

1047



# GREATER PORTLAND COMMERCE

Vol. LXII, No. 20

June 23, 1978

## Chamber Testifies at Charter Hearing

Ned Look, member of the Metropolitan Area Governments Committee, presented the Chamber's position to the Multnomah County Charter Review Committee at its hearing Monday, June 19.

The Chamber's position on Multnomah County Charter Revision is as follows:

1. The executive and legislative functions of Multnomah County should be separated.
  - a. The traditional separation of powers will provide checks and balances between the executive and legislative branches.
  - b. The Chief Executive Officer will be relieved of his present time consuming burden of legislative duties and therefore be able to concentrate his efforts on administering the county business.
  - c. The legislative body can exercise a more independent judgment on matters of policy in a manner less beholden to the administrative executive.
  - d. The office of Chief Executive Officer, under this separation of powers, should attract more administrative oriented candidates.
  - e. The legislative body will be less able to pass the buck to the Chief Executive Officer for their Legislative actions.
  - f. We believe benefits of separation outweigh the additional cost of another elected county official.
2. The Chief Executive Officer should be elected at large and represent the county as its chief political officer.
  - a. The titular head of government should be elected by and be responsible to all of the people he represents.
  - b. A clearly visible head of government simplifies for the citizen, to whom he should address his requests for information or his complaints.
3. The Chief Executive Officer should be elected for a term of four years. The number of terms he may serve should not be limited. The four year vs. two year term argument hinges primarily on responsiveness to the electorate and stability of government. Under the separation of powers arrangement, much of the need for responsiveness for programs would be lifted from the Chief Executive Officer and shifted to the Board of County Commissioners.
4. The Chief Executive Officer should be given the veto power over county commissioners' actions subject to a

4/5 override by the board of commissioners . . .

5. If the office of Chief Executive Officer should become vacant, the vacancy should be filled by special election as soon as feasible. The President of the board of county commissioners would serve in the capacity of CEO until the election has filled the vacancy . . .
6. County elective offices should be non-partisan . . .
7. The board of county commissioners should number five. The odd number would eliminate tie votes. Three commissioners, if elected from districts, would require districts so large, they would defeat the purpose of districting. Seven commissioners simply are not needed. The committee believes the need for an odd number of commissioners and the need for relatively small districts outweighs the cost of another elected official.

### Committees Scheduled

June 26-30

WEDNESDAY, JUNE 28

President's Club, Hilton International Club, 7:30 a.m.

Forum Committee, Board Room, noon

Recreational Resources, Aero Club, noon

Energy, Chamber Board Room, 10 a.m.

Taxation Committee, Chamber Board Room, 3 p.m.

THURSDAY, JUNE 29

Forestry, Standard Plaza, 11:45 a.m.

8. County commissioners should be elected on a district basis and they should be required to live in the districts they represent . . .

Districting without a residence requirement would allow all districts to be represented by commissioners who all reside in one district.

#### Arguments for Single Member Districts:

1. Would make commissioners more responsive.
2. Makes money less important in running for office.
3. Works well for state legislators.
4. Enables commissioner to better know his constituents, their problems and represent their interests.

5. Would better enable Republicans to get elected and preserve the two party system.

6. Easier for voters to know to whom they should take their complaints.

7. Easier for constituents to recall commissioner not doing a job.

8. Reduces the ability of a commissioner to perpetuate himself in office.

#### Arguments Opposed to Single Member Districts:

1. At large members needed to represent the county-wide public interest.

2. County not large enough to require single member districts.

3. Would restrict the voters' right to choose all of those who make decisions that affect him.

4. Further politicizes the commissioner's job - you vote for my project and I will vote for yours.

5. Commissioners in their zeal to represent their district could lose sight of the big picture - county services could suffer.

6. Districting creates the best method of buck-passing - Mosee.

9. County commissioners should be elected for a term of four years with terms staggered. (See No. 3 for arguments pro and con on two year vs. four year terms. Staggered terms would provide for continuity in county government.)
10. The position of County Commissioner should be full time.

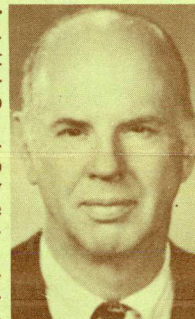
#### Arguments for Full Time Commissioners:

1. There are adequate duties and responsibilities to warrant full-time positions.

- a. To attend legislative sessions of the board of county commissioners.

- b. To serve on three member overlapping committees to exercise legislative oversight of all county departments, with the purpose of assuring the intent of the county board of commissioners is being properly implemented within the various departments. By being assigned

(Continued Overleaf)



Ned Look



## Charter Hearing . . .

to monitor more than one department will obtain a greater perspective of the overall needs and operations of the county, rather than personal intrusion in the daily administration of a department.

- c. Represent the county on official boards such as the M.S.D., CRAG, and the like, as determined by the board.
  - d. Represent the county on advisory boards and commissions as determined by the board.
  - e. Perform a more meaningful and involved role as an Ombudsman for their district constituencies.
  - f. Educate themselves on issues and the county budget to the extent they can exercise independent judgment and not become captives of staff.
  - g. Educate their constituencies to the priority needs of the county through the press, public appearances, and speaking engagements.
2. Full time positions with adequate salaries would enable a commissioner to devote all his efforts to the county.
  3. The public favors full time.
  4. Part-time at reduced salary would attract the very affluent or political opportunists attempting to live on reduced salary.
  5. Part-time at reduced salary necessitating additional part-time employment, opens up the commissioner to political attack regarding the amount of time or quality of effort he expends on behalf of the county.
  6. Part-time could invite the potential for conflict of interest.

### Arguments for Part-Time Commissioners:

1. There is insufficient work to warrant other than a part-time commissioner.
  2. Part-time commissioners would work for reduced salaries thereby saving the taxpayers money.
11. The Board of County Commissioners each year should elect one of their members to serve as President of the board, and at other times necessary to fill a vacancy in the office of President of the board . . .
  12. If a vacancy on the board should occur, the President of the Board shall select five candidates from the vacant district, from which the remaining commissioners shall select the commissioner to fill the vacancy until the next general election at which a commissioner can be elected to fill the vacancy . . .
  13. The board of county commissioners should set the salaries of all county elected officials.  
If the board of county commissioners sets their own salaries they have to answer to the voters . . .
  14. The boundaries of commissioner districts should be set by the Secretary of State . . .

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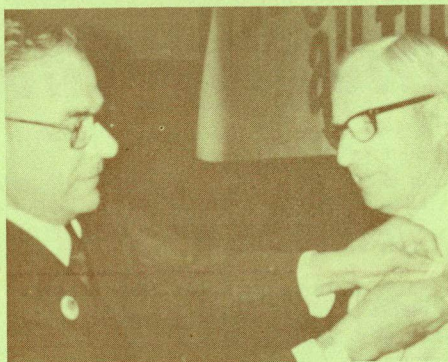
Subscription \$5 per year.  
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## Conventions June 26-30

Organization	Headquarters	Date	
Mutual Advertising Agency Network	Benson Hotel	June 24-28	I-60
Oregon Health Division	Hilton Hotel	June 27-29	S-75
Bonsai Clubs International	Hilton Hotel	June 27-July 1	I-700

I - International N - National R - Regional S - State C - Corporate

## Ralph Johnson Brings in 400 Chamber Members!



President Burnett Pins Ralph Johnson

Chamber President, C. Howard Burnett, extended a special recognition to Ralph Johnson, retired P.P. & L. Executive and Ed McKenney, President, Gem Equipment Co., Woodburn, for outstanding performances in the sale of Chamber of Commerce memberships at the Board of Directors meeting June 2.

Johnson recently completed the sale of his 400th member and has a head start on his ninth Honorary Life Membership. He has been a member of the President's Club for nearly 15 years and has also won sales laurels with the Rose Festival Association, National Alliance of Businessmen and many other organizations.

McKenney sold his 150th membership in March and during the recent membership campaign pushed his total to 164. He became a member of the President's Club in 1973 and served as Chairman of the group last year. He is also Chairman of the Chamber's Liability Task Force and is a member of the Agriculture Committee and the Trade and Commerce Committee.

President Burnett presented each man with a specially prepared golden rose as he thanked them for their outstanding achievements on behalf of the Chamber.

## Delegates Seek Housing

Some of the delegates attending the national convention of the National Association for the Advancement of Colored People, to be held in Portland July 2 through July 7, are seeking accommodations in private homes.

Members of the Portland Chamber of Commerce who wish to provide housing during the convention are invited to contact Michael Hill, Executive Director, Martin Luther King, Jr. Scholarship Fund of Oregon, Room 240, Ondine Bldg., Portland State University, P.O. Box 751, Portland, Ore. 97207—telephone number 229-4475.

## Chamber to Sponsor Rapid Reading Seminar

The Portland Chamber of Commerce has scheduled an AGP Rapid Reading Seminar which is open to the public. It will be held from 3-5 p.m. on July 11th, 18th and 25th in the Chamber Auditorium at 824 S.W. 5th. Those enrolling should plan to attend all three class sessions and be prepared to

practice techniques presented for 30 minutes per day following each session. The total cost is \$36.00. To enroll in the course use the registration form below. A deposit of \$5.00 must accompany registration and the balance of \$31.00 is due at the first session.

### AGP RAPID READING SEMINAR

Please enroll me in the AGP Rapid Reading Seminar to be held on July 11th, 18th and 25th from 3-5 p.m. in the Chamber Auditorium.

Name..... Phone.....

Address.....

City..... Zip Code.....

☐ Enclosed is my \$5.00 deposit. I understand the balance of \$31.00 is due on July 11th.

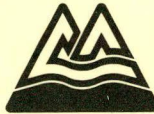
☐ Enclosed is my full tuition of \$36.00.

Mail to: Portland Chamber of Commerce Reading Seminar,  
824 S.W. 5th, Portland, OR 97204.



**REPORT OF THE ACTIVITIES  
OF THE  
OFFICE OF MULTNOMAH COUNTY AUDITOR**

**FOR THE FISCAL YEAR ENDED  
June 30, 1977**



**MULTNOMAH COUNTY OREGON**

JEWEL A. LANSING, CPA  
COUNTY AUDITOR  
ROOM 412, COUNTY COURTHOUSE  
PORTLAND, OREGON 97204  
(503) 248-3320





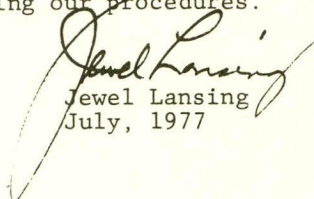
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(503) 248-3320

## MULTNOMAH COUNTY OREGON

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To the Citizens of Multnomah County:

As your independently elected Multnomah County Auditor, I have appreciated the opportunity to serve you during the past two and one-half years. The goals and objectives for this office, which were arrived at with the assistance of my Auditor's Citizens Advisory Committee in 1975, have provided a solid basis for our operations. These goals and objectives, along with a tentative schedule for future audits and a detailed listing of more recent ones, are shown in a latter portion of this handbook. I would welcome any comments you might have regarding our procedures.

  
Jewel Lansing  
July, 1977

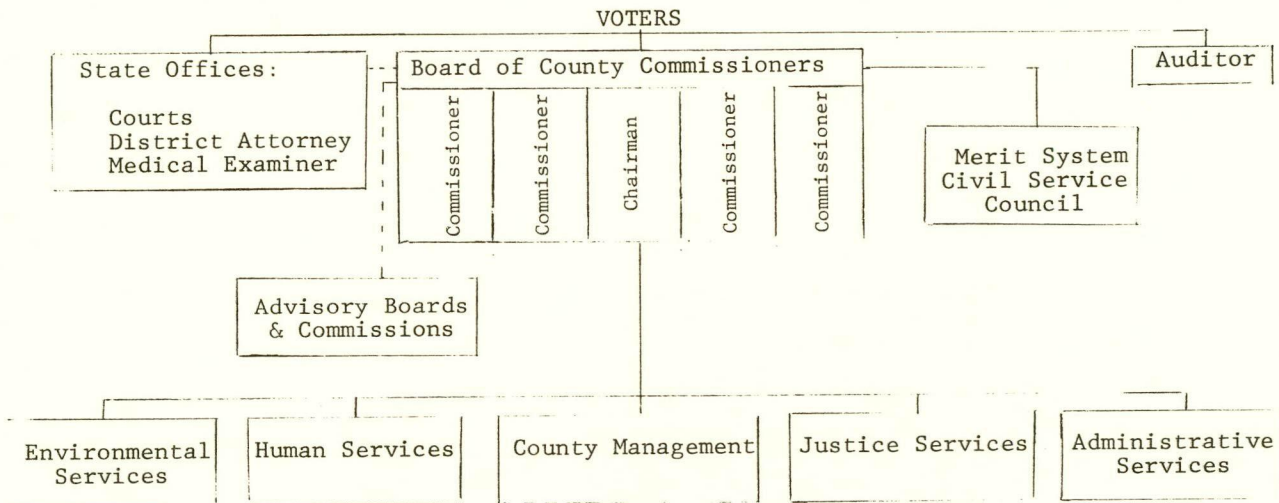


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# MULTNOMAH COUNTY ORGANIZATION CHART\*



\*Chart adapted by Multnomah County Auditor's Office from Home Rule Charter and 1977-78 County budget.



HISTORY OF MULTNOMAH COUNTY AUDITOR'S OFFICE  
AND THE HOME RULE CHARTER

The present office of Multnomah County Auditor was created by the Multnomah County Home Rule Charter which went into effect January 1, 1967. As shown by the organization chart on the prior page, the Home Rule Charter provides that the elected auditor should be directly responsible to the voters, with communications lines to the Board of County Commissioners.

Prior to the adoption of the Home Rule Charter, the Multnomah County Auditor had acted as the finance officer for the County. The office job duties then included few, if any, functions which would be associated with modern internal auditing. When the Multnomah County Home Rule Charter passed in 1966, it provided that all financial and, therefore, accounting functions would henceforth be performed by a new Department of Finance, and that functions prescribed for the County Auditor in the Oregon statutes would be performed by the new finance office to be established.

The charge to the County Auditor, as outlined in Section VII (3) as of the Home Rule Charter is to: (a) maintain a continuous audit of the financial affairs of the County, (b) maintain a continuous internal audit of each administrative office and department of the County, (c) report to the Board of County Commissioners all irregularities that he finds in the financial affairs of the County, and (d) affix responsibility for the irregularities. The Board of County Commissioners is required to retain each report of the Auditor as a public record for at least three years after receiving the report.



## DEFINITION OF AN AUDITOR

An auditor conducts examinations of financial and other kinds of data, management systems and programs for purposes of making verifications and evaluations and suggesting improvements in procedures and systems.

Auditors do not make any entries in ledgers or journals nor do they personally make any management decisions, but rather they monitor the work of other persons: managers, officials, accountants and others.

Auditors are generally separated into two broad categories, EXTERNAL and INTERNAL auditors.

External Auditors look at organizations from the outside. External auditors should have no ties with organizations they are auditing which would preclude their ability to make independent judgments based on their own testing of data, observations, and interpretations. Oregon state law requires that an outside financial and compliance audit be conducted of Multnomah County every year. The CPA firm of Coopers & Lybrand presently has the external audit contract for Multnomah County.

Internal Auditors are employees of the organization being audited. Modern internal auditing looks primarily to the operational efficiency of management and makes recommendations for its improvement rather than putting primary focus on the financial and compliance aspects examined by the external auditors. While outside auditors look primarily at what happened in the past, internal auditors focus mainly on what is happening in the present, with an aim toward evaluating and improving what will occur in the future. This difference between focusing on the present instead of the past is an important distinction, and one which makes the practice of modern internal auditing especially challenging. It is much more satisfying and productive to look toward positive changes for the future rather than dwelling on negative aspects of the past.

Even though internal auditors are employees of the organization they are auditing, the ideal internal audit department operates with complete independence and broad authority of access to documents and information. The Multnomah County Charter provides an organizational framework which makes such independence possible, except that provision for staffing and space for the County Auditor are provided for implicitly by the charter, rather than explicitly. In other words, the charter says there shall be an independently elected Auditor, but leaves the budget authority for deciding at what level to fund the office to the County Commissioners.



## ELEMENTS OF GOVERNMENTAL AUDITS

External and internal auditors cross lines in performing particular job assignments, depending on the requirements of the engagement being undertaken. Three basic different kinds of audits, or elements of a single audit, are now generally recognized by governmental auditors. The U.S. General Accounting Office defines these three elements of accountability for elected officials in its 1972 Standards Publication as follows:

- a. Financial and compliance
- b. Economy and efficiency
- c. Program results (performance)

Most modern internal auditing falls into the second category above, that of economy and efficiency. However, some internal auditing of the Multnomah County Auditor's Office falls in all categories. These elements are further described in the following paragraphs.

1. Financial and compliance - Most people are more familiar with this element of auditing. The reports cover whether or not financial operations have been properly conducted and financial statements are presented fairly; and whether or not compliance with laws and regulations is adequate. These aspects of auditing generally focus on events which occurred in the past. Oregon State law requires that Multnomah County have a financial and compliance audit performed every year by outside independent CPAs.

In order to avoid duplication of efforts, the Multnomah County Auditor's Office works in the financial compliance area to a very limited degree. Some county-wide test checks such as the payroll tests by computer would fall into this area. Any review of receipts and disbursements or projections of possible budget over-expenditure would also fall in this category.

2. Economy and efficiency audits - This element of accountability is the one on which we in the Multnomah County Auditor's Office try to focus most of our time and energy. For each major Economy and Efficiency Audit we undertake, we ask such questions as:



## ELEMENTS OF GOVERNMENTAL AUDITS (continued)

- ...Are the taxpayer's dollars being efficiently spent?
- ...Could this organization be making better use of its resources, its personnel, space, its equipment?
- ...Is there duplication of effort that might be eliminated?
- ...Are the administrative procedures adequate and organizational structures sound?

Our audits focus on what is happening now and what will be happening in the future, rather than emphasizing the past. Our reports provide management with guidance on a much more timely basis than is possible from traditional audit reports: to enable them to make corrections before the fact, rather than after. Efficiency and economy audits are also sometimes called operational or management auditing. Their purpose is to help management do a better job, and to see that the taxpayers are getting the most for their money.

3. Program results - Sometimes called performance auditing, this third area is the newest and least understood. The results of a program can be scientifically measured if its goals and objectives are clearly stated in specific quantifiable terms. It is entirely possible to have an agency keep all its records in exemplary form, efficiently utilize every resource, and not be performing the job it was set up to do at all. Only a program results audit could speak to that question. The Multnomah County Auditor's Office plans to do at least one program results audit each year. A health-care program results audit might be directed toward such questions as:

- ...Is this health care system keeping people healthy?
- ...Is this drug program cutting down on the use of drugs?
- ...What alternatives might fulfill these needs at a lower cost than the systems they are now using?
- ...Are the purposes of this program being met?
- ...Are the right people being served (those for whom the program was intended)?

To evaluate whether or not a purpose is being met, one must first find out what the purpose is. The issue of legislative intent on the part of the County Commissioners

takes on primary importance. It is difficult to find the purpose and intent of most programs stated in measurable components.

Program results auditing is therefore still in the beginning stages. However, many federal grant programs do require clearly stated goals and objectives before money is granted, and should be easier to measure.

Some elements of each of these three aspects of accountability may be present in a single audit. To satisfy the interests of all potential users of audit reports, all three of these elements would have to be present. All three kinds of audits have broad monetary impact, but the approach and background needed for each is different. As a practical matter, it is impossible to cover all aspects in every audit. The cost would be prohibitive. All deal with financial measurement, however, and the Multnomah County Auditor's Office is attempting to work out a balanced innovative internal audit program for Multnomah County.



MULTNOMAH COUNTY AUDITOR'S  
CITIZENS' TASK FORCE/ADVISORY BOARD

In early 1975, the present County Auditor appointed a nine-person Citizens' Task Force to assist her in reevaluating what the role of the County Auditor should be and to draw up some goals and objectives to fit that role. The Task Force met weekly for ten weeks and completed its function prior to the beginning of the July 1975 fiscal year.

All members of the Task Force agreed to continue to serve as a Citizens' Advisory Committee to the Auditor. The group meets approximately once a quarter, and its purpose is to provide a sounding board and feedback mechanism for the Auditor.

Citizens performing this voluntary service are: Dennis Gutknecht, Ruth Hagenstein, Lee Irwin, Jim Lamberton, Ron McCallister, Mel Nygaard, Gertrude Rae, Bob Shoemaker and Walt Walter.

The goals and objectives of the Multnomah County Auditor's Office are now stated as follows:

Goal:

To measure, evaluate and promote efficiency, effectiveness and accountability in Multnomah County government.

Long-term Objectives:

1. To carry out the duties of the Auditor as required in the County Charter.
2. To produce the most significant improvement in terms of increased efficiency, economy and effectiveness by scheduling internal audits which give heaviest emphasis to those areas of government where such results can be expected.
  - a. To perform an internal audit examination of every major county operation or function at least once every four years, varying in scope and depth according to staff available, with an anticipated audit schedule to be published by July 1 of each year for the following fiscal year.

b. To reserve a portion of staff audit time for unscheduled and unforeseeable situations, responsive to requests of other county personnel and the public.

c. To report to the appropriate county officials and the public regarding results of internal audit examinations.

3. To assist all members of management in effective discharge of their responsibilities by furnishing them with analyses, appraisals, recommendations and pertinent comments concerning the systems and activities reviewed.

4. To maintain a professionally competent audit staff, with proper provisions for adequate training and professional development.

#### Short-term Objectives:

1. To acquire a working knowledge of the structure of various county operations and to identify strengths and weaknesses therein; to translate that understanding into a permanent file of flowcharts, narratives and schedules in order to identify and prioritize auditable entities.

2. To perform certain audit tests and systems checks on an ongoing annual basis, utilizing computer-assisted audit techniques when appropriate.

3. To conduct at least four internal audits of major scope every year, with major focus on economy and efficiency audits, and at least four annual examinations of more limited scope.

4. To conduct at least one program results audit per year by 1976.



## SCHEDULING

Scheduling of internal audits is done in advance of each fiscal year. Input is solicited from the public, the Board of County Commissioners, department heads, the County's outside auditors, staff members, and the public, but final responsibility for that judgment rests with the County Auditor. Approximately 95% of available staff time is scheduled in advance, but flexibility is maintained to allow for shorter-term and emergency projects. Evidence that a material irregularity was occurring anywhere in the County government would constitute an immediate priority over regularly scheduled audits.

During 1977-78 each auditor will be assigned to monitor one of the five major County departments and to report on various aspects of internal control, compliance, and procedures.

Fifteen Multnomah County operations or functions have also been identified by the County Auditor's Office under criteria listed on the opposite page to merit a major in-depth audit examination at least once every fourth year. These operations are listed below, with the date audited or expected to be audited noted in parenthesis.

### MAJOR MULTNOMAH COUNTY AUDITABLE ENTITIES

1. Assessment and Taxation Division, Administrative Services (1975-76 - Assessment; 1976-77 - Taxation)
2. Building Management Division, Administrative Services (1975-76)
3. Budget function, Office of County Management (1978-79)
4. Capital construction, Environmental & Administrative Services (1975-76)
5. Courts system, Justice Services (1976-77 - DAs Office)
6. Data Processing Authority, Administrative Services (1977-78)
7. Finance Section, Office of County Management (1976-77 - Payroll)
8. Health Services, Human Services (1976-77)
9. Juvenile courts and services, Justice Services (1979-80)
10. Public Safety Division, Justice Services (1977-78)
11. Public Works (roads), Environmental Services (1975-76)
12. Public Works (maintenance), Environmental Services (1978-79)
13. Purchasing function, Administrative Services (1977-78)
14. Recreational facilities, Environmental Services (1977-78)
15. Social service programs, Human Services (1978-79)

#### CRITERIA FOR SELECTING OPERATIONAL OR FINANCIAL AUDITS

The criteria used in selecting the operations or functions on the opposite page, as well as in choosing subjects for more limited examinations, are as follows:

1. Evidence or reasonable possibility of fraud or material wrongdoing.
2. Potential for actual cost savings or increased revenue.
3. Potential for indirect cost savings through better management.
4. Potential for savings through protecting county from liability through negligence.
5. Large expenditure or receipt of dollars involved.
6. Public interest in the operation.
7. Interest of Board of Commissioners in the operation.
8. Potential problem areas identified by outside auditors.
9. Frequency of occurrence of an adverse condition.
10. Timing of audit engagement with optimum staffing of agency and stability of their management personnel.

#### CRITERIA FOR SELECTING PROGRAM RESULTS AUDITS

1. Large expenditure or receipt of dollars involved.
2. Public interest in the operation.
3. Interest of Board of Commissioners in the operation.
4. Potential problem areas identified by outside auditors.
5. Frequency of occurrence of an adverse condition.
6. Timing of audit engagement with optimum staffing of agency and stability of their management personnel.
7. Availability of meaningful data in usable form to evaluate for program results.
8. Resources of our office to handle scope.
9. Availability of local or national criteria to weigh against.
10. Chances of implementation of audit recommendations.



## REPORTS OF MULTNOMAH COUNTY AUDITOR

1. Internal Audit Reports (IARs) - all major in-depth audit examinations are called Internal Audit Reports, and are sent to all five members of the Board of County Commissioners, as well as other interested parties and the media. Any report which includes a finding of a major irregularity, misuse of funds, or a matter which may require a change in board policy is categorized as an Internal Audit Report. These reports are numbered consecutively by calendar year.

2. Report to Management (RTMs) - all reports which do not fit into the foregoing category are called Reports to Management. These reports cover examinations of more limited scope, and generally concern matters of internal management rather than Board policy. Reports to Management are addressed to the managers directly responsible for the operations about which recommendations are being made. Courtesy copies are sent to the one County Commissioner who monitors that department, the County Chairman, other interested persons, and the media.

## ISSUING OF INDEXES TO REPORTS

At the end of each six months, an index is issued to all interested parties listing all reports issued and in progress for the period then ended. A brief synopsis of the scope of the examination is included. A composite indexes for the calendar years were issued at December 31, 1975 and 1976.

## BUDGET OF AUDITOR'S OFFICE

The Office of the Multnomah County Auditor is budgeted for \$156,916 for 1977-78 fiscal year.



# Auditor and Staff

Standing, left to right:

Pat Dunkeld, Roberta White, Alan Percell, Jeanne Staehli.

Seated, left to right:

Jody Olson, Jewel Lansing (County Auditor), Michael Miller.



### RESUMES OF COUNTY AUDITOR AND STAFF

In addition to the elected County Auditor, a full-time and a part-time secretary complement the professional staff. Resumes of the professional persons presently on the staff show that while all are either Certified Public Accountants or have MBA degrees, each has a different background which provides an interdisciplinary blend in the audit work.

The staff represents a small group of highly skilled and motivated professionals dedicated to the principal of public service. Emphasis is on assumption of individual responsibility in carrying out work assignments and management by objectives. Staff members work in audit teams which vary in number and composition, depending on the needs of the project at hand.

Professional growth is given high priority by in-service training projects undertaken on a rotating basis by individual staff members. All persons are encouraged, as funds permit, to take part in professional development courses offered by other governmental and professional organizations.

Jewel Lansing, CPA, is the elected Multnomah County Auditor, presently serving a 1975-79 term. She previously operated her own firm specializing in auditing of non-profit and government grant organizations. She holds a master's degree from Stanford University. Prior to entering the accounting profession, she was trained in journalism and education and has held a variety of managerial and administrative positions.

Michael A. Miller, MBA, recently completed his master's degree work at the University of Oregon after several years as an internal auditor for American Express and the U.S. Treasury Department. Mike has undergraduate degrees in Economics and Business from OSU, as well as two years of graduate work at McGill University. Mike joined the Multnomah County Auditor's Office staff in June, 1977.

Jody B. Olson, CPA, has wide experience in management consulting with five years experience providing services to governmental units from Alaska to Delaware. Before coming to Multnomah County in November, 1975, he worked for Touche, Ross & Co., a national CPA firm, in Seattle. Jody has a BS in accounting from the University of Idaho and is currently attending Lewis & Clark Law School as an evening student.

Alan Percell, MBA, joined the staff in August 1976, after six years with the U.S. General Accounting Office in Portland. Program results auditing is Alan's special interest and expertise. He has both a BS degree and an MA in Business Administration from Portland State University, with emphasis in law enforcement, administration and management.

Jeanne Staehli, CPA, has been an EDP Auditor for Multnomah County since May, 1975. She combines a natural affinity for auditing with eight years of prior experience as an accountant and management consultant to small businesses for a large public accounting firm. Jeanne has a BA in accounting from Portland State University and is focusing her advanced education on computer technology and applications.



1976-77 INDEX  
INTERNAL AUDIT REPORTS AND REPORTS TO MANAGEMENT

MULTNOMAH COUNTY AUDITOR  
for the eighteen months ended June 30, 1977

INTERNAL AUDIT REPORTS: <sup>(1)</sup>

<u>No.</u>	<u>Date Issued</u>	<u>Title</u>	<u>Scope of Examination</u>
1-76	01/20/76	Assessment Function (Administrative Services)	Comprehensive review of assessment operations for both real and personal property; analysis of the equitability of the distribution of the property tax burden among County taxpayers.
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4-76	04/28/76	Building Management (Administrative Services)	Review of interdepartmental billing system; user evaluation of services rendered; personnel and equipment utilization; use of the Capital Construction Fund.
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REPORT TO MANAGEMENT:<sup>(2)</sup>

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1976-77 INDEX to Multnomah County Auditor's Reports for the eighteen months ended June 30, 1977

REPORTS TO MANAGEMENT<sup>(2)</sup> Continued:

<u>No.</u>	<u>Date Issued</u>	<u>Title</u>	<u>Scope of Examination</u>
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(Note: Copies of reports are available from the Auditor's Office, Multnomah County Courthouse, Room 412, Phone 248-3318)

**REPORT OF THE ACTIVITIES  
OF THE  
OFFICE OF MULTNOMAH COUNTY AUDITOR**

**FOR THE FISCAL YEAR ENDED**

**June 30, 1977**



**MULTNOMAH COUNTY OREGON**

---

JEWEL A. LANSING, CPA  
COUNTY AUDITOR  
ROOM 412, COUNTY COURTHOUSE  
PORTLAND, OREGON 97204  
(503) 248-3320





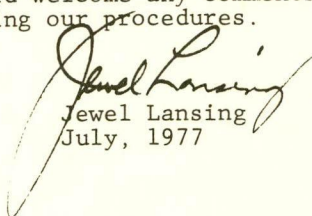
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## **MULTNOMAH COUNTY OREGON**

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To the Citizens of Multnomah County:

As your independently elected Multnomah County Auditor, I have appreciated the opportunity to serve you during the past two and one-half years. The goals and objectives for this office, which were arrived at with the assistance of my Auditor's Citizens Advisory Committee in 1975, have provided a solid basis for our operations. These goals and objectives, along with a tentative schedule for future audits and a detailed listing of more recent ones, are shown in a latter portion of this handbook. I would welcome any comments you might have regarding our procedures.

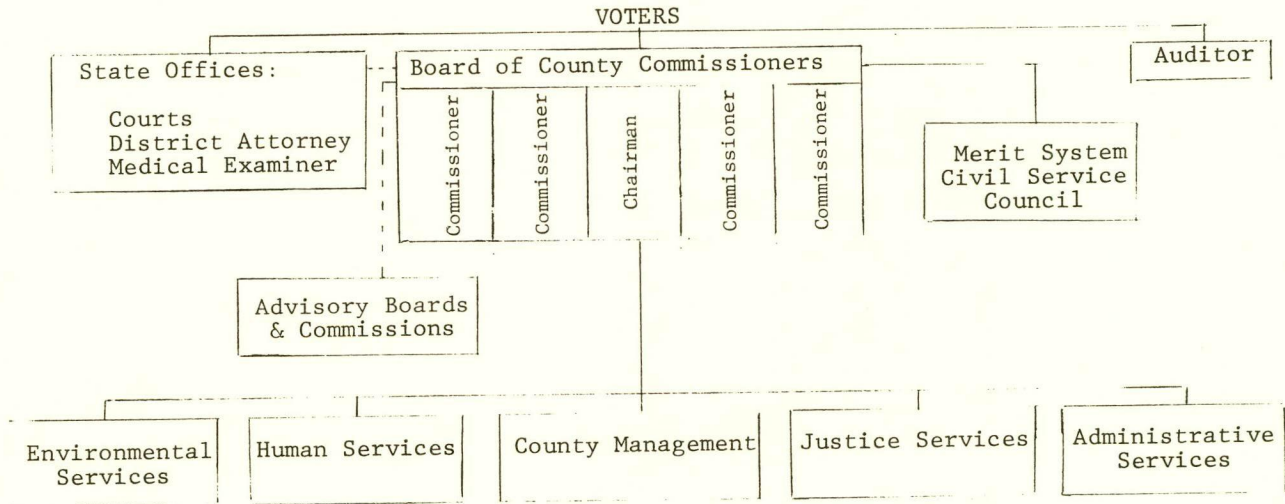
  
Jewel Lansing  
July, 1977

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# MULTNOMAH COUNTY ORGANIZATION CHART\*



\*Chart adapted by Multnomah County Auditor's Office from Home Rule Charter and 1977-78 County budget.

HISTORY OF MULTNOMAH COUNTY AUDITOR'S OFFICE  
AND THE HOME RULE CHARTER

The present office of Multnomah County Auditor was created by the Multnomah County Home Rule Charter which went into effect January 1, 1967. As shown by the organization chart on the prior page, the Home Rule Charter provides that the elected auditor should be directly responsible to the voters, with communications lines to the Board of County Commissioners.

Prior to the adoption of the Home Rule Charter, the Multnomah County Auditor had acted as the finance officer for the County. The office job duties then included few, if any, functions which would be associated with modern internal auditing. When the Multnomah County Home Rule Charter passed in 1966, it provided that all financial and, therefore, accounting functions would henceforth be performed by a new Department of Finance, and that functions prescribed for the County Auditor in the Oregon statutes would be performed by the new finance office to be established.

The charge to the County Auditor, as outlined in Section VII (3) as of the Home Rule Charter is to: (a) maintain a continuous audit of the financial affairs of the County, (b) maintain a continuous internal audit of each administrative office and department of the County, (c) report to the Board of County Commissioners all irregularities that he finds in the financial affairs of the County, and (d) affix responsibility for the irregularities. The Board of County Commissioners is required to retain each report of the Auditor as a public record for at least three years after receiving the report.



## DEFINITION OF AN AUDITOR

An auditor conducts examinations of financial and other kinds of data, management systems and programs for purposes of making verifications and evaluations and suggesting improvements in procedures and systems.

Auditors do not make any entries in ledgers or journals nor do they personally make any management decisions, but rather they monitor the work of other persons: managers, officials, accountants and others.

Auditors are generally separated into two broad categories, EXTERNAL and INTERNAL auditors.

External Auditors look at organizations from the outside. External auditors should have no ties with organizations they are auditing which would preclude their ability to make independent judgments based on their own testing of data, observations, and interpretations. Oregon state law requires that an outside financial and compliance audit be conducted of Multnomah County every year. The CPA firm of Coopers & Lybrand presently has the external audit contract for Multnomah County.

Internal Auditors are employees of the organization being audited. Modern internal auditing looks primarily to the operational efficiency of management and makes recommendations for its improvement rather than putting primary focus on the financial and compliance aspects examined by the external auditors. While outside auditors look primarily at what happened in the past, internal auditors focus mainly on what is happening in the present, with an aim toward evaluating and improving what will occur in the future. This difference between focusing on the present instead of the past is an important distinction, and one which makes the practice of modern internal auditing especially challenging. It is much more satisfying and productive to look toward positive changes for the future rather than dwelling on negative aspects of the past.

Even though internal auditors are employees of the organization they are auditing, the ideal internal audit department operates with complete independence and broad authority of access to documents and information. The Multnomah County Charter provides an organizational framework which makes such independence possible, except that provision for staffing and space for the County Auditor are provided for implicitly by the charter, rather than explicitly. In other words, the charter says there shall be an independently elected Auditor, but leaves the budget authority for deciding at what level to fund the office to the County Commissioners.

## ELEMENTS OF GOVERNMENTAL AUDITS

External and internal auditors cross lines in performing particular job assignments, depending on the requirements of the engagement being undertaken. Three basic different kinds of audits, or elements of a single audit, are now generally recognized by governmental auditors. The U.S. General Accounting Office defines these three elements of accountability for elected officials in its 1972 Standards Publication as follows:

- a. Financial and compliance
- b. Economy and efficiency
- c. Program results (performance)

Most modern internal auditing falls into the second category above, that of economy and efficiency. However, some internal auditing of the Multnomah County Auditor's Office falls in all categories. These elements are further described in the following paragraphs.

1. Financial and compliance - Most people are more familiar with this element of auditing. The reports cover whether or not financial operations have been properly conducted and financial statements are presented fairly; and whether or not compliance with laws and regulations is adequate. These aspects of auditing generally focus on events which occurred in the past. Oregon State law requires that Multnomah County have a financial and compliance audit performed every year by outside independent CPAs.

In order to avoid duplication of efforts, the Multnomah County Auditor's Office works in the financial compliance area to a very limited degree. Some county-wide test checks such as the payroll tests by computer would fall into this area. Any review of receipts and disbursements or projections of possible budget over-expenditure would also fall in this category.

2. Economy and efficiency audits - This element of accountability is the one on which we in the Multnomah County Auditor's Office try to focus most of our time and energy. For each major Economy and Efficiency Audit we undertake, we ask such questions as:



## ELEMENTS OF GOVERNMENTAL AUDITS (continued)

- ...Are the taxpayer's dollars being efficiently spent?
- ...Could this organization be making better use of its resources, its personnel, space, its equipment?
- ...Is there duplication of effort that might be eliminated?
- ...Are the administrative procedures adequate and organizational structures sound?

Our audits focus on what is happening now and what will be happening in the future, rather than emphasizing the past. Our reports provide management with guidance on a much more timely basis than is possible from traditional audit reports: to enable them to make corrections before the fact, rather than after. Efficiency and economy audits are also sometimes called operational or management auditing. Their purpose is to help management do a better job, and to see that the taxpayers are getting the most for their money.

3. Program results - Sometimes called performance auditing, this third area is the newest and least understood. The results of a program can be scientifically measured if its goals and objectives are clearly stated in specific quantifiable terms. It is entirely possible to have an agency keep all its records in exemplary form, efficiently utilize every resource, and not be performing the job it was set up to do at all. Only a program results audit could speak to that question. The Multnomah County Auditor's Office plans to do at least one program results audit each year. A health-care program results audit might be directed toward such questions as:

- ...Is this health care system keeping people healthy?
- ...Is this drug program cutting down on the use of drugs?
- ...What alternatives might fulfill these needs at a lower cost than the systems they are now using?
- ...Are the purposes of this program being met?
- ...Are the right people being served (those for whom the program was intended)?

To evaluate whether or not a purpose is being met, one must first find out what the purpose is. The issue of legislative intent on the part of the County Commissioners

takes on primary importance. It is difficult to find the purpose and intent of most programs stated in measurable components.

Program results auditing is therefore still in the beginning stages. However, many federal grant programs do require clearly stated goals and objectives before money is granted, and should be easier to measure.

Some elements of each of these three aspects of accountability may be present in a single audit. To satisfy the interests of all potential users of audit reports, all three of these elements would have to be present. All three kinds of audits have broad monetary impact, but the approach and background needed for each is different. As a practical matter, it is impossible to cover all aspects in every audit. The cost would be prohibitive. All deal with financial measurement, however, and the Multnomah County Auditor's Office is attempting to work out a balanced innovative internal audit program for Multnomah County.



MULTNOMAH COUNTY AUDITOR'S  
CITIZENS' TASK FORCE/ADVISORY BOARD

In early 1975, the present County Auditor appointed a nine-person Citizens' Task Force to assist her in reevaluating what the role of the County Auditor should be and to draw up some goals and objectives to fit that role. The Task Force met weekly for ten weeks and completed its function prior to the beginning of the July 1975 fiscal year.

All members of the Task Force agreed to continue to serve as a Citizens' Advisory Committee to the Auditor. The group meets approximately once a quarter, and its purpose is to provide a sounding board and feedback mechanism for the Auditor.

Citizens performing this voluntary service are: Dennis Gutknecht, Ruth Hagenstein, Lee Irwin, Jim Lamberton, Ron McCallister, Mel Nygaard, Gertrude Rae, Bob Shoemaker and Walt Walter.

The goals and objectives of the Multnomah County Auditor's Office are now stated as follows:

Goal:

To measure, evaluate and promote efficiency, effectiveness and accountability in Multnomah County government.

Long-term Objectives:

1. To carry out the duties of the Auditor as required in the County Charter.
2. To produce the most significant improvement in terms of increased efficiency, economy and effectiveness by scheduling internal audits which give heaviest emphasis to those areas of government where such results can be expected.
  - a. To perform an internal audit examination of every major county operation or function at least once every four years, varying in scope and depth according to staff available, with an anticipated audit schedule to be published by July 1 of each year for the following fiscal year.

b. To reserve a portion of staff audit time for unscheduled and unforeseeable situations, responsive to requests of other county personnel and the public.

c. To report to the appropriate county officials and the public regarding results of internal audit examinations.

3. To assist all members of management in effective discharge of their responsibilities by furnishing them with analyses, appraisals, recommendations and pertinent comments concerning the systems and activities reviewed.

4. To maintain a professionally competent audit staff, with proper provisions for adequate training and professional development.

#### Short-term Objectives:

1. To acquire a working knowledge of the structure of various county operations and to identify strengths and weaknesses therein; to translate that understanding into a permanent file of flowcharts, narratives and schedules in order to identify and prioritize auditable entities.

2. To perform certain audit tests and systems checks on an ongoing annual basis, utilizing computer-assisted audit techniques when appropriate.

3. To conduct at least four internal audits of major scope every year, with major focus on economy and efficiency audits, and at least four annual examinations of more limited scope.

4. To conduct at least one program results audit per year by 1976.



## SCHEDULING

Scheduling of internal audits is done in advance of each fiscal year. Input is solicited from the public, the Board of County Commissioners, department heads, the County's outside auditors, staff members, and the public, but final responsibility for that judgment rests with the County Auditor. Approximately 95% of available staff time is scheduled in advance, but flexibility is maintained to allow for shorter-term and emergency projects. Evidence that a material irregularity was occurring anywhere in the County government would constitute an immediate priority over regularly scheduled audits.

During 1977-78 each auditor will be assigned to monitor one of the five major County departments and to report on various aspects of internal control, compliance, and procedures.

Fifteen Multnomah County operations or functions have also been identified by the County Auditor's Office under criteria listed on the opposite page to merit a major in-depth audit examination at least once every fourth year. These operations are listed below, with the date audited or expected to be audited noted in parenthesis.

### MAJOR MULTNOMAH COUNTY AUDITABLE ENTITIES

1. Assessment and Taxation Division, Administrative Services (1975-76 - Assessment; 1976-77 - Taxation)
2. Building Management Division, Administrative Services (1975-76)
3. Budget function, Office of County Management (1978-79)
4. Capital construction, Environmental & Administrative Services (1975-76)
5. Courts system, Justice Services (1976-77 - DAs Office)
6. Data Processing Authority, Administrative Services (1977-78)
7. Finance Section, Office of County Management (1976-77 - Payroll)
8. Health Services, Human Services (1976-77)
9. Juvenile courts and services, Justice Services (1979-80)
10. Public Safety Division, Justice Services (1977-78)
11. Public Works (roads), Environmental Services (1975-76)
12. Public Works (maintenance), Environmental Services (1978-79)
13. Purchasing function, Administrative Services (1977-78)
14. Recreational facilities, Environmental Services (1977-78)
15. Social service programs, Human Services (1978-79)

#### CRITERIA FOR SELECTING OPERATIONAL OR FINANCIAL AUDITS

The criteria used in selecting the operations or functions on the opposite page, as well as in choosing subjects for more limited examinations, are as follows:

1. Evidence or reasonable possibility of fraud or material wrongdoing.
2. Potential for actual cost savings or increased revenue.
3. Potential for indirect cost savings through better management.
4. Potential for savings through protecting county from liability through negligence.
5. Large expenditure or receipt of dollars involved.
6. Public interest in the operation.
7. Interest of Board of Commissioners in the operation.
8. Potential problem areas identified by outside auditors.
9. Frequency of occurrence of an adverse condition.
10. Timing of audit engagement with optimum staffing of agency and stability of their management personnel.

#### CRITERIA FOR SELECTING PROGRAM RESULTS AUDITS

1. Large expenditure or receipt of dollars involved.
2. Public interest in the operation.
3. Interest of Board of Commissioners in the operation.
4. Potential problem areas identified by outside auditors.
5. Frequency of occurrence of an adverse condition.
6. Timing of audit engagement with optimum staffing of agency and stability of their management personnel.
7. Availability of meaningful data in usable form to evaluate for program results.
8. Resources of our office to handle scope.
9. Availability of local or national criteria to weigh against.
10. Chances of implementation of audit recommendations.



## REPORTS OF MULTNOMAH COUNTY AUDITOR

1. Internal Audit Reports (IARs) - all major in-depth audit examinations are called Internal Audit Reports, and are sent to all five members of the Board of County Commissioners, as well as other interested parties and the media. Any report which includes a finding of a major irregularity, misuse of funds, or a matter which may require a change in board policy is categorized as an Internal Audit Report. These reports are numbered consecutively by calendar year.

2. Report to Management (RTMs) - all reports which do not fit into the foregoing category are called Reports to Management. These reports cover examinations of more limited scope, and generally concern matters of internal management rather than Board policy. Reports to Management are addressed to the managers directly responsible for the operations about which recommendations are being made. Courtesy copies are sent to the one County Commissioner who monitors that department, the County Chairman, other interested persons, and the media.

## ISSUING OF INDEXES TO REPORTS

At the end of each six months, an index is issued to all interested parties listing all reports issued and in progress for the period then ended. A brief synopsis of the scope of the examination is included. A composite indexes for the calendar years were issued at December 31, 1975 and 1976.

## BUDGET OF AUDITOR'S OFFICE

The Office of the Multnomah County Auditor is budgeted for \$156,916 for 1977-78 fiscal year.



Auditor and Staff

Standing, left to right:

Pat Dunkeld, Roberta White, Alan Percell, Jeanne Staehli.

Seated, left to right:

Jody Olson, Jewel Lansing (County Auditor), Michael Miller.



### RESUMES OF COUNTY AUDITOR AND STAFF

In addition to the elected County Auditor, a full-time and a part-time secretary complement the professional staff. Resumes of the professional persons presently on the staff show that while all are either Certified Public Accountants or have MBA degrees, each has a different background which provides an interdisciplinary blend in the audit work.

The staff represents a small group of highly skilled and motivated professionals dedicated to the principal of public service. Emphasis is on assumption of individual responsibility in carrying out work assignments and management by objectives. Staff members work in audit teams which vary in number and composition, depending on the needs of the project at hand.

Professional growth is given high priority by in-service training projects undertaken on a rotating basis by individual staff members. All persons are encouraged, as funds permit, to take part in professional development courses offered by other governmental and professional organizations.

Jewel Lansing, CPA, is the elected Multnomah County Auditor, presently serving a 1975-79 term. She previously operated her own firm specializing in auditing of non-profit and government grant organizations. She holds a master's degree from Stanford University. Prior to entering the accounting profession, she was trained in journalism and education and has held a variety of managerial and administrative positions.

Michael A. Miller, MBA, recently completed his master's degree work at the University of Oregon after several years as an internal auditor for American Express and the U.S. Treasury Department. Mike has undergraduate degrees in Economics and Business from OSU, as well as two years of graduate work at McGill University. Mike joined the Multnomah County Auditor's Office staff in June, 1977.

Jody B. Olson, CPA, has wide experience in management consulting with five years experience providing services to governmental units from Alaska to Delaware. Before coming to Multnomah County in November, 1975, he worked for Touche, Ross & Co., a national CPA firm, in Seattle. Jody has a BS in accounting from the University of Idaho and is currently attending Lewis & Clark Law School as an evening student.

Alan Percell, MBA, joined the staff in August 1976, after six years with the U.S. General Accounting Office in Portland. Program results auditing is Alan's special interest and expertise. He has both a BS degree and an MA in Business Administration from Portland State University, with emphasis in law enforcement, administration and management.

Jeanne Staehli, CPA, has been an EDP Auditor for Multnomah County since May, 1975. She combines a natural affinity for auditing with eight years of prior experience as an accountant and management consultant to small businesses for a large public accounting firm. Jeanne has a BA in accounting from Portland State University and is focusing her advanced education on computer technology and applications.



1976-77 INDEX  
INTERNAL AUDIT REPORTS AND REPORTS TO MANAGEMENT

MULTNOMAH COUNTY AUDITOR  
for the eighteen months ended June 30, 1977

INTERNAL AUDIT REPORTS: <sup>(1)</sup>

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1-77	02/22/77	Property Management Function (Administrative Services)	Review of short- and long-range planning for providing facilities for County programs and protecting County's investment in land and buildings, including analysis of present holdings and rental/lease contracts and processes by which County interest is safe-guarded.
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1976-77 INDEX to Multnomah County Auditor's Reports for the eighteen months ended June 30, 1977

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# **WASHINGTON COUNTY OREGON CHARTER**



**ADOPTED**

**NOVEMBER 6, 1962**

**AMENDED NOVEMBER 8, 1966**

**MAY 26, 1970**

**NOVEMBER 7, 1972 • NOVEMBER 2, 1976**



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To The Citizens of

Washington County, Oregon

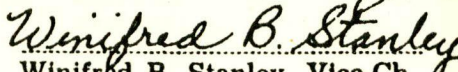
We, the undersigned Committee appointed under authority of O.R.S. 203.710 to 203.790, to prepare and submit to the voters of Washington County, Oregon, a proposed Home Rule Charter, submit herewith our report in the form of a proposed Charter for Washington County, Oregon.

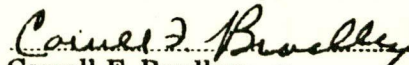
We have attempted to draft a Charter that will make available to the citizens of Washington County the privilege of self determination in matters of County Concern to the full extent permissible under the Constitution and laws of the State with the least possible inconvenience or confusion in the process of changing from the present status as an agency of the State to a Home Rule County. Furthermore, we have attempted to develop a system of Charter Government which will improve efficiency and increase responsiveness to the voters.

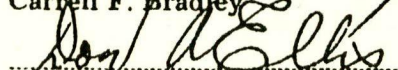
We wish to express our appreciation for the assistance and cooperation of all county officials and other interested citizens who have assisted in this compilation, and we especially wish to acknowledge the able assistance of Dr. Hyrum Plass, who served as Consultant to the Committee.

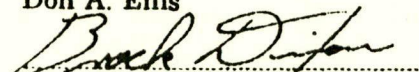
Respectfully Submitted,

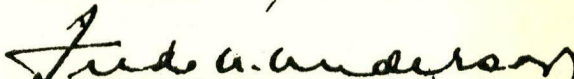
  
J. W. Barney, Chairman

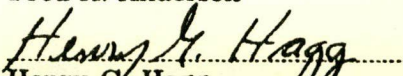
  
Winifred B. Stanley, Vice-Ch.

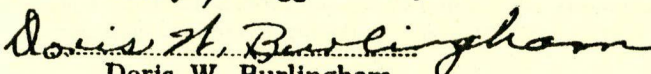
  
Carrell F. Bradley

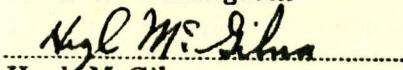
  
Don A. Ellis

  
Brock Dixon

  
Fred A. Anderson

  
Henry G. Hagg

  
Doris W. Burlingham

  
Hugh McGilvra



## PREAMBLE

We, the people of Washington County, Oregon, in recognition of the dual role of the county as an agency of the state and as a unit of local government, and in order to avail ourselves of self determination in county affairs to the full extent permissible under the constitution and laws of the state, by this charter confer upon the county the following powers, subject it to the following restrictions and prescribe for it the following procedures and governmental structures:

### Chapter I PRELIMINARIES

Section 10. NAME. The name of the county as it operates under this charter shall continue to be Washington County.

Section 11. NATURE AND LEGAL CAPACITY. From the time that this charter takes effect the county shall continue to be an agency of the state and a body politic and corporate.

Section 12. BOUNDARIES. The boundaries of the county as it operates under this charter shall be the boundaries now or hereafter prescribed for the county by the laws of the state.

Section 13. COUNTY SEAT. The seat of government of the county as it operates under this charter shall continue to be in the city of Hillsboro.

### Chapter II POWERS

Section 20. GENERAL GRANT OF POWERS. The county shall have authority over matters of county concern, to the full extent granted or allowed by the constitution and laws of the State of Oregon, as fully as if each power comprised in that general authority were specifically granted by this charter. Such power shall include, but shall not be limited to:

(a) Levying and collecting of taxes for general county purposes; and for special purposes when authorized by the legal voters affected by such taxes;

(b) Issuing bonds for general county purposes when authorized by the legal voters of the county and issuing bonds for service districts or areas operated by the county when authorized by the legal voters of such service districts or areas;

(c) Creating county service districts or areas by the vote of the people in the area affected with the procedure for calling and holding the election to be established by ordinance enacted by the board of county commissioners;

(1) Creating county special service districts by resolution and order when by petition bearing signatures of 60 per cent or more of property owners representing 60 per cent or more of the assessed valuation of property within the proposed district; in the event assessments are to be made on a front foot basis, in addition to the above, the petitioners must also represent more than 60 per cent of the total front footage." (Amended November 8, 1966)

(d) Creating local improvement districts by ordinance enacted by the board in conformity with state statutes governing assessments for local improvements;

(e) Prescribing by ordinance for assessment for benefits from local improvements upon property benefited thereby, and prescribing by ordinance for bonding improvement assessments and for sale of improvement bonds, all in conformity with applicable state statutes;

(f) Enacting and enforcing planning and zoning ordinances and regulations in any part or all of the county outside cities;

(g) Enacting and enforcing building, plumbing and electrical codes and regulations applicable to all construction in any part or all of the county outside cities. The board of county commissioners is empowered to incorporate by reference any standard published code of technical regulations as adopted by the state or as otherwise established;

(h) Enacting and enforcing traffic regulations in any part or all of the county outside cities provided that such regulations not be inconsistent with the laws of the state.

**Section 21. CONSTRUCTION OF POWERS.** The failure to mention a particular power or to enumerate similar powers in this charter shall not be construed to exclude such powers or to restrict the authority that the county would have if the particular power were not mentioned or the similar powers not enumerated. The charter shall be liberally construed, to the end that, within the limits imposed by the charter and by the constitution and laws of the state, the county shall have all powers necessary and convenient for the conduct of its affairs including all powers that counties may assume under the constitution and laws of the state concerning county home rule.

