

IMPACT STATEMENT

Legislation title: Conduct a pilot project to amend administrative procedures in order to increase time for public review of City Council public meeting Agendas (Resolution)

Contact name: Jasmine Wadsworth

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Presenter name: Commissioner Fritz

Purpose of proposed legislation and background information:

In August 2015 Commissioner Fritz requested the Council Clerk staff to look into ways to make the City Council Agenda available a day earlier. The Council Clerk staff recommended changing the filing deadline to Monday, and initiating a pilot project to evaluate the success of changing the filing deadline for more review time. The pilot project will allow carry-over items from the Wednesday morning meetings to be captured on the following week's agenda. Items heard for First Reading on Thursday afternoon may not be considered for Second Reading the following week.

Currently, the filing deadline is Thursday by end of day, and agenda packets are available on Friday afternoon. Council offices typically do not get to the Agenda until Monday morning, which results in only 48 hours for Council members and their staff to review Agendas. Adding an additional day will allow Council members, staff and the community to review information more efficiently and effectively.

This pilot project will go into effect on Monday, October 26, 2015 for six months. This Resolution will temporarily change the filing date from Thursday to Monday, and agenda and material will be available by the end of day Thursday, instead of Friday afternoon. The goal of this Resolution is to gain one extra full day of preparation time.

The pilot will be evaluated by the Auditor in collaboration with Commissioner Fritz and all Council members.

Financial and budgetary impacts:

This Resolution does not have any financial impacts

Community impacts and community involvement:

Making the City Council Agenda available earlier will give community members additional time for public review of weekly Council meeting agenda items.

On September 30th, 2015 Commissioner Fritz held a town hall meeting at Portland Community College Cascade campus on various topics, including this Resolution. An estimated 75-80 people attended, and there were no concerns or objections from community members in attendance.

Budgetary Impact Worksheet

Does this action change appropriations?

- YES: Please complete the information below.
- NO: Skip this section

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount