committee 46th St. Project Review committee Marshall St. TAC SEED Implementation committee Bicycle Advisory committee Riverfront Interjurisdictional Coordination committee River Forum committee American Heritage Rivers Initiative 	<ul style="list-style-type: none"> Project meetings (TACs, open houses, part of agenda, entire agenda) PW staff initiative, neighborhood requests, partners' initiatives, and/or Council Member initiative 	<p>Licensing:</p> <ul style="list-style-type: none"> Downtown Security Council Alcohol Compliance Task Force Mayor's Committee on Disabilities <p>Housing Inspection:</p> <ul style="list-style-type: none"> Neighborhood meetings Housing Board of Appeals Rental Licensing Board of Appeals Assessment Hearings <p>Environmental Services:</p> <ul style="list-style-type: none"> Citizens Environmental Advisory Committee Food Safety Advisory Council Lead Network 	

