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## City Council Work Session

Council Work Session

Auditor's Office

📅 March 12, 2025 9:30 am – 12:00 pm

Available Online

### Council in attendance:

- Councilor Dunphy
- Councilor Smith
- Councilor Kanal
- Councilor Pirtle-Guiney
- Councilor Ryan
- Councilor Koyama Lane
- Councilor Morillo
- Councilor Novick
- Councilor Green

### Meeting materials:

 [Presentation](#) 2.4 MB

Posted March 11, 2025 4:16 pm

*Work session was rescheduled from February 26, 2025.*

Council Chamber doors open to the public 15 minutes before the meeting starts. Learn more about [visiting City Hall to attend a Council meeting](#). Watch the live broadcast on [YouTube](#), on the [Open Signal website](#), or on cable TV (Xfinity Channels 30 and 330, CenturyLink Channels 8005 and 8505).

Work sessions are public meetings related to a specific topic where information is presented to Council. Council does not vote or take any action; public testimony is not taken. The public and press may attend work sessions when held in person or watch the live broadcast online or on cable TV.

### Location

#### City Council Chambers

1221 SW Fourth Avenue  
Second Floor Auditorium  
Portland, OR 97204

[Get Directions](#)

[More about this location](#)

### Contact

#### Reed Brodersen

Chief Deputy Auditor (he/him)

✉ [reed.brodersen@portlandoregon.g](mailto:reed.brodersen@portlandoregon.g)

📞 [503-823-2767](tel:503-823-2767)

### Related

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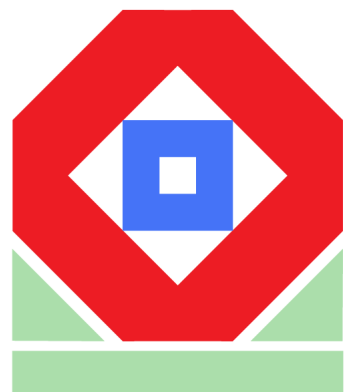
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# Ensuring Accountability, Inspiring Trust.



**Portland  
City Auditor**





# **Auditor's Office Work Session**

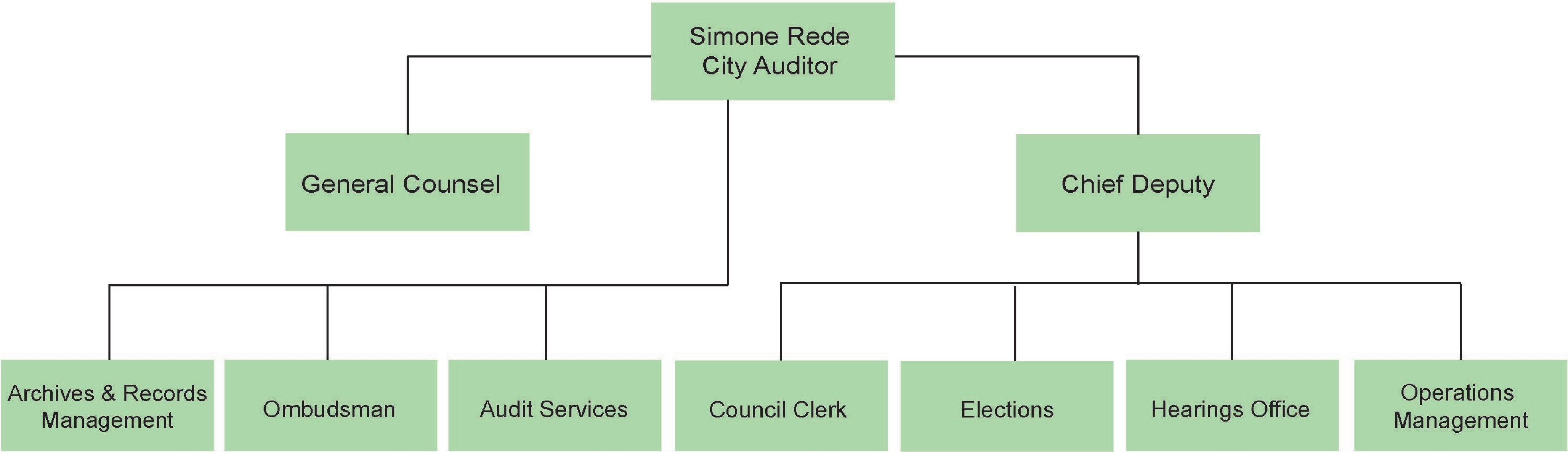
**City Auditor Simone Rede**

**March 12, 2025**

# The Auditor's duties are long-established and expanding

- Portland has had a City Auditor since 1868; the position has been elected by voters since 1891
- Portland voters increased City Auditor's independent authority in 2017
- Auditor's Office responsibilities have expanded since voters approved changes to the City's election system and form of government in November 2022