**Section 22. VESTED POWERS.** All powers, both legislative and administrative, of the county shall be vested in the board of county commissioners as prescribed by this charter subject to the initiative and referendum powers reserved to the voters of the county. All legislative powers not exercised by the voters shall be exercised by the board of county commissioners and executed as provided for by this charter, or if this charter makes no provision, as provided by ordinance or resolution of the board of county commissioners. The administrative powers shall be exercised by the board of county commissioners or by persons under its authority.

**Section 23. COUNTY POWERS INSIDE INCORPORATED CITIES.** It is expressly declared that city governments within Washington County are em-



powered by charter and by the constitution and laws of the state to provide all services and regulatory measures necessary to the general welfare of the people within the city, and it is not the intention of this charter to provide that county government be permitted to take away or encroach upon any power vested in the cities under the constitution and laws of the state. Nothing in this section is intended to prevent county government from entering into contractual arrangements for the performance of special services within any city in Washington County.

## Chapter III

### PRIMARY ORGANIZATION:

#### BOARD OF COUNTY COMMISSIONERS AND THE COUNTY ADMINISTRATIVE OFFICER

##### Section 30. COMPOSITION, TERMS, QUALIFICATIONS, VACANCIES AND COMPENSATION.

(a) The board of county commissioners shall consist of five county commissioners, one of whom shall be designated chairman of the board.

(b) Members of the board shall be elected by district and at large as provided for in Chapter VIII of the charter for four year terms with three members chosen in the same year as the presidential election and two members chosen in the alternate biennial election year.

(c) No person shall be eligible to be nominated and elected to the office of county commissioner unless he shall be a resident of the district from which nominated and elected and a qualified voter of the county. The office of any member of the board of county commissioners shall become vacant when he ceases to be a resident of the county or of the district from which elected, or when he ceases to be a qualified voter of the county, or for any other cause as provided by this charter or by the constitution and laws of the state.

(d) Upon any vacancy in the board of county commissioners by reason of circumstance as stated in subsection (c) above or by reason of death, resignation or incapacity to act the board shall appoint a qualified person to fill the vacancy until the next general election when the position shall be filled by election for the remainder of the term. The person appointed to fill the vacancy shall be of the same political party, and a resident of same district as was his predecessor at the time of his election.

(e) Members of the board of county commissioners shall be compensated on the basis of twenty-five dollars (\$25.00) for each official meeting attended, with the total compensation not to exceed one hundred and fifty dollars (\$150.00) in each calendar month. The board shall have the power to alter the amount of compensation received for each meeting but they shall not have power to alter the maximum compensation for each calendar month.

**Section 31. POWERS OF THE COMMISSION.** The board of county commissioners shall be the policy determining body of the county. Except as otherwise provided by the constitution of the State of Oregon or by this charter the board of county commissioners may exercise all the powers granted to the county by this charter and by the constitution and laws of the state.

**Section 32. ORGANIZATION: BOARD CHAIRMAN, OFFICERS AND CLERKS.**

At the annual organizational meeting of the board of county commissioners which shall be held on the first Tuesday after the first Monday in January of each year, the board shall elect from among its members a chairman and a vice-chairman to serve as such at its pleasure. (Amended May 26, 1970)

**Section 33. PROCEDURE: RULES, MEETINGS, VOTING AND JOURNAL.**

(a) The board of county commissioners shall adopt and publish rules for the government of its meetings. The board shall provide for a journal of its proceedings and assure the public availability of the journal.

(b) Attendance of three of five commissioners shall be necessary to transact business. Approval of at least three commissioners in attendance is required for any action.

(c) Rules may be established to provide for the means of compelling attendance of commissioners at prescribed regular meetings.

(d) Notice stating the time and place of all meetings and containing an agenda of all scheduled actions to be considered must be posted at least 96 hours prior to the hour of the meeting in a conspicuous place in the county court house with copies available to interested persons. Notice of special meetings shall be mailed or delivered to each commissioner or to his residence at least 96 hours before the hour of the meeting.

(e) Actions of the board at special meetings on matters not included in the notice of the meeting shall not be effective until approved at a regular meeting or at a special meeting for which the action was included in the notice. At regular meetings actions need not be limited to the posted agenda.

(f) The board of county commissioners shall meet with such regularity as is necessary to transact county business and fulfill its obligations to the public. Meetings shall be held regularly and publicly in the county court house with regular meetings scheduled for at least one evening and one day during business hours each month. Regular meetings shall be scheduled by board action. Changes in the schedule of regular meetings must be made at least 20 days before the date of such rescheduled meetings.

(g) Meetings of the board other than those regularly scheduled may be called by the chairman or any two commissioners upon proper notice.



Section 34. THE ADMINISTRATIVE OFFICER: APPOINTMENT AND REMOVAL, QUALIFICATIONS, RELATION TO THE BOARD OF COUNTY COMMISSIONERS. The board of county commissioners shall appoint an administrative officer for the county for an indefinite term and fix his compensation. He shall be appointed solely on the basis of his executive and administrative qualifications and need not be a resident of the county or the state prior to his appointment. However, after the time of his appointment he may reside outside the county only by express permission of the board. The board of county commissioners may remove the administrative officer from office at its pleasure.

Section 35. THE ADMINISTRATIVE OFFICER: RESPONSIBILITIES AND DUTIES. The administrative officer shall administer those county affairs placed in his charge by the board of county commissioners, and shall be responsible to the board for the manner of his administration.

## Chapter IV ADMINISTRATION

Section 40. GENERAL PROVISIONS. All functions and duties required of the county or of county officials by Oregon constitution and laws and permitted by this charter shall be the responsibility of the board of county commissioners. Duties and functions shall be distributed among such departments, offices and agencies as the board or this charter may establish. The departments, offices and agencies shall exercise their functions under the direction and the supervision of the county administrative officer, subject to the approval and control of the board of county commissioners. Mention in this charter of particular departments, offices and agencies shall not restrict the board of county commissioners from their discontinuance or consolidation, and establishment of other administrative structures, except as provided to the contrary by state law. (Amended May 26, 1970)

Section 41. ADMINISTRATIVE DEPARTMENTS. For the purpose of carrying out the policies of the county and administering its affairs the following administrative departments, offices and agencies shall be established:

(a) The Department of Administrative Management. The department of administrative management shall be responsible for all services and functions relating to budgetary planning and control; the planning, evaluation and supervision of internal management, organization and work methods; purchasing; the custody and maintenance of buildings and grounds and other county property; the provision of central services such as personnel and equipment pools and data processing facilities. The department shall provide the board of county commissioners current and cumulative monthly reports on county operations and budgets.

(b) The Department of Finance. The department of finance shall be responsible for the management of county finances including but not limited to the custody of all county funds, trusteeship of all trust funds, custody of funds of special districts as assigned presently or hereafter by the laws of the state to it or to the county treasurer and the disbursement of all funds entrusted to its care when properly authorized except where specifically assigned by the board to the department of records and elections. The department shall in addition function in the installation and supervision of the accounting system, the pre-audit of expenditures, the maintenance and supervision of the inventory of county assets, the service and management of the county debt, the administration of revolving funds, the investment of county funds and the administration of pension and insurance plans.

(c) The Department of Assessment and Taxation. The department of assessment and taxation shall be responsible for the appraisal and assessment of property for tax purposes, the preparation of tax rolls, the issuance of tax statements and the collection of taxes lawfully levied, all in conformity with the constitution and laws of the state. The department shall be responsible for collecting fees and charges and the issuance of licenses not assigned to other departments. (Amended November 7, 1972)

(d) The Department of Records and Elections. The department of records and elections shall perform all functions required of the county clerk and recorder of conveyances by the constitution and laws of the state and not otherwise assigned in this charter. The administrator of this department shall act as ex-officio county clerk, clerk of the courts, recorder of conveyances and registrar of elections. The department shall be responsible for the maintenance of the journal of the board of county commissioners, the book of ordinances and resolutions and the county code. Under the direction of the board of county commissioners, the department shall develop a program of record management and storage. Specific statutory reference to the function of the county clerk shall not prevent the transfer of duties assigned to that office to any other department established by this charter or by action of the board of county commissioners.

(e) The Department of Public Works. The department of public works shall be responsible for the construction and maintenance of all county roads and bridges and for such other public works as the county may develop. All functions assigned to the county engineer under the laws of the state and by the board of county commissioners shall be performed by the department and for this purpose the board shall maintain on the staff of the department at least one registered civil engineer licensed under the laws of the State of Oregon.

(f) The Office of County Surveyor. The office of county surveyor shall perform all functions relating to the conduct and maintenance of all surveys and accompanying maps and plats and all duties imposed upon the office by the laws of the state and for this purpose the board of county commissioners shall employ on the staff of the office at least one registered land surveyor licensed under the laws of the State of Oregon.

(g) The Department of Public Safety. The department of public safety shall be under the administration of the county sheriff and shall be responsible for the enforcement of the laws of the state and the county, shall render service to the courts and shall have custody of county prisoners.



(h) The Department of Health. The department of health shall be responsible for the administration of public health and sanitation as specified by the laws of the state and as assigned by the board of county commissioners. The board of county commissioners may establish a county board of health consisting of five members with not more than three members professional in the fields of medicine and health. Board members shall serve for a period of two years and shall be eligible for reappointment at the discretion of the board of county commissioners. (Amended May 26, 1970)

(i) The Department of Planning. The department of planning shall be responsible for preparing and presenting all plans required for orderly county development; provide staff services to the county planning commission; and administer and enforce zoning ordinances. (Amended May 26, 1970)

Section 42. BOARDS AND COMMISSIONS. The board of county commissioners shall establish such appointive boards and commissioners as are prescribed by the laws of the state or as the board finds necessary for the proper administration of county affairs.

#### Section 43. ELECTIVE ADMINISTRATIVE OFFICERS.

(a) To qualify for an elective administrative office of the county a person shall be a legal voter of the state and a resident of the county in which elected for a minimum of two years immediately preceding the beginning of his term in office.

(b) Upon vacancy in an elective administrative office by reason of change of residence or status as a legal voter of the state or the county or by reason of death, resignation, or incapacity to act, the board of county commissioners shall appoint a qualified person to fill the vacancy until the next general election when the position shall be filled by election for the remainder of the term. The person appointed shall be of the same political party as was the last prior incumbent at the time of election.

(c) The elective requirement for specific administrative officers are fixed by this charter and can be altered only by amendment of the charter.

(d) The county sheriff shall be a non-partisan, elected administrative officer. He shall fulfill qualifications set forth in the constitution and laws of the State and be qualified for certification by the Oregon State Board on police standards and training. His term of office shall be four years. (Amended May 26, 1970)

Section 44. ADMINISTRATIVE OFFICERS AND EMPLOYEES: LOCATION AND FUNCTION. Except as this charter provides to the contrary, each administrative department of the county shall include such offices and positions as the board of county commissioners may establish. All non-elective administrative officers and employees of the county shall be appointed by the board. The function of elective and non-elective administrative officers and employees shall be those prescribed by the board of county commissioners.

Section 45. CHANGES IN ADMINISTRATIVE DEPARTMENTS. The board of county commissioners may from time to time establish additional administrative departments, combine any two or more administrative departments into a single such department, separate departments thus combined, abolish any administrative department and prescribe the duties and functions of any administrative department. A function of a county officer or agency prescribed by the laws of the state but not allocated to any county officer or agency by this charter shall be allocated to such department of the county as the board of county commissioners may determine.

## Chapter V

# BASIC PROCEDURES

### "Section 50. ORDINANCES.

(a) The enacting clause for all ordinances enacted by the board of county commissioners shall be: The Board of County Commissioners of Washington County, Oregon, ordains: . . . The enacting clause for an ordinance referred to or initiated by the voters of the county shall be: The People of Washington County, Oregon, ordain: . . .

(b) A proposed ordinance shall be filed in the office of the department of records and elections and public notice given of its pendency by inclusion in the posted agenda for the regular or properly called special meeting of the board of county commissioners at which the proposed ordinance will be introduced. Upon its introduction, copies of the proposed ordinance shall be available to members of the board and to all persons who so desire. At the meeting at which it is introduced, the proposed ordinance shall be publicly read. At each of the next two regularly scheduled meetings, it shall be read a second and third time. By unanimous consent of the board, the proposed ordinance may be read by title only.

Immediately after the third reading of the proposed ordinance, the agenda shall provide for a public hearing. After the public hearing is concluded, the board shall either schedule a fourth reading and second public hearing or it shall dispose of the proposed ordinance by adopting or rejecting it. After each public hearing of the ordinance at a regular meeting of the board, the board shall either schedule an additional public hearing or it shall dispose of the proposed ordinance by adopting or rejecting it.

The adoption of any amendment affecting the substance of the proposed ordinance shall require an additional public reading and hearing of the ordinance as amended prior to enactment. No ordinance shall be enacted prior to the fourteenth day after its introduction and all ordinances must be enacted in a regular meeting of the board by a roll call vote.

(c) An ordinance enacted by the board of county commissioners in the exercise of its police powers and for the purpose of meeting an emergency may take effect immediately upon being enacted when an emergency is specified in the title and described in a section of the ordinance. Any other ordinance adopted by the board shall take effect on the thirtieth day after being enacted. (Amended November 7, 1972)



(d) Upon enactment of an ordinance by the board, the chairman of the board and the person who serves as recording secretary of the board at the session at which the board finally approves the ordinance, shall sign the ordinance and indicate the date of its enactment. If a motion to adopt a proposed ordinance fails to achieve a majority of three, the ordinance shall be considered as rejected. A proposed ordinance that has been rejected, tabled, or postponed indefinitely by the board shall not be eligible for reconsideration by the board unless the procedure prescribed in subsection (b) of this Section shall be re-initiated and followed.

(e) No provision of this charter shall abrogate the right of the citizens of Washington County to exercise the initiative and referendum with respect to any ordinance. If a proper referral petition containing the appropriate number of valid signatures is filed within ninety days after the adoption of any ordinance by the board of commissioners, the ordinance shall become inoperative and the effective date shall be suspended. An ordinance referred by action of the voters shall become effective when approved by a majority of the voters.

(f) The number of votes cast in Washington County for Justice of the Supreme Court at the regular election last preceding the filing of any petition for the referendum or the initiative shall be the basis on which the number of legal voters necessary to sign such petition shall be counted. The number of legal voters required to order the referendum shall be five per cent and the number required to initiate any ordinance shall be eight per cent. This subsection of this section of the Charter shall be deemed to be automatically amended to comply with any change in the state constitution or Oregon law with which it may conflict in the future.

(g) An ordinance initiated by the people shall be completed and filed with the Director of Elections at least ninety days prior to the date of the election. (Amended November 8, 1966)

## Section 51. AMENDING OF THE CHARTER.

(a) Any amendment, revision or repeal of the charter which the board of county commissioners intends to propose, shall be filed with the department of records and elections, and public notice of its pendency given by inclusion in the posted agenda for the regular or properly called special meeting of the Board of County Commissioners at which the proposed amendment, revision or repeal will be introduced. Upon introduction copies of the proposed amendment, revision or proposal to repeal shall be available to the members of the board and to all persons who so desire. After the introduction of the proposal the board shall set a date for a public hearing upon the issue to be held no earlier than 20 days after the date of introduction. At the regular meeting of the board following the public hearing the board may proceed to adopt the proposal and to order it placed on the ballot unless the amendment, revision or proposal to repeal is amended in its form or substance. Such amendment shall require an additional seven days prior to final approval being given by the board. Final action to place the proposed amendment, revision or proposal to repeal on the ballot shall take place at least 90 days prior to the date of election.

(b) Proposed amendments, revisions or proposals to repeal the county charter may be initiated by popular action of the citizens of Washington County. The number of legal voters necessary to initiate an amendment, revision or proposal to repeal the charter shall be ten per cent of the number of votes cast in Washington County for Justice of the Supreme Court at the regular election last preceding the filing of the initiative petition. The completed petition proposing any such change must be filed at least ninety days prior to the date of election." (Amended November 8, 1966)

(c) Within six months after the adoption of any amendment to or revision of this charter, the charter shall be reissued in the corrected form and made available to all officials of the county and to citizens of the county and other interested parties.

#### Section 52. RECORDING, CODIFICATION, PRINTING.

(a) Each ordinance and resolution after adoption shall be given a serial number and together with the date of adoption and the designation of the adopting authority, shall be entered in a properly indexed book kept for that purpose and made available to the public. (Amended November 7, 1972)

## Chapter VI FINANCE

Section 60. GENERAL PROVISIONS. The board of county commissioners is responsible for the preparation and presentation of the proposed annual operating budget and capital program for the consideration of the county budget committee in full compliance with the requirements of the Local Budget Law as provided by the constitution and laws of the State of Oregon. The board of county commissioners shall adopt and enforce procedures for the management of county finances including but not limited to centralized purchasing, uniform accounting, pre-and post audits regularly reported and running and annual inventories of county supplies, equipment and assets.

Section 61. OPERATING BUDGET AND CAPITAL PROGRAM PROJECTIONS. The board of county commissioners shall be responsible for the preparation and presentation of a five year projection of the operating budget and capital program to accompany the proposed annual budget in its presentation to the county budget committee. This projection and the proposed budget shall be presented in a form which compares them to such projections made in the five years immediately preceeding the year of submission. The projections shall be considered as informational and not binding upon the future actions of the board.

Section 62. CAPITAL ASSET INVENTORY. The board of county commissioners shall prepare an inventory of the capital assets of the county as of the beginning of the current fiscal year for presentation to the county budget committee with the proposed budget.



## Chapter VII

# PERSONNEL ADMINISTRATION

Section 70. GENERAL. The civil service system as adopted by the citizens of the county prior to the adoption of this charter shall continue to apply to all non-elective officers and personnel of the county as specified in the legislation with the exception of the county administrative officer and such major administrative positions as may be individually and specifically declared exempt by the board of county commissioners, provided however that the board of county commissioners or the people of Washington County may amend that system by ordinance. (Amended November 7, 1972)

Section 71. QUALIFICATIONS. To qualify for a designated appointive office or position of the county not under civil service a person shall have whatever qualifications the board of county commissioners prescribes for the office or position and shall serve at the pleasure of the board.

Section 72. COMPENSATION. The compensation of non-elective officers or employees not under civil service shall be determined by the board of county commissioners.

