

# Roles and Responsibilities under Revised Charter

April 2023



**Portland**  
Transition

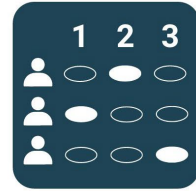
# A New Era in Portland

## TODAY



Vote for one  
candidate

## FUTURE



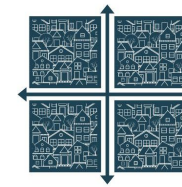
Rank  
Candidates

## TODAY



Citywide  
elections

## FUTURE



4 geographic  
districts

## TODAY



City Council:  
4 commissioners  
+ mayor

## FUTURE



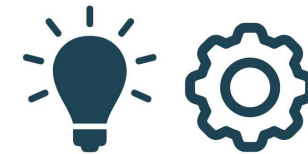
City Council:  
12 commissioners

## TODAY



Mayor and city  
council set policy  
AND manage city  
bureaus,

## FUTURE



City council sets  
policy. Mayor  
manages city with  
city administrator

# Powers of the City Council

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- **Legislative authority:** the power to make appropriations, raise revenue and make laws; and,
- **Quasi-judicial authority:** the power to apply laws and policies to a set of circumstances.
- Council powers necessarily include public meetings, gathering public input, debating and evaluating policy choices and adopting laws to reflect those choices.
- The Charter permits Council to delegate quasi-judicial, but **not** legislative power.

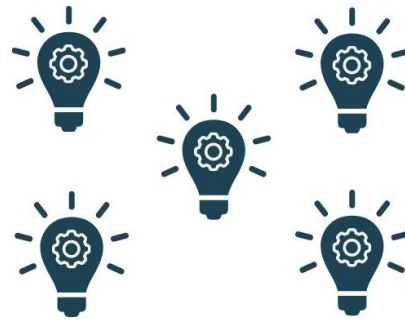
# Powers of the Mayor

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- **Executive and administrative authority:** the power to execute and administer the laws, including by adopting administrative rules.
- Gives the Mayor and City Administrator the authority to execute the laws and administer bureaus, employees, facilities, and resources.
- The Charter permits the Mayor to delegate executive and administrative powers.
- The Mayor's power to be involved in legislation is limited.

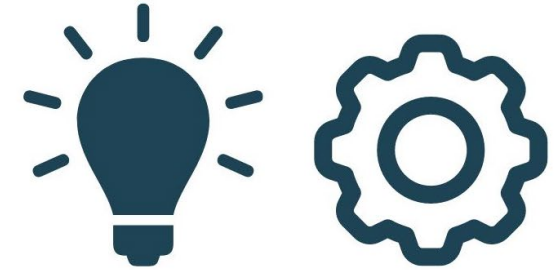
The Charter explicitly prohibits the Council from exercising the executive and administrative powers granted to the Mayor.

## TODAY



Mayor and city council set policy AND manage city bureaus.

## FUTURE



City council sets policy.  
Mayor manages city,  
with city administrator.

# Examples of Specific Council Powers and Duties

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- Adopt ordinances, resolutions, reports, or orders
- Adopt and amend code
- Approve budget
- Issue bonds
- Make appropriations and impose annual tax levy
- Establish bureaus and their authority
- Select Council President and Vice-President
- Set Council meetings, determine rules of procedure and establish committees
- Establish boards and commissions
- Remove City Administrator for cause *with a supermajority (9)*

# Examples of Specific Mayor Powers and Duties

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- Submit proposed budget and periodic amendments
- Execute and administer city code
- Place items on the Council agenda *(same authority as councilors)*
- Vote on matters before Council in the case of a tie and cast deciding vote.
- Appoint the City Administrator, City Attorney, and the Chief of Police *(subject to Council confirmation)*
- Authorize, negotiate and execute all contracts and intergovernmental agreements, consistent with the City Budget
- Approve settlements of less than \$50,000

