

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**ORDINANCE NO. 1178**

An Ordinance Relating To County Organization; Amending MCC Chapter 7, County Management, and Chapter 25, Non-Departmental; to Establish a Department of County Assets; and Creating a Communications Office

(Language ~~stricken~~ is deleted; double underlined language is new.)

**Multnomah County Ordains as follows:**

**Section 1.** MCC § 7.001 is amended as follows:

**7.001 County Management Department.**

The Department of County Management is created. The head of the department is the Director of the County Management Department (director); ~~who may also be the county Chief Financial Officer.~~ The department is assigned the following functions:

- (A) Plan, prepare and monitor the budget as prescribed by state law;
- (B) Accounting system and treasurer duties; financial reports, receipt, investment and expenditure of funds;
- (C) Liability insurance and property insurance;
- (D) Assessor and tax collector duties prescribed by state law;
- (E) Board of Property Tax Appeals prescribed by state law;
- (F) Marriage license and domestic partner registration services;
- (G) County-recording duties prescribed by state law;
- (H) Other county clerk duties prescribed by state law.
- ~~—— (I) — Acquisition, management and disposition of county facilities and lands;~~
- ~~—— (J) — Fleet, records management, archival and storage, electronic, and distribution services;~~
- (KI) Purchase material and supplies as prescribed by state law, and administer contracts;
- (LJ) Employee and human resource services;
- (MK) Collective bargaining and labor relations matters;
- ~~—— (N) — Affirmative action program;~~

- (OL) Risk management and insurance programs;
- (PM) Accounts payable, accounts receivable, payroll; and
- (QN) Management and disposition of tax foreclosed property; and
- (O) Perform such administrative duties as delegated by Chair executive rule.

**Section 2.** MCC Chapter 8, Department of County Assets, is created as follows:

## **CHAPTER 8: COUNTY ASSETS**

### **8.100\* GENERAL PROVISIONS**

#### **8.110 County Assets Department.**

The Department of County Assets is created. The head of the department is the Director of the County Assets Department (director). The department is assigned the following functions:

- (A) Acquisition, management and disposition of county facilities and lands;
- (B) Fleet, records management, archival and storage, electronic, and distribution services;
- (C) Maintain secure and reliable IT services, including, but not limited to:
  - (1) Server hosting;
  - (2) Data center operations;
  - (3) Network management
  - (4) Help Desk services
  - (5) Telecommunications
  - (6) Desktop services
  - (7) Database design and administration
  - (8) Business applications (packaged software implementation and support, software development, and maintenance)
  - (9) IT security and risk management
  - (10) IT planning and budgeting
  - (11) IT administration and support

- \_\_\_\_\_ (D) Deliver new technology capabilities required by the approved projects.
- \_\_\_\_\_ (E) Implement project, resource, application portfolio, performance and service management.

#### **8.120 Information Fees.**

For the services of the information technology services of gathering, preparing and providing requested information, a fee shall be charged which shall be equal to the actual cost of providing the services, as determined by the director. An additional amount shall be charged equal to 15% of the actual cost to defray the expenses of developing and expanding information base and access systems. The fee charged for information services to any governmental agency or unit shall be equal to the actual cost of gathering, preparing and providing the information only.

**Section 3.** MCC §§ 25.500-25.520 are deleted as follows:

#### **25.500\* INFORMATION TECHNOLOGY**

##### **25.510 Office Established.**

There is an Office of Information Technology (Office). The Chief Information Officer (CIO) of the county is the Office Director. The CIO reports directly to the Chair.

##### **25.520 Duties.**

\_\_\_\_\_ The CIO will:

\_\_\_\_\_ (A) Maintain secure and reliable IT services, including, but not limited to:

\_\_\_\_\_ (1) Server hosting;

\_\_\_\_\_ (2) Data center operations;

\_\_\_\_\_ (3) Network management

\_\_\_\_\_ (4) Help Desk services

\_\_\_\_\_ (5) Telecommunications

\_\_\_\_\_ (6) Desktop services

\_\_\_\_\_ (7) Database design and administration

\_\_\_\_\_ (8) Business applications (packaged software implementation and support, software development, and maintenance)

\_\_\_\_\_ (9) IT security and risk management

\_\_\_\_\_ (10) IT planning and budgeting

- ~~\_\_\_\_\_ (11) IT administration and support~~
- ~~\_\_\_\_\_ (B) Deliver new technology capabilities required by the approved projects.~~
- ~~\_\_\_\_\_ (C) Implement project, resource, application portfolio, performance and service management.~~

**Section 4.** MCC § 7.350 is renumbered and amended as follows:

**78.350\* COUNTY REAL PROPERTY**

**78.350- Definitions.**

For the purpose of MCC §§ 78.350 to 7.4078.358, the following definitions shall apply unless the context requires a different meaning.

