

Tues., Oct. 8, 2024

A wide-angle photograph of the Portland, Oregon skyline across the Willamette River. The image features the large steel truss Astoria-Megler Bridge in the foreground, with various modern and older buildings in the background under a blue sky with scattered white clouds. A white ferry is visible on the river.

Government Transition Advisory Committee

Voter Approved. Community Centered. City Delivered.





Meeting Logistics

- Meeting is being recorded and will be posted on the Committee's website.
- We have Closed Captioning, American Sign language, and Spanish interpretation available.
- Committee members, please change your chat setting to "Everyone".
- Community members, you can submit questions or thoughts through the Q&A.

Meeting Agenda

TIME	ACTIVITY
6:00 – 6:10pm	Welcome & Committee business <ul style="list-style-type: none">• Approve 9.11.24 meeting summary• Review working agreements
6:10 – 6:20pm	Public comment
6:20 – 6:55pm	City administrator recruitment
6:55 – 7:10pm	Onboarding update
7:10 – 7:40pm	Engagement report + strategies moving forward
7:40 – 7:55pm	Recommendations to City leaders: education & advocacy
7:55 – 8:00pm	Upcoming meetings & adjournment



Committee Business

- Excused absences: Jane
- Approve 9.11.24 meeting summary
- Review working agreements

Working Agreements

Our expectations of each other include:

1. In discussions, challenge ideas rather than individuals; offer constructive suggestions.
2. Approach different opinions with curiosity, seek to understand.
3. Keep the needs and concerns of the local community and the larger region at the forefront of the work.
4. Arrive on time and prepared (to the best of your ability). Let the group know if you are unable to attend a meeting.
 - a. The co-chairs will aim to incorporate tools for 'breathers'.
5. Keep multi-tasking to a minimum.
6. Keep focus on the objectives of the meetings.
 - a. Utilize co-chairs to note additional topics for discussion by submitting topics in writing via email.

Working Agreements Cont.

Our expectations of each other include:

7. Honor the decisions of the group.
8. Contribute to the overall success of the group by finding ways to participate that best meet your needs.
9. Step up; Step Back – collectively work to ensure that every member who wants to be heard, is heard.
10. Embrace conflict and work with your fellow Committee members and staff to find ways to give each other feedback.
 - The co-chairs will aim to incorporate various feedback tools.
11. Use “I” statements.



Public Comment

- Community members were asked to sign-up ahead of time.
- Community members will have 3 minutes to share their thoughts.
- Staff will track time.



City Administrator Recruitment



City Administrator Recruitment

GTAC Meeting
October 8, 2024
Orlando Williams





Data Recap: Listening Sessions (May 2024-Sept. 2024)

Public Listening Sessions Conducted: 2

Small Group Listening Sessions Conducted: 9

Listening Session Groups

1. Portland Leadership Team

2. Economic Development (2 sessions)

- Invited Organizations: Black Business Association of Oregon, Partner's in Diversity, Portland Metro Chamber, Business for a Better Portland, Greater Portland Inc
- Organizations that Attended: Portland Metro Chamber, Greater Portland Inc

3. Cultural Small Group

- Invited Organizations: Urban League of Portland, Albina Vision Trust, NAACP, Kairos PDX, Self Enhancement Inc, Coalition of Communities of Color
- Organizations Attended: Coalition of Communities of Color

4. Cultural Small Group

- Organizations Invited: Latino Network, Hispanic Metropolitan Chamber, Verde PDX
- Organizations Attended: Verde PDX

5. Cultural Small Group

- Organizations Invited: Unite Oregon, Immigrant and Refugee Community of Oregon
- Organizations Attended: Unite Oregon



Data Recap: Listening Sessions (Continued)

Public Listening Sessions Conducted: 2

Small Group Listening Sessions Conducted: 9

Listening Session Groups

6. Environmental Small Group

- Organizations Invited: East Multnomah Soil & Water Conservation District, 1000 Friends of Oregon, EcoTrust of Oregon
- Organizations Attended: 1000 Friends of Oregon

7. Government and Public Bodies

- Organizations Invited: Port of Portland, Prosper Portland, Tri-Met, Multnomah County, Energy Trust of Oregon
- Organizations Attended: Tri-Met, Multnomah County

8. Tribal nations & Organizations

- Tribal Nations and Organizations Invited: Native American Youth and Family Center, Grand Ronde, Siletz, Warm Springs, Umatilla, Cowlitz, and Yakima Nations, Confederated Tribes of the Umatilla Indian Reservation
- Tribal Nations and Organizations Attended: Native American Youth and Family Center

