

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON**

ORDINANCE NO. 1267

Relating to County Organization; Concerning the Organization and Functions of the Budget Advisory Committee and Citizen Involvement; Removing the Office of Citizen Involvement from Chapter 3 to Chapter 25 to Align Department Functions and Procedures.

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

The Multnomah County Board of Commissioners Finds:

- a. Multnomah County Charter, section 3.75, established the Office of Community Involvement ("OCI") to "develop and maintain citizen involvement programs and procedures" and states that "A citizens' committee and the structure of the citizen involvement process shall be established by ordinance."
- b. Ordinance No. 449 established the Citizen Involvement Committee ("CIC") and the structure of the community involvement process in Multnomah County Code 3.250 through 3.254.
- c. Ordinance No. 491 established the Citizen Budget Advisory Committees ("CBACs") to assist County departments in the preparation of annual budget proposals in Multnomah County Code 3.300 through 3.306.
- d. The CIC and OCI renamed themselves the Community Involvement Committee and the Office of Community Involvement to better reflect the inclusion of all residents of Multnomah County.
- e. The Community Involvement Committee (CIC) serves as Multnomah County's advisory body on community involvement and engagement.
- f. It is necessary to amend County Code to remove barriers to civic participation, define the roles of the CIC and the OCI, and create consistency with other sections of code pertaining to advisory groups and Non-Departmental offices.

Multnomah County Ordains as Follows:

Section 1. Title of § 3.250 is amended as follows:

CITIZEN COMMUNITY INVOLVMENT COMMITTEE

Section 2 MCC §§ 3.250 to 3.254 are amended as follows:

§ 3.250- PURPOSE AND AUTHORITY COMMITTEE ESTABLISHED.

~~(A) *Generally.* The Charter amendment relating to citizen involvement was adopted by the people of Multnomah County on November 6, 1984. That provision of the Charter stipulates:~~

CITIZEN INVOLVEMENT PROGRAM

~~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.~~

~~A citizens' committee and the structure of the citizen involvement process shall be established by ordinance.~~

~~The citizens' committee shall have the authority to hire and fire its staff.~~

~~(B) — The purpose of this section is to enact the requirements of the above quoted charter provision.~~

There is established a Citizen Involvement Committee as required by Multnomah County Charter Section 3.75(2). The working title of the committee will be the Community Involvement Committee ("CIC").

§ 3.251 COMMITTEE ESTABLISHED; MEMBERSHIP.

~~(A) — There is established a Citizen Involvement Committee.~~

~~(B) — The Citizen Involvement Committee shall be composed of 15 members appointed by the Board.~~

~~(1) — The Board shall appoint 15 members: three members residing in each of the four commission districts and three county residents at large.~~

~~(2) — Members appointed according to commission district shall be nominated by neighborhood and community associations, neighborhood coalitions and community groups within the respective commission district. The three at large members shall be nominated by incorporated community organizations.~~

~~(C) — The Office of Citizen Involvement shall communicate with various organizations to encourage a wide variety of volunteers. The Citizen Involvement Committee should reflect the diversity of the population of the county. An affirmative action report shall be included in the annual report.~~

~~(D) — The terms of the committee members shall be for three years with a maximum of six consecutive years, regardless of nominating agency. Members may apply for reappointment to the committee after a hiatus of one full chronological year, beginning from the end date of their last full term. A term commences upon appointment.~~

~~(E) — The Office of Citizen Involvement shall notify nominating groups when there is a vacancy for which they have nomination responsibility. The Office of Citizen Involvement shall receive nominations, and the Citizen Involvement Committee shall forward nominations to the Board for appointment.~~

§ 3.251 DUTIES.

(A) Identifying community needs, concerns and opportunities regarding community involvement in county decision making, and providing information to the Office of Community Involvement ("OCI").

(B) Serving as a resource for the OCI in developing and evaluating community outreach and input plans, and providing recommendations for community members to involve in input processes.

(C) Working with the OCI to develop countywide community involvement best practices and advise on reducing barriers to civic participation and engagement.

(D) Assisting in facilitating communication between county elected officials, employees and the community by informing the community of involvement and input opportunities.

(E) The duties of the CIC will be conducted in accordance with all applicable federal and state laws and all county rules, ordinances and regulations.