***COUNTY PROPERTY.*** All real property owned, leased or being purchased by the county, except the following:

1. Any tax foreclosed property that has been identified and made available for transfer pursuant to this code. Provided that if any such tax foreclosed property is not ultimately transferred, that property shall be considered "County Property" under this subchapter and subject thereto.
2. Property required for county right-of-way purposes,
3. Property acquired for reconveyance under community development block grant and urban homestead programs.

***DISPOSE OF.*** To sell, exchange, lease, donate or to otherwise convey county property or any interest therein.

**Section 5.** MCC § 7.400- is amended as follows:

**7.400- Definitions.**

For the purpose of this subchapter, the following definitions apply unless the context requires a different meaning:

***DEPARTMENT.*** Multnomah County Department of County Management.

***DIRECTOR.*** The Director of the Multnomah County Department of County Management.

***DISPOSE OF.*** To sell, exchange, lease, donate or to otherwise convey county property or any interest therein.

\* \* \* \* \*

**Section 6.** MCC §§ 7.351-7.358 and 7.450-7.456 are renumbered as follows:

**78.351 Duties And Powers Of County Chair.**

The Chair shall do any and all things necessary and proper to manage county property, so that such property is put to its highest and best public use, is adequately maintained during the term of such use; and, if disposed of, is disposed of in the best interests of the citizens of the county.

**78.352 List Of County Property Not Needed For Public Use.**

The Chair shall routinely maintain and update a listing of county property, excluding leased property, which is not presently needed for public use. The list shall identify each parcel of property, state whether the property is available for disposition, state whether the county is actively seeking disposition, state the desired disposition, and reflect any bona fide offers made to purchase parcels listed. The list shall be made available for public inspection. The list may be changed by the Chair from time to time. The Board shall be given actual notice of additions to or deletions from the list and of the particulars of any bona fide offers.

**78.353 Powers Of Board.**

The Board may, by resolution, add or subtract parcels of county property to or from the list, or specify a particular disposition or donation of such property.

**78.354 Direction From Board.**

If the Chair desires direction from the Board as to whether or in what manner to dispose of or donate county property on the list, the Chair may place the matter on the Board's agenda in accordance with Board rules.

**78.355 Property Requested By Another Governmental Entity.**

Any county property, except county leased property, requested for public use by another governmental entity may be donated, sold, leased, exchanged, transferred or otherwise conveyed to that governmental agency as provided under state law.

**78.356 Disposition Of Property By Donation, Sale, Lease Or Exchange.**

All county property not needed for any public use by the County, not disposed of to another governmental agency, may be disposed of to the extent applicable by sale, lease, donation or exchange as authorized under state law.

**78.357 Dispositions Subject To Board Approval.**

All dispositions or donations of county property shall be made subject to final Board approval.

**78.358 Administrative Rules.**

The Chair may by administrative rule promulgate a detailed administrative scheme to effect the provisions of this subchapter and ORS Chapters 271 and 275.

## **78.450\* ART ACQUISITION**

### **78.450- Definitions.**

For the purpose of this subchapter, the following definitions shall apply unless the context requires a different meaning.

**CONSTRUCTION PROJECT.** Construction of a new building where the construction cost exceeds \$1,000,000 and projects for the rehabilitation, renovation or improvement of existing County buildings or to premises leased by the County where the project construction cost exceeds \$200,000.

**CONSTRUCTION COST.** The actual construction cost of a new building or a rehabilitation, renovation or improvement to an existing County building or premises leased by the County. Construction Cost does not include planning, architectural, engineering, consultant and administrative costs, costs for fees, permits, testing, inspections, interest paid during construction, advertising and legal fees and all other indirect costs. Construction Cost does not include the cost of furnishings for the new building.