Additional organizations reached out to, but did not attend

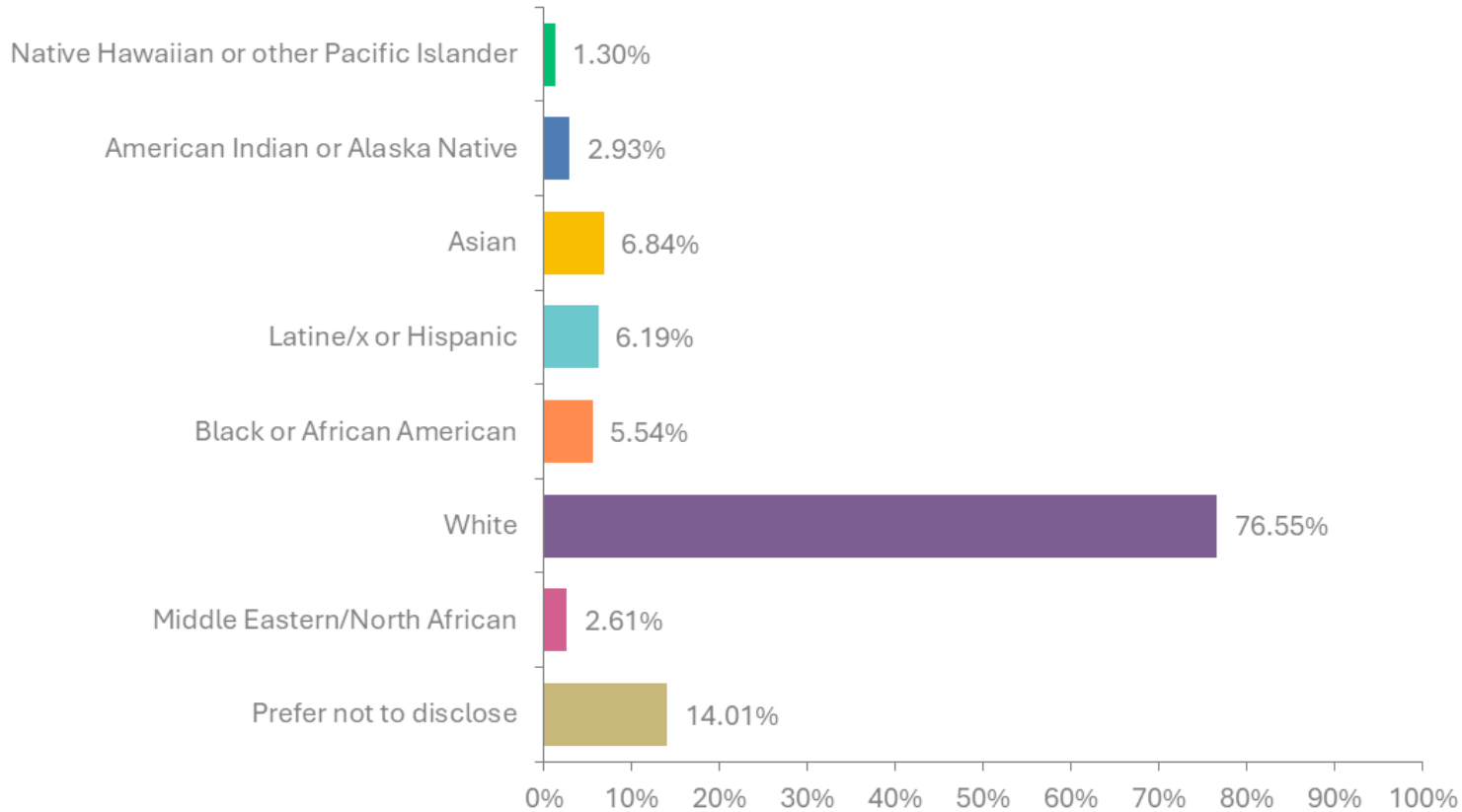
- Outside In, Basic Rights Oregon, PDX Q Center, PFLAG Portland, Emerging Professionals of Portland, P:ear, Asian American Council of Oregon, AARP, KairosPDX, Neighborhood Associations of Portland



