

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

ORDINANCE NO. 971

Amending MCC Chapter 7 and Deleting MCC Chapter 27 to Establish the Department of Management and Business Services by Consolidating and Abolishing the Department of Support Services and the Department of Sustainable Community Development, and Declaring an Emergency

Multnomah County Ordains as follows:

Section 1. MCC §§ 7.001, 7.102 and 7.103 are amended and § 27.001 is deleted as follows:

7.001 Management and Business Services Department.

The Department of Management and Business Services is created. The head of the department is the Director of the Management and Business Services Department (director). The department is assigned the following functions:

- (A) Land use planning and development services prescribed by state law for planning, zoning, preservation of natural resources, including restoring water quality, promoting sustainable rural communities and related matters;
- (B) Services and duties prescribed by state law relating to special district annexations and withdrawals, special district and city formations, dissolutions or mergers, and boundary changes within the metropolitan service district;
- (C) Services relating to county service districts and other agencies relating to the natural environment;
- (D) Acquisition, management and disposition of county facilities and lands;
- (E) Services and duties prescribed by state law relating to the construction, maintenance and operation of county roads and bridges;
- (F) Surveys, examinations, inspections, and issuance of permits relating to construction and occupancy of buildings and other facilities;
- (G) Animal control programs and facilities;
- (H) Plan, implement and coordinate environmental sustainability program;

- (I) Fleet, records management, archival and storage, electronic, and distribution services;
- (J) Emergency management program and services;
- (K) Plan, prepare and monitor the budget as prescribed by state law;
- (L) Accounting system and treasurer duties; financial reports, receipt, investment and expenditure of funds, purchase material and supplies as prescribed by state law, and administer contracts;
- (M) Risk management and insurance programs;
- (N) Coordinate programs to enhance Diversity, Cultural Competency and Business Opportunities for Minorities, Women and Emerging Small Businesses;
- (O) Employee and human resource services;
- (P) Collective bargaining and labor relations matters;
- (Q) Affirmative action program;
- (R) Assessor and tax collector duties prescribed by state law;
- (S) Board of Property Tax Appeals prescribed by state law;
- (T) Marriage license and domestic partner registration services;
- (U) County recording duties prescribed by state law;
- (V) County information technology services;
- (W) County elections duties prescribed by state law; and
- (X) Other county clerk duties prescribed by state law.

7.102 Risk Management Function.

(A) The Department of Management and Business Services directs and manages employee health and benefit programs for the county. The authority granted includes, but is not limited to, the following:

- (1) To purchase all insurance coverage required by law and contracts, or desirable for the effective and efficient operation of county government;
- (2) To consolidate insurance coverage and combine with self-insurance as is in the best interest of the county.

(B) The Department of Management and Business Services in consultation with County Attorney directs and manages all risk management and loss prevention programs for the county. The authority granted includes, but is not limited to, the following:

(1) To acquire actuarial, claims management, investigative and appraisal services for insured and self-insured program administration;

(2) To promulgate rules and procedures to govern the administration of the county's insurance and risk management activities;

(3) To administer all loss prevention activities and claims arising from county operations including, but not limited to, the county's general, auto and professional liability, property, workers' compensation, employee health care, life and disability benefits and unemployment claims;

(4) To coordinate the claims activity internally and/or with contracted claims service providers, legal counsel, department management and insurance companies;

(5) To identify loss exposures and administer programs to control and minimize losses to county assets, property, employees and the general public doing business with the county;

(6) To develop and maintain an information system for timely and accurate recording of loss experience, insurance premiums, property values, insurance fund cash flow and reserving obligations and other identified risk-related information;

(7) To develop manuals and programs for training county personnel on loss control/safety programs and activities; and

(8) To ascertain that contributions to the fund are adequate and appropriations and reserve balances are financially and actuarially sound.

(C) The Department of Management and Business Services apportions and collects from each county department, office, board, or commission its contribution for loss reserves, risk management and County Attorney expenses, insurance premiums, and loss expenditures. The contribution is based, wherever appropriate, upon the relative exposure and loss experience of each department for each aspect of risk and is maintained in the county's insurance fund and subject to annual budgetary approval.

