



City of Salem Framework for Evaluating Governance Groups

Background

The Moss Adams Governance Assessment report recommended the City develop a process for regularly reviewing standing governance groups to determine whether any should be revised, consolidated, or sunset. This document includes a recommended framework for regularly reviewing governance groups.

Evaluation Framework

Governance group evaluations may be incorporated into the annual report process where governance groups report on annual progress and accomplishments. During this review process, the Council should consider if governance groups should be consolidated, sunsetted, or added.

Council should first review if the group is governed by the Salem Revised Code. If so, this may impact the ability to consolidate or sunset the group. See Appendix A below for the list of groups that are governed by the Code or another authority.

Next, Council should the following factors:

- Consider consolidation if:
 - Multiple groups share similar purposes or fulfill overlapping needs for the community
 - Additional scopes or responsibilities could be added to a group without significant burden to the members of the group
- Consider sunseting if:
 - The group is not fulfilling a high priority need for the community
 - The group is dormant (has not meet in a year), does not meet regularly, and/or frequently fails to reach quorum
- Consider adding if:
 - The new group has a distinct purpose for the City and community that no other group is fulfilling or could feasibly fulfil if additional scopes/responsibilities were added to the existing group
 - The distinct purpose is aligned with the City's goals and priorities and has clear goals and/or metrics that are achievable
 - The City has sufficient staffing resources to effectively support the group
 - City staff recommend the addition

Appendix A

Group	Authority
Airport Advisory Commission	SRC Chapter 9
Center 50+ Advisory Commission	SRC Chapter 20E
Citizens Advisory Traffic Commission	SRC Chapter 5
Citizens Budget Committee	ORS 294.414
Civil Service Commission	Section 31-32 of the City Charter
Community Police Review Board	SRC Chapter 201



Group	Authority
Cultural and Tourism Promotion Advisory Board	SRC Chapter 16
Downtown Advisory Board	Intergovernmental Agreement for Downtown Advisory Board
Historic Landmarks Commission	SRC Chapter 20C
Salem Human Rights Commission	SRC Chapter 8
Municipal Judge Compensation Commission	SRC Chapter 4
Salem Planning Commission	SRC Chapter 6
Salem City Council Finance Committee	2016-038 Council Resolution
Salem Housing Advisory Committee	Housing Authority Resolution No. 748
Salem Parks and Recreation Advisory Board	SRC Chapter 13
Salem Public Art Commission	SRC Chapter 15
Salem Public Library Advisory Board	SRC Chapter 18
Solid Waste Committee	Legislative Report 23-238
System Development Charge Methodology Committee	SRC Chapter 41.170
West Salem Redevelopment Advisory Board	Resolution 1-4 URA , Resolution 12-2

Decision

This framework was presented on behalf of the BCA to City Council on December 2, 2024. Staff were directed to develop a related Council Policy.