The Government Transition Advisory Committee
Additional Recommendations Workgroup
Draft Recommendations
January 2025

Proposed Recommendation #1: Find savings in the new form of government.

The transition to a de-siloed City administration provides opportunities to identify redundant services that can be consolidated, thereby eliminating unnecessary costs. The Mayor, Administrator and Council should actively, and publicly, begin identifying those efficiencies and how they can be incorporated into the budget process, either through a full Council or appropriate committee work session.

Proposed Recommendation #2: Commit, through a written action, to implement identified priorities in the Budget and Finance Staffing and Budget Process Transition Report.

Ensure progress on the following Report items by releasing a written action:

- Establish a budgeting process based on the results of a multi-year strategic plan.
- Focus on public engagement during strategic planning, especially in the process of setting priorities and goals.
- Use the budget as a tool to implement policy, rather than the other way around.
- Develop a transparent Budget Community Engagement Plan that articulates its purpose, structure, and timelines of engagement opportunities for each city's district. The engagement plan should be led by outreach and engagement professionals and supported by an assigned budget.
- Release information on the recently adopted 2024-2025 budget and the proposed budget process for the 2025-2026, ensuring the information is accessible to multiple audiences. Providing accessible budget information around the allocations and the changing process is essential to building public trust in budgeting and the new form of government.
- The budget office should have a direct line of authority and communication with the city administrator and mayor.
- City bureaus and departments should track and report on performance metrics that are consolidated and connected to the city-wide strategic plan with targeted goals that will facilitate tracking and reporting progress toward desired outcomes for each bureau and department.
- Council must be involved in these key areas of budget process: a) The initial strategic planning; b) Ensuring the city's established goals and objectives are aligned with the results of the strategic plan; The budget aligns with the city's greatest needs identified through the strategic planning; and, d) Reviewing and adopting the proposed budget.

Proposed Recommendation #3: Establish a code commission.

Consider creation of a permanent Commission on the City Code. The Commission would be responsible for recommending to the council necessary code changes to review, organize, reorganize, update, and maintain a modern and accurate city code and associated administrative regulations. The role and purpose of the Commission would be to be sure that the extremely detailed but low priority work of code hygiene and maintenance actually gets done, without bogging down the council's higher priority policy

work. The commission should consist of legal and legislative scholars, practitioners, and individuals experienced in drafting, administering, or applying legal codes. Ex-officio members of the commission should include the city attorney or designee, representatives from relevant bureaus as needed, and a council liaison.

Proposed Recommendation #4: Review and reform the City's overall approach to advisory bodies in the context of the new form of government and districted City Council representation.

- Acknowledge advisory bodies as an integral element of an overall systemic approach to community engagement in the new government. Portlanders have a wealth of knowledge, talent and experience that can help inform and improve city policy development and decision-making. Advisory bodies are a fundamental mechanism for inviting deep and meaningful participation of the public.
- Reconfigure the current constellation of advisory bodies to more accurately, efficiently and effectively provide advice and engagement in the realigned service areas in the new form of government. The city should sunset obsolete, redundant, inactive or ineffective bodies. Bureau-level budget advisory committees should be consolidated into year-around service-area-level budget and performance committees.
- Clarify the responsibilities for the overall management of advisory bodies by the City. In particular, define the role and responsibilities of the Office of Community and Civic Life, the Engagement Officer, the City Administrator and Assistant City Administrator, and the Bureau(s) being advised.
- Consider centralization and standardization of recruitment, management, and administrative assistance tasks for advisory bodies. Consider standardization of staffing models, bylaws and governance, facilitation options, onboarding, training and technology.
- Consider standardization of proven and effective practices for advisory bodies, including but not limited to: meetings are open to the public; public input is taken; meetings are recorded and posted; agendas and minutes are posted; bodies provide written recommendations to the City and receive written responses.
- Improve recruitment and promotion processes. Consider a regular, open recruitment period to identify and engage interested community members and offer stipends consistent with Citywide policies for advisory bodies. Improve overall representation on advisory bodies by emphasizing relevant experience, equity, diversity, and geographic representation in recruitment.
- Consider assembling an ad hoc workgroup of experienced former and present members of advisory bodies, staffers, and bureau sponsors to assist in the review the advisory body system and develop standard best practices. (An "advisory committee on advisory committees.")

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