

## ADM-7.02 - Council and Contracts Program Policies & Procedures

### COUNCIL AND CONTRACTS PROGRAM POLICIES & PROCEDURES Administrative Rules Adopted by Auditor's Office Pursuant to Rule-Making Authority ARB-ADM-7.02

#### Purpose and Responsibility

This program is responsible for preparing the Council agenda, processing City ordinances and resolutions, and transcribing the official summary minutes of Council meetings. This program maintains the official copy of the Portland City Code, City Charter, and coordinates the publishing for the City Code on paper, CD Rom, and on-line. This program also receives accounting documents, contracts, and data from other bureaus and provides this information to the public and other City bureaus as requested. Through this program, the City Auditor gives final approval to all claims for payments against the City, disburses payments, and maintains current files of all City contracts.

#### Authorization

The City of Portland Charter 2-504 Duties in General, state the Auditor is responsible for maintenance of all official records, including records of the various bureaus, records regarding the City Charter and City Code, and all other records regarding City business. The City Code 3.02.050 Authority to Adopt Rules, Procedures and Forms authorizes the Auditor to adopt rules, procedures, and forms to implement the provisions of Chapter 3.02.

#### Policies & Procedures:

1. Maintaining and updating the City Code.
2. Public Testimony before City Council.
3. Communications before City council.

4. City council member absences.

5. Distribution of payroll checks.

1. Policies and procedures for maintaining and updating the City Code.

#### Purpose

To provide a policy and process for maintaining and updating all forms of the City Code and Charter.

The Auditor's Office updates the online City Code Web version on a monthly basis. The update of the paper and CD Rom is completed on a quarterly basis.

Citizens can purchase the paper and CD ROM versions of Volumes I, II and Title 33 of the Code on a fee based subscription service. Subscribers automatically are mailed updates as soon as they are completed; an invoice is sent shortly thereafter. If payment is not received on a timely basis, the citizen will be removed from the subscriber list. Bureaus are required to request printed copies directly from Printing and Distribution.

The City Charter is updated when voters approve an addition, deletion or amendment to the Charter. The update occurs approximately one month after the election.

2. Policies and procedures regarding public testimony before City Council

#### Purpose

To provide a process for public testimony before City Council on Agenda Items.

The Auditor's Office places a sign up sheet outside Council Chambers one-half hour before the scheduled meeting. Individuals must sign up in person on a first come, first serve basis. The Council Clerk will read off the names in order, by threes, of all individuals who have signed up to testify. The three individuals called will come up to the table as a group

and each individual has 3 minutes to testify, unless otherwise stated.

### 3. Policies and procedures regarding Communications before City Council

#### Purpose

To provide a policy for individuals who wish to address City Council.

- Individuals must schedule their own Communications.
- Deadline: Thursday at 5:00 p.m. to sign up for the following Wednesday Meeting at 9:30 a.m. Holiday deadline schedule is Wednesday at 5:00 p.m.
- Requests may be hand delivered, emailed, faxed or mailed to the Clerk's office.
- Request should include the date requester wishes to speak, requester's name, address, phone number and a few sentences regarding the issue.
- Requests are placed on the Wednesday Agenda as a "Communication". Communications are the first item on the Agenda, and the meeting starts at 9:30 a.m.
- The requester will have 3 minutes to speak and may also submit written testimony before or at the meeting, please provide 7 copies.
- Communications allow the Council to hear issues that interest our citizens, but do not allow an opportunity for dialogue. Since many issues can be resolved directly with the Bureaus, the Clerk's office recommends that citizens contact a Commissioner's Office or Bureau for assistance prior to requesting a Communication at the Council meeting.
- A total of 5 communications are scheduled per week.
- Requesters are limited to one scheduled communication per calendar month.
- Requester may schedule no more than two months in advance.
- In the event the meeting is cancelled, requester will be notified of the next available open date.

#### 4. Policies and procedures regarding City Council member absences

##### Purpose

To provide a process and procedure for notifying the public and other Council members of City Council absences.

The Auditor's Office requires that City Council members submit absence notices to the Council Clerk one week before their scheduled absence. If the absence is due to illness or an emergency, the absence notice is submitted as soon as possible. The Council Clerk will make the Absence form available so city employees and the public know if a quorum will be present for a particular meeting, if a certain Commissioner will be present or in the case of the Mayor's absence, who will be the presiding officer. The Absence form is attached. (See Exhibit A).

#### 5. Policies and procedures regarding the distribution of payroll checks.

##### Purpose

To develop a policy and procedure for the disbursement of payroll checks.

The Auditor's Office distributes a form to all bureaus that designate the employee(s) who has authority to pick up payroll checks. The form contains the signature authorization of the bureau head or designee and the authorized employee(s). The Authorization form is attached. (See Exhibit B). The Auditor keeps the forms on file and only releases checks to authorized employees. All authorized bureau employees have to sign the Auditor's Office register when they pick up a paycheck. The Authorization form is attached. (See Exhibit B ).

The Auditor's Office does not release a payroll check before the designated time unless the City Treasurer has approved and authorized the early release.

The Auditor's Office does not distribute flyer/brochures or other notices with payroll checks. These items are submitted to each bureau timekeeper so they can distribute them to their bureau employees.

#### HISTORY

Filed for inclusion in PPD September 30, 2004.

Amended rules adopted by City Auditor and filed in PPD September 12, 2006.

Amended rules adopted by Chief Deputy Auditor and filed in PPD October 19, 2006.