§ 3.252 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, programs, and procedures, including budget preparation and amendment.~~

~~(2) Recommendation of an action, a plan, or a policy, to the Board or any department on any matter impacting the life of the county, including, but not limited to the following: health, mental health, parks, corrections, jails, animal control, assessment, taxation, elections, citizen participation, cable television, crime prevention, mediation, and libraries.~~

~~(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 at least every six months outlining its activities and summarizing its recommendations to the Board. The Board shall respond in writing to the semiannual 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 Citizen Involvement Committee 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.~~

~~(7) Review of the size and representation of the committee every five years.~~

~~(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.~~

§ 3.252 MEMBERSHIP.

(A) The CIC will be composed of a minimum of 7 and a maximum of 15 members to be appointed by the Board.

(B) The committee is composed of at least one member residing in each of the four commission districts. County employees shall not be eligible for membership on the CIC.

(C) The term of appointment for CIC members is three years and commences upon appointment. A member's appointment may be rescinded before the end of the three year term by: Board vote, or by the OCI Director with review and approval of the Chief Diversity & Equity Officer or

designee, or by vote of the CIC with the ratification of that vote by the OCI Director. No member can serve more than two consecutive three year terms within any seven year period.

(D) The Board rescinded the appointments of all CIC members on June 28, 2018, and now seeks to fill those vacancies in accordance with this section. Nominations to fill CIC vacancies will be presented to the Board without delay. This subsection is repealed upon the Board's appointment of at least 7 CIC members.

§ 3.253 OFFICE OF CITIZEN INVOLVEMENT.

(A) — There is established an Office of Citizen Involvement which shall, at a minimum, consist of a Director. This office shall be adequately funded.

(B) — The Office of Citizen Involvement shall develop procedures to perform the following:

(1) — Establish and broaden official channels for two-way communication between the citizens and the Board, elected officials, and department directors. 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 the county.

(2) — Schedule yearly reports at a Board meeting regarding activities and plans of the Citizen Involvement Committee.

(3) — Increase the number of citizens participating in county government. Recruit a wide variety of volunteers, without regard for age, sex, race, creed or sexual orientation.

(4) — Maintain an up-to-date file of individuals interested in participating on county boards, commissions, and committees and recommend individuals for appointment to county boards, commissions and committees.

(5) — Record minutes of meetings of the Citizen Involvement Committee, including a record of attendance and votes.

(6) — Develop and maintain a resource library regarding citizen involvement, including information about past county programs, as well as other data and educational sources.

(7) — Develop a budget and keep financial records using established county methods.

(8) — Act as liaison with the Office of Neighborhood Associations of the City of Portland, Gresham neighborhood associations, district coalitions, and other cities and community offices.

(9) — Aid and educate citizens in the process of citizen involvement.

(10) — Carry out the policy directions of the Citizen Involvement Committee.

(C) — The Office of Citizen Involvement shall act in accordance with all applicable federal and state laws and county ordinances and regulations.

§ 3.253 STAFF.

The Office of Community Involvement will provide staffing resources for the CIC.

~~§ 3.254~~ — ~~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 Chair shall place Citizen Involvement Committee presentations on the Board's informal or formal agenda annually, or as requested by the Citizen Involvement Committee.~~

Section 2. MCC §§ 3.300 to 3.306 are amended as follows:

§ 3.300- PURPOSE.

The Board finds that there is a need for the following:

- (A) Citizen Community involvement in the development of the county budget;
- (B) Citizen Community advocacy of budget proposals; and
- (C) Better means of informing citizens communities concerning county budget problems, processes and proposals.

§ 3.301 COMMITTEES ESTABLISHED.

Citizen Community 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, and the county non-departmental programs. The Library Board functions as the Library Citizen Community Budget Advisory Committee. ~~The Director of the Department of County Human Services and the Director of the Health Department may nominate representatives from the department's programmatic advisory committees and from the general public for Positions 1 through 3 of their respective Citizen Budget Advisory Committees.~~ The Citizen Community Budget Advisory Committees advise the Board and all county directors, elected officials, and non-departmental programs county officials. Citizen Community Budget Advisory Committees will actively participate in county budget development and review, give advice on policy considerations, and participate in operational and strategic planning.

§ 3.302 MEMBERSHIP.

(A) *Generally.* Except as provided by MCC § 3.301, each Citizen Community Budget Advisory Committee shall will be composed of seven members appointed by the Chair upon the approval of the Board.

