

BEFORE THE BOARD OF COMMISSIONERS
FOR THE COUNTY OF MULTNOMAH

ORDINANCE NO. 449

An ordinance relating to Citizen Involvement, repealing existing provisions and creating new provisions.

Multnomah County ordains as follows:

SECTION 1. INTRODUCTION

The Multnomah County Charter Amendment relating to citizen involvement, referred to as Measure Number 25, was adopted by the people of Multnomah County on November 6, 1984. That amendment provides:

CITIZEN INVOLVEMENT

1. The Office of Citizen Involvement is hereby established. The Office of Citizen Involvement shall develop and maintain citizen involvement programs and procedures designed for the purpose of facilitating direct communication between the citizens and the Board of County Commissioners.
2. A Citizens' Committee and the structure of the citizen involvement process shall be established by ordinance.
3. The Board of County Commissioners shall appropriate sufficient funds for the operation of the office and the committee.
4. The Citizens' Committee shall have the authority to hire and fire its staff.

SECTION 2. PURPOSE

The purpose of this ordinance is to enact the requirements of the above-quoted Charter Amendment.

SECTION 3. CITIZEN INVOLVEMENT COMMITTEE OF
MULTNOMAH COUNTY

A. There is established a Citizens Involvement Committee of Multnomah County.

B. Membership

The Citizen Involvement Committee shall be composed of 23 members to be appointed by the Board of County Commissioners.

1. The Board shall appoint two of three persons each as recommended by the following organizations:

The Neighborhoods West-Northwest; the Southwest Neighborhood Information; the Neighbors North; the N.E. Coalition of Neighborhoods; the Central Northeast Coalition; and the Southeast Uplift.

2. Seven additional members shall be appointed to give geographical representation to far west and east county as follows:

- * three members from an area east of E181st Avenue;
- * three members from the areas of Multnomah County between E60 and E181 unincorporated at the time of the adoption of this ordinance;
- * one member from unincorporated Multnomah County west of East 60th.

The groups listed below shall be entitled to at least one recommendation each from which the Board of County Commissioners shall select seven.

City Groups

*City of Fairview
*City of Maywood Park
*City of Wood Village

*City of Gresham
*City of Troutdale
*City of Lake Oswego

Community Groups

*Centennial
*Errol Heights
*NE Multnomah County
*Cully/Parkrose
*Rockwood
*Wilkes

*Columbia/Interlachen
*Hazelwood
*Powellhurst/Gilbert
*Riverdale
*West Hills & Island Neighbors

3. The Board of County Commissioners shall appoint 4 members who are residents of Multnomah County and whose names have been submitted by board and commissions of Multnomah County or by incorporated community groups in Multnomah County.
- C. The Office of Citizen Involvement shall outreach to various organizations to encourage a wide variety of volunteers. Since the total minority population in Multnomah County is 9.7 percent, the Citizen Involvement Committee at the minimum should reflect this participation. A committee member and a Multnomah County Commissioner will be assigned to monitor this affirmative action enforcement.
 - D. The terms of the committee members shall be for two years with a maximum of five consecutive years provided, however, 11 of the original members, to be determined by lot, shall serve a one-year term.

Term of office commences January 15.

E. Proposal for appointment of members of the Citizen Involvement Committee:

1. When ordinance is approved, the Clerk's Office/Presiding Officer, prepares information for neighborhood groups, sends that out within 5 days after ordinance is prepared.
2. Citizen groups then have 60 days to return nominations to Clerk's Office.
3. Board shall make appointments at the second meeting following the date nominations are due.

In addition, the Director of the Office of Citizen Involvement sends out applications or notifications to groups when there is a vacancy, and then forwards those to the Board as proposed nominations.

SECTION 4. STRUCTURE OF CITIZEN INVOLVEMENT PROCESS

A. The functions and responsibilities of the Citizen Involvement Committee within the County's citizen involvement process may include, but not be limited to, the following:

1. An ongoing study and discussion of the county's priorities, policies, programs, and procedures, including budget preparation and amendment.
2. Recommendation of an action, a plan or a policy, to the Board of County Commissioners or any county department on any matter impacting the quality of life of the county, including, but not limited to: health, mental health, parks, corrections, jails, animal control, assessment, taxation, elections, citizen participation, Cable T.V., crime prevention, mediation, libraries, etc.
3. A strengthening and encouragement of Department Advisory Boards and Budget subcommittees and cooperation with existing boards, subcommittees and commissions.
4. Written reports to the Board of County Commissioners at least every six months outlining its activities and summarizing its recommendations to the Board of County Commissioners. The Board of County Commissioners shall respond in writing to the semi-annual reports of the Citizen Involvement Committee.

5. Responsibility for the hiring, supervision, and discharge of its staff as may be necessary to execute functions and responsibilities of the Citizen Involvement Committee.

The Committee of Citizen Involvement shall act in accordance with County Personnel Ordinances and Regulations.

6. Election of a Chair and adoption of rules or procedures for the operation of the Committee.
- B. The Citizen Involvement Committee shall abide by the laws regulating open meetings and open access to all information.
- C. The activities and expenditures of the Citizen Involvement Committee shall be conducted in accordance with all applicable Federal and State laws and all county ordinances and regulations.

SECTION 5. OFFICE OF CITIZEN INVOLVEMENT

There is established an Office of Citizens' Involvement of Multnomah County which shall consist of a director and secretary. This office shall be adequately funded.

- A. The Office of Citizen Involvement shall develop procedures to:
 1. Establish and broaden official channels for two-way communication between the citizens and the Board of County Commissioners.
 - a) Such channels shall provide for both sharing of information from the county regarding the government and its services, and the presentation of specific concerns and recommendations by citizens from the several Districts of Multnomah County.
 - b) Schedule twice yearly reports at a Board of County Commissioners' Informal meeting regarding activities and plans of the C.I.C.
 2. Increase the number of citizens from each county District participating in county government. Recruit a wide variety of volunteers without regard for age, sex, race, creed or sexual preference.
 3. Maintain an up-to-date file of individuals interested in participating on county boards, commissions, and committees.
 4. Record minutes of meetings of the C.I.C., including a record of attendance and results of any votes.

5. Develop and maintain a resource library regarding citizen involvement, including information about past county programs, as well as other data sources.
 6. Develop a budget and keep financial records using established county methods.
 7. Act as liaison with the Office of Neighborhood Associations of the City of Portland and other cities' and community offices; develop a process for coordinating with city neighborhood association offices on matters related to county government/services.
 8. Carry out the policy directions of the C.I.C.
- B. The Office of Citizen Involvement shall act in accordance with all applicable Federal and State laws and the County ordinances and regulations.

SECTION 6. COUNTY NOTICE TO AND COOPERATION WITH THE OFFICE OF CITIZEN INVOLVEMENT.

- A. All county officials and their staffs shall cooperate in providing information as requested by the Office of Citizen Involvement.
- B. All county departments and divisions of county government shall cooperate in providing information as requested by the Office of Citizen Involvement.
- C. The Presiding Officer or Chair of the Board shall place Citizen Involvement Committee presentations on the Board of County Commissioners' Informal or Formal agenda annually, or as requested by the Citizen Involvement Committee.

ADOPTED this 27th day of December, 1984, upon passage following its second reading.

BOARD OF COUNTY COMMISSIONERS

By Arnold Biskar
 Arnold Biskar
 Presiding Officer