Data Recap: Survey

Number of Survey Responses (May 2024-Sept. 2024): 336

Survey Demographics

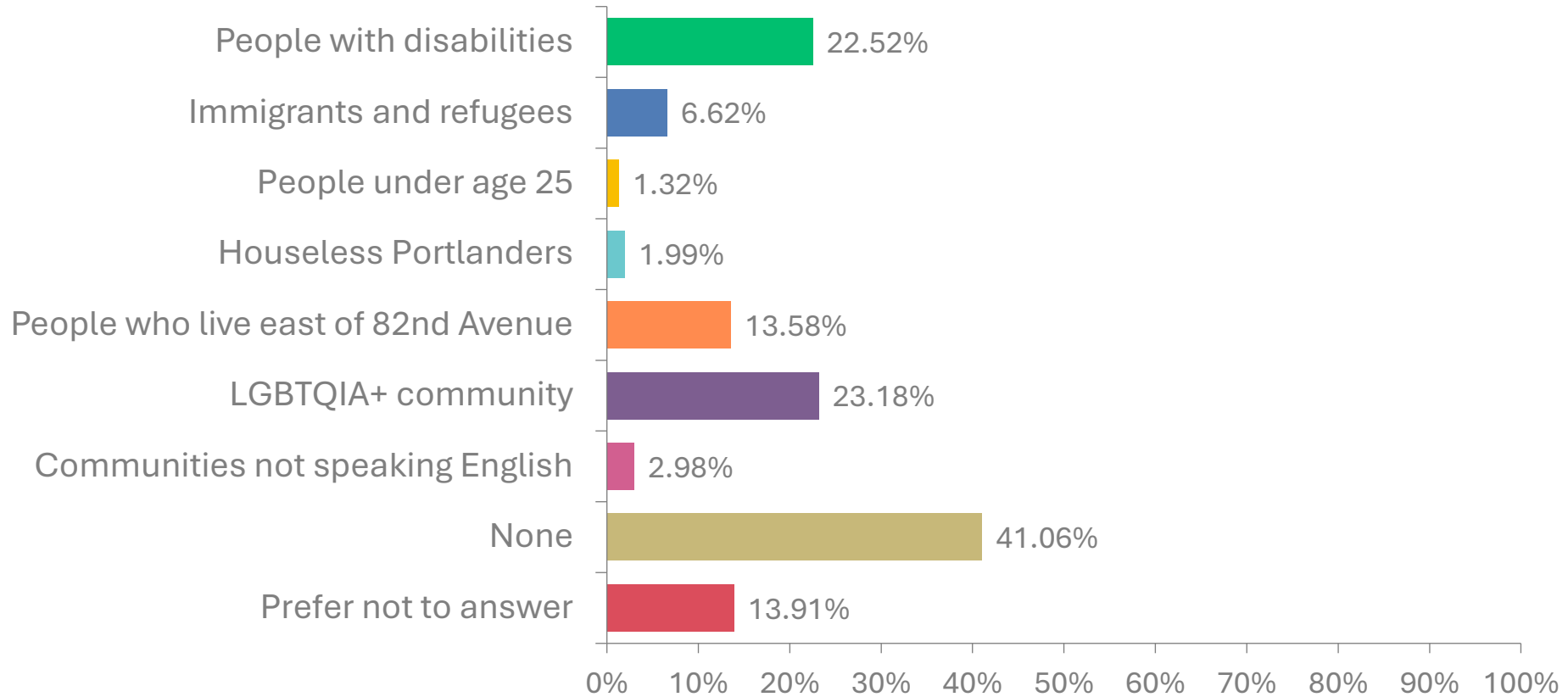




Data Recap: Survey (Continued)

Number of Survey Responses (May 2024-Sept. 2024): 336

Survey Demographics





Ideal Candidate Profile

- Proven ability to provide strategic direction and oversight across all city bureaus and departments.
- Established track record of acting effectively under the policy direction of the mayor and city council.
- In-depth experience ensuring city services and operations are managed effectively and aligned with leadership's strategic goals.
- Demonstrated success in shaping an inclusive, transparent, and responsive long-term vision for city growth and development.
- Proven strength in balancing decisiveness with inclusiveness, ensuring diverse voices are represented in decision-making processes.
- Established expertise in navigating crises and political changes with resilience, collaboration, and transparency.
- Proven ability to foster partnerships across city bureaus, county agencies, and community organizations.
- Demonstrated success in promoting diversity, equity, and inclusion (DEI) as an actionable framework in government operations.
- In-depth knowledge of strategic planning, budget management, and overseeing financial operations, particularly in constrained budget environments.
- Proven competency in making inclusive, data-driven decisions to inform policy choices and measure program effectiveness.
- Strong communication skills for engaging with diverse communities, stakeholders, and public forums.
- Established success in empowering local communities and ensuring their involvement in decision-making processes.
- Demonstrated ability to address challenges such as infrastructure, economic growth, and social equity while driving long-term, strategic change.
- Proven success in integrating diversity, equity, and inclusion principles into government operations and leadership.



Timeline for Execution

Desired Date of Completion: June 2025

Please keep in mind that the key search dates outlined below are approximate and are subject to change due to the interview schedule and candidate(s) availability.

RECRUITMENT PROCESS TIMELINE

BETTER/BEST DISCOVERY

- **Introduction & Process Overview**
Week of January 7
- **Listening Sessions**
(Selection Committee, Key stakeholders, Mayor, City Council)
Weeks of January 14, 21, 28

BETTER/BEST CANDIDATE SEARCH

- **Job positing & Recruitment**
(Direct-Sourcing, Pre-Screens & Applicant Response)
Weeks of February 4 through March 11
- **Check-in & Calibration Meeting**
Week of February 18
- **Presentation of Top Candidates**
Week of March 18

BETTER/BEST INTERVIEWS

- **Better/Best Training for Interview Panels**
Week of March 11
- **Round 1 Panel Interviews**
Week of March 25, April 1
- **Round 2 Panel Interviews**
Week of April 8
- **Round 3 Meet & Greets (in-person)**
Weeks of April 15, 22

BETTER/BEST SELECTION & HIRING

- **Candidate Selection and Offer**
(Chosen/Proposed by the Mayor with confirmation from the City Council)
Week of April 29, May 5

New city administrator starts work June 2025!



