

IMPACT STATEMENT

Legislation title: Strengthen transparency and accountability of City advisory bodies (Resolution)

Contact name: Sonia Schmanski

Contact phone: 823-3592

Presenter name: Judy Prosper, Office of the City Attorney

Purpose of proposed legislation and background information:

The City of Portland has over 100 boards, commissions, and committees that provide valuable guidance to City bureaus and to Council on a wide variety of issues. However, the City does not have a way to ensure that City staff who manage those bodies and the members who serve are appropriately trained on their obligations. Basic transparency measures, such as mandatory conflict of interest disclosure forms, are not required as a standard practice. The City also does not have a comprehensive database of active advisory bodies. This proposal will direct the development of standard policies and procedures to increase the integrity and impact of advisory body recommendations and give both staff and members enhanced confidence in the value of their service. This proposal builds on the City's Public Involvement Principles adopted in 2010.

Financial and budgetary impacts:

This Resolution directs the development of standard policies and procedures for the creation of City advisory bodies. That work will be done by existing City staff over the summer, and when the final package returns to Council for approval in the fall it will include a proposed budget and lead office for implementation.

Community impacts and community involvement:

Gaps in the City's management of advisory bodies have been identified by both City staff and community members. The updates directed in this Resolution will have the effect of increasing access to opportunities for service, enhancing the transparency and accountability of advisory body work, and ensure that both staff and members are appropriately trained on the rules governing their service.

Budgetary Impact Worksheet

Does this action change appropriations?

- ☐ **YES:** Please complete the information below.
- ☒ **NO:** Skip this section

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount

RESOLUTION No.

*Referred to Commissioner
of Public Works*

Strengthen transparency and accountability of City advisory bodies (Resolution)

WHEREAS, local government works best when community members and government work together as partners, and effective public involvement is essential to sustaining this partnership; and

WHEREAS, the City of Portland is committed to transparency and accountability, and to robust community involvement in Council and bureau decisions; and

WHEREAS, public involvement opportunities should be accessible to a broadly representative group of community members; and

WHEREAS, transparency and uniform standards serve to increase the integrity and impact of advisory body recommendations and give members enhanced confidence in the value of their service; and

WHEREAS, City Council adopted Public Involvement Principles (Resolution No. 36807) on August 20, 2010, which states that effective public involvement:

- Ensures better City decisions that more effectively respond to the needs and priorities of the community.
- Engages community members and community resources as part of the solution.
- Engages the broader diversity of the community, especially people who have not been engaged in the past.
- Increases public understanding of and support for public policies and programs.
- Increases the legitimacy and accountability of government actions.

WHEREAS, the City of Portland has over 100 boards, commissions and committees ("bodies") that provide valuable guidance to City bureaus and to Council on a wide variety of issues; and

WHEREAS, the City Attorney's Office has been providing legal guidance to Council offices, bureaus, staff and members concerning service on bodies; and

WHEREAS, the City does not have a comprehensive database of these bodies and the hundreds of people who serve; and

WHEREAS, there is no standard training provided to staff or members to ensure they are aware of their responsibilities and the rules governing their service, nor is there a system to track who has received such training; and

WHEREAS, the City does not require conflict of interest disclosures as a condition of serving on advisory bodies; and

WHEREAS, full transparency of disclosure statements increases public confidence in government, ensuring that individuals serving on advisory bodies are free from conflict.

NOW THEREFORE, BE IT RESOLVED, the Council finds that it is necessary for the City to have a more comprehensive approach to effectively train City staff and advisory body members on their obligations and responsibilities; and

BE IT FURTHER RESOLVED, the City shall take affirmative steps to create Citywide protocols and procedures for existing and new members serving on City bodies; and

BE IT FURTHER RESOLVED, within 60 days of passage of this Resolution, the Office of the City Attorney shall coordinate the development of a comprehensive inventory of City advisory bodies, including those anticipated to begin during 2017. For each advisory body, the Bureaus shall provide to the City Attorney's office the following documents and information:

- When the body was created.
- Purpose and charge of the body, name of City staff managing the body.
- Authority under which the body was created (Charter/Code provision, Resolution/Ordinance number, another related City body, or otherwise).
- Current bylaws and any governing procedural rules for the body.
- Number of positions and any current vacancies.
- Current members, positions, terms and any subcommittee assignments.

BE IT FURTHER RESOLVED, within 120 days of passage of this Resolution, the City Attorney's Office shall develop, in consultation with the Office of Neighborhood Involvement, Office of Management and Finance, and Office of Equity and Human Rights:

- Uniform application, including mandatory conflict of interest disclosure form.
- Training materials for City staff who facilitate advisory bodies.
- Training materials for members of advisory bodies.
- Bylaw template, including recommendations regarding term limits, staggered terms, and subcommittee participation.
- Options to track the delivery of training.
- Survey to be completed by members at the end of their service.
- Values to guide transparent selection processes.

BE IT FURTHER RESOLVED, that the package of updates shall be forwarded to Council by the Office of the City Attorney within 150 days, and shall include a proposed budget and lead office for implementation.

Adopted by the Council:

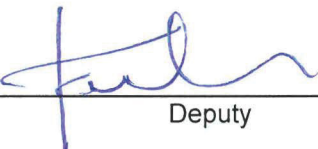
Commissioners Fish and Eudaly
Prepared by: Sonia Schmanski
Date Prepared: April 25, 2017

Mary Hull Caballero
Auditor of the City of Portland
By

Deputy

Agenda No.
RESOLUTION NO.
 Title

Strengthen transparency and accountability of City advisory bodies (Resolution)

INTRODUCED BY Commissioner/Auditor: Fish and Eudaly	CLERK USE: DATE FILED <u>APR 25 2017</u>
COMMISSIONER APPROVAL Mayor—Finance & Administration – Wheeler Position 1/Utilities - Fritz Position 2/Works - Fish Position 3/Affairs - Saltzman Position 4/Safety - Eudaly	Mary Hull Caballero Auditor of the City of Portland By:  Deputy ACTION TAKEN: MAY 03 2017 <i>Referred to Commissioner of Public Works.</i>
BUREAU APPROVAL Bureau: Bureau Head: Prepared by: Sonia Schmanski Date Prepared: April 25, 2017 Impact Statement Completed <input type="checkbox"/> Amends Budget <input type="checkbox"/> Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input type="checkbox"/> City Auditor Office Approval: required for Code Ordinances City Attorney Approval: required for contract, code, easement, franchise, charter, Comp Plan Council Meeting Date May 3, 2017	

AGENDA	FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:	
TIME CERTAIN <input checked="" type="checkbox"/> Start time: 2:00 pm Total amount of time needed: 60 (for presentation, testimony and discussion)		YEAS	NAYS
CONSENT <input type="checkbox"/> REGULAR <input type="checkbox"/> Total amount of time needed: _____ (for presentation, testimony and discussion)	1. Fritz 2. Fish 3. Saltzman 4. Eudaly Wheeler	1. Fritz 2. Fish 3. Saltzman 4. Eudaly Wheeler	