

## RESOLUTION No.

Enhance community service opportunities and strengthen the transparency and accountability of City advisory bodies (Resolution)

WHEREAS, local government works best when community members and government make decisions collaboratively, and robust public engagement is essential to sustaining this partnership; and

WHEREAS, effective public involvement strengthens public trust, better addresses the needs and priorities of the community, and increases the legitimacy and accountability of government actions; and

WHEREAS, opportunities to serve and volunteer should be accessible and meaningful to a broadly representative group of community members; and

WHEREAS, the City of Portland is committed to transparency and accountability, and to effective community involvement in government decisions; and

WHEREAS, the City has over 100 advisory bodies (boards, commissions and committees) that provide valuable guidance to City bureaus and the Council on a wide variety of issues; and

WHEREAS, the City does not have standard policies to ensure effective functioning of advisory bodies, including a comprehensive database of advisory bodies, uniform training for members and staff, and conflict of interest disclosures; and

WHEREAS, the City Council seeks to understand not only the conclusions of the body but also the substance of its deliberations and for that reason encourages the submission of minority reports along with the majority recommendation; and

WHEREAS, Citywide standards advance meaningful public involvement, provide consistency and clarity on the role of advisory bodies, and give community members greater confidence in the value of their service; and

WHEREAS, pursuant to Council Resolution No. 37285, adopted May 11, 2017, the City has taken affirmative steps to create protocols and procedures in line with best practices for public involvement; and

WHEREAS, the City Attorney's Office, in consultation with the Office of Neighborhood Involvement, Office of Management and Finance, and Office of Equity and Human Rights, coordinated the development of a comprehensive inventory of City advisory bodies and has prepared the following:

- Uniform application, including mandatory conflict of interest disclosure form.
- Training materials for City staff who facilitate advisory bodies.
- Training materials for members of advisory bodies.
- Bylaws template, including recommendations regarding mandatory term limits, staggered terms, and subcommittee participation.

- Options to track the delivery of training.
- Survey to be completed by members at the end of their service.
- Values to guide transparent selection processes.

NOW THEREFORE, BE IT RESOLVED, the Office of Neighborhood Involvement, in coordination with the office of the City Attorney, shall be the lead office in implementing these new policies and procedures; and

BE IT FURTHER RESOLVED, as part of the FY 2018-19 budget process, the Office of Neighborhood Involvement will request adequate resources to ensure proper and timely implementation of these new policies and procedures; and

BE IT FURTHER RESOLVED, within one year of passage of this Resolution, the Office of Neighborhood Involvement will report to Council on the implementation of these new policies and procedures; and

BE IT FURTHER RESOLVED, existing advisory bodies will consult with the Office of Neighborhood Involvement to implement best practices for board functioning; and

Adopted by the Council:

Commissioner Nick Fish  
Commissioner Chloe Eudaly  
Commissioner Amanda Fritz  
Prepared by: Amira Streeter, Jamey Duhamel,  
Claire Adamsick  
Date Prepared: September 20, 2017

**Mary Hull Caballero**  
Auditor of the City of Portland  
By

Deputy

## IMPACT STATEMENT

**Legislation title:** Enhance community service opportunities and strengthen the transparency and accountability of City advisory bodies (Resolution)

**Contact name:** Amira Streeter  
**Contact phone:** (503) 823-3598  
**Presenter name:** Judy Prosper, City Attorney's Office

**Purpose of proposed legislation and background information:**

The City of Portland has over 100 boards, commissions, and committees that provide valuable guidance to City bureaus and the Council on a wide variety of issues. However, the City does not have a way to ensure that City staff who manage those bodies and the members who serve are appropriately trained on their obligations. Basic transparency measures, such as mandatory conflict of interest disclosure forms, are not required as a standard practice. The City also does not have a comprehensive database of active advisory bodies. In May, Council adopted Resolution No. 37285, directing that standard policies and procedures be developed. This Resolution directs the implementation of those updates, which will increase the integrity and impact of advisory body recommendations and give both staff and members greater confidence in the value of their service. These updates also build on the City's Public Involvement Principles adopted in 2010.

**Financial and budgetary impacts:**

This Resolution directs the implementation of standard policies and procedures for the creation and administration of City advisory bodies. An attached memo from the Director of the Office of Neighborhood Involvement anticipates a budget request in FY 2018-19 to support implementation.

**Community impacts and community involvement:**

Gaps in the City's management of advisory bodies have been identified by both City staff and community members. The updates proposed in this Resolution will have the effect of increasing access to opportunities for service, enhancing the transparency and accountability of advisory body work, and ensuring that both staff and members are appropriately trained on the rules governing their service.

**100% Renewable Goal:**

N/A

### Budgetary Impact Worksheet

**Does this action change appropriations?**

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

<b>Fund</b>	<b>Fund Center</b>	<b>Commitment Item</b>	<b>Functional Area</b>	<b>Funded Program</b>	<b>Grant</b>	<b>Sponsored Program</b>	<b>Amount</b>