~~(B) — *Membership; departmental programs.* Except as provided in MCC § 3.301, the membership of each departmental Citizen Budget Advisory Committee shall be as follows:~~

- ~~(1) — *Position 1.* One citizen nominated by the Citizen Involvement Committee.~~
- ~~(2) — *Position 2.* One citizen nominated by the Citizen Involvement Committee.~~
- ~~(3) — *Position 3.* One citizen nominated by the Citizen Involvement Committee.~~

~~(4) — Position 4. One citizen nominated by the Citizen Involvement Committee.~~

~~(5) — Position 5. One citizen nominated by the elected official or department director.~~

~~(6) — Position 6. One Citizen Involvement Committee member or one citizen nominated by the Citizen Involvement Committee.~~

~~(7) — Position 7. One citizen nominated by the elected official or department director.~~

~~(C) — Membership; nondepartmental programs. The county nondepartmental programs shall have one Citizen Budget Advisory Committee composed of members nominated to the following positions:~~

~~(1) — Position 1. One citizen nominated by the Chair.~~

~~(2) — Position 2. One citizen nominated by the Board.~~

~~(3) — Position 3. One citizen nominated by the Citizen Involvement Committee.~~

~~(4) — Position 4. One citizen nominated by the Citizen Involvement Committee.~~

~~(5) — Position 5. One citizen nominated by the Citizen Involvement Committee.~~

~~(6) — Position 6. One Citizen Involvement Committee member nominated by the Citizen Involvement Committee.~~

~~(7) — Position 7. One citizen selected from nominations by all other nondepartmental organizations.~~

~~(DB) Residency required. No person shall be considered for nomination to a Citizen Budget Advisory Committee who does not live in the county, except members of the Community Health Council representing professional, civic or community organizations. Preference will be provided to individuals who live or work in the county or have a demonstrated connection to Multnomah County.~~

~~(EC) Term.~~

~~(1) Except as provided in division (F)(2) of this section, each member shall be appointed to the position for a term of three years. No person may serve more than two consecutive terms on any Citizen Budget Advisory Committee. The term of appointment for CBAC members is three years and commences upon appointment. A member's appointment may be rescinded before the end of the three year term by: Board vote, or by the OCI Director with review and approval of the Chief Diversity & Equity Officer or designee, or by vote of their CBAC with the ratification of that vote by the OCI Director. No member can serve more than two consecutive three year terms within any seven year period.~~

~~(2) To ensure rotating terms, the following terms shall apply to all initial appointments to Citizen Budget Advisory Committees:~~

~~(a) — Positions 1, 4, and 7 shall serve three year terms.~~

~~(b) — Positions 3 and 6 shall serve two year terms.~~

~~(c) — Positions 2 and 5 shall serve one year terms.~~

~~(F) — Vacancies.~~

~~(1) — If any Citizen Budget Advisory Committee does not have its full contingent of members as a result of appointments made pursuant to this section, then the Citizen Involvement Committee may nominate citizens for appointment to fill the vacancies in that department's Budget Advisory Committee.~~

~~(2) — Vacancies on Citizen Budget Advisory Committees can be declared by the Citizen Involvement Committee, upon the written recommendation of the Citizen Budget Advisory Committee, if a member has missed two consecutive meetings or a majority of meetings held within one year. A vacancy on any citizen Budget Advisory Committee shall be filled in accordance with the provisions of division (F)(1) of this section. If a vacancy is not filled within 30 days, the Citizen Involvement Committee may nominate a citizen for appointment to that vacancy.~~

§ 3.303 CONFLICT OF INTEREST.

Any member of a Citizen Community Budget Advisory Committee who has monetary or investment interest in any matter before their Citizen Community Budget Advisory Committee shall will so inform the membership of the Committee. County employees shall will not be eligible for membership on a Citizen Community Budget Advisory Committee.

§ 3.304 COMPENSATION.

Members shall will receive no compensation for serving on a Citizen Community Budget Advisory Committee.

§ 3.305 DUTIES.

(A) Each Citizen Community Budget Advisory Committee shall will elect its own chair by the second meeting in each fiscal year.

(B) All meetings shall will be held in accordance with the Oregon Open Meetings Law.