# Examples of Specific City Administrator Powers and Duties

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- Efficiently administer all City affairs
- Appoint, reassign, discipline and remove all directors of bureaus and departments and all employees (except for the City Attorney and Chief of Police)
- Execute and enforce all laws adopted by Council
- Control and administer the financial affairs of the City
- Prepare an annual budget under the direction of the Mayor for submission to Council
- Prepare and submit to Council such reports as it may require
- Keep the Council fully advised as to the financial condition and needs of the City
- Adopt administrative rules

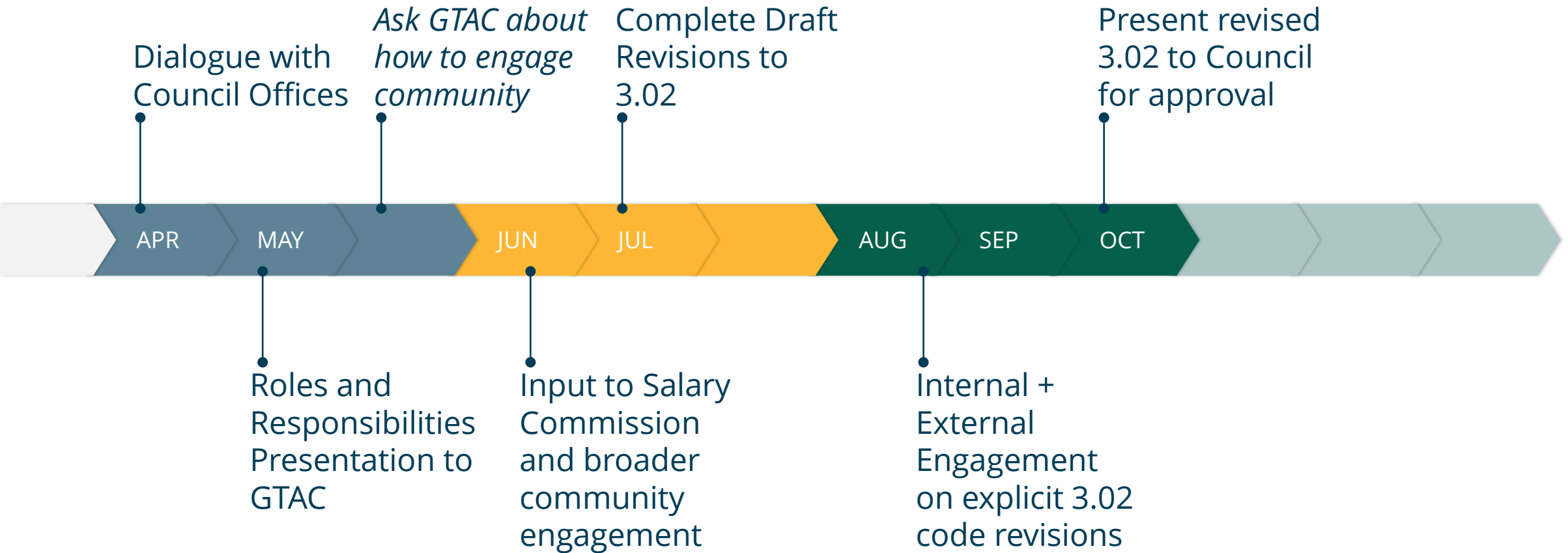


# Actions Not Specifically Allocated in Charter

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- The revised charter provides a broad framework.
- Determining what is a legislative function and what is an executive or administrative function under the charter will sometimes be complicated.
- For actions that are not specifically allocated by the charter, the city will need to determine whether an action is legislative (Council authority) or executive (Mayor's authority).
- City Attorney guidance available to assist elected officials and staff as we consider code amendments to implement the new government structure.

# 2023 Code 3.02 Revisions Timeline



# Next Steps

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- **April** dialogue with Council Offices on:
  - Council Committees and the future role of Council President
  - City Council Meetings and Operations
  - Staffing and District Functions
- **spring - summer** GTAC and community engagement
- **early June** direction to Salary Commission on expanded roles for Council President and Vice President
- Continued engagement with Council Offices with proposed 3.02 code revisions presented to Council for approval by **fall 2023**

# New Form of Government Starting 2025