## Chapter VIII

# ELECTION PROCEDURES AND CONTROLS

Section 80. NOMINATION AND ELECTION OF COUNTY OFFICERS. Except as this charter provides to the contrary, the manner of nominating and electing county officers shall be the manner now or hereafter prescribed by the laws of the state for nominating and electing county officers in general.

Section 81. PARTISAN ELECTIONS. No provision of this charter or ordinances adopted under its authority shall alter the partisan nature of the nomination and election of county officers except as may be generally provided under the laws of the state.

Section 82. RECALL. An elective officer of the county may be recalled in the manner, and with the effect, now or hereafter prescribed by the constitution and laws of the state.

Section 83. ELECTIONS ON COUNTY PROPOSITIONS. Except as this charter or legislation enacted pursuant to it provides to the contrary, the manner of conducting an election on a proposition concerning the county shall be the manner prescribed by the laws of the state for an election in the county on the proposition.

Section 84. THE BOARD OF COUNTY COMMISSIONERS.

(a) In the first general election following upon the adoption of this charter and at every general election thereafter, elections shall be held by district and at large to fill vacancies on the board of county commissioners as provided for herein. The terms of office for each commissioner elected shall begin the first Monday of January of the new year ensuing upon his election.

(b) The county is hereby divided into three commissioner districts numbered and bounded as follows:

### **Commissioner District No. 1**

Beginning at the southeast corner of Section 24, T1S, R1W, W.M., being a point on the easterly boundary of Washington County, Oregon; thence West following the section lines on the south boundary of Section 24, 23 and 22, T1S, R1W, W.M., to the center line of the Beaverton-Tigard Highway; thence in a northerly direction following the center of the Beaverton-Tigard Highway to the center of Canyon Road (State Highway No. 8); thence northwesterly along said highway to the center of 148th Avenue extended; thence south along the center of 148th Avenue extended and 148th Avenue to the center of Farmington Road; thence south westerly along the center of Farmington Road to the center of 185th Avenue; thence north along center of 185th Avenue to the center of the Sunset Highway; thence southeasterly along center of Sunset Highway to N.W. Cornell Road; thence northeasterly and southeasterly along N.W. Cornell Road to 143rd Avenue; thence northerly along center of 143rd Avenue to N.W. Burton Road; thence easterly along the center of N.W. Burton Road to Saltzman Road; thence northerly along Saltzman Road to the north line of Section 28, T1N, R1W, W.M.; thence east along the north lines of Section 28 and 27, T1N, R1W, W.M., to the N.E. corner of Section 27 T1N, R1W, W.M.; thence southerly and easterly following the boundary line of Washington County to the N.E. corner of Section 1, T1S, R1W, W.M.; thence south along the Willamette Meridian to the place of beginning. (Revised by Ordinance No. 84, March 23, 1971 Pursuant to Section 85)

### **Commissioner District No. 2**

Beginning at the N.E. corner of Section 25, T1S, R1W, W.M., being a point on the easterly boundary of Washington County, Oregon; thence south nine miles, more or less, along the easterly boundary of Washington County, Oregon, to the S.E. corner of Section 1, T3S, R1W, W.M., being the most easterly southeast corner of Washington County, Oregon; thence west three miles; thence north one mile; thence west two miles; thence south two miles; thence west three miles; thence north two miles; thence west three miles; thence north one mile; thence west one mile; thence north one mile; along the southwesterly boundary of Washington County, to the N.W. corner of Section 30, T2S, R2W, W.M.; thence east one mile to the N.E. corner of said Section 30, T2S, R2W, W.M.; thence north two miles to N.W. corner of Section 17, T2S, R2W, W.M.; thence east one half mile; thence north one mile to one-fourth section corner of the north line of Section 8, T2S, R2W, W.M.; thence east along the north line of Sections 8 and 9, one mile more or



less, to the center of the Tualatin River; thence northerly along the center of the Tualatin River with all its meanderings, through Sections 4 and 5, T2S, R2W, W.M. and Section 32, 29, 28, 21, 16 and 9, T1S, R2W, W.M., to the confluence of Rock Creek with the said Tualatin River in said Section 9, T1S, R2W, W.M.; thence continuing northerly along the center of Rock Creek through Sections 9 and 8, T1S, R2W, W.M., to the center of the Tualatin Valley Highway in the N.W. quarter of Section 9, T1S, R2W, W.M.; thence southeasterly along the center of the Tualatin Valley Highway through Sections 9, 10, 11 and 12, four miles, more or less to the east line of Section 12, T1S, R2W, W.M.; thence south to the center of Farmington Road; thence northeasterly along center of Farmington Road to 148th Avenue; thence north along center of 148th Avenue and the extension thereof to the center of Tualatin Valley Highway (State Highway No. 8); thence easterly along center of Tualatin Valley Highway to the Beaverton-Tigard Highway; thence southerly along center of Beaverton-Tigard Highway to the north line of Section 27, T1S, R1W, W.M.; thence east along the north lines of Sections 27, 26 and 25 to the place of beginning. (Revised by Ordinance No. 84, March 23, 1971 pursuant to Section 85)

### **Commissioner District No. 3**

All that portion of Washington County, Oregon, not included in Commissioner District No. 1 and No. 2 and lying westerly from the following described boundary line:

Beginning at the S.E. corner of Section 21, T1N, R1W, W.M.; thence west one-fourth mile more or less to Saltzman Road; thence south along the center of Saltzman Road to N.W. Burton Road; thence westerly along the center of N.W. Burton Road to N.W. 143rd Avenue; thence south along the center of 143rd Avenue to Cornell Road; thence westerly along Cornell Road to the center of the Sunset Highway, thence northwesterly along the center of Sunset Highway to 185th Avenue; thence south along the center of 185th Avenue to the Tualatin Valley Highway; thence westerly along the center of the Tualatin Valley Highway four miles more or less to Rock Creek; thence southerly following the center of Rock Creek to the confluence of the Tualatin River with Rock Creek; thence southerly following the center of the Tualatin River to the north line of Section 9, T2S, R2W, W.M.; thence west along Sections 9 and 8, T2S, R2W, W.M.; to the one-fourth section corner on the north line of Section 8, T2S, R2W, W.M.; thence south one mile; thence west one half mile to the N.W. corner of Section 17, T2S, R2W, W.M.; thence south two miles; thence west one mile to the N.W. corner of Section 30, T2S, R2W, W.M., being a point on the southerly boundary of Washington County, Oregon. (Revised by Ordinance No. 84, March 23, 1971 pursuant to Section 85)

Section 85. THE APPORTIONMENT OF COMMISSIONER DISTRICTS. Within thirty days of the official release of each federal decennial census for Washington County the board of county commissioners shall direct the department of records and elections to determine the population distribution among the

commissioner districts specified by this charter. Within sixty days the department shall report the findings to the board and publish a legal notice of the district population in a newspaper of general circulation in the county. If the population of any commissioner district is more than 115 per cent of the population of any other commissioner district the department shall prepare and present to the board of county commissioners a plan for modifying the boundaries of the districts so that the population of no commissioner district will be more than 110 per cent of the population of any other commissioner district, notwithstanding the delineation of commissioner districts by this charter. The board of county commissioners shall within 45 days of the submission of the report alter the boundaries of the commissioner districts as necessary by ordinance to provide for an approximately equal population distribution. No change in boundaries of the districts shall affect the continuance in office of a commissioner or taking of office of a commissioner-elect with respect to the term of office for which elected prior to the adoption of the reapportionment.

## Chapter IX

# GENERAL PROVISIONS

Section 90. **EFFECTIVE DATE.** This charter shall be and become effective on and after the first Monday in January 1963.

Section 91. **EXISTING LEGISLATION CONTINUED.** All legislation, rules and regulations of the county or its governmental instrumentalities consistent with the provisions in this charter and in force at the time this charter becomes effective, shall remain in effect until amended or repealed.

Section 92. **EFFECTIVE DATE FOR TERMS OF OFFICE.** The terms of office for all persons elected under this charter shall begin on the first Monday in January next following upon election.

Section 93. **CONTINUATION OF TERMS OF COUNTY COMMISSIONERS.** The county commissioners (including the county judge insofar as his functions as commissioner are applicable) in office or taking office at the time this charter becomes effective, shall remain in office for the remainder of the terms for which they were elected or appointed, as members of the five member board prescribed by the charter, provided, however, that the powers, duties and compensation of said members shall be as set forth in this charter.

Section 94. **APPOINTMENT OF ADDITIONAL COMMISSIONERS.** On the first Wednesday after the first Monday in January 1963, or not later than the first Wednesday in February 1963, the three county commissioners in office shall appoint two additional members for two year terms to complete the five member board prescribed by this charter. The two members so appointed shall possess all the qualifications required by this charter for election to the office of county commissioner and shall be chosen from such commissioner district or districts as will be necessary to meet the representative requirements set forth in CHAPTER III of this charter. Those commissioners having four or more years to serve shall be considered as filling the at-large positions on the board of county commissioners. One of the two members appointed to the board shall be from each of the major political parties in the state. After the first Monday in January 1969, no person shall continue as a member of the board of county commissioners who also occupies the office of county judge.



Section 95. CONTINUATION OF TERM OF OFFICE OF SHERIFF. The term of office of the sheriff incumbent at the time this charter becomes effective shall be the term for which he was elected.

Section 96. CONTINUATION OF OTHER ELECTIVE ADMINISTRATIVE OFFICERS. The terms of office of the county clerk, county assessor, county treasurer and county surveyor who are in office at the time this charter takes effect, shall be for a period not to exceed one year from the first Monday in January 1963, within which time the board of county commissioners shall, by ordinance, reorganize the government of Washington County in conformity with this charter.

Section 97. COUNTY SERVICE DISTRICTS. The board of county commissioners may be the governing body of each county service district that the board establishes for the purpose of providing a county service of special benefit to persons and property in a particular area. The board shall fix the boundaries of each such district on the basis of the territorial extent of the special benefit derived from the service. A county service of special benefit to persons or property in the area established as a county service district of the county shall be financed by special taxes and charges in the area benefited or by funds specially allocated by the state or United States for one or more purposes of the district.

Section 98. INTERGOVERNMENTAL COOPERATION. From time to time the board of county commissioners may arrange by contract for one or more functions or duties of the county to be performed in cooperation with or by one or more other governmental units and for the county to perform functions or duties for other governmental units.

Section 99. PUBLIC IMPROVEMENTS. Subject to the requirements of this section, the procedure for making, altering, vacating or abandoning a public improvement of the county shall be governed by general ordinance of the county or to the extent not so governed, by the applicable laws of the state. To the extent that the board of county commissioners finds that a public improvement specially benefits property in the vicinity of the improvement, the cost of the improvement shall be defrayed by special assessment levied on the property, and to the extent that the board finds that a public improvement is of benefit to the county generally, the cost of the improvement may be defrayed by revenue derived from other sources. An order or action regarding public improvements of the county shall indicate the extent to which the cost of the action is to be defrayed by revenues of the county derived from other sources. Action by the board of county commissioners on a proposed public improvement to be financed in whole or in part by county revenues not derived from special assessment and not declared by all members of the board to be needed at once to meet an emergency shall be subject to the referendum in the same manner as ordinances of the board. Action by the board of county commissioners on a proposed public improvement to be financed in whole or in part by special assessment and not declared by all members of the board to be needed at once to meet an emergency shall be suspended for six months upon a remonstrance thereto by the owners of two-thirds of the land to be specially assessed for the improvement, provided written notice of the remonstrance is delivered to the board within thirty days after the action is ordered. The word "owner" here means the record holder of legal title to the land, except that if there is a purchaser of the land according to a recorded land sale contract, the purchaser is the owner. The procedure for levying, collecting and enforcing the payment of a special assessment to be levied against real property on account of public improvements or other services shall be governed by general ordinance.

## Chapter X

# LAND USE PLANNING & ZONING

Section 100. DEFINITIONS. As used in this chapter, unless the context requires otherwise:

(a) "Annual land use ordinance" means an ordinance proposed by the board under section 103 to adopt a proposed land use change when the board finds that it is impractical to send an individual notice to all affected owners.

(b) "Board" means The Board of Commissioners of Washington County.

(c) "General notice of land use change" means a notice drafted by the Property Rights Commission and approved by the board to be distributed with all county tax statements. The notice shall include a general description of the classes of land or existing zoning districts affected by the proposed annual land use ordinance, maps and other relevant information. The notice shall be designed so that it can be reasonably expected that an owner can determine if the proposed land use changes included within the ordinance will affect the use of his property.

(d) "Individual notice of land use change" means a notice in writing drafted by the Property Rights Commission and approved by the board to be sent to affected owners and substantially affected persons as required by this chapter. Such individual notice shall be sent to the owner at the address shown on the last complete assessment roll by first class mail and shall describe in detail how the proposed ordinance will affect the use of his property. Notice shall be deemed given to those persons named in an affidavit of mailing executed by the person designated by the board to give such notice and the failure of a person named in the affidavit to receive such notice shall not invalidate an ordinance.

(e) "Owner" means the owner of title to real property or the contract purchaser of real property as shown on the last available complete assessment roll.

(f) "Property Rights Commission" means a group of seven persons appointed by the board. The Commission shall draft general and individual land use change notices for approval by the board. It shall determine which owners and persons are substantially affected by proposed changes in the text of the county zoning code. Other duties, procedures and the terms of office of the members of the Commission shall be prescribed by ordinance.

(g) "Substantially affected persons" means those owners and other persons in lawful possession of real property whose property rights will be substantially affected by the proposed ordinance as determined by the Property Rights Commission.



## Section 101. GENERAL.

(a) All legislative acts which relate to land use planning and zoning shall be adopted by ordinance and, unless specifically provided otherwise in this chapter, the procedures otherwise prescribed by law shall apply to each such adoption.

(b) An emergency clause shall not be attached to any ordinance described in subsection (a) of this section.

## Section 102. INDIVIDUAL NOTICE OF LAND USE CHANGES REQUIRED.

(a) In addition to any other notice required by law, at least 20 days but not more than 40 days prior to the first reading of an ordinance which proposes to amend an existing comprehensive land use plan or any element thereof or to adopt a new plan, the board shall cause an individual notice of land use change to be mailed to each owner whose property would have to be rezoned in order to comply with the proposed ordinance.

(b) In addition to any other notice required by law, at least 20 days but not more than 40 days prior to the first reading of an ordinance which proposes to rezone property, the board shall cause an individual notice of land use change to be mailed to the owner of every parcel of property which the ordinance proposes to rezone.

(c) In addition to any other notice required by law, at least 20 days but not more than 40 days prior to the first reading of an ordinance which proposes to amend the text of the county zoning code or to adopt a new code, the board shall cause to be mailed to all substantially affected persons an individual notice of land use change.

(d) In addition to sending individual notices to those owners directly affected by an ordinance proposed under subsections (a) and (b) of this section, the board shall cause to be mailed at the same time an individual notice of land use change to all owners of property, any portion of which is located within 250 feet of any property directly affected by the proposed ordinance. The classes of persons to be notified and the distance from the affected property may be expanded by ordinance and may vary from area to area within the county.

## Section 103. USE OF GENERAL NOTICE OF LAND USE CHANGES IN LIEU OF INDIVIDUAL NOTICE OF LAND USE CHANGE.

(a) Notwithstanding the provisions of section 102, the board may elect to adopt not more than three annual land use ordinances within any calendar year. Each such ordinance shall embrace only one of the following topics:

(1) Adoption or amendment of the county comprehensive plan or any element thereof; or

(2) Rezoning of property; or

(3) Amending the text of the county zoning code or the adoption of a new code.

(b) Any ordinance proposed under the provisions of this section shall be drafted and available for public inspection by October 1st and shall be introduced for first reading at the first regular meeting of the board in November.

(c) No ordinance proposed under the provisions of this section shall be effective unless the board has caused to be included in all property tax statements mailed to all real property taxpayers of the county a general notice of land use change proposed by the ordinance.

(d) The board may amend a proposed annual land use ordinance after public hearing and before adoption provided that the general notice of land use change mailed to all real property taxpayers advised the owners affected by the proposed amendment that their property would be affected by the ordinance. Amendments shall be subject to the provisions of section 50 of Chapter V.

#### Section 104. NOTIFICATION OF CITIES REQUIRED.

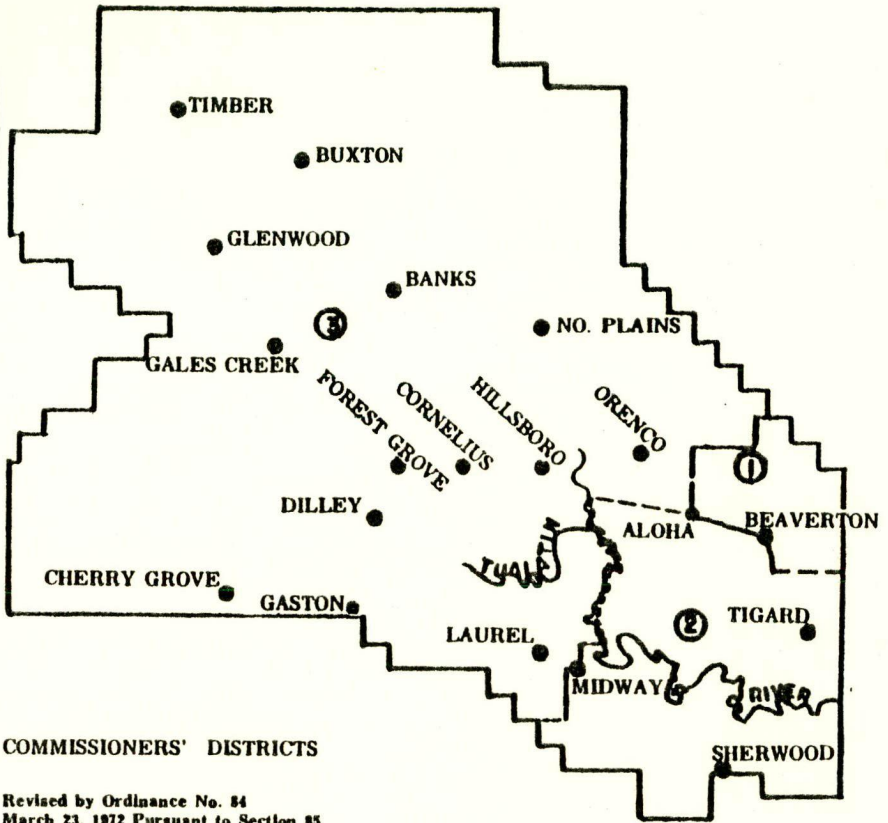
(a) At least one copy of any ordinance which proposes to (1) amend the county comprehensive plan or any element thereof, (2) adopt a new plan or (3) amend the text of the county zoning code shall be mailed to every city council within five days after its introduction.