# Divisions report to the City Auditor and Chief Deputy



# Archives & Records is the official home of the City's historic records

- Operates Portland Archives & Records Center (PARC), making City administrative and historical records accessible to the public and City employees
- Originated as the City Records Program in 1976
- Was first located at Chimney Park in 1981; moved to Portland Archives & Records Center we operate today in 2010
- Consists of 2 workgroups and 12 staff members: 8 full-time; 4 part-time casual

# Archives & Records helps Councilors meet their legal recordkeeping requirements and conduct research

- Provides training and guidance on recordkeeping responsibilities in compliance with Oregon public records laws
- Interprets retention schedules to ensure proper records retention
- Sets up and provides technical support for Content Manager and electronic records filing processes
- Coordinates routine transfers of physical records to PARC
- Facilitates the transfer of materials to the City Archives at the end of term
- Provides reference services for historical research to inform policy or special projects

# The Ombudsman is an advocate for fairness

- Addresses complaints from people who feel the City has harmed them or treated them unfairly
- Resolves complaints informally, conducts impartial investigations, makes recommendations to City bureaus
- Established within the Auditor's Office in 2001; enshrined in City Charter in 2017



# **We may interact with Council about individual or systemic issues**

- Community members sometimes contact Councilors and our Office about the same concern
- Councilors may refer constituents to our Office
- We may suggest that complainants engage with Council
- We may reach out to Councilors to highlight unresolved issues in your Districts
- We may present reports to the relevant Council committees

# **Audit Services works to promote effective, efficient, equitable, and fully accountable City government**

- Created in 1974
- Introduced performance auditing in 1983 and codified in Charter in 1986
- Staffed by 8 performance auditors and 2 managers who:
  - Conduct performance audits
  - Manage the contract for the City's financial audit
  - Administer the City's fraud hotline
  - Monitor and report on the status of audit recommendations

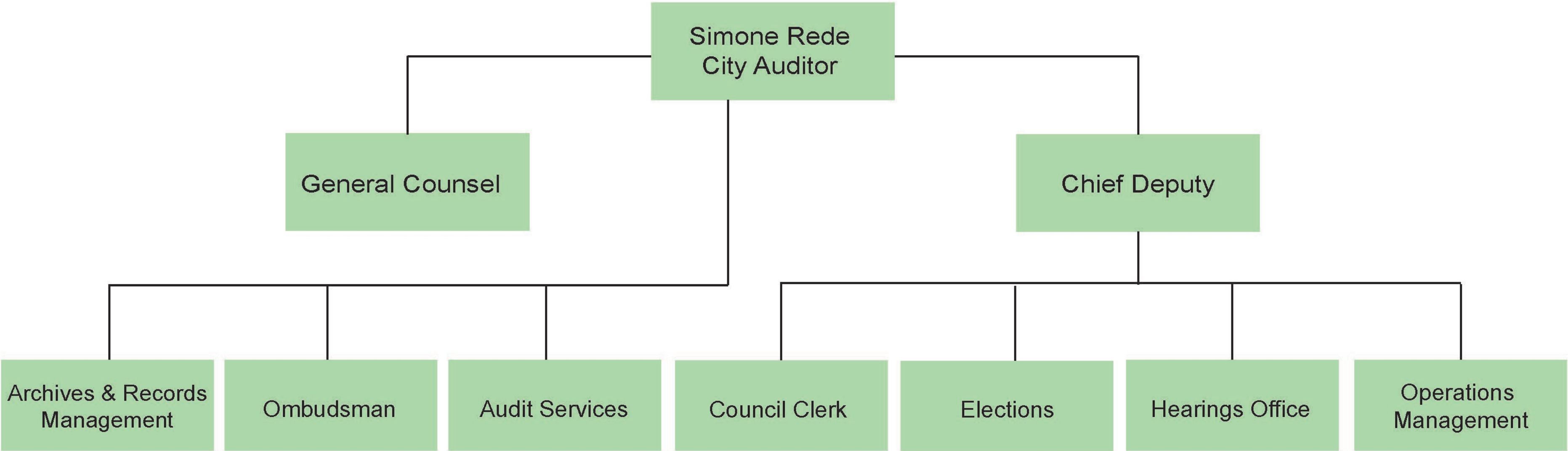
# How we engage with Council

- Seek input on potential audit topics for the annual audit schedule
- Notify Council of the annual audit schedule
- Inform Council when new projects are starting
- Share results of performance audit, financial audit and hotline work
- Share trends and focus areas identified through monitoring the status of audit recommendations