7.103 Risk Assessment And Loss Prevention.

Departments are responsible for conforming to county, state and federal safety standards. Administrators, managers, and supervisors are responsible for conducting their operations in a manner that safeguards the county's assets from loss or damage and employees from employment-related illness and injury. Each department in consultation with the Department of Management and Business Services and County Attorney will identify significant risks to the general public doing business with the county, county employees and county property. Where

significant risks are identified, the Department of Management and Business Services and County Attorney will recommend remedial action. Departments will take action to reduce these exposures within available county resources. Managers are responsible for reporting all losses or claims to the Department of Management and Business Services, regardless of size of loss, in a timely manner as directed by county administrative procedures. The Department of Management and Business Services is responsible for ensuring that mechanisms exist for reporting, record keeping and follow up and that these are known throughout the county.

Section 2. MCC Chapter 7 and §§ 27.050 through 27.999 are renumbered as shown on the attached Exhibit A.

Section 3. All references to the Departments of Support Services and the Department of Sustainable Community Development within the Multnomah County Code and other county documents must be changed to the Department of Management and Business Services.

Section 4. An emergency is declared in that it is necessary for this ordinance to take effect consistent with budget changes that are necessary for the health, safety, and general welfare of the people of Multnomah County, and this ordinance will take effect on January 1, 2002, under section 5.50 of the Charter of Multnomah County. For budget purposes this ordinance will take effect July 1, 2002 and will not affect the 2001-2002 budget structure.

FIRST READING:

December 13, 2001

SECOND READING AND ADOPTION:

December 20, 2001



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON



Diane M. Linn, Chair

REVIEWED:

THOMAS SPONSLER, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By


Thomas Sponsler, County Attorney

EXHIBIT A

MCC Chapter 7 and §§ 27.050 through 27.999 are renumbered as follows:

CHAPTER 7

ADMINISTRATION

§s:

- 7.001 Management and Business Services Department.
- 7.002 Dishonored Check Fees.
- 7.003 Accounting Fees.
- 7.004 Information Fees.
- 7.005 Interest Fees.
- 7.006 Purchasing And Handling Fees.
- 7.007 Chair Executive Rules.
- 7.008 Assessment and Taxation Fees.

- 7.100* RISK MANAGEMENT
- 7.100- Policy.
- 7.101 Risk Management Fund.
- 7.102 Risk Management Function.
- 7.103 Risk Assessment And Loss Prevention.
- 7.104 Authority.

- 7.200* COUNTY ATTORNEY
- 7.200- Office Established.
- 7.201 Duties.
- 7.202 Relationship To County.

- 7.300* DOMESTIC PARTNERSHIP REGISTRY
- 7.301 Purpose.
- 7.302 Requirements.
- 7.303 Procedures; Fees.
- 7.304 Termination of Domestic Partnerships.
- 7.305 Public Records.

- 7.050* FEES
- 7.050- Policy.
- 7.051 Subsurface Sewage Inspections And Permits.
- 7.052 Miscellaneous Permit Fees.
- 7.053 Plan Review And Inspection Of Underground Installations And Street Intersections.
- 7.054 Road Vacation Application.
- 7.055 Street And Road Widening Permits.
- 7.056 Miscellaneous Public Works Fees.
- 7.057 Bonding.
- 7.058 Reciprocal Agreements.
- 7.059 Zone Review And Zoning Inspections.
- 7.060 Filing Of Map Surveys.
- 7.061 Fees For Certain Documents; Public Land Corner Preservation Account.
- 7.062 County Surveyor Fees.