(b) At least one copy of any ordinance which proposes to rezone land within one mile of the corporate limits of any city shall be mailed to the city within five days after its introduction.

#### Section 105. EFFECTIVE DATE FOR ORDINANCES WHICH AMEND OR ADOPT COMPREHENSIVE PLANS.

Notwithstanding the provisions of section 50 of Chapter V, any ordinance adopted under the provisions of this chapter which amends the county comprehensive plan or any element thereof or which adopts a new plan shall take effect 90 days after the date of the final reading and adoption of the ordinance by the board unless a valid referral petition containing the appropriate number of signatures is filed within such 90-day period.





# **WASHINGTON COUNTY OREGON CHARTER**



**ADOPTED**

**NOVEMBER 6, 1962**

**AMENDED NOVEMBER 8, 1966**

**• MAY 26, 1970**

**NOVEMBER 7, 1972 • NOVEMBER 2, 1976**



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To The Citizens of

Washington County, Oregon

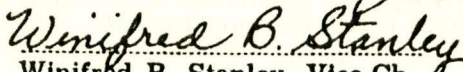
We, the undersigned Committee appointed under authority of O.R.S. 203.710 to 203.790, to prepare and submit to the voters of Washington County, Oregon, a proposed Home Rule Charter, submit herewith our report in the form of a proposed Charter for Washington County, Oregon.

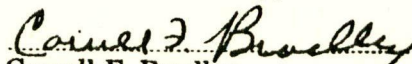
We have attempted to draft a Charter that will make available to the citizens of Washington County the privilege of self determination in matters of County Concern to the full extent permissible under the Constitution and laws of the State with the least possible inconvenience or confusion in the process of changing from the present status as an agency of the State to a Home Rule County. Furthermore, we have attempted to develop a system of Charter Government which will improve efficiency and increase responsiveness to the voters.

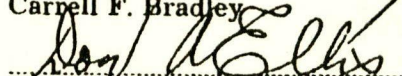
We wish to express our appreciation for the assistance and cooperation of all county officials and other interested citizens who have assisted in this compilation, and we especially wish to acknowledge the able assistance of Dr. Hyrum Plass, who served as Consultant to the Committee.

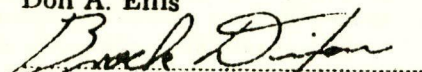
Respectfully Submitted,

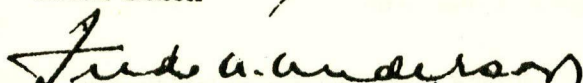
  
J. W. Barney, Chairman

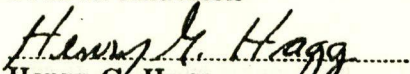
  
Winifred B. Stanley, Vice-Ch.

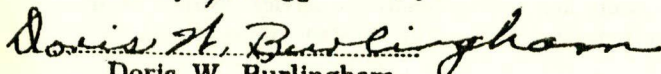
  
Carrell F. Bradley

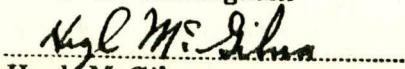
  
Don A. Ellis

  
Brock Dixon

  
Fred A. Anderson

  
Henry G. Hagg

  
Doris W. Burlingham

  
Hugh McGilvra



## PREAMBLE

We, the people of Washington County, Oregon, in recognition of the dual role of the county as an agency of the state and as a unit of local government, and in order to avail ourselves of self determination in county affairs to the full extent permissible under the constitution and laws of the state, by this charter confer upon the county the following powers, subject it to the following restrictions and prescribe for it the following procedures and governmental structures:

### Chapter I PRELIMINARIES

Section 10. NAME. The name of the county as it operates under this charter shall continue to be Washington County.

Section 11. NATURE AND LEGAL CAPACITY. From the time that this charter takes effect the county shall continue to be an agency of the state and a body politic and corporate.

Section 12. BOUNDARIES. The boundaries of the county as it operates under this charter shall be the boundaries now or hereafter prescribed for the county by the laws of the state.

Section 13. COUNTY SEAT. The seat of government of the county as it operates under this charter shall continue to be in the city of Hillsboro.

### Chapter II POWERS

Section 20. GENERAL GRANT OF POWERS. The county shall have authority over matters of county concern, to the full extent granted or allowed by the constitution and laws of the State of Oregon, as fully as if each power comprised in that general authority were specifically granted by this charter. Such power shall include, but shall not be limited to:

(a) Levying and collecting of taxes for general county purposes; and for special purposes when authorized by the legal voters affected by such taxes;

(b) Issuing bonds for general county purposes when authorized by the legal voters of the county and issuing bonds for service districts or areas operated by the county when authorized by the legal voters of such service districts or areas;

(c) Creating county service districts or areas by the vote of the people in the area affected with the procedure for calling and holding the election to be established by ordinance enacted by the board of county commissioners;

(1) Creating county special service districts by resolution and order when by petition bearing signatures of 60 per cent or more of property owners representing 60 per cent or more of the assessed valuation of property within the proposed district; in the event assessments are to be made on a front foot basis, in addition to the above, the petitioners must also represent more than 60 per cent of the total front footage." (Amended November 8, 1966)

(d) Creating local improvement districts by ordinance enacted by the board in conformity with state statutes governing assessments for local improvements;

(e) Prescribing by ordinance for assessment for benefits from local improvements upon property benefited thereby, and prescribing by ordinance for bonding improvement assessments and for sale of improvement bonds, all in conformity with applicable state statutes;

(f) Enacting and enforcing planning and zoning ordinances and regulations in any part or all of the county outside cities;

(g) Enacting and enforcing building, plumbing and electrical codes and regulations applicable to all construction in any part or all of the county outside cities. The board of county commissioners is empowered to incorporate by reference any standard published code of technical regulations as adopted by the state or as otherwise established;

(h) Enacting and enforcing traffic regulations in any part or all of the county outside cities provided that such regulations not be inconsistent with the laws of the state.

Section 21. CONSTRUCTION OF POWERS. The failure to mention a particular power or to enumerate similar powers in this charter shall not be construed to exclude such powers or to restrict the authority that the county would have if the particular power were not mentioned or the similar powers not enumerated. The charter shall be liberally construed, to the end that, within the limits imposed by the charter and by the constitution and laws of the state, the county shall have all powers necessary and convenient for the conduct of its affairs including all powers that counties may assume under the constitution and laws of the state concerning county home rule.

Section 22. VESTED POWERS. All powers, both legislative and administrative, of the county shall be vested in the board of county commissioners as prescribed by this charter subject to the initiative and referendum powers reserved to the voters of the county. All legislative powers not exercised by the voters shall be exercised by the board of county commissioners and executed as provided for by this charter, or if this charter makes no provision, as provided by ordinance or resolution of the board of county commissioners. The administrative powers shall be exercised by the board of county commissioners or by persons under its authority.

Section 23. COUNTY POWERS INSIDE INCORPORATED CITIES. It is expressly declared that city governments within Washington County are em-



powered by charter and by the constitution and laws of the state to provide all services and regulatory measures necessary to the general welfare of the people within the city, and it is not the intention of this charter to provide that county government be permitted to take away or encroach upon any power vested in the cities under the constitution and laws of the state. Nothing in this section is intended to prevent county government from entering into contractual arrangements for the performance of special services within any city in Washington County.

### Chapter III

## PRIMARY ORGANIZATION:

### BOARD OF COUNTY COMMISSIONERS AND THE COUNTY ADMINISTRATIVE OFFICER

#### Section 30. COMPOSITION, TERMS, QUALIFICATIONS, VACANCIES AND COMPENSATION.

(a) The board of county commissioners shall consist of five county commissioners, one of whom shall be designated chairman of the board.

(b) Members of the board shall be elected by district and at large as provided for in Chapter VIII of the charter for four year terms with three members chosen in the same year as the presidential election and two members chosen in the alternate biennial election year.

(c) No person shall be eligible to be nominated and elected to the office of county commissioner unless he shall be a resident of the district from which nominated and elected and a qualified voter of the county. The office of any member of the board of county commissioners shall become vacant when he ceases to be a resident of the county or of the district from which elected, or when he ceases to be a qualified voter of the county, or for any other cause as provided by this charter or by the constitution and laws of the state.

(d) Upon any vacancy in the board of county commissioners by reason of circumstance as stated in subsection (c) above or by reason of death, resignation or incapacity to act the board shall appoint a qualified person to fill the vacancy until the next general election when the position shall be filled by election for the remainder of the term. The person appointed to fill the vacancy shall be of the same political party, and a resident of same district as was his predecessor at the time of his election.

(e) Members of the board of county commissioners shall be compensated on the basis of twenty-five dollars (\$25.00) for each official meeting attended, with the total compensation not to exceed one hundred and fifty dollars (\$150.00) in each calendar month. The board shall have the power to alter the amount of compensation received for each meeting but they shall not have power to alter the maximum compensation for each calendar month.

**Section 31. POWERS OF THE COMMISSION.** The board of county commissioners shall be the policy determining body of the county. Except as otherwise provided by the constitution of the State of Oregon or by this charter the board of county commissioners may exercise all the powers granted to the county by this charter and by the constitution and laws of the state.

**Section 32. ORGANIZATION: BOARD CHAIRMAN, OFFICERS AND CLERKS.**

At the annual organizational meeting of the board of county commissioners which shall be held on the first Tuesday after the first Monday in January of each year, the board shall elect from among its members a chairman and a vice-chairman to serve as such at its pleasure. (Amended May 26, 1970)

**Section 33. PROCEDURE: RULES, MEETINGS, VOTING AND JOURNAL.**

(a) The board of county commissioners shall adopt and publish rules for the government of its meetings. The board shall provide for a journal of its proceedings and assure the public availability of the journal.

(b) Attendance of three of five commissioners shall be necessary to transact business. Approval of at least three commissioners in attendance is required for any action.

(c) Rules may be established to provide for the means of compelling attendance of commissioners at prescribed regular meetings.

(d) Notice stating the time and place of all meetings and containing an agenda of all scheduled actions to be considered must be posted at least 96 hours prior to the hour of the meeting in a conspicuous place in the county court house with copies available to interested persons. Notice of special meetings shall be mailed or delivered to each commissioner or to his residence at least 96 hours before the hour of the meeting.

(e) Actions of the board at special meetings on matters not included in the notice of the meeting shall not be effective until approved at a regular meeting or at a special meeting for which the action was included in the notice. At regular meetings actions need not be limited to the posted agenda.

(f) The board of county commissioners shall meet with such regularity as is necessary to transact county business and fulfill its obligations to the public. Meetings shall be held regularly and publicly in the county court house with regular meetings scheduled for at least one evening and one day during business hours each month. Regular meetings shall be scheduled by board action. Changes in the schedule of regular meetings must be made at least 20 days before the date of such rescheduled meetings.

(g) Meetings of the board other than those regularly scheduled may be called by the chairman or any two commissioners upon proper notice.



Section 34. THE ADMINISTRATIVE OFFICER: APPOINTMENT AND REMOVAL, QUALIFICATIONS, RELATION TO THE BOARD OF COUNTY COMMISSIONERS. The board of county commissioners shall appoint an administrative officer for the county for an indefinite term and fix his compensation. He shall be appointed solely on the basis of his executive and administrative qualifications and need not be a resident of the county or the state prior to his appointment. However, after the time of his appointment he may reside outside the county only by express permission of the board. The board of county commissioners may remove the administrative officer from office at its pleasure.

Section 35. THE ADMINISTRATIVE OFFICER: RESPONSIBILITIES AND DUTIES. The administrative officer shall administer those county affairs placed in his charge by the board of county commissioners, and shall be responsible to the board for the manner of his administration.

## Chapter IV

# ADMINISTRATION

Section 40. GENERAL PROVISIONS. All functions and duties required of the county or of county officials by Oregon constitution and laws and permitted by this charter shall be the responsibility of the board of county commissioners. Duties and functions shall be distributed among such departments, offices and agencies as the board or this charter may establish. The departments, offices and agencies shall exercise their functions under the direction and the supervision of the county administrative officer, subject to the approval and control of the board of county commissioners. Mention in this charter of particular departments, offices and agencies shall not restrict the board of county commissioners from their discontinuance or consolidation, and establishment of other administrative structures, except as provided to the contrary by state law. (Amended May 26, 1970)

Section 41. ADMINISTRATIVE DEPARTMENTS. For the purpose of carrying out the policies of the county and administering its affairs the following administrative departments, offices and agencies shall be established:

(a) The Department of Administrative Management. The department of administrative management shall be responsible for all services and functions relating to budgetary planning and control; the planning, evaluation and supervision of internal management, organization and work methods; purchasing; the custody and maintenance of buildings and grounds and other county property; the provision of central services such as personnel and equipment pools and data processing facilities. The department shall provide the board of county commissioners current and cumulative monthly reports on county operations and budgets.

(b) The Department of Finance. The department of finance shall be responsible for the management of county finances including but not limited to the custody of all county funds, trusteeship of all trust funds, custody of funds of special districts as assigned presently or hereafter by the laws of the state to it or to the county treasurer and the disbursement of all funds entrusted to its care when properly authorized except where specifically assigned by the board to the department of records and elections. The department shall in addition function in the installation and supervision of the accounting system, the pre-audit of expenditures, the maintenance and supervision of the inventory of county assets, the service and management of the county debt, the administration of revolving funds, the investment of county funds and the administration of pension and insurance plans.

(c) The Department of Assessment and Taxation. The department of assessment and taxation shall be responsible for the appraisal and assessment of property for tax purposes, the preparation of tax rolls, the issuance of tax statements and the collection of taxes lawfully levied, all in conformity with the constitution and laws of the state. The department shall be responsible for collecting fees and charges and the issuance of licenses not assigned to other departments. (Amended November 7, 1972)

(d) The Department of Records and Elections. The department of records and elections shall perform all functions required of the county clerk and recorder of conveyances by the constitution and laws of the state and not otherwise assigned in this charter. The administrator of this department shall act as ex-officio county clerk, clerk of the courts, recorder of conveyances and registrar of elections. The department shall be responsible for the maintenance of the journal of the board of county commissioners, the book of ordinances and resolutions and the county code. Under the direction of the board of county commissioners, the department shall develop a program of record management and storage. Specific statutory reference to the function of the county clerk shall not prevent the transfer of duties assigned to that office to any other department established by this charter or by action of the board of county commissioners.

(e) The Department of Public Works. The department of public works shall be responsible for the construction and maintenance of all county roads and bridges and for such other public works as the county may develop. All functions assigned to the county engineer under the laws of the state and by the board of county commissioners shall be performed by the department and for this purpose the board shall maintain on the staff of the department at least one registered civil engineer licensed under the laws of the State of Oregon.

(f) The Office of County Surveyor. The office of county surveyor shall perform all functions relating to the conduct and maintenance of all surveys and accompanying maps and plats and all duties imposed upon the office by the laws of the state and for this purpose the board of county commissioners shall employ on the staff of the office at least one registered land surveyor licensed under the laws of the State of Oregon.

(g) The Department of Public Safety. The department of public safety shall be under the administration of the county sheriff and shall be responsible for the enforcement of the laws of the state and the county, shall render service to the courts and shall have custody of county prisoners.



(h) The Department of Health. The department of health shall be responsible for the administration of public health and sanitation as specified by the laws of the state and as assigned by the board of county commissioners. The board of county commissioners may establish a county board of health consisting of five members with not more than three members professional in the fields of medicine and health. Board members shall serve for a period of two years and shall be eligible for reappointment at the discretion of the board of county commissioners. (Amended May 26, 1970)

(i) The Department of Planning. The department of planning shall be responsible for preparing and presenting all plans required for orderly county development; provide staff services to the county planning commission; and administer and enforce zoning ordinances. (Amended May 26, 1970)

Section 42. BOARDS AND COMMISSIONS. The board of county commissioners shall establish such appointive boards and commissioners as are prescribed by the laws of the state or as the board finds necessary for the proper administration of county affairs.

#### Section 43. ELECTIVE ADMINISTRATIVE OFFICERS.

(a) To qualify for an elective administrative office of the county a person shall be a legal voter of the state and a resident of the county in which elected for a minimum of two years immediately preceding the beginning of his term in office.

(b) Upon vacancy in an elective administrative office by reason of change of residence or status as a legal voter of the state or the county or by reason of death, resignation, or incapacity to act, the board of county commissioners shall appoint a qualified person to fill the vacancy until the next general election when the position shall be filled by election for the remainder of the term. The person appointed shall be of the same political party as was the last prior incumbent at the time of election.

(c) The elective requirement for specific administrative officers are fixed by this charter and can be altered only by amendment of the charter.

(d) The county sheriff shall be a non-partisan, elected administrative officer. He shall fulfill qualifications set forth in the constitution and laws of the State and be qualified for certification by the Oregon State Board on police standards and training. His term of office shall be four years. (Amended May 26, 1970)

Section 44. ADMINISTRATIVE OFFICERS AND EMPLOYEES: LOCATION AND FUNCTION. Except as this charter provides to the contrary, each administrative department of the county shall include such offices and positions as the board of county commissioners may establish. All non-elective administrative officers and employees of the county shall be appointed by the board. The function of elective and non-elective administrative officers and employees shall be those prescribed by the board of county commissioners.

Section 45. CHANGES IN ADMINISTRATIVE DEPARTMENTS. The board of county commissioners may from time to time establish additional administrative departments, combine any two or more administrative departments into a single such department, separate departments thus combined, abolish any administrative department and prescribe the duties and functions of any administrative department. A function of a county officer or agency prescribed by the laws of the state but not allocated to any county officer or agency by this charter shall be allocated to such department of the county as the board of county commissioners may determine.

## Chapter V

# BASIC PROCEDURES

### "Section 50. ORDINANCES.

(a) The enacting clause for all ordinances enacted by the board of county commissioners shall be: 'The Board of County Commissioners of Washington County, Oregon, ordains: . . .' The enacting clause for an ordinance referred to or initiated by the voters of the county shall be: 'The People of Washington County, Oregon, ordain: . . .'

