



June 25, 2012

FROM: Mayor Adams & City Commissioners

TO: Bureau Directors & Senior Bureau Managers

RE: **Announcing Implementation of the “Bureau Public Involvement Baseline Assessment” Survey**

The Portland City Council is committed to increasing the quality and consistency of public involvement across City government. In order to assess current public involvement policies and practices across City government, the City Council is requiring each City bureau and office to complete a bureau public involvement baseline assessment questionnaire.

The intention of this baseline assessment is to collect basic information on current public involvement policies and capacity in bureaus. The information collected will help inform the work of the Public Involvement Advisory Council (PIAC) in its effort to support bureaus in improving their public involvement practices through the development of training, best practices, and other technical support.

This baseline assessment implements an action directed by City Council on August 4, 2010 through its adoption of Resolution 36807. City Council directed the PIAC to develop a “public involvement baseline assessment” questionnaire modeled on the questionnaire used by the Customer Service Advisory Committee. City Council also directed city bureaus to complete the questionnaire and submit the information to PIAC and directed PIAC to review the information and report back to City Council.

Three pilot bureaus, BES, BPS and Parks, participated in a beta test of this assessment form in April, and provided valuable feedback which resulted in the current version of this questionnaire.

More information and support

- Completion date for questionnaire: City bureaus and offices should submit their completed questionnaires to PIAC by July 27, 2012. PIAC will follow up with bureaus to discuss results and ways that PIAC can be supportive to bureaus. PIAC will also give an overall update on baseline assessment results to City Council in late September 2012.

Public Involvement Baseline Assessment

- Where to find the questionnaire: The baseline assessment form is available online on the PIAC website at: www.portlandonline.com/oni/baseline

For more support and guidance, contact Afifa Ahmed-Shafi, Public Involvement Best Practices Program Coordinator in the Office of Neighborhood Involvement, at 503-823-5202, or afifa.ahmed-shafi@portlandoregon.gov.

We recognize that the duties and work of different city bureaus and offices varies widely, as does the appropriateness of involving the community. We believe the data from this baseline assessment will help us better understand how bureaus are involving the community and how to improve the effectiveness of community involvement across city government.

Thank you for your cooperation.

Mayor Sam Adams



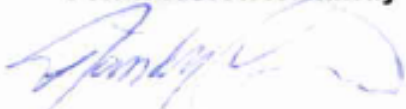
Commissioner Nick Fish



Commissioner Amanda Fritz



Commissioner Randy Leonard



Commissioner Dan Saltzman

