

**MULTNOMAH COUNTY OREGON  
ADMINISTRATIVE PROCEDURE**

**BCC-1**

**SUBJECT:** Board Agenda Submissions and Process

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**DATE:** September 22, 2008



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**ORGANIZATIONS**

**AFFECTED:** All Departments/Offices

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**LEGAL CITATION/**

**REFERENCE:** Board Rules Resolution No. 07-014 - adopted 1/4/07

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**FORMS:**

- ❖ Agenda Placement Request (**APR\_BudMod**) for Budget Modifications
- ❖ Agenda Placement Request (**APR\_BudMod\_Cont**) for Budget Modification Contingency Requests
- ❖ Agenda Placement Request (**APR\_NOI**) for Notices of Intent
- ❖ Agenda Placement Request (**APR\_**) for all other submissions, i.e., briefings, orders, ordinances, proclamations, resolutions, work sessions
- ❖ Board Meeting Information for Staff
- ❖ Board Rules Resolution No. 07-014
- ❖ Budget Modification Expenditure and Revenues and Annualized Personnel Change Form
- ❖ Order Format
- ❖ Ordinance Format
- ❖ Proclamation Formats 1 and 2 (only Chair or all Board signatures)
- ❖ Resolution Format
- ❖ Sample Public Testimony Sign-Up Form
- ❖ **Legislative Agenda Requests:**
  - ❖ Federal Appropriations
  - ❖ Federal Legislative
  - ❖ State Legislative

## A. DEFINITIONS

1. **ORDINANCE.** A Board exercise of legislative authority granted by the County Home Rule Charter or state statute (ORS). Ordinances are codified in the Multnomah County Code (MCC).
2. **RESOLUTION.** Board exercise of administrative authority granted by a county ordinance (MCC) or state statute (ORS).
3. **ORDER.** A final Board determination in a quasi-judicial matter under authority of state law. A public hearing, findings and conclusions are required.
4. **PROCLAMATION.** Board recognition of a special event, ceremony or group.
5. **BUDGET MODIFICATION.** After the budget is adopted, sometimes changes in appropriated expenditures or revenues are necessary. Appropriations may have to be decreased or increased. This may be as a result of grants, expenditure of proceeds of certain bonds, debt service, transfer appropriations and resources within any fund or from the general fund to any other fund.
6. **CONTINGENCY REQUEST.** Guidelines for contingency requests are detailed in the Financial & Budget Policies. Contingency requests are typically limited to emergency situations that may jeopardize the health and safety of the community, or unanticipated expenditures that are necessary to keep a previous public commitment, or to fulfill a mandate. These expenditures must be on-time-only in nature.
7. **NOTICE OF INTENT TO APPLY FOR A GRANT (NOI).** The purpose of a NOI is two-fold. First is to get approval from the board that the grant is in alignment with the County's mission and to provide an indication of their willingness to commit the necessary County resources to support the grant. The second purpose is to get approval from the grantor to move ahead on the grant/development process. There is no dollar limit.
8. **CONSENT CALENDAR AGENDA CRITERIA.** Per Board Rules Resolution 07-014, regular Thursday Board meeting agendas include a

consent calendar for approval of items determined routine by the Chair. These items may include auto wrecker license and liquor license application renewals; Chaplains housing allowance resolutions; reclassification budget modifications; revenue and 190 agreements; intergovernmental agreement renewals and amendments; Peace Officer custody holds orders; Tax Title resolutions and transfers of unclaimed property resolutions. The consent calendar may be approved by a single motion, second and vote of the Board. At the request of any Commissioner, a consent calendar item will be considered on the regular agenda. If a Commissioner wants to move a consent calendar item to the regular agenda, the contact person listed on the agenda placement request will be notified by Board staff so the appropriate department director and/or staff will know to attend the Board meeting to present an explanation of the item and answer any questions.

9. **LEGISLATIVE AGENDA REQUESTS.** Requests to the Board to adopt a legislative priority are to be submitted to the Government Relations Manager Phillip Kennedy-Wong with the appropriate forms completed. This includes any requests to modify the existing state and federal agenda mid-way.

## **B. AGENDA PLACEMENT REQUESTS**

1. All agenda placement requests will be electronically submitted to Tara Bowen-Biggs in the Chair's Office and Deborah Bogstad in the Board Clerk's Office, by **noon on Thursday two weeks** prior to the requested Board meeting date. No items will be placed on the final agenda without prior review and electronic approval by the Chair's Office.
2. The original agenda packet containing a completed Agenda Placement Request form signed by the appropriate Department Director, Budget Analyst and Human Resources staff (as required) and all other supporting documents (e.g., contracts, ordinances, PowerPoint presentations and backup materials) will be submitted to the Board Clerk's Office (503/600)

by **noon on Thursday two weeks** prior to the requested Board meeting date.

