

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR MULTNOMAH COUNTY, OREGON

Ordinance No. 86

An ordinance amending Ordinance No. 64 to establish and prescribe functions of the Office of County Management, repealing a prior organizational ordinance, prescribing an emergency, and all other matters pertaining thereto.

Multnomah County ordains as follows:

Section 1. Purpose and Effective Date.

Ordinance No. 64, adopted December 21, 1972, as amended, is by this ordinance amended pursuant to the Multnomah County Charter, said amendments to become effective on the effective date of this ordinance, as follows, to-wit:

A. Section 2.A.3. shall read:

"A. 3. Director: The person appointed for each department and office who shall have responsibility to:

- a. Coordinate and direct the performance of County functions within the appropriate department and office, where not precluded by State law;
- b. Coordinate preparation and submission of budget recommendations of the appropriate department and office and functions to the county budget officer;

- c. Coordinate preparation of planning projections and forecasts consistent with goals and objectives established by the Board;
- d. Coordinate and enforce ordinances of the County, as adopted by the Board; and
- e. Perform such other duties as prescribed by the Chairman of the Board of Commissioners."

B. Section 2.A.5. shall read:

"A. 5. Function: Programs, services, duties or activities to be performed within an appropriate Department or office.

C. Sections 2.A.6. and 2.A.7. are added and shall read:

"A. 6. Office: The Office of County Management, a staff unit as hereinafter established, for which a Director shall be appointed, composed of functions as hereinafter prescribed.

"A. 7. Section: A subordinate staff unit within the Office for which a Director or similar designation may be appointed, composed of functions as hereinafter prescribed."

D. Section 3.A. shall read:

"3.A. Pursuant to authority of the Board granted by the Constitution of the State of Oregon, laws of the State of Oregon and the Charter of Multnomah County, the Board has determined that the reorganization

of county structure through the elimination of existing departments and the establishment of four departments is necessary to maximize citizen participation; increase communication and cooperation of persons performing similar services; coordinate and synchronize group services addressing the same or related needs of the County; centralize administration and provide for vertical responsibility; provide a method of evaluation of accomplishing county goals and objectives; encourage individual responsibility and reduce duplication of effort; and to provide for budgeting on a systems basis to efficiently allocate limited resources. Establishment of the office is necessary to coordinate the central management activities of the County to assure the most effective use of county resources and to provide the Board and the Board Chairman with effective professional services. This ordinance shall be liberally construed to meet the policies and purposes set forth herein."

E. Section 4. and Section 4.D. shall read:

"Section 4. Establishment of Departments and the Office.

"The following departments and the Office are established:

D. Department of Administrative Services. The Department of Administrative Services shall consist of the following functions and such other functions

relating to general county support services which may, from time to time, be assigned to it by the Board:

1. Procure county materials and supplies, manage and maintain county lands, provide for the operation and maintenance and use of the county courthouse and county facilities, operate and maintain county motor pool facilities;
2. Provide services and perform duties imposed by state law for assessor and sheriff as tax collector;
3. Provide services for registration of voters, conduct general and special elections as elections officer; canvass and certify election results, and perform such other duties prescribed by state law for registrars of elections; and
4. Provide those county services required for maintenance of the data processing systems and auditor under county charter."

F. Section 4.E. is added and shall read:

"4.E. Office of County Management. The Office of County Management shall consist of the following functions and such other functions relating to central County management as may, from time to time, be assigned to it by the Board:

1. Provide the Board and Chairman with information necessary for the exercise of their respective legislative and executive responsibilities;
2. Assist the Chairman, as directed, in coordinating and improving the coordination of County departments;
3. Recommend executive actions and legislative policies to assure the coordinated and effective use of County resources;
4. Review and evaluate County programs to assure that they are consistent with law, Board policy and executive orders;
5. Recommend a County program for collective bargaining; represent the Board in collective bargaining; and coordinate grievance proceedings as directed by the Chairman;
6. Provide necessary employee related services as directed by the Chairman and in accordance with Board policy;
7. Coordinate the efforts of elected and appointed County officials at state legislative sessions; provide staff support in maintaining productive relationships with federal, state, and local agencies; and advise the Board and departments of grants and other available revenues; provided, however, the Board may retain and direct persons

to present Board policy at state legislative sessions in accordance with Board order;

8. Operate the County's accounting system; perform the treasurer and auditor functions as required by state law; prepare necessary financial reports; and record the receipt, investment and expenditure of County funds;
9. Provide the services of the budget officer as required by state law; prepare other necessary manuals and reports; evaluate County services and programs; evaluate existing and proposed grants; provide grant accounting services; monitor County contracts; and assist departments in management analysis;
10. Provide legal services to the Board, Chairman and departments as requested; provided, however, the Board by this authorization does not abrogate its authority to retain counsel in accordance with ORS 203.121."

G. Section 5 shall read:

"Section 5. Function Revisions.

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

H. Section 10 shall read:

"Section 10. Adoption.

"This ordinance requires the appointment of administrative officers by the Chairman of the Board of County Commissioners and designation of divisions and sections by the Chairman, and to assure time for orderly transition, this ordinance shall take effect on the ninetieth (90th) day after its adoption, pursuant to Section 5.50(1)(a), Multnomah County Charter."

Section 2.

Ordinance No. 23 is hereby repealed.

Section 3. Adoption.

This ordinance is immediately necessary, an emergency is prescribed and this ordinance shall take effect on January 3, 1975, pursuant to Section 5.50(1)(a), Multnomah County Charter.

ADOPTED this 19th day of December, 1974, being the date of its Second reading before the Board of County Commissioners of Multnomah County, Oregon.

BOARD OF COUNTY COMMISSIONERS

By M James Gleason