

**RESOLUTION No.**

**37328 As Amended**

Enhance community service opportunities and strengthen the transparency and accountability of City advisory bodies (Resolution)

WHEREAS, local government works best when community members and government make decisions collaboratively, and robust public engagement is essential to sustaining this partnership; and

WHEREAS, effective public involvement strengthens public trust, better addresses the needs and priorities of the community, and increases the legitimacy and accountability of government actions; and

WHEREAS, opportunities to serve and volunteer should be accessible and meaningful to a broadly representative group of community members; and

WHEREAS, the City of Portland is committed to transparency and accountability, and to effective community involvement in government decisions; and

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

WHEREAS, the City does not have standard policies to ensure effective functioning of advisory bodies, including a comprehensive database of advisory bodies, uniform training for members and staff, and conflict of interest disclosures; and

WHEREAS, the City Council seeks to understand not only the conclusions of the body but also the substance of its deliberations and for that reason encourages the submission of minority reports along with the majority recommendation; and

WHEREAS, Citywide standards advance meaningful public involvement, provide consistency and clarity on the role of advisory bodies, and give community members greater confidence in the value of their service; and

WHEREAS, pursuant to Council Resolution No. 37285, adopted May 11, 2017, the City has taken affirmative steps to create protocols and procedures in line with best practices for public involvement; and

WHEREAS, the City Attorney's Office, in consultation with the Office of Neighborhood Involvement, Office of Management and Finance, and Office of Equity and Human Rights, coordinated the development of a comprehensive inventory of City advisory bodies and has prepared the following:

- 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.

- Bylaws template, including recommendations regarding mandatory 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.

NOW THEREFORE, BE IT RESOLVED, the Office of Neighborhood Involvement, in coordination with the office of the City Attorney, shall be the lead office in implementing these new policies and procedures; and

BE IT FURTHER RESOLVED, as part of the FY 2018-19 budget process, the Office of Neighborhood Involvement will request adequate resources to ensure proper and timely implementation of these new policies and procedures; and

BE IT FURTHER RESOLVED, within one year of passage of this Resolution, the Office of Neighborhood Involvement will report to Council on the implementation of these new policies and procedures; and

BE IT FURTHER RESOLVED, existing advisory bodies will consult with the Office of Neighborhood Involvement to implement best practices for board functioning; and

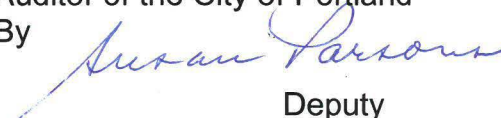
BE IT FURTHER RESOLVED, that this resolution is binding City policy.

Adopted by the Council: NOV 08 2017

Commissioner Nick Fish  
Commissioner Chloe Eudaly  
Commissioner Amanda Fritz  
Prepared by: Amira Streeter, Jamey Duhamel,  
Claire Adamsick  
Date Prepared: September 20, 2017

**Mary Hull Caballero**  
Auditor of the City of Portland

By



Deputy

Enhance community service opportunities and strengthen the transparency and accountability of City advisory bodies (Resolution)  
*Clerk note: aka Boards and Commissions*

<p><b>INTRODUCED BY</b>          Commissioner/Auditor:          Commissioner Nick Fish, Commissioner          Chloe Eudaly, Commissioner Amanda Fritz</p>	<p>CLERK USE: DATE FILED <u>SEP 26 2017</u></p>
<p><b>COMMISSIONER APPROVAL</b></p> <p>Mayor—Finance &amp; Administration – Wheeler</p> <p>Position 1/Utilities - Fritz <i>TC</i></p> <p>Position 2/Works - Fish <i>SM for Nick Fish</i></p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Eudaly <i>Chloe Eudaly</i></p>	<p style="text-align: center;">Mary Hull Caballero Auditor of the City of Portland</p> <p>By: <u><i>Susan Parsons</i></u> Deputy</p>
<p><b>BUREAU APPROVAL</b>          Bureau: Office of Commissioner Fish          Bureau Head: Sonia Schmanski</p>	<p><b>ACTION TAKEN:</b>          OCT 04 2017 <b>CONTINUED TO</b> NOV 01 2017 9:30 A.M.  <i>As Amended</i>          NOV 01 2017 <i>Rescheduled to</i> NOV 08 2017 9:30 A.M.</p>
<p>Prepared by: Amira Streeter          Date Prepared: September 26, 2017</p>	
<p><b>Impact Statement</b>          Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p>	
<p><b>Portland Policy Document</b>          If "Yes" requires City Policy paragraph stated in document.          Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> <i>Amendment 11/8/17</i></p>	
<p><b>City Auditor Office Approval:</b>          required for Code Ordinances</p>	
<p><b>City Attorney Approval:</b>          required for contract, code, easement, franchise, charter, Comp Plan</p>	
<p>Council Meeting Date <b>October 4, 2017</b></p>	

AGENDA	
<div><div><div>TIME CERTAIN</div><div><input checked="" type="checkbox"/></div></div><div><div>Start time: 2:00 PM</div><div>2:05</div></div><div><div>Total amount of time needed: 90 minutes</div><div>(for presentation, testimony and discussion)</div></div></div>	
<div><div>CONSENT</div><div><input type="checkbox"/></div></div>	
<div><div>REGULAR</div><div><input type="checkbox"/></div></div> <div><div>Total amount of time needed: _____</div><div>(for presentation, testimony and discussion)</div></div>	

FOUR-FIFTHS AGENDA	
<div><div>1. Fritz</div><div>2. Fish</div><div>3. Saltzman</div><div>4. Eudaly</div><div>Wheeler</div></div>	

COMMISSIONERS VOTED AS FOLLOWS:		
	YEAS	NAYS
1. Fritz	<div><input checked="" type="checkbox"/></div>	<div><input type="checkbox"/></div>
2. Fish	<div><input checked="" type="checkbox"/></div>	<div><input type="checkbox"/></div>
3. Saltzman	<div><input checked="" type="checkbox"/></div>	<div><input type="checkbox"/></div>
4. Eudaly	<div><input checked="" type="checkbox"/></div>	<div><input type="checkbox"/></div>
Wheeler	<div><input checked="" type="checkbox"/></div>	<div><input type="checkbox"/></div>