GTAC Recommendations & Feedback

In Summary: Collaborate, Contribute, Provide Input, and Advise

Job Description (Community-Informed Recommendations):

GTAC members can offer critical insights into community priorities and expectations, ensuring that the job description reflects the necessary technical qualifications, leadership qualities, and aligns with the goals of transparency, accountability, and community engagement.

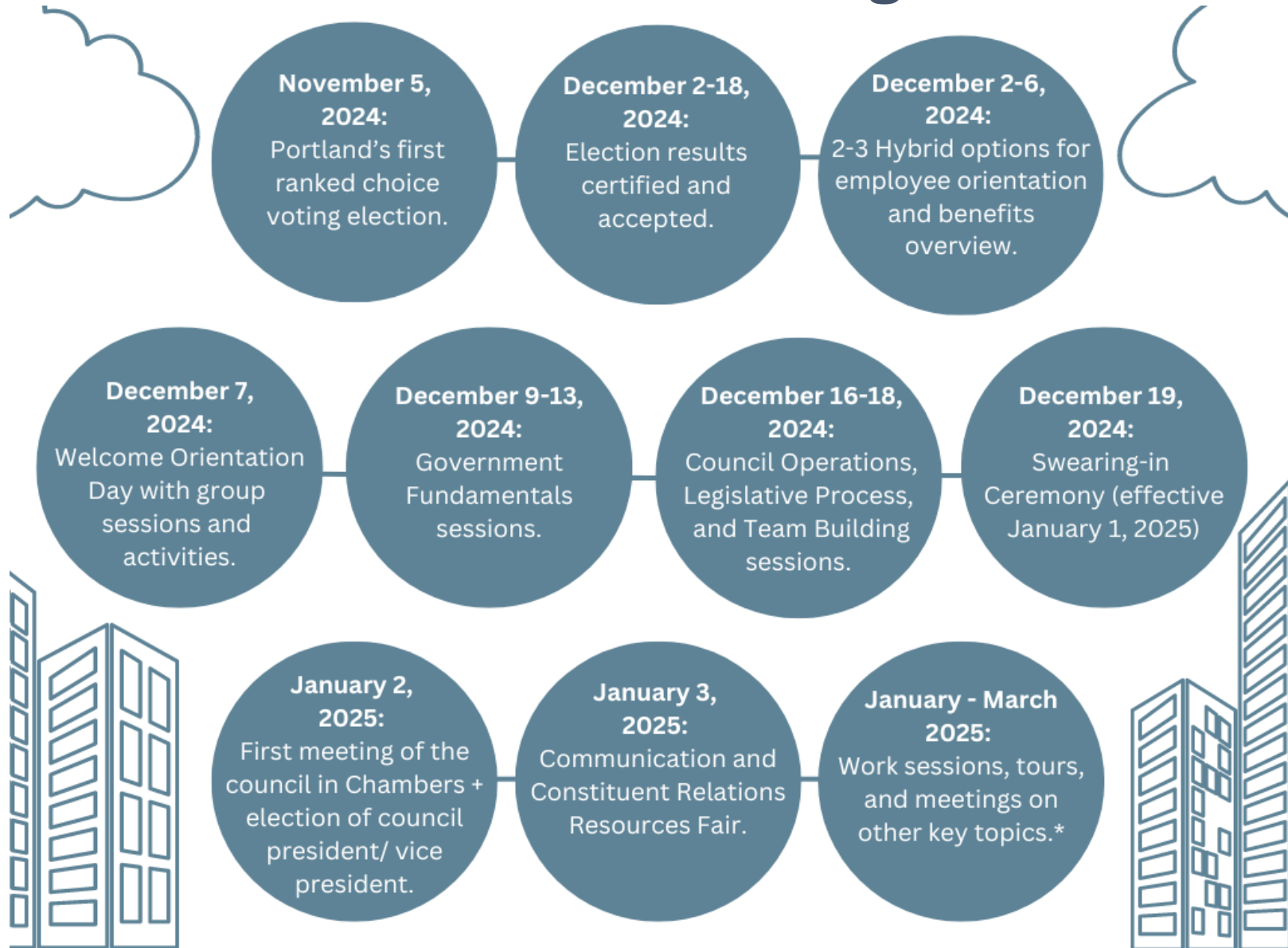
Proposed Recruitment Plan & Timeline:

GTAC should provide input on the recruitment process for the city administrator, including outreach strategies, candidate evaluation criteria, and the timeline, ensuring the process is fair, inclusive, and effective in attracting qualified candidates.