# Questions

# Divisions report to the City Auditor and Chief Deputy



# Who We Are





# **Council Clerk administers City Council business and maintains official records of Council action**

- Produces agendas for City Council's public meetings
- Clerks public Council meetings in accordance with Oregon law
- Facilitates verbal and written testimony
- Produces meeting minutes and archives Council documents
- Maintains City Charter, Code, and Portland Policy Documents

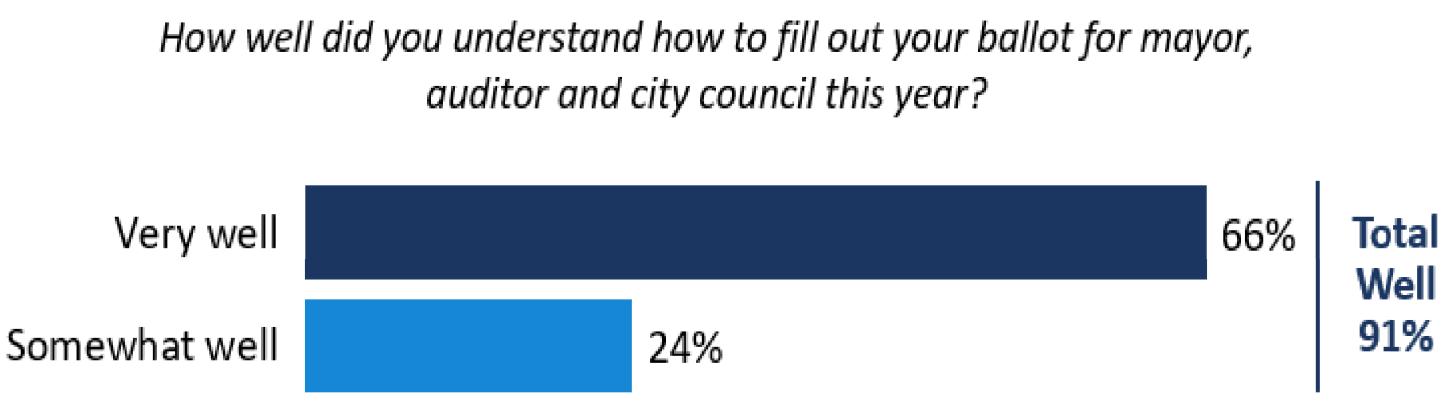
# Elections oversees the elections cycle from voter education to results certification

- Provides customer service, technical support, and trainings to elected officials, candidates, lobbyists, and community members
- Conducts voter and candidate education
- Qualifies candidates to the ballot
- Manages procedures for city-referred measures and conducts verification for all City petitions to qualify to the ballot
- Certifies election results

# Voter education is a new City Charter requirement and was transferred to the Elections Division in 2025



Nine in ten said they “very well” or “somewhat well” understood how to fill out their city ballot.



Ballot-centric advertisements were placed in District 1 and 2 buses, consistent with the City voter education plan.

Source: FM3 Research's analysis of November 2024 Portland voter experience survey results



Portland  
City Auditor  
Elections



# **Elections administers and enforces regulations that provide transparency about lobbying and campaign finance activity**

- Oversees campaign finance regulations in Portland that cover political ad disclaimers and contribution limits
- Manages lobbying and political consultant regulations that require disclosures from lobbyists, City officials, and political consultants
- Provides training and materials, manages filing portals, and investigates complaints of alleged violations

# Hearings Office conducts impartial hearings and renders decisions on appeals to City decisions

- Provides fast, fair, and impartial adjudication of alleged City Code violations
- Staffed with Hearings Officers who act as neutral and unbiased decision makers
- Works to remove barriers to accessing to justice for members of the public
- Conducts hearings related to vehicle tows, park exclusions, property maintenance violations, and some types of land use applications

# Council may hear appeals of certain land use cases

- Generally, the Hearings Office decisions are the final decision of the City reviewable by the court or the land use board of appeals
  - Exception: Type III land use case is appealable to City Council
- Council can consider including a right to appeal to the Hearings Office in new Code enactments



# Operations Management provides internal administrative support to the Auditor's Office

- Manages the Office's Charter-mandated and independent human resources, finance, and procurement policies and processes
- Provides business operations, hiring and recruitment, procurement, legal counsel, communications and outreach, administrative support, and finalization of Citywide contracts
- Supports communications and community engagement with a focus on systemically-excluded communities

# Questions





[auditorsoffice@portlandoregon.gov](mailto:auditorsoffice@portlandoregon.gov)

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[portland.gov/auditor](http://portland.gov/auditor)