### **78.451 Policy.**

It is the policy of the county that each construction project shall have an appropriate display of art integrated into the project in order to provide a more beneficial atmosphere and energizing environment.

### **78.452 Funding.**

(A) Two percent of the construction cost of each construction project shall be set aside for the acquisition of art. The acquired art may be an integral part of the newly acquired building or property attached thereto or be capable of display in other public buildings or on other public property. Siting variances may be granted by the Board.

(B) The 2% set aside shall be allocated as follows: 1.26% for art; .54% to the Regional Arts and Culture Council for management and administration of the art; and .20% for use by the Regional Arts and Culture Council for maintenance costs of the commission's percent for art program.

### **78.454 Administration.**

The Regional Arts and Culture Council shall in its discretion administer the provisions of this subchapter relating to art acquisition and display.

### **78.455 Adoption Of Guidelines.**

The Regional Arts and Culture Council shall have the authority:

- (A) To determine the cases in which it would be inappropriate to display art in a county building;
- (B) To identify suitable art objects for county buildings;

- (C) To encourage the preservation of ethnic cultural arts and crafts, including Pacific Northwest indian arts;
- (D) To facilitate the preservation of art objects and artifacts that may be displaced by a construction project;
- (E) To prescribe a method or methods of competitive selection of art objects for display;
- (F) To prescribe procedures for the selection, acquisition and display of art in county buildings; and
- (G) To set forth any other matter appropriate to the administration of this subchapter.

#### **78.456 Regional Arts and Culture Council's Decision Final.**

The decision of the Regional Arts and Culture Council as to the selection, acquisition, allocation and display of art objects shall be final.

**Section 7.** MCC § 3.301 is amended as follows:

#### **3.301 Committees Established.**

Citizen Budget Advisory Committees are established for the Department of County Human Services, the Department of Community Services, the Department of County Management, the Department of County Assets, the Department of Community Justice, the Health Department, the Library, the Sheriff, the District Attorney, the county non-departmental programs. The Library Board functions as the Library Citizen Budget Advisory Committee. The Community Health Council functions as the Health Department Citizen Budget Advisory Committee. The County Human Services Citizen Budget Advisory Committee will have representatives of the Disability Services Advisory Council, the Elders in Action Commission Leadership Team, the Adult Mental Health Services Advisory Committee, the Children Mental Health Services Advisory Committee, and the Developmental Disability Advisory Council. The Citizen Budget Advisory Committees advise the Board and all county directors, elected officials, and non-departmental programs. Citizen Budget Advisory Committees will actively participate in county budget development and review, give advice on policy considerations, and participate in operational and strategic planning.

**Section 8.** MCC § 25.120. Duties, of the Office of Diversity and Equity, is amended as follows:

#### **25.120 Duties.**

The Director will:

- (A) Coordinate programs to enhance Diversity, Affirmative Action, Cultural Competency and Business Opportunities for Minorities, Women and Emerging Small Businesses;
- (B) Provide overall strategic direction to the Office of Diversity and Equity;
- (C) Manage contractors and other diversity and equity staff, budget and compliance;

- (D) Provide regular updates to the Board;

**Section 9.** MCC §§ 25.560 and 25.570 are added as follows:

**25.560\* COMMUNICATIONS**

**25.560- Office Established.**

A Multnomah County Communications Office (Office) is established. The Director of the Office is the Communications Manager. The Director of the Office reports directly to the Chair.

**25.570 Duties.**

The Director will:

- (A) Plan, implement and coordinate county communications with the public and media;  
(B) Provide overall strategic direction to the Communications Office;  
(C) Manage contractors and other communications staff, budget and compliance;  
(D) Provide regular updates to the Board;

FIRST READING:

April 7, 2011

SECOND READING AND ADOPTION:

April 14, 2011



BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

Jeff Cogen, Chair

REVIEWED:

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FOR MULTNOMAH COUNTY, OREGON

By

Henry H. Lazenby, Jr., County Attorney

SUBMITTED BY: Jeff Cogen, Chair, Multnomah County Board of Commissioners.