3. The Multnomah County Board of County Commissioners, Auditor, District Attorney and Sheriff are not bound by this administrative process. Board Rules Resolution 07-014 overrides this administrative process for elected officials.
4. An Agenda Placement Request is required for all agenda submissions including ordinances, appointments, resolutions, orders, proclamations, briefings, work sessions, executive sessions, special meetings and/or public hearings.
5. An Agenda Placement Request is required for all agenda submissions including budget modifications, reclassifications, contingency requests and grant notices of intent. Budget modifications and contingency requests require a budget modification expenditure and revenues worksheet and, if there are personnel changes, a budget modification personnel worksheet as an attachment. Contingency requests also require a Budget Office memo regarding general fund contingency policy compliance.
6. Budget Modifications, Contingency Requests and Notices of Intent to Apply for Grants must be reviewed and approved by the Budget Office prior to submission to the Chair's Office. The Budget Office requires two to three days for review and approval.
7. Departments are responsible for gathering all signatures, including Departmental Human Resources signatures for items with personnel actions, prior to submitting item to the Budget Office for review.
8. Budget Modifications which change appropriations at the department fund level need to be approved by the Board, including transfers between funds, transfers from contingency and increases or decreases in grant revenues and appropriations.
9. Contingency Requests must be reviewed and approved by the Budget Office prior to submission for the agenda.

10. Contingency Requests require a Budget Modification Expenditure and Revenues Worksheet and, if there are personnel changes, a Budget Modification Personnel Worksheet as an attachment.
11. Appropriate use of contingency funds is part of the Financial Policies in the Fiscal Year 2009 Adopted Budget Narrative, Volume One - Policy Document and Legal Detail, located at <http://www2.co.multnomah.or.us/Public/EntryPoint?ch=4f7058cd4bf6b110VgnVCM1000003bc614acRCRD>.
12. Notices of Intent (NOI) to Apply for Grants must be reviewed and approved by the Budget Office prior to submission for the agenda. Requests for grant renewals may be permitted but only if the renewal date falls within the NOI timeframe originally approved by the Board. Otherwise, a new NOI must be submitted for Board approval.
13. Appropriate use of grant funds is part of the Financial Policies in the Fiscal Year 2009 Adopted Budget Narrative, Volume One - Policy Document and Legal Detail, located at <http://www2.co.multnomah.or.us/Public/EntryPoint?ch=4f7058cd4bf6b110VgnVCM1000003bc614acRCRD>.

**C. MISCELLANEOUS BUDGET OFFICE DIRECTION**

1. All agenda placement requests Budget Modifications which do not change the adopted budget appropriation require notification to the Budget Office prior to making such changes in SAP. Such Modifications include transfers between object codes, within personnel services, materials and services, capital outlay, contractual services, and between organizations within an appropriation unit.
2. Budget Modifications stipulating a new revenue source, or a significant change in the existing revenue stream, [a significant change is \$100,000 or greater] must be accompanied by documentation, confirmed by the revenue providing agency, as to the amount of revenue anticipated and the estimated dated of receipt.

3. Departments are responsible for entering Budget Modifications in the CO/PS modules of SAP within the financial period that they are approved by the Board.
4. The Budget Office will enter the Budget Modifications in the FM module of SAP within the financial period that they are approved by the Board.
5. Internal Budget Modifications must be submitted to the Budget Office prior to any changes in the CO/PS Module of SAP.

#### **D. DOCUMENT PREPARATION**

1. Prior to agenda submission, the County Attorney must review final drafts of all documents requiring attorney review, including ordinances, resolutions, orders and contracts requiring Board approval.
2. Final draft of documents requiring attorney review must be submitted **electronically** to the appropriate County Attorney **and approved prior to circulation** of the final document.
3. Document Formatting:
  - a. At least three lines of text must be continued to the next page in order to prevent a page consisting only of signatures.
  - b. Documents requiring signatures must include appropriate County Attorney and Chair signature lines.
  - c. Each page should be numbered in the bottom left hand corner, indicating page number and total number of pages in document (e.g. Page 1 of 100).
4. Following approval, the Board Clerk assigns numbers to Board adopted ordinances, resolutions, orders and proclamations and posts them on the Board of Commissioners website at <http://www2.co.multnomah.or.us/cfm/boardclerk/>. The Board Clerk provides copies of Board adopted ordinances, resolutions, orders and proclamations to the contact person listed on the Agenda Placement Request and to others, upon request.

## **E. BOARD MEETINGS**

1. The Board meets in the Multnomah Building, first floor Commissioners Boardroom, 501 SE Hawthorne Boulevard, Portland and other locations as noticed. All meetings are open to the public, except executive sessions.
2. Regular (voting) Board meetings are held on Thursdays from 9:30 until approximately noon. Board briefings and/or work sessions are scheduled on Tuesdays and other days as needed. Public hearings are scheduled as needed.
4. The Boardroom or other meeting location is open approximately 30 minutes prior to the meetings.
5. The public may provide comment on agenda or non-agenda matters. Persons wishing to speak complete a public testimony sign-up sheet available in the Boardroom and present it to the Board Clerk. Persons will be called to testify in the order the sign-up sheets are submitted to the Board Clerk unless otherwise recognized by the presiding officer. Speakers address the Board from the presenter table after stating their name for the official record. Comments are limited to 3 minutes per person unless otherwise directed by the presiding officer.
6. No later than Thursday afternoon one week prior to Board meetings, the meeting agenda and informational documents relating to the agenda submissions are published to the Board of Commissioners website at <http://www.co.multnomah.or.us/cc/agenda.shtml> and <http://www.co.multnomah.or.us/cc/WeeklyAgendaPacket/> respectively.
7. Official records of all Board meetings are maintained by the Board Clerk. The text of annotated minutes and adopted Board documents is available on the Board of Commissioners website at <http://www2.co.multnomah.or.us/cfm/boardclerk/>.