City of
Portland, Oregon

MEMORANDUM

Wednesday, April 2, 2003

TO: City bureau directors, public involvement staff and interested citizens

FR: Commissioner Jim Francesconi
     Commissioner Randy Leonard
     Commissioner Dan Saltzman

RE: Citywide Public Involvement Standards Taskforce

We want to take this opportunity to thank you for your commitment to improving Portland's public involvement efforts through participating in the Citywide Public Involvement Standards Taskforce. We are excited about the opportunity to reaffirm and improve upon Portland's strong history and commitment of involving citizens in decision-making and help us work together to ensure that the city continues to be the *City that works*.

In a memo to Council members and Bureau Directors, Chief Administrative Officer Tim Grewe reiterated a Council-accepted recommendation in 2001 from the City's Administrative Services Review plan to encourage the Office of Neighborhood Involvement to coordinate a citywide discussion developing common terms, understanding and expectations for outreach processes along with standard guidelines for public involvement.

To implement this recommendation, Commissioner Francesconi asked ONI to initiate a process that would look at:
- Reviewing best practices and current city and bureau policies around public involvement;
- Establishing recommendations for clear, consistent standards to meet the public expectation for public involvement practices across the City, and;
- Developing policy recommendations and public involvement standards for Council adoption.

The need for consistent standards to involve the public in city discussions and projects has been brought up to us numerous times during our visits with neighborhood activists. We have often heard concerns about inconsistent approaches by bureaus on issues important to community members.

It is our hope that the taskforce will provide a set of clear, consistent recommendations for Council adoption that will guide City bureaus' public involvement policies for years to come.