Onboarding Update

Post-Election Onboarding Timeline

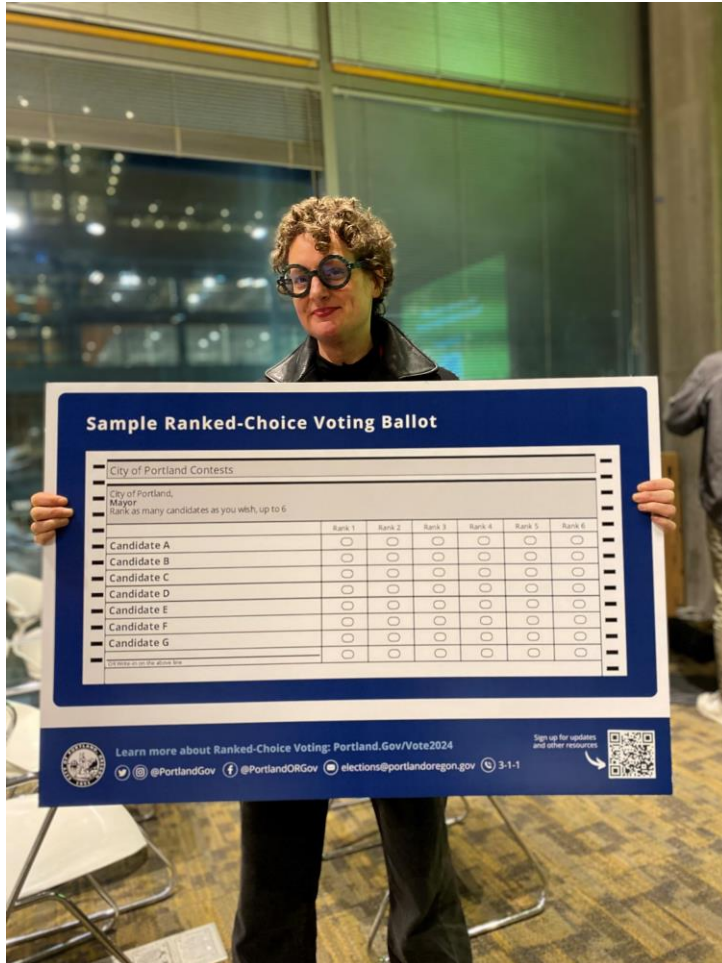


**Council's calendar will prioritize continuity of operations and budget needs.*



GTAC Engagement Report + Strategies Moving Forward

Tools Available for the GTAC's Community Engagement



- ✓ GTAC resources webpage
- ✓ 2 slide decks
- ✓ Handouts
- ✓ Posters
- ✓ Staff scheduling support
- ✓ Engagement tracker

Summary of engagement activities to-date

Already exceeded projection

On-track to meet or exceed projection

Off-track to meet projection

Engagements	GTAC (9.30.24)	Total to-date (11.22-9.30.24)	Projections to March 2025
Community survey responses	601	2,058	600
Transition newsletter signups	n/a	3,616	3,665
Community listening sessions & workshops	5	13	7
Participants at listening sessions	124	597	250
Public comments received	n/a	2,713	2,000
Hours of verbal public comment	.85	20	37
Public meetings and hearings	67	150	100
Briefings and presentations • Those done by GTAC	118	161 • 118/161	126 • 126
Policy discussions with community organizations	5	47	60
Employee townhall meetings	n/a	14	18
Employee attendance per townhall topic	n/a	1,437	1,100
Media coverage	n/a	376	200

The GTAC's Voter Education Efforts

Hard to reach for voter education:

- Seniors: 10 presentations completed

Tabling Opportunities

- 11 Events Completed
- Bridge City Soul, Jim Pepper Fest, Glass of Hearts, Mississippi Street Fair, Montavilla Street Fair, Barrio Mestizo, Hip Hop in the Park, Bottleneck Blues Band, Sunday Parkway and Dress for Success Free Resource Fair.