(b) A proposed ordinance shall be filed in the office of the department of records and elections and public notice given of its pendency by inclusion in the posted agenda for the regular or properly called special meeting of the board of county commissioners at which the proposed ordinance will be introduced. Upon its introduction, copies of the proposed ordinance shall be available to members of the board and to all persons who so desire. At the meeting at which it is introduced, the proposed ordinance shall be publicly read. At each of the next two regularly scheduled meetings, it shall be read a second and third time. By unanimous consent of the board, the proposed ordinance may be read by title only.

Immediately after the third reading of the proposed ordinance, the agenda shall provide for a public hearing. After the public hearing is concluded, the board shall either schedule a fourth reading and second public hearing or it shall dispose of the proposed ordinance by adopting or rejecting it. After each public hearing of the ordinance at a regular meeting of the board, the board shall either schedule an additional public hearing or it shall dispose of the proposed ordinance by adopting or rejecting it.

The adoption of any amendment affecting the substance of the proposed ordinance shall require an additional public reading and hearing of the ordinance as amended prior to enactment. No ordinance shall be enacted prior to the fourteenth day after its introduction and all ordinances must be enacted in a regular meeting of the board by a roll call vote.

(c) An ordinance enacted by the board of county commissioners in the exercise of its police powers and for the purpose of meeting an emergency may take effect immediately upon being enacted when an emergency is specified in the title and described in a section of the ordinance. Any other ordinance adopted by the board shall take effect on the thirtieth day after being enacted. (Amended November 7, 1972)



(d) Upon enactment of an ordinance by the board, the chairman of the board and the person who serves as recording secretary of the board at the session at which the board finally approves the ordinance, shall sign the ordinance and indicate the date of its enactment. If a motion to adopt a proposed ordinance fails to achieve a majority of three, the ordinance shall be considered as rejected. A proposed ordinance that has been rejected, tabled, or postponed indefinitely by the board shall not be eligible for reconsideration by the board unless the procedure prescribed in subsection (b) of this Section shall be re-initiated and followed.

(e) No provision of this charter shall abrogate the right of the citizens of Washington County to exercise the initiative and referendum with respect to any ordinance. If a proper referral petition containing the appropriate number of valid signatures is filed within ninety days after the adoption of any ordinance by the board of commissioners, the ordinance shall become inoperative and the effective date shall be suspended. An ordinance referred by action of the voters shall become effective when approved by a majority of the voters.

(f) The number of votes cast in Washington County for Justice of the Supreme Court at the regular election last preceding the filing of any petition for the referendum or the initiative shall be the basis on which the number of legal voters necessary to sign such petition shall be counted. The number of legal voters required to order the referendum shall be five per cent and the number required to initiate any ordinance shall be eight per cent. This subsection of this section of the Charter shall be deemed to be automatically amended to comply with any change in the state constitution or Oregon law with which it may conflict in the future.

(g) An ordinance initiated by the people shall be completed and filed with the Director of Elections at least ninety days prior to the date of the election. (Amended November 8, 1966)

## Section 51. AMENDING OF THE CHARTER.

(a) Any amendment, revision or repeal of the charter which the board of county commissioners intends to propose, shall be filed with the department of records and elections, and public notice of its pendency given by inclusion in the posted agenda for the regular or properly called special meeting of the Board of County Commissioners at which the proposed amendment, revision or repeal will be introduced. Upon introduction copies of the proposed amendment, revision or proposal to repeal shall be available to the members of the board and to all persons who so desire. After the introduction of the proposal the board shall set a date for a public hearing upon the issue to be held no earlier than 20 days after the date of introduction. At the regular meeting of the board following the public hearing the board may proceed to adopt the proposal and to order it placed on the ballot unless the amendment, revision or proposal to repeal is amended in its form or substance. Such amendment shall require an additional seven days prior to final approval being given by the board. Final action to place the proposed amendment, revision or proposal to repeal on the ballot shall take place at least 90 days prior to the date of election.

(b) Proposed amendments, revisions or proposals to repeal the county charter may be initiated by popular action of the citizens of Washington County. The number of legal voters necessary to initiate an amendment, revision or proposal to repeal the charter shall be ten per cent of the number of votes cast in Washington County for Justice of the Supreme Court at the regular election last preceding the filing of the initiative petition. The completed petition proposing any such change must be filed at least ninety days prior to the date of election." (Amended November 8, 1966)

(c) Within six months after the adoption of any amendment to or revision of this charter, the charter shall be reissued in the corrected form and made available to all officials of the county and to citizens of the county and other interested parties.

## Section 52. RECORDING, CODIFICATION, PRINTING.

(a) Each ordinance and resolution after adoption shall be given a serial number and together with the date of adoption and the designation of the adopting authority, shall be entered in a properly indexed book kept for that purpose and made available to the public. (Amended November 7, 1972)

# Chapter VI FINANCE

Section 60. GENERAL PROVISIONS. The board of county commissioners is responsible for the preparation and presentation of the proposed annual operating budget and capital program for the consideration of the county budget committee in full compliance with the requirements of the Local Budget Law as provided by the constitution and laws of the State of Oregon. The board of county commissioners shall adopt and enforce procedures for the management of county finances including but not limited to centralized purchasing, uniform accounting, pre-and post audits regularly reported and running and annual inventories of county supplies, equipment and assets.

Section 61. OPERATING BUDGET AND CAPITAL PROGRAM PROJECTIONS. The board of county commissioners shall be responsible for the preparation and presentation of a five year projection of the operating budget and capital program to accompany the proposed annual budget in its presentation to the county budget committee. This projection and the proposed budget shall be presented in a form which compares them to such projections made in the five years immediately preceding the year of submission. The projections shall be considered as informational and not binding upon the future actions of the board.

Section 62. CAPITAL ASSET INVENTORY. The board of county commissioners shall prepare an inventory of the capital assets of the county as of the beginning of the current fiscal year for presentation to the county budget committee with the proposed budget.



## Chapter VII

# PERSONNEL ADMINISTRATION

Section 70. GENERAL. The civil service system as adopted by the citizens of the county prior to the adoption of this charter shall continue to apply to all non-elective officers and personnel of the county as specified in the legislation with the exception of the county administrative officer and such major administrative positions as may be individually and specifically declared exempt by the board of county commissioners, provided however that the board of county commissioners or the people of Washington County may amend that system by ordinance. (Amended November 7, 1972)

Section 71. QUALIFICATIONS. To qualify for a designated appointive office or position of the county not under civil service a person shall have whatever qualifications the board of county commissioners prescribes for the office or position and shall serve at the pleasure of the board.

Section 72. COMPENSATION. The compensation of non-elective officers or employees not under civil service shall be determined by the board of county commissioners.

## Chapter VIII

# ELECTION PROCEDURES AND CONTROLS

Section 80. NOMINATION AND ELECTION OF COUNTY OFFICERS. Except as this charter provides to the contrary, the manner of nominating and electing county officers shall be the manner now or hereafter prescribed by the laws of the state for nominating and electing county officers in general.

Section 81. PARTISAN ELECTIONS. No provision of this charter or ordinances adopted under its authority shall alter the partisan nature of the nomination and election of county officers except as may be generally provided under the laws of the state.

Section 82. RECALL. An elective officer of the county may be recalled in the manner, and with the effect, now or hereafter prescribed by the constitution and laws of the state.

Section 83. ELECTIONS ON COUNTY PROPOSITIONS. Except as this charter or legislation enacted pursuant to it provides to the contrary, the manner of conducting an election on a proposition concerning the county shall be the manner prescribed by the laws of the state for an election in the county on the proposition.

Section 84. THE BOARD OF COUNTY COMMISSIONERS.

(a) In the first general election following upon the adoption of this charter and at every general election thereafter, elections shall be held by district and at large to fill vacancies on the board of county commissioners as provided for herein. The terms of office for each commissioner elected shall begin the first Monday of January of the new year ensuing upon his election.

(b) The county is hereby divided into three commissioner districts numbered and bounded as follows:

### **Commissioner District No. 1**

Beginning at the southeast corner of Section 24, T1S, R1W, W.M., being a point on the easterly boundary of Washington County, Oregon; thence West following the section lines on the south boundary of Section 24, 23 and 22, T1S, R1W, W.M., to the center line of the Beaverton-Tigard Highway; thence in a northerly direction following the center of the Beaverton-Tigard Highway to the center of Canyon Road (State Highway No. 8); thence northwesterly along said highway to the center of 148th Avenue extended; thence south along the center of 148th Avenue extended and 148th Avenue to the center of Farmington Road; thence south westerly along the center of Farmington Road to the center of 185th Avenue; thence north along center of 185th Avenue to the center of the Sunset Highway; thence southeasterly along center of Sunset Highway to N.W. Cornell Road; thence northeasterly and southeasterly along N.W. Cornell Road to 143rd Avenue; thence northerly along center of 143rd Avenue to N.W. Burton Road; thence easterly along the center of N.W. Burton Road to Saltzman Road; thence northerly along Saltzman Road to the north line of Section 28, T1N, R1W, W.M.; thence east along the north lines of Section 28 and 27, T1N, R1W, W.M., to the N.E. corner of Section 27 T1N, R1W, W.M.; thence southerly and easterly following the boundary line of Washington County to the N.E. corner of Section 1, T1S, R1W, W.M.; thence south along the Willamette Meridian to the place of beginning. (Revised by Ordinance No. 84, March 23, 1971 Pursuant to Section 85)

### **Commissioner District No. 2**

Beginning at the N.E. corner of Section 25, T1S, R1W, W.M., being a point on the easterly boundary of Washington County, Oregon; thence south nine miles, more or less, along the easterly boundary of Washington County, Oregon, to the S.E. corner of Section 1, T3S, R1W, W.M., being the most easterly southeast corner of Washington County, Oregon; thence west three miles; thence north one mile; thence west two miles; thence south two miles; thence west three miles; thence north two miles; thence west three miles; thence north one mile; thence west one mile; thence north one mile; along the southwesterly boundary of Washington County, to the N.W. corner of Section 30, T2S, R2W, W.M.; thence east one mile to the N.E. corner of said Section 30, T2S, R2W, W.M.; thence north two miles to N.W. corner of Section 17, T2S, R2W, W.M.; thence east one half mile; thence north one mile to one-fourth section corner of the north line of Section 8, T2S, R2W, W.M.; thence east along the north line of Sections 8 and 9, one mile more or



less, to the center of the Tualatin River; thence northerly along the center of the Tualatin River with all its meanderings, through Sections 4 and 5, T2S, R2W, W.M. and Section 32, 29, 28, 21, 16 and 9, T1S, R2W, W.M., to the confluence of Rock Creek with the said Tualatin River in said Section 9, T1S, R2W, W.M.; thence continuing northerly along the center of Rock Creek through Sections 9 and 8, T1S, R2W, W.M., to the center of the Tualatin Valley Highway in the N.W. quarter of Section 9, T1S, R2W, W.M.; thence southeasterly along the center of the Tualatin Valley Highway through Sections 9, 10, 11 and 12, four miles, more or less to the east line of Section 12, T1S, R2W, W.M.; thence south to the center of Farmington Road; thence northeasterly along center of Farmington Road to 148th Avenue; thence north along center of 148th Avenue and the extension thereof to the center of Tualatin Valley Highway (State Highway No. 8); thence easterly along center of Tualatin Valley Highway to the Beaverton-Tigard Highway; thence southerly along center of Beaverton-Tigard Highway to the north line of Section 27, T1S, R1W, W.M.; thence east along the north lines of Sections 27, 26 and 25 to the place of beginning. (Revised by Ordinance No. 84, March 23, 1971 pursuant to Section 85)

### Commissioner District No. 3

All that portion of Washington County, Oregon, not included in Commissioner District No. 1 and No. 2 and lying westerly from the following described boundary line:

Beginning at the S.E. corner of Section 21, T1N, R1W, W.M.; thence west one-fourth mile more or less to Saltzman Road; thence south along the center of Saltzman Road to N.W. Burton Road; thence westerly along the center of N.W. Burton Road to N.W. 143rd Avenue; thence south along the center of 143rd Avenue to Cornell Road; thence westerly along Cornell Road to the center of the Sunset Highway, thence northwesterly along the center of Sunset Highway to 185th Avenue; thence south along the center of 185th Avenue to the Tualatin Valley Highway; thence westerly along the center of the Tualatin Valley Highway four miles more or less to Rock Creek; thence southerly following the center of Rock Creek to the confluence of the Tualatin River with Rock Creek; thence southerly following the center of the Tualatin River to the north line of Section 9, T2S, R2W, W.M.; thence west along Sections 9 and 8, T2S, R2W, W.M.; to the one-fourth section corner on the north line of Section 8, T2S, R2W, W.M.; thence south one mile; thence west one half mile to the N.W. corner of Section 17, T2S, R2W, W.M.; thence south two miles; thence west one mile to the N.W. corner of Section 30, T2S, R2W, W.M., being a point on the southerly boundary of Washington County, Oregon. (Revised by Ordinance No. 84, March 23, 1971 pursuant to Section 85)

Section 85. THE APPORTIONMENT OF COMMISSIONER DISTRICTS. Within thirty days of the official release of each federal decennial census for Washington County the board of county commissioners shall direct the department of records and elections to determine the population distribution among the

commissioner districts specified by this charter. Within sixty days the department shall report the findings to the board and publish a legal notice of the district population in a newspaper of general circulation in the county. If the population of any commissioner district is more than 115 per cent of the population of any other commissioner district the department shall prepare and present to the board of county commissioners a plan for modifying the boundaries of the districts so that the population of no commissioner district will be more than 110 per cent of the population of any other commissioner district, notwithstanding the delineation of commissioner districts by this charter. The board of county commissioners shall within 45 days of the submission of the report alter the boundaries of the commissioner districts as necessary by ordinance to provide for an approximately equal population distribution. No change in boundaries of the districts shall affect the continuance in office of a commissioner or taking of office of a commissioner-elect with respect to the term of office for which elected prior to the adoption of the reapportionment.

## Chapter IX

# GENERAL PROVISIONS

**Section 90. EFFECTIVE DATE.** This charter shall be and become effective on and after the first Monday in January 1963.

**Section 91. EXISTING LEGISLATION CONTINUED.** All legislation, rules and regulations of the county or its governmental instrumentalities consistent with the provisions in this charter and in force at the time this charter becomes effective, shall remain in effect until amended or repealed.

**Section 92. EFFECTIVE DATE FOR TERMS OF OFFICE.** The terms of office for all persons elected under this charter shall begin on the first Monday in January next following upon election.

**Section 93. CONTINUATION OF TERMS OF COUNTY COMMISSIONERS.** The county commissioners (including the county judge insofar as his functions as commissioner are applicable) in office or taking office at the time this charter becomes effective, shall remain in office for the remainder of the terms for which they were elected or appointed, as members of the five member board prescribed by the charter, provided, however, that the powers, duties and compensation of said members shall be as set forth in this charter.

**Section 94. APPOINTMENT OF ADDITIONAL COMMISSIONERS.** On the first Wednesday after the first Monday in January 1963, or not later than the first Wednesday in February 1963, the three county commissioners in office shall appoint two additional members for two year terms to complete the five member board prescribed by this charter. The two members so appointed shall possess all the qualifications required by this charter for election to the office of county commissioner and shall be chosen from such commissioner district or districts as will be necessary to meet the representative requirements set forth in CHAPTER III of this charter. Those commissioners having four or more years to serve shall be considered as filling the at-large positions on the board of county commissioners. One of the two members appointed to the board shall be from each of the major political parties in the state. After the first Monday in January 1969, no person shall continue as a member of the board of county commissioners who also occupies the office of county judge.



**Section 95. CONTINUATION OF TERM OF OFFICE OF SHERIFF.** The term of office of the sheriff incumbent at the time this charter becomes effective shall be the term for which he was elected.

**Section 96. CONTINUATION OF OTHER ELECTIVE ADMINISTRATIVE OFFICERS.** The terms of office of the county clerk, county assessor, county treasurer and county surveyor who are in office at the time this charter takes effect, shall be for a period not to exceed one year from the first Monday in January 1963, within which time the board of county commissioners shall, by ordinance, reorganize the government of Washington County in conformity with this charter.

**Section 97. COUNTY SERVICE DISTRICTS.** The board of county commissioners may be the governing body of each county service district that the board establishes for the purpose of providing a county service of special benefit to persons and property in a particular area. The board shall fix the boundaries of each such district on the basis of the territorial extent of the special benefit derived from the service. A county service of special benefit to persons or property in the area established as a county service district of the county shall be financed by special taxes and charges in the area benefited or by funds specially allocated by the state or United States for one or more purposes of the district.

**Section 98. INTERGOVERNMENTAL COOPERATION.** From time to time the board of county commissioners may arrange by contract for one or more functions or duties of the county to be performed in cooperation with or by one or more other governmental units and for the county to perform functions or duties for other governmental units.

**Section 99. PUBLIC IMPROVEMENTS.** Subject to the requirements of this section, the procedure for making, altering, vacating or abandoning a public improvement of the county shall be governed by general ordinance of the county or to the extent not so governed, by the applicable laws of the state. To the extent that the board of county commissioners finds that a public improvement specially benefits property in the vicinity of the improvement, the cost of the improvement shall be defrayed by special assessment levied on the property, and to the extent that the board finds that a public improvement is of benefit to the county generally, the cost of the improvement may be defrayed by revenue derived from other sources. An order or action regarding public improvements of the county shall indicate the extent to which the cost of the action is to be defrayed by revenues of the county derived from other sources. Action by the board of county commissioners on a proposed public improvement to be financed in whole or in part by county revenues not derived from special assessment and not declared by all members of the board to be needed at once to meet an emergency shall be subject to the referendum in the same manner as ordinances of the board. Action by the board of county commissioners on a proposed public improvement to be financed in whole or in part by special assessment and not declared by all members of the board to be needed at once to meet an emergency shall be suspended for six months upon a remonstrance thereto by the owners of two-thirds of the land to be specially assessed for the improvement, provided written notice of the remonstrance is delivered to the board within thirty days after the action is ordered. The word "owner" here means the record holder of legal title to the land, except that if there is a purchaser of the land according to a recorded land sale contract, the purchaser is the owner. The procedure for levying, collecting and enforcing the payment of a special assessment to be levied against real property on account of public improvements or other services shall be governed by general ordinance.

