

**RESOLUTION No.**

Prescribe a public hearing process in accordance with Section 13-302 of the City of Portland Charter (Resolution)

WHEREAS, on December 8<sup>th</sup>, 2010 City Council appointed members to the 2011 Charter Review Commission as required by Section 13-301 of the Portland City Charter; and

WHEREAS, the Charter Review Commission has been diligently working on possible amendments to the Charter; and

WHEREAS, according to Section 13-302 Council should prescribe a public hearing process before proposed charter amendments are submitted to voters, and

WHEREAS, to provide interested members of the public the opportunity to provide meaningful comments on proposed charter amendments, the Council sets out the following public hearing process for the Charter Review Commission.

NOW THEREFORE, BE IT RESOLVED, Council, in accordance with the directives of Portland City Charter Section 13-302, prescribes the following public hearing process for the 2011 Charter Commission:

- With the exception of the housekeeping items as described below, all Charter amendments proposed by the Charter Commission shall be presented to the public at two or more public hearings prior to the Charter Commission voting whether or not to submit the proposed charter amendments to the voters of the City of Portland.
- Housekeeping Amendments as specified in existing Subcommittee documents [Sections 2-105(51), 2-105(54), 2-105(49), 2-105(50), 1-106, 2-206(b), 2-607, 2-105, Chapter 14 – Exposition Recreation Commission] and as agreed for forwarding to the public hearing by the Commission, shall be presented to the public in at least one or more public hearings prior to the Charter Commission voting whether or not to submit the proposed charter amendments to the voters of the City of Portland.
- The Charter Commission shall make the text of the proposed charter amendment and a brief impartial narrative summarizing the proposed amendment written by the City Attorney available for public review and comment at least one week before the hearing on the amendment. The Commission shall accept written comments from the public from the time the text of the proposed charter amendment is made available for review until one week after the public hearing on that amendment. The Charter Commission may take a vote to submit a proposed amendment to the voters once the time for accepting written comments set forth in this paragraph has elapsed.
- At the public hearing(s) the Charter Commission members shall take oral and written public comments from any interested member of the public subject to time limitations placed by the Commission.

- The public hearing(s) should be conducted either on weekday evenings after 6 PM or on weekends between 9 AM and 4 PM.
- The City Council encourages the Charter Commission to televise its hearing(s) on public access cable channels.
- The Council encourages to Charter Commission to hold its public hearing(s) in different geographical locations in Portland.
- The Charter Commission shall notify local print media and online publications with notice of the public hearings.
- The Office of Neighborhood Involvement will provide notice of the hearing(s) to neighborhood and business associations, so that notice of the hearing(s) could be listed in neighborhood newsletters and monthly community papers.
- Notice of the public hearing(s) time and location shall be provided at least two weeks before the hearings and should occur in fully-accessible locations.
- Comments shall be in writing by letter or email, on the Charter Commissioner's website, or via telephone to the Office of Neighborhood Involvement.
- The Charter Commission shall review and discuss public input prior to voting whether to refer measures to the ballot.
- The Charter Commission may make changes in the proposed language based on public input prior to the final vote by the Commission.

Adopted by the Council:

Commissioner Saltzman  
Prepared by: S. Callahan  
Date Prepared: October 27, 2011

**LaVonne Griffin-Valade**  
Auditor of the City of Portland  
By

Deputy

See Substitute  
Res. No 36886

Agenda No.  
**RESOLUTION NO.**

Title

Prescribe a Public Hearing Process in Accordance with Section 13-302 of the City of Portland Charter (Resolution)

<p><b>INTRODUCED BY</b> Commissioner/Auditor: <b>Saltzman</b></p>	<p>CLERK USE: DATE FILED <u>OCT 28 2011</u></p>
<p><b>COMMISSIONER APPROVAL</b></p> <p>Mayor—Finance and Administration - Adams</p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Leonard</p>	<p style="text-align: center;">LaVonne Griffin-Valade Auditor of the City of Portland</p> <p>By:  _____ Deputy</p>
<p><b>BUREAU APPROVAL</b></p> <p>Bureau: Bureau Head:</p>	<p><b>ACTION TAKEN:</b></p>
<p>Prepared by: S. Callahan Date Prepared: October 27, 2011</p>	
<p>Financial Impact &amp; Public Involvement Statement</p> <p>Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p>	
<p>Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
<p>Council Meeting Date <b>November 2, 2011</b></p>	
<p><b>City Attorney Approval:</b> required for contract, code, easement, franchise, charter, Comp Plan</p>	

**AGENDA**

**TIME CERTAIN**   
Start time: \_\_\_\_\_

**Total amount of time needed:** \_\_\_\_\_  
(for presentation, testimony and discussion)

**CONSENT**

**REGULAR**   
**Total amount of time needed: 15 minutes**  
(for presentation, testimony and discussion)

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:	
	YEAS	NAYS
1. Fritz	1. Fritz	
2. Fish	2. Fish	
3. Saltzman	3. Saltzman	
4. Leonard	4. Leonard	
Adams	Adams	