Ranked Choice Voting Focused

- 15 presentations done with James Eccles and Francisca Garfia

The GTAC's Presentations to Neighborhood Associations

of Neighborhood Association Reached
Total: 51/94

District 1

- 11/15

District 2

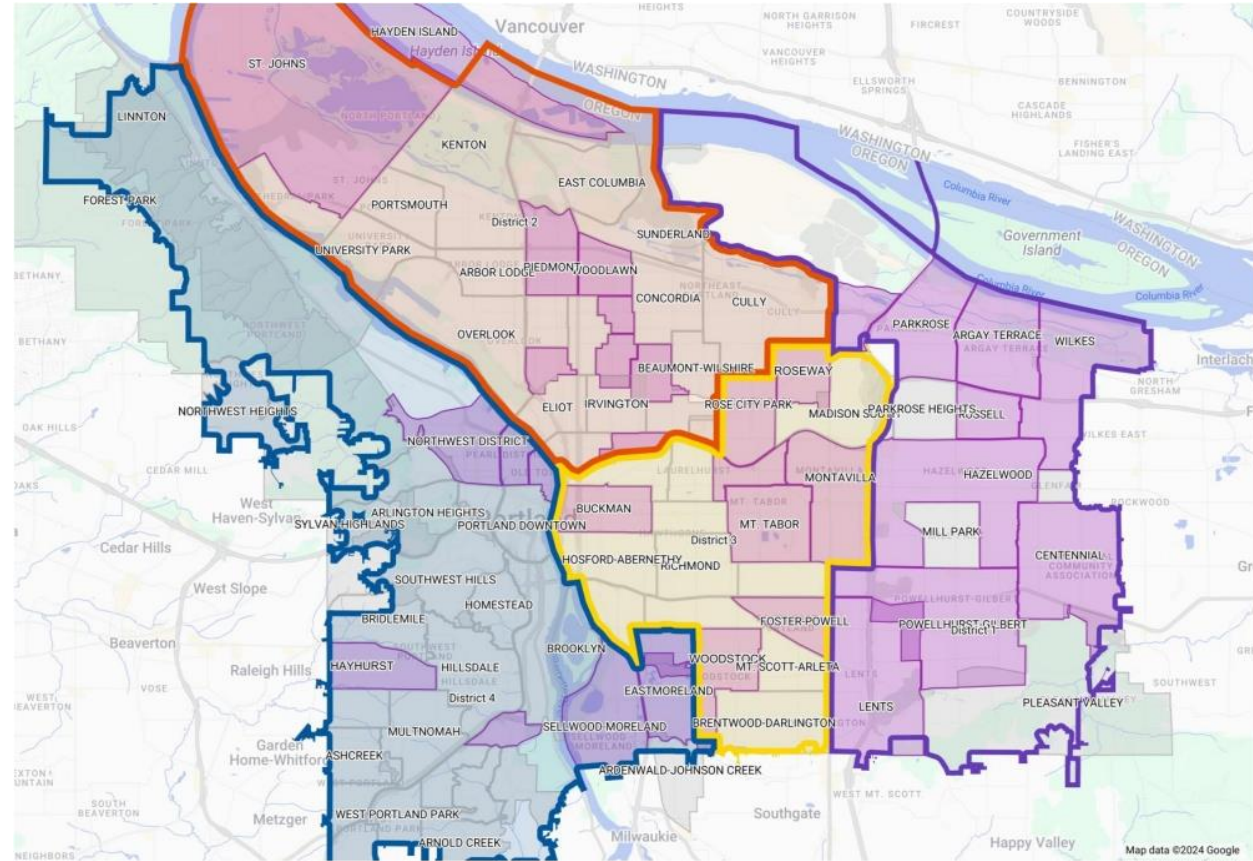
- 13/29

District 3

- 15/19

District 4

- 12/33

