

ORDINANCE No. 188719

*Update Code filing deadline for documents to be included on the Council Agenda to Tuesday at 12:00 p.m., as observed under the pilot project (Ordinance; amend Code Section 3.02.030)

The City of Portland Ordains:

Section 1. The Council finds:

1. The Auditor's Office is responsible for preparing the Council Agenda and maintaining a record of Council's action.
2. Council expressed an interest in having the Council Agenda available prior to Friday at 5:00 p.m.
3. Resolution No. 37155 was adopted October 7, 2015 to conduct a six-month pilot project to amend procedures in order to increase time for public review of City Council agendas by making the agenda available no later than Thursday at 5:00 p.m. and moving the filing deadline to for Council offices to Monday at 5:00 p.m.
4. The six-month pilot project resulted in a substantial number of changes to the agenda after publication which impacted the work flow and workload of the Council Clerks.
5. The Auditor's Office made a recommendation to extend the pilot project with modifications for another six months. The filing deadline moved to Tuesday at 12:00 p.m. and the agenda is published as early as possible on Friday.
6. The extension of the pilot project was completed at the end of December 2016 and the Auditor's Office recommends the code be changed to reflect the Tuesday at 12:00 p.m. filing deadline.

NOW, THEREFORE, the Council directs:

- a. Portland City Code Section 3.02.030 A. is amended as follows:
 - A. Notice and Filing of Documents. The City Auditor shall post on the City's website and distribute electronically to interested persons, at least 24 hours before each meeting, a summary of matters to come before the Council at the next meeting. The summary shall be known as the Portland City Council Agenda. Documents for inclusion on the Agenda shall be filed in the Office of the City Auditor before ~~5:00~~ 12:00 p.m. each ~~Thursday~~ Tuesday of the week preceding the Council meeting except when otherwise required due to the date of a legal holiday. In this event, the Auditor shall give notice to all bureaus of the revised time for filing agenda items.

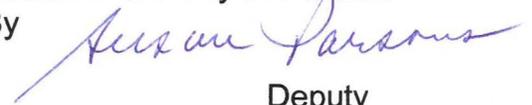
Section 2. The Council declares that an emergency exists because the pilot project has ended and the earlier filing deadline is continuing to be followed currently; therefore, this ordinance shall be in full force and effect from and after its passage by Council.

Passed by the Council: DEC 13 2017

Auditor Mary Hull Caballero
Prepared by: Toni Anderson
Date Prepared: November 27, 2017

Mary Hull Caballero
Auditor of the City of Portland

By

A handwritten signature in blue ink, appearing to read "Susan Parsons", is written over the word "By".

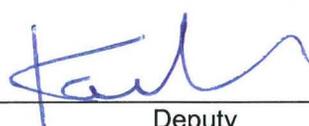
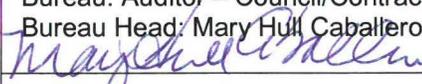
Deputy

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Agenda No. **188719**
ORDINANCE NO.
 Title

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|---|---|
| <p style="text-align: center;">INTRODUCED BY Commissioner/Auditor: Auditor Hull Caballero</p> | <p>CLERK USE: DATE FILED <u>DEC 05 2017</u></p> |
| <p style="text-align: center;">COMMISSIONER APPROVAL</p> <p>Mayor—Finance & Administration - Wheeler</p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Eudaly</p> | <p style="text-align: center;">Mary Hull Caballero Auditor of the City of Portland</p> <p>By:  Deputy</p> |
| <p style="text-align: center;">BUREAU APPROVAL</p> <p>Bureau: Auditor – Council/Contracts Bureau Head: Mary Hull Caballero </p> <p>Prepared by: Toni Anderson Date Prepared: 11/27/2017</p> | <p>ACTION TAKEN:</p> |
| <p>Impact Statement</p> <p>Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p> | |
| <p>Portland Policy Document If "Yes" requires City Policy paragraph stated in document.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> | |
| <p>✓ City Auditor Office Approval: <i>Tom</i> required for Code Ordinances</p> | |
| <p>✓ City Attorney Approval: <i>Flees</i> required for contract, code, easement, franchise, comp plan, charter</p> | |
| <p>Council Meeting Date December 13, 2017</p> | |

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|---|
| AGENDA |
| <p>TIME CERTAIN <input type="checkbox"/></p> <p>Start time: _____</p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p> |
| <p>CONSENT <input checked="" type="checkbox"/></p> |
| <p>REGULAR <input type="checkbox"/></p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p> |

| FOUR-FIFTHS AGENDA | COMMISSIONERS VOTED AS FOLLOWS: | | |
|--------------------|---------------------------------|------------------|------|
| | | YEAS | NAYS |
| 1. Fritz | 1. Fritz | ✓ | |
| 2. Fish | 2. Fish | ✓ | |
| 3. Saltzman | 3. Saltzman | _____ | |
| 4. Eudaly | 4. Eudaly | ✓ | |
| Wheeler | Wheeler | ✓ | |