

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR MULTNOMAH COUNTY, OREGON

ORDINANCE NO. 64

An ordinance providing for restructuring of County departments; establishing of and prescribing functions to departments; repealing certain organizational ordinances; and all other matters pertaining thereto.

Multnomah County ordains as follows:

Section 1. Section Title and Pleading.

This ordinance shall be known as the Multnomah County Reorganization Ordinance, may be so pleaded, and shall be referred to herein as "this ordinance".

Section 2. Definitions.

A. For the purposes of this ordinance, unless the context requires otherwise, the following terms are defined as follows:

1. Board: Board of County Commissioners of Multnomah County, Oregon.
2. Department: An administrative unit, as hereinafter established, for which a Director shall be appointed, composed of functions as hereinafter prescribed.
3. Director: The person appointed for each department who shall have responsibility to:
 - a. Coordinate and direct the performance of County functions within the appropriate department, where not precluded by State law;
 - b. Coordinate preparation and submission of budget recommendations of the appropriate department and functions to the county budget officer;

- c. Coordinate preparation of planning projections and forecasts consistent with goals and objectives established by the Board;
 - d. Coordinate and administer ordinances of the County, as adopted by the Board; and
 - e. Perform such other duties as prescribed by the Chairman of the Board of Commissioners.
4. Division: A subordinate administrative unit within a Department, for which a Deputy or Assistant Director, or similar designation may be appointed, composed of functions as hereinafter prescribed.
5. Function: Programs or services to be performed within an appropriate Department.

Section 3. Policy and Purpose.

- A. Pursuant to authority of the Board granted by the Constitution of the State of Oregon, laws of the State of Oregon and the Charter of Multnomah County, the Board has determined that the reorganization of County structure through the elimination of existing departments and the establishment of four departments is necessary to maximize citizen participation; increase communication and cooperation of persons performing similar services; coordinate and synchronize group services addressing the same or related needs of the County; centralize administration and provide for vertical responsibility; provide a method of evaluation

of accomplishing county goals and objectives; encourage individual responsibility and reduce duplication of effort; and to provide for budgeting on a systems basis to efficiently allocate limited resources. This ordinance shall be liberally construed to meet the policies and purposes set forth herein.

- B. The Board recognizes and affirms the validity and value of a system of checks and balances inherent in the distinction between the administrative, legislative and judicial branches of county government and the value of cooperation and assistance to and from agencies created by state law and advisory committees, which result in providing necessary services to the people of Multnomah County. This ordinance shall not be interpreted to interfere with or abrogate any duties and responsibilities established by the Constitution of the State of Oregon or laws of the State of Oregon relating to the duties and responsibilities of such branches of government or agencies.

Section 4. Establishment of Departments.

The following Departments are established:

- A. Department of Human Services. The Department of Human Services shall consist of the following functions and such other functions relating to the health and welfare of the people of Multnomah County which may, from time to time, be assigned to it by the Board:
1. Provide services and perform duties imposed by state

law of the local Health Officer, public guardian and medical investigator;

2. Provide community health care;
3. Provide those health related services prescribed by state law;
4. Provide housing, counseling and treatment of persons referred or ordered through the judicial process, including probation and parole services;
5. Provide minimum security custody and juvenile housing facilities;
6. Provide library services; and
7. Provide county services pertaining to veterans' assistance, community action programs, food stamp programs, councils on aging, human relation commissions, metropolitan youth commissions, and such other programs administered by state, local, or private agencies relating to the health and welfare of the people of Multnomah County.

B. Department of Environmental Services. The Department of Environmental Services shall consist of the following functions and such other functions relating to the development of an enriching physical environment of the people of Multnomah County which may, from time to time, be assigned to it by the Board:

1. Provide land use planning recommendations, services to the Planning Commission and Board in matters of planning, zoning, subdivisions, sales and leases of non-

county real property, and other matters pertaining thereto;

2. Provide services and perform duties imposed by state law relating to the construction, maintenance and operation of county roads and bridges, sewerage and solid waste disposal facilities, and other public works facilities;
 3. Provide required surveys, examinations, inspections, and issuance of permits relating to construction and occupancy of buildings and other facilities;
 4. Operate and maintain county parks, memorials and recreational facilities;
 5. Operate and maintain the county exposition center and fair;
 6. Provide animal and vector control programs and appropriate facilities relating thereto; and
 7. Provide county services pertaining to county service districts and to state, local or private agencies relating to the physical environment.
- C. Department of Judicial Services. The Department of Judicial Services shall consist of the following functions and such other functions relating to protection of the safety of the people of Multnomah County which may, from time to time, be assigned to it by the Board:
1. Provide services and perform duties imposed by state law and county ordinances relating to the county clerk,

district court clerk, sheriff, with reference to administration of the courts and courts process, and recording and custody of public records;

2. Provide services and perform duties required by state law of County Sheriffs relating to law enforcement;
3. Provide for the protection of the public against disaster and calamity;
4. Provide and operate facilities for detention of maximum and close custody prisoners; and
5. Perform those county services required by the judicial branch of government, including the courts and office of district attorney.

D. Department of Administrative Services. The Department of Administrative Services shall consist of the following functions and such other functions relating to general county support services which may, from time to time, be assigned to it by the Board:

1. Recommend personnel policies; procure county materials and supplies, manage and maintain county lands, provide for the operation and maintenance and use of the county courthouse and county facilities; operate and maintain county motor pool facilities;
2. Provide services and perform duties imposed by state law for auditor, treasurer, assessor and sheriff as tax collector;
3. Provide services for registration of voters, conduct general and special elections as elections officer;

canvass and certify election results, and perform such other duties prescribed by state law for registrars of elections;

4. Provide those county services required for maintenance of the civil service program, data processing systems, and auditor under county charter; and
5. Provide the services of the budget officer required by state law.

Section 5. Function Revisions.

The Board may, from time to time, by Board order, transfer, eliminate, or add functions from or to any Department herein established.

Section 6. Additional Director Responsibilities.

The Directors shall, immediately after appointment, exercise the duties and responsibilities provided herein; review the functions within his Department; recommend any changes deemed necessary; recommend appointment of function leaders to functions or groups of functions which have not previously been appointed by the Chairman of the Board of County Commissioners; and make recommendations relating to the civil service status of function leaders within his Department.

Section 7. Citizen Advisory Committees.

Citizen advisory committees are hereby established for each department herein created, and the Board, and shall be constituted as provided by county charter.

Section 8. Organizational Chart.

The relationship between the administrative and legislative branches of county government, between the county government and the

judicial branch established by state law, state agencies, and advisory committees as provided by law, charter and this ordinance will be depicted by a chart, by Board order, as functions are herein or hereunder established.

Section 9. Ordinances Repealed.

Ordinances No. 2, 3, 4, 5, 6, 7, 9, 11, and 48 are hereby repealed, the Departments of Assessment and Taxation, Records & Elections, Public Safety, Judicial Administration, Medical Services, Public Works and Administrative Services established by those ordinances are terminated and the positions of Director of those Departments are vacated upon the effective date of this ordinance.

Section 10. Adoption.

This ordinance requires the appointment of administrative officers by the Chairman of the Board of County Commissioners and designation of divisions by the Board, and to assure time for orderly transition, this ordinance shall take effect on the ninetieth day after its adoption, pursuant to Section 5.50(1)(a), Multnomah County Charter.

Adopted this 21st day of December, 1972, being the date of its second reading before the Board of County Commissioners of Multnomah County, Oregon.

BOARD OF COUNTY COMMISSIONERS

By *James Gleason*