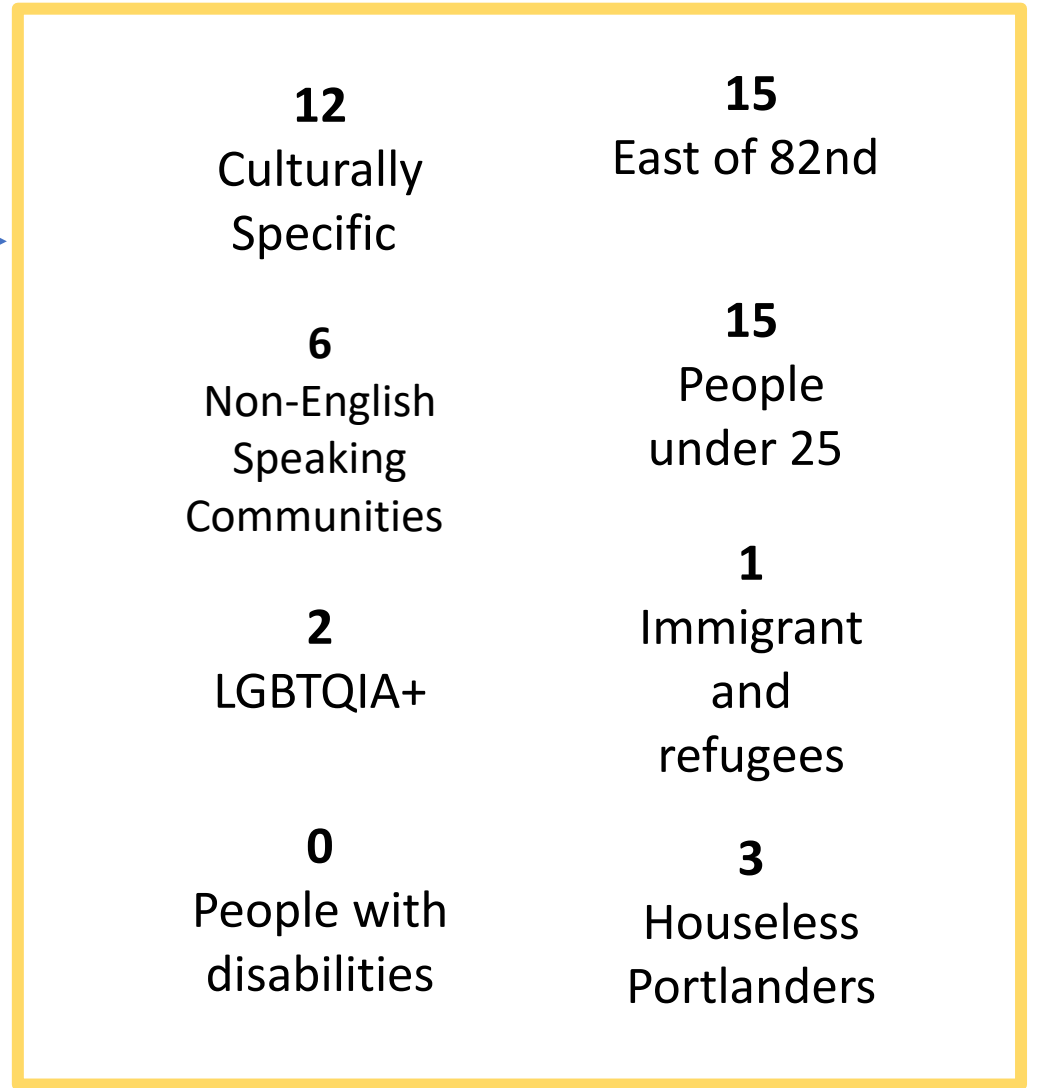


The GTAC's Presentations By the Numbers

118
Total Completed
Presentations
(13 in September)



48
41% Left Out of City
Hall Decision-making

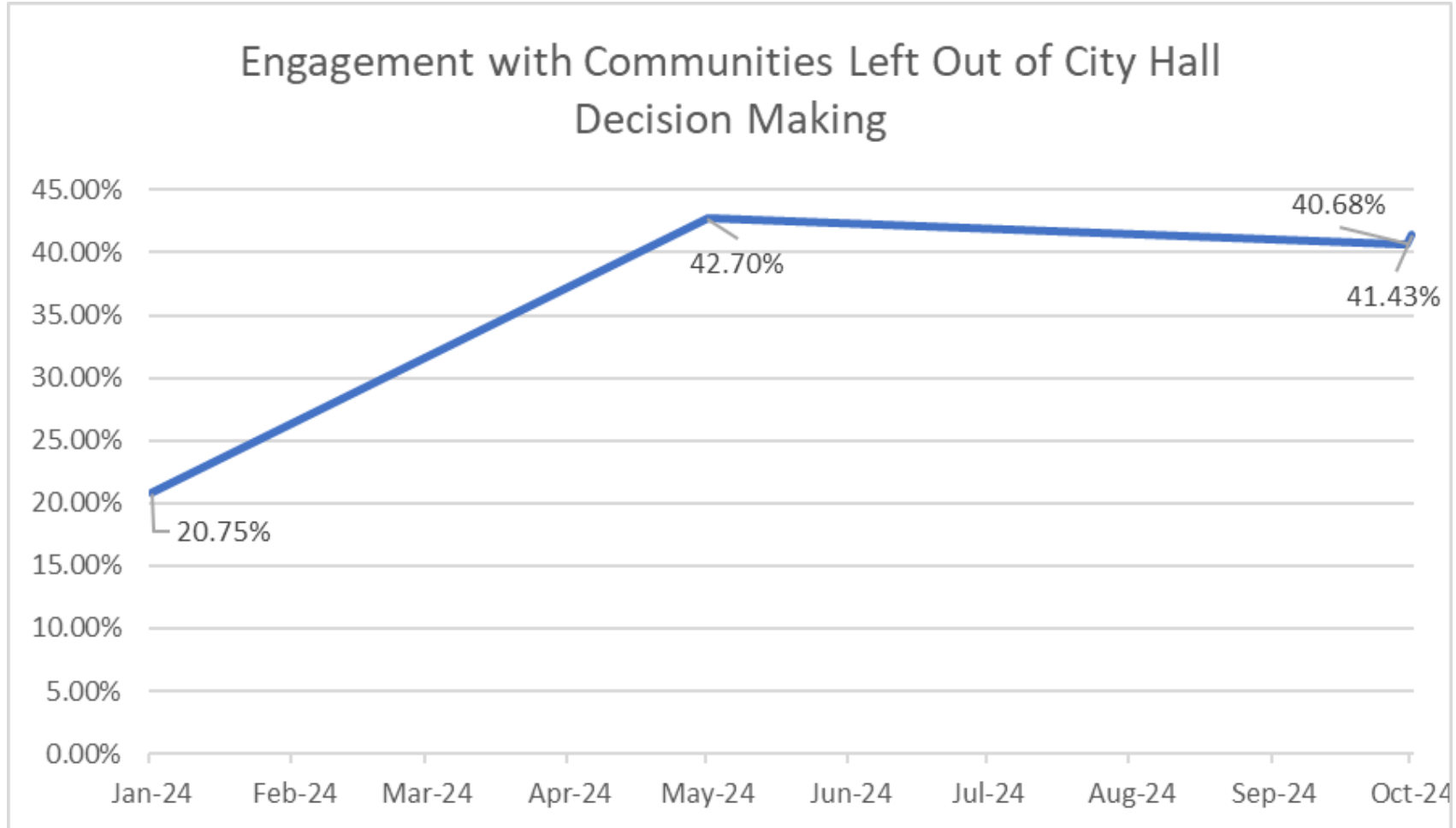


- Neighborhood Associations
- Community Based Organizations
- Schools
- Business Organization