(C) Each Citizen Community Budget Advisory Committee shall will take minutes of its meetings and provide copies of these minutes to each of its members, the elected official or department director, and to the Office of Citizen Involvement. Each Citizen Community Budget Advisory Committee shall will meet the requirements of the Oregon Public Records Law.

(D) Each department director, the District Attorney, and the Sheriff will be responsible to assign technical and clerical support for Citizen Community Budget Advisory Committees. The non-departmental Citizen Community Budget Advisory Committee shall will receive technical and clerical support from the Board or the Office of Citizen Community Involvement.

~~(E) — Any variations from the stipulations of this subchapter shall be approved by the Citizen Involvement Committee in writing.~~

(FE) The chair of each Citizen Community Budget Advisory Committee shall will report the findings of the Citizen Community Budget Advisory Committee to the Chair, the elected officials or department directors, and to the Office of Citizen Community Involvement by the dates designated in the budget processes, and to the Board and the public during the budget hearing process.

§ 3.306 CENTRAL CITIZEN COMMUNITY BUDGET ADVISORY COMMITTEE.

(A) Each Citizen Community Budget Advisory Committee selects one of its members to serve on the Central Citizen Community Budget Advisory Committee.

(B) Appointments to the Central Citizen Community Budget Advisory Committee are for one year.

(C) ~~The Citizen Involvement Committee appoints a member at large who is designated Chair of the Central Citizen Budget Advisory Committee.~~ The Central Community Budget Advisory Committee will elect a chair from its membership.

~~(D) The Central Citizen Budget Advisory Committee is a steering committee for the Budget Advisory Committees. It is responsible for coordinating all deadlines, reports and activities of the Citizen Budget Advisory Committee process, providing training for Citizen Budget Advisory Committee members and reporting its recommendations to the Chair, the Board and the public.~~

~~(E) The Central Citizen Budget Advisory Committee must respond to the concerns of the Citizen Budget Advisory Committees and may reflect the concerns of the public at large.~~

(F) The Central Citizen Community Budget Advisory Committee is charged with making county-wide recommendations to the Chair, the Board and the public, that may cross departmental lines and affect one or more departments.

(G) The Central Citizen Community Budget Advisory Committee receives technical assistance and clerical support from the ~~Citizen Involvement Committee~~ Office of Community Involvement.

Section 3. Title of § 25.810 is added as follows:

OFFICE OF COMMUNITY INVOLVEMENT

Section 4. MCC §§ 25.810 to 25.830 are added as follows:

§ 25.810- OFFICE ESTABLISHED.

An Office of Community Involvement is established. The Director of the Office of Community Involvement reports directly to the Chair.

§ 25.820 DUTIES.

The Director will:

(A) Plan, implement and coordinate community involvement programs that encourage communication between the community, the Community Involvement Committee ("CIC"), and county officials.

(B) Provide overall strategic direction for community involvement efforts.

(C) Maintain staffing resources to provide clerical and technical support to the Community Involvement Committee and create a transparent public process for the committee by posting notice of meetings and meeting agendas, taking meeting minutes, and recording meetings. Staff will develop bylaws, policies and procedures to address the CIC's conduct of business, responsibilities of membership, and other organizational issues. Hiring and firing of Committee staffing resources will be conducted in accordance with County personnel rules, Code, Charter, and in accordance with law.

(D) Accept applications for the Charter Review Committee as outlined Multnomah County Charter, 12.40 – Appointment of Committee Members.

(E) Manage contractors and other Office of Community Involvement staff, budget and compliance.

(F) Provide regular updates to the Board.

§ 25.830 COOPERATION WITH THE OFFICE OF COMMUNITY INVOLVEMENT.

(A) All county officials and their staffs will cooperate in providing information as requested by the Office of Community Involvement.

(B) All county departments and divisions of county government will cooperate in providing information as requested by the Office of Community Involvement.

(C) The Chair will place Community Involvement Committee presentations on the Board's informal or formal agenda annually, or as requested by the Community Involvement Committee.

FIRST READING:

November 29, 2018

SECOND READING AND ADOPTION:

December 13, 2018



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Deborah Kafoury

Deborah Kafoury, Chair

REVIEWED:

JENNY M. MADKOUR, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

Jenny M. Madkour

By _____

Jenny M. Madkour, County Attorney

SUBMITTED BY: Dani Bernstein, Executive Director, Office of Community Involvement