## Chapter X

# LAND USE PLANNING & ZONING

Section 100. DEFINITIONS. As used in this chapter, unless the context requires otherwise:

(a) "Annual land use ordinance" means an ordinance proposed by the board under section 103 to adopt a proposed land use change when the board finds that it is impractical to send an individual notice to all affected owners.

(b) "Board" means The Board of Commissioners of Washington County.

(c) "General notice of land use change" means a notice drafted by the Property Rights Commission and approved by the board to be distributed with all county tax statements. The notice shall include a general description of the classes of land or existing zoning districts affected by the proposed annual land use ordinance, maps and other relevant information. The notice shall be designed so that it can be reasonably expected that an owner can determine if the proposed land use changes included within the ordinance will affect the use of his property.

(d) "Individual notice of land use change" means a notice in writing drafted by the Property Rights Commission and approved by the board to be sent to affected owners and substantially affected persons as required by this chapter. Such individual notice shall be sent to the owner at the address shown on the last complete assessment roll by first class mail and shall describe in detail how the proposed ordinance will affect the use of his property. Notice shall be deemed given to those persons named in an affidavit of mailing executed by the person designated by the board to give such notice and the failure of a person named in the affidavit to receive such notice shall not invalidate an ordinance.

(e) "Owner" means the owner of title to real property or the contract purchaser of real property as shown on the last available complete assessment roll.

(f) "Property Rights Commission" means a group of seven persons appointed by the board. The Commission shall draft general and individual land use change notices for approval by the board. It shall determine which owners and persons are substantially affected by proposed changes in the text of the county zoning code. Other duties, procedures and the terms of office of the members of the Commission shall be prescribed by ordinance.

(g) "Substantially affected persons" means those owners and other persons in lawful possession of real property whose property rights will be substantially affected by the proposed ordinance as determined by the Property Rights Commission.



Section 101. GENERAL.

(a) All legislative acts which relate to land use planning and zoning shall be adopted by ordinance and, unless specifically provided otherwise in this chapter, the procedures otherwise prescribed by law shall apply to each such adoption.

(b) An emergency clause shall not be attached to any ordinance described in subsection (a) of this section.

Section 102. INDIVIDUAL NOTICE OF LAND USE CHANGES REQUIRED.

(a) In addition to any other notice required by law, at least 20 days but not more than 40 days prior to the first reading of an ordinance which proposes to amend an existing comprehensive land use plan or any element thereof or to adopt a new plan, the board shall cause an individual notice of land use change to be mailed to each owner whose property would have to be rezoned in order to comply with the proposed ordinance.

(b) In addition to any other notice required by law, at least 20 days but not more than 40 days prior to the first reading of an ordinance which proposes to rezone property, the board shall cause an individual notice of land use change to be mailed to the owner of every parcel of property which the ordinance proposes to rezone.

(c) In addition to any other notice required by law, at least 20 days but not more than 40 days prior to the first reading of an ordinance which proposes to amend the text of the county zoning code or to adopt a new code, the board shall cause to be mailed to all substantially affected persons an individual notice of land use change.

(d) In addition to sending individual notices to those owners directly affected by an ordinance proposed under subsections (a) and (b) of this section, the board shall cause to be mailed at the same time an individual notice of land use change to all owners of property, any portion of which is located within 250 feet of any property directly affected by the proposed ordinance. The classes of persons to be notified and the distance from the affected property may be expanded by ordinance and may vary from area to area within the county.

Section 103. USE OF GENERAL NOTICE OF LAND USE CHANGES IN LIEU OF INDIVIDUAL NOTICE OF LAND USE CHANGE.

(a) Notwithstanding the provisions of section 102, the board may elect to adopt not more than three annual land use ordinances within any calendar year. Each such ordinance shall embrace only one of the following topics:

(1) Adoption or amendment of the county comprehensive plan or any element thereof; or

(2) Rezoning of property; or

(3) Amending the text of the county zoning code or the adoption of a new code.

(b) Any ordinance proposed under the provisions of this section shall be drafted and available for public inspection by October 1st and shall be introduced for first reading at the first regular meeting of the board in November.

(c) No ordinance proposed under the provisions of this section shall be effective unless the board has caused to be included in all property tax statements mailed to all real property taxpayers of the county a general notice of land use change proposed by the ordinance.

(d) The board may amend a proposed annual land use ordinance after public hearing and before adoption provided that the general notice of land use change mailed to all real property taxpayers advised the owners affected by the proposed amendment that their property would be affected by the ordinance. Amendments shall be subject to the provisions of section 50 of Chapter V.

#### Section 104. NOTIFICATION OF CITIES REQUIRED.

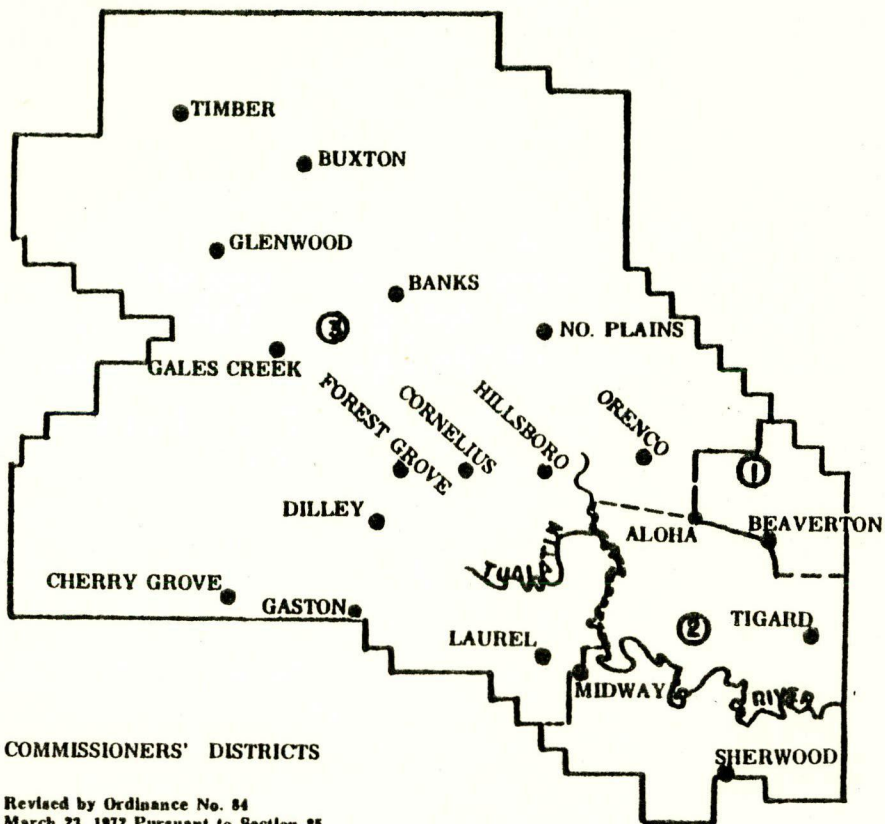
(a) At least one copy of any ordinance which proposes to (1) amend the county comprehensive plan or any element thereof, (2) adopt a new plan or (3) amend the text of the county zoning code shall be mailed to every city council within five days after its introduction.

(b) At least one copy of any ordinance which proposes to rezone land within one mile of the corporate limits of any city shall be mailed to the city within five days after its introduction.

#### Section 105. EFFECTIVE DATE FOR ORDINANCES WHICH AMEND OR ADOPT COMPREHENSIVE PLANS.

Notwithstanding the provisions of section 50 of Chapter V, any ordinance adopted under the provisions of this chapter which amends the county comprehensive plan or any element thereof or which adopts a new plan shall take effect 90 days after the date of the final reading and adoption of the ordinance by the board unless a valid referral petition containing the appropriate number of signatures is filed within such 90-day period.







From \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Place  
Stamp  
Here

Multnomah County Charter Review Committee  
401 Wilcox Building, 506 S.W. 6th Avenue  
Portland, Oregon 97204

### Multnomah County Charter Review Committee Timetable

June 5-26	Public Hearings*
July	Review of public testimony to finalize amendments
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August 23	Proposal submitted to Multnomah County Commissioners
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#### \*Public Hearing Schedule

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Roosevelt High Cafeteria

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Cleveland High Cafeteria

Monday, June 19, 7:30 p.m.  
Lincoln High Cafeteria

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Vista Room  
Mt. Hood Community College

Monday, July 31, 7:30 p.m.  
Grant High Cafeteria

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**Something that will affect  
YOUR life . . .**



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make history . . .**

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\_\_\_\_\_ I would like to suggest the following changes in the Multnomah County Charter:

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(If additional space is needed, please attach sheet of paper.)

\_\_\_\_\_ Please send more information to: \_\_\_\_\_



# GREATER PORTLAND COMMERCE

Vol. LXII, No. 20

June 23, 1978

## Chamber Testifies at Charter Hearing

Ned Look, member of the Metropolitan Area Governments Committee, presented the Chamber's position to the Multnomah County Charter Review Committee at its hearing Monday, June 19.

The Chamber's position on Multnomah County Charter Revision is as follows:

1. The executive and legislative functions of Multnomah County should be separated.
  - a. The traditional separation of powers will provide checks and balances between the executive and legislative branches.
  - b. The Chief Executive Officer will be relieved of his present time consuming burden of legislative duties and therefore be able to concentrate his efforts on administering the county business.
  - c. The legislative body can exercise a more independent judgment on matters of policy in a manner less beholden to the administrative executive.
  - d. The office of Chief Executive Officer, under this separation of powers, should attract more administrative oriented candidates.
  - e. The legislative body will be less able to pass the buck to the Chief Executive Officer for their Legislative actions.
  - f. We believe benefits of separation outweigh the additional cost of another elected county official.
2. The Chief Executive Officer should be elected at large and represent the county as its chief political officer.
  - a. The titular head of government should be elected by and be responsible to all of the people he represents.
  - b. A clearly visible head of government simplifies for the citizen, to whom he should address his requests for information or his complaints.
3. The Chief Executive Officer should be elected for a term of four years. The number of terms he may serve should not be limited. The four year vs. two year term argument hinges primarily on responsiveness to the electorate and stability of government. Under the separation of powers arrangement, much of the need for responsiveness for programs would be lifted from the Chief Executive Officer and shifted to the Board of County Commissioners.
4. The Chief Executive Officer should be given the veto power over county commissioners' actions subject to a

4/5 override by the board of commissioners . . .

5. If the office of Chief Executive Officer should become vacant, the vacancy should be filled by special election as soon as feasible. The President of the board of county commissioners would serve in the capacity of CEO until the election has filled the vacancy . . .
6. County elective offices should be non-partisan . . .
7. The board of county commissioners should number five. The odd number would eliminate tie votes. Three commissioners, if elected from districts, would require districts so large, they would defeat the purpose of districting. Seven commissioners simply are not needed. The committee believes the need for an odd number of commissioners and the need for relatively small districts outweighs the cost of another elected official.

### Committees Scheduled

June 26-30

WEDNESDAY, JUNE 28

President's Club, Hilton International Club, 7:30 a.m.

Forum Committee, Board Room, noon

Recreational Resources, Aero Club, noon

Energy, Chamber Board Room, 10 a.m.

Taxation Committee, Chamber Board Room, 3 p.m.

THURSDAY, JUNE 29

Forestry, Standard Plaza, 11:45 a.m.

8. County commissioners should be elected on a district basis and they should be required to live in the districts they represent . . .

Districting without a residence requirement would allow all districts to be represented by commissioners who all reside in one district.

#### Arguments for Single Member Districts:

1. Would make commissioners more responsive.
2. Makes money less important in running for office.
3. Works well for state legislators.
4. Enables commissioner to better know his constituents, their problems and represent their interests.

5. Would better enable Republicans to get elected and preserve the two party system.

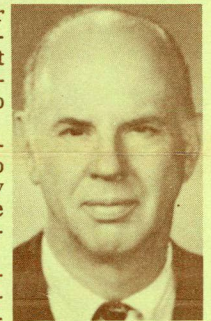
6. Easier for voters to know to whom they should take their complaints.

7. Easier for constituents to recall commissioner not doing a job.

8. Reduces the ability of a commissioner to perpetuate himself in office.

#### Arguments Opposed to Single Member Districts:

1. At large members needed to represent the county-wide public interest.
2. County not large enough to require single member districts.
3. Would restrict the voters' right to choose all of those who make decisions that affect him.
4. Further politicizes the commissioner's job - you vote for my project and I will vote for yours.
5. Commissioners in their zeal to represent their district could lose sight of the big picture - county services could suffer.
6. Districting creates the best method of buck-passing - Mosee.
9. County commissioners should be elected for a term of four years with terms staggered. (See No. 3 for arguments pro and con on two year vs. four year terms. Staggered terms would provide for continuity in county government.)
10. The position of County Commissioner should be full time.



Ned Look

#### Arguments for Full Time Commissioners:

1. There are adequate duties and responsibilities to warrant full-time positions.
  - a. To attend legislative sessions of the board of county commissioners.
  - b. To serve on three member overlapping committees to exercise legislative oversight of all county departments, with the purpose of assuring the intent of the county board of commissioners is being properly implemented within the various departments. By being assigned

(Continued Overleaf)



## Charter Hearing . . .

to monitor more than one department will obtain a greater perspective of the overall needs and operations of the county, rather than personal intrusion in the daily administration of a department.

- c. Represent the county on official boards such as the M.S.D., CRAG, and the like, as determined by the board.
- d. Represent the county on advisory boards and commissions as determined by the board.
- e. Perform a more meaningful and involved role as an Ombudsman for their district constituencies.
- f. Educate themselves on issues and the county budget to the extent they can exercise independent judgment and not become captives of staff.
- g. Educate their constituencies to the priority needs of the county through the press, public appearances, and speaking engagements.
2. Full time positions with adequate salaries would enable a commissioner to devote all his efforts to the county.
3. The public favors full time.
4. Part-time at reduced salary would attract the very affluent or political opportunists attempting to live on reduced salary.
5. Part-time at reduced salary necessitating additional part-time employment, opens up the commissioner to political attack regarding the amount of time or quality of effort he expends on behalf of the county.
6. Part-time could invite the potential for conflict of interest.

### Arguments for Part-Time Commissioners:

1. There is insufficient work to warrant other than a part-time commissioner.
2. Part-time commissioners would work for reduced salaries thereby saving the taxpayers money.
11. The Board of County Commissioners each year should elect one of their members to serve as President of the board, and at other times necessary to fill a vacancy in the office of President of the board . . .
12. If a vacancy on the board should occur, the President of the Board shall select five candidates from the vacant district, from which the remaining commissioners shall select the commissioner to fill the vacancy until the next general election at which a commissioner can be elected to fill the vacancy . . .
13. The board of county commissioners should set the salaries of all county elected officials.  
If the board of county commissioners sets their own salaries they have to answer to the voters . . .
14. The boundaries of commissioner districts should be set by the Secretary of State . . .

GREATER PORTLAND COMMERCE bulletin is published weekly except the last Friday of each month by the Portland Chamber of Commerce 228-9411  
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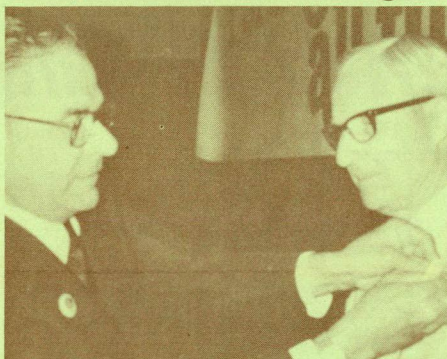
Subscription \$5 per year.  
Second Class Postage  
Paid at Portland, Oregon

## Conventions June 26-30

Organization	Headquarters	Date	
Mutual Advertising Agency Network	Benson Hotel	June 24-28	I-60
Oregon Health Division	Hilton Hotel	June 27-29	S-75
Bonsai Clubs International?	Hilton Hotel	June 27-July 1	I-700

I - International N - National R - Regional S - State C - Corporate

## Ralph Johnson Brings in 400 Chamber Members!



President Burnett Pins Ralph Johnson

Chamber President, C. Howard Burnett, extended a special recognition to Ralph Johnson, retired P.P. & L. Executive and Ed McKenney, President, Gem Equipment Co., Woodburn, for outstanding performances in the sale of Chamber of Commerce memberships at the Board of Directors meeting June 2.

Johnson recently completed the sale of his 400th member and has a head start on his ninth Honorary Life Membership. He has been a member of the President's Club for nearly 15 years and has also won sales laurels with the Rose Festival Association, National Alliance of Businessmen and many other organizations.

### Delegates Seek Housing

Some of the delegates attending the national convention of the National Association for the Advancement of Colored People, to be held in Portland July 2 through July 7, are seeking accommodations in private homes.

Members of the Portland Chamber of Commerce who wish to provide housing during the convention are invited to contact Michael Hill, Executive Director, Martin Luther King, Jr. Scholarship Fund of Oregon, Room 240, Ondine Bldg., Portland State University, P.O. Box 751, Portland, Ore. 97207—telephone number 229-4475.

McKenney sold his 150th membership in March and during the recent membership campaign pushed his total to 164. He became a member of the President's Club in 1973 and served as Chairman of the group last year. He is also Chairman of the Chamber's Liability Task Force and is a member of the Agriculture Committee and the Trade and Commerce Committee.

President Burnett presented each man with a specially prepared golden rose as he thanked them for their outstanding achievements on behalf of the Chamber.

## Chamber to Sponsor Rapid Reading Seminar

The Portland Chamber of Commerce has scheduled an AGP Rapid Reading Seminar which is open to the public. It will be held from 3-5 p.m. on July 11th, 18th and 25th in the Chamber Auditorium at 824 S.W. 5th. Those enrolling should plan to attend all three class sessions and be prepared to

practice techniques presented for 30 minutes per day following each session. The total cost is \$36.00. To enroll in the course use the registration form below. A deposit of \$5.00 must accompany registration and the balance of \$31.00 is due at the first session.

### AGP RAPID READING SEMINAR

Please enroll me in the AGP Rapid Reading Seminar to be held on July 11th, 18th and 25th from 3-5 p.m. in the Chamber Auditorium.

Name..... Phone.....

Address.....

City..... Zip Code.....

☐ Enclosed is my \$5.00 deposit. I understand the balance of \$31.00 is due on July 11th.

☐ Enclosed is my full tuition of \$36.00.

Mail to: Portland Chamber of Commerce Reading Seminar,  
824 S.W. 5th, Portland, OR 97204.



From \_\_\_\_\_

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