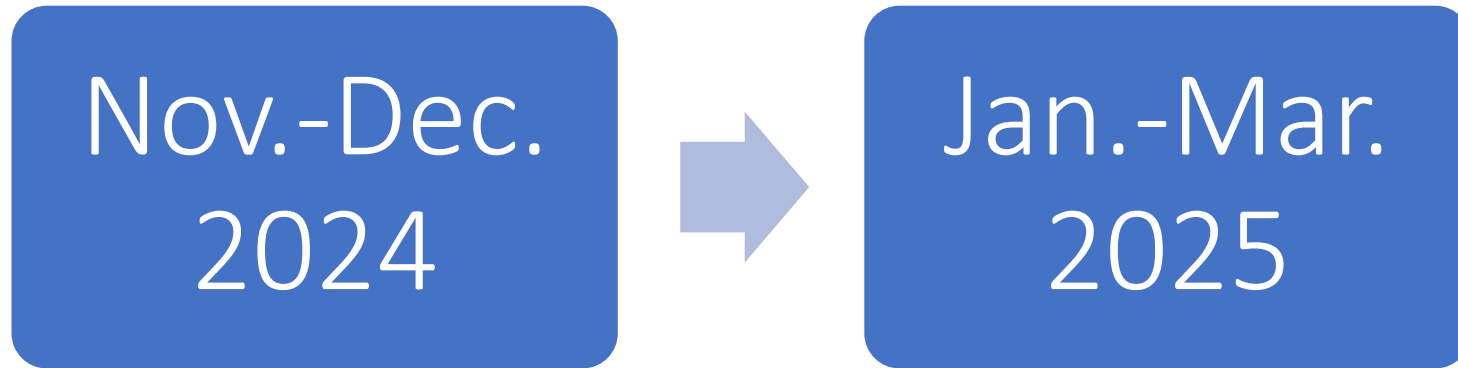
Total number is larger than 48 as some Organizations fall in more than one group.

Projections thru October 2024:

- Total presentations: 140
- Presentations in communities historically left out of City Hall decision making: 58 or 41%



Example to Reach Goal



- Revise community presentation
 - Conduct targeted outreach
 - Schedule presentations
- Provide about seven presentations per month in communities historically left out of City Hall decision-making

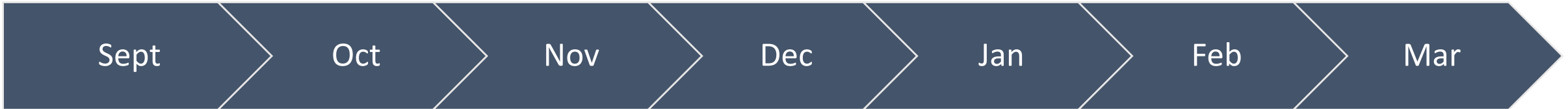
Proposed Targeted Outreach Strategies

- Proactive outreach to organizations representing communities historically left out of City Hall decision-making that we have not yet reached including offering to give presentations at existing community events
- Provide sponsorships for event space, food, stipends, etc.
- Identify and reach out to networks, peers, friends, and family affiliated with school districts, school boards, school programming to provide presentations to youth
- Offer to give presentations or attend existing events at local businesses with customers from communities historically left out of City Hall decision-making
- Be at social venues attended by communities historically left out of City Hall decision-making
- Find interactive approaches that are attention grabbing for presenting



Recommendations to City Leaders: Education & Advocacy

GTAC's Education & Advocacy Plan for the Recommendations to the Leaders of Our New City Government



Transition newsletter
Employee newsletter
Email recommendations to:

- Candidates
- Endorsing organizations
- Candidate forum hosts
- Entities that provided input
- Past outreach organizations

Email recommendations to councilors-, auditor-, and mayor-elect with request to meet

- Brief the council president and plan final report to council
- Request to meet with auditor and mayor to share recommendations (if needed)
- Write an opinion piece to inform budget development and/or encourage third parties to write pieces

Be present at the current council: Oct. 23 session

Bring collateral to community events: flyer

Incorporate into community presentations

Motion to Revise

The GTAC understands that many of the recommendations can be complex, difficult to implement, resource-limited, or controversial. And we understand the recommendations are merely among the many urgent priorities that will be competing for the new government's time and attention. These recommendations are offered in the GTAC's advisory role. The new government ~~—the new elected council, the new mayor, the new city administrator, and the administration—~~ retains the prerogative ~~as to if and how the City implements~~ accept these recommendations. Despite these truths, these recommendations address foundational organizational and programmatic areas which will facilitate the effective and efficient implementation of the charter reform. We offer these informed and thoughtful recommendations in the spirit of leveraging the unique opportunity afforded by this charter reform that was moved forward by community effort and Portland voters.



Upcoming Meetings

- GTAC @ City Council: Oct. 23
- Voter/Candidate Education & Outreach Subcommittee meeting: Oct. 31
- GTAC meeting #25: Nov. 13

Meeting Adjourned

