



March 11, 2009

To: Citizen Advisory Committee  
From: Kathi Wiederhold  
Subject: Item 7: Public Participation Plan

**Action Recommended:** Review the draft comment form and revised Summary and Evaluation Tables. Make recommendations to the Metropolitan Policy Committee regarding changes to the *Public Participation Plan*.

The purpose of this agenda item is to complete the 2009 annual evaluation of the *Public Participation Plan*, hereafter called the Plan. Policy 3.2 on page 10 of the Plan directs that the Plan shall be reviewed annually. The Citizen Advisory Committee (CAC) began its evaluation of the Plan at the January 21, 2009, meeting and continued it at the February 18, 2009, and March 18, 2009, meetings.

*Please Note: A homework assignment requesting input on the draft comment form and revised Summary and Evaluation Tables will be emailed to members.*

### **Background**

The CAC began work on the 2009 annual evaluation of the Plan at the January 21, 2009 meeting. The CAC supported the staff proposal that the committee use a more concise approach for the 2009 evaluation, continue to work actively on implementing the 2008 recommendations, and follow up next year with a more comprehensive evaluation in 2010. The first annual evaluation, conducted in 2008, was extensive.

The committee considered a number of pieces of information in conducting the evaluation of the Plan:

- Report from staff that the MPO Public Participation Plan was followed when conducting public outreach for MPO products.
- Review of revisions to the Summary Table (Table 1) and the Evaluation Table (Table 2) to consider adding reference to the Citizen Advisory Committee as a core public involvement tool and identifying evaluation measurements for it.
- Creation of a standard comment form to be used to collect information at each outreach event, to include qualitative as well as quantitative information.

### **2009 Recommendations**

Staff suggests the following draft recommendations for the CAC to consider making to MPC as a result of their 2009 evaluation of the Plan.

1. Revise the Summary Table (Table 1) to add the Citizen Advisory Committee as a core public involvement tool.
2. Revise the Evaluation Table (Table 2) to add the Citizen Advisory Committee as a public involvement tool and identify evaluation measurements, performance objectives, and methods to meet the objective.
3. Use the comment form developed by the committee as part of this plan evaluation process at all public outreach events to collect information about the success of the MPO public outreach.
4. Continue to carry out the core public involvement for key MPO products as directed by the Plan.
5. Continue to work to implement the 2008 recommendations.
6. Collect data from the comment form and website to evaluate the success of the MPO public outreach.
7. Conduct an in-depth evaluation of the Public Participation Plan in 2010.

### **Recommendations**

The action requested is to approve the draft recommendations. Sonny Chickering, MPC liaison, and Chair Dave Jacobson will jointly present the recommendations to the Metropolitan Policy Committee at the April 9, 2009, meeting.