7.063	Transportation Systems Development And Improvement.
7.064	Book Of Records.
7.065	Map Reproductions And Loans.
7.067	Boundary Change Application.
7.350*	COUNTY REAL PROPERTY
7.350-	Definitions.
7.351	Duties And Powers Of County Chair.
7.352	List Of County Property Not Needed For Public Use.
7.353	Powers Of Board.
7.354	Direction From Board.
7.355	Property Requested By Another Governmental Entity.
7.356	Disposition Of Property By Donation, Sale, Lease Or Exchange.
7.357	Dispositions Subject To Board Approval.
7.358	Administrative Rules.
7.400*	TAX FORECLOSED PROPERTY
7.400-	Definitions.
7.401	Property Administration And Evaluation.
7.402	Repurchase Qualifications And Contract Requirements.
7.403	Property Sale Restrictions.
7.404	Procedure For Designating Significant Environmental and Compelling Greenspace Property.
7.405	Procedure For Designating Buildable Property For Housing Purposes.
7.406	Procedure For Resolving Conflicts Between Designated Compelling Greenspace Property And Buildable Property.
7.407	Requesting Transfer Of Tax Foreclosed Property To Governments For Non Housing Purposes.
7.408	Procedure For Requesting Transfer Of Tax Foreclosed Property For Housing Purposes.
7.409	Procedure For Requesting Transfer Of Tax Foreclosed Property For Open Space, Parks Or Natural Areas.
7.410	Procedure For Disposition Of Requests For Transfer Of Tax Foreclosed Property For Housing And For Open Space, Parks Or Natural Areas.
7.450*	ART ACQUISITION
7.450-	Definitions.
7.451	Policy.
7.452	Funding.
7.453	Funding Sources.
7.454	Administration.
7.455	Adoption Of Guidelines.
7.456	Council's Decision Final.
7.460*	SALE OF SEIZED PERSONAL PROPERTY
7.460-	Sale For Amount Due.
7.461	Insufficient Bid.
7.500*	REAL PROPERTY COMPENSATION LAW
7.500-	Purpose.
7.501	Definitions.
7.502	Initiation Of Claim.

7.503	Code Compliance And Applications.
7.504	Application Requirements.
7.505	Application Information.
7.506	Completeness Review And 90-Day Rule.
7.507	Hearings Notice.
7.508	Posting Notice Requirements.
7.510	Hearings Process.
7.511	Criteria And Evidence.
7.515	No Reapplication.
7.520	Notice Of Decision.
7.521	Recording Of Decision.
7.522	Revocation Of Decisions.
7.530	Ex Parte Contact, Conflict Of Interest And Bias.
7.540	Procedural Objections.
7.600*	AMMONIA EMISSIONS
7.600-	Title.
7.601	Definitions.
7.602	Purpose And Scope.
7.603	Findings.
7.604	Prescribed Safeguards.
7.605	Permits.
7.606	Administration And Enforcement.
7.750*	SEWERAGE
7.750-	Title.
7.751	Scope.
7.752	Responsibilities To The District.
7.753	Permits Required.
7.754	Definitions.
7.755	Records Retention.
7.756	Disposition Of Funds.
7.757	Refunds.
7.758	Property Outside The District; Determination.
7.759	Sewer Connection Not A Right; Lateral Connection Charges.
7.760	Special Provisions.
7.761	Meters.
7.762	Criteria For Extraterritorial Sewer Main Extensions.
7.763	Sewage Disposal Agreements.
7.764	General Discharge Regulations And Limitations.
7.765	Notification Of Discharge.
7.766	Industrial Waste Restrictions.
7.767	Testing Methods.
7.768	Pretreatment Facilities.
7.769	Inspection And Sampling.
7.770	Reporting Requirements.
7.771	Industrial Waste Discharge Permits.
7.772	Spill Prevention And Control.
7.773	Termination Or Prevention Of A Discharge.
7.774	Application For Connection Work Permit.
7.775	Connection To Existing Systems.
7.776	Issuance Of Connection Work Permits.

- 7.777 Work Requirements Under Connection Work Permit.
- 7.778 Restoration Of Work Area And Maintenance Of Street Required.
- 7.779 Connection Required; In-Lieu User Charge.
- 7.780 Bond Requirements.
- 7.781 Storm And Sanitary Sewage Separation Required.
- 7.782 Basis For Charges.
- 7.783 Sewer User Service Charges.
- 7.784 Senior Citizens Rate.
- 7.785 Collection Of Charges.
- 7.786 Sewage Regulation Audit.
- 7.787 Record Of Charges.
- 7.788 Connection Fees For Equivalent Dwelling Units.
- 7.789 Wastewater Subject To Sewage Charges.
- 7.790 Extra-Strength Industrial Waste.
- 7.791 Line Charge.
- 7.792 Enforcement; Violations.
- 7.793 Appeals.
- 7.794 Other Laws Apply.

- 7.999 Penalty