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37697

Resolution

Appoint Michael Jordan as City Administrator

Adopted

Amended by Council

WHEREAS, on November 8, 2022, voters approved Portland Measure 26-228 (the Measure) which amended the City Charter, establishing a governance structure with an executive Mayor and legislative Council, wherein a City Administrator assists the Mayor in the management of the City; and

WHEREAS, following the passage of the Measure, then-Chief Administrative Officer Michael Jordan led the City Transition Team, a project team responsible for implementing the voter-approved changes to the City's election system and form of government; and

WHEREAS, on November 1, 2023, City Council passed Resolution 37635, which directed then-Chief Administrative Officer Michael Jordan to carry out a change management process and implement an organizational structure that aligned with the new governance structure; and

WHEREAS, Section 2-401 (f) of Portland's City Charter provides that the Mayor appoints the City Administrator, subject to City Council confirmation; and

WHEREAS, in May of 2024, Michael Jordan was formally appointed as Interim City Administrator by then-Mayor Ted Wheeler and has been acting in that official capacity since July 1, 2024; and

WHEREAS, Mayor Keith Wilson has carefully reviewed Michael Jordan's qualifications, his years of service to the city, and his work as Interim City Administrator, further outlined in Exhibit A; and

WHEREAS, Mayor Keith Wilson finds that Michael Jordan, having served 40-plus years in public service in various leadership positions within municipal governments and agencies with a wide range of complexity and size, is uniquely qualified to fulfill the responsibilities of the City Administrator as outlined in Section 2-406 of City Charter; and

WHEREAS, Mayor Keith Wilson has appointed, subject to Council confirmation, Michael Jordan as City Administrator; and

WHEREAS, Michael Jordan will serve as City Administrator through January 2, 2026; and

Document number

2025-011

Introduced by

[Mayor Keith Wilson](#)

Contact

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Requested Agenda Type

Regular

Date and Time Information

Requested Council Date

February 5, 2025

Time Requested

1 hour

NOW, THEREFORE, BE IT RESOLVED that the Council hereby confirms Michael Jordan's appointment as City Administrator in accordance with this resolution.

Exhibits and Attachments

 [Exhibit A](#) 122.1 KB

 [Resolution as amended - strikethrough / underline version](#) 49.91 KB

Impact Statement

Purpose of Proposed Legislation and Background Information

The 2022 charter amendments established a mayor/council form of government with a new role of the City Administrator. Under the voter-approved charter change, the City Administrator is appointed by the Mayor and confirmed by Council.

Michael Jordan was appointed as Interim City Administrator by Mayor Ted Wheeler and started this interim position in July 1, 2024. Mayor Keith Wilson is submitting this resolution for the appointment of Michael Jordan as City Administrator for council confirmation per the requirements of the updated City Charter.

Financial and Budgetary Impacts

This Fiscal Impact Statement includes the pay range and relevant terms for the City Administrator. Actual pay is to be negotiated, but estimated to be substantially similar to budgeted amounts in the current fiscal year and planned in the FY 2025-26 budget.

Pay Range: \$277,492.80 to \$383,864.00 annually

Term: NA

Severance package: NA

Economic and Real Estate Development Impacts

Not applicable.

Community Impacts and Community Involvement

The Charter Commission led an extensive process to develop their proposals, which were submitted to voters for approval. A key element of the proposal was implementing a City Administrator to assist the Mayor run the day-to-day operations of the City. The Charter reflects several qualifications and responsibilities of the role of the City Administrator. Information about the community engagement can be found in the Charter Commission's final report at <https://www.portland.gov/charte...> (<https://www.portland.gov/charter-review-commission/key-documents-and-information>).

100% Renewable Goal

Not applicable.

Document History

Document number: 2025-011

President's recommendation: [City Council](#)

Agenda	Council action
February 5, 2025 Regular Agenda <div>City Council</div>	<p>Adopted As Amended</p> <p>Motion to amend the resolution to add "WHEREAS, Michael Jordan will serve as City Administrator through January 2, 2026" and add "in accordance with this resolution" to the resolved statement: Moved by Avalos and seconded by Kanal. (Aye (12): Avalos, Dunphy, Smith, Kanal, Ryan, Koyama Lane, Morillo, Novick, Clark, Green, Zimmerman, Pirtle-Guiney)</p> <p>Aye (11): Avalos, Dunphy, Smith, Ryan, Koyama Lane, Morillo, Novick, Clark, Green, Zimmerman, Pirtle-Guiney</p> <p>Nay (1): Kanal</p>