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*Citizen Involvement Committee, see Charter § 3.75*

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*Ordinances, see Charter §§ 5.10 through 5.50*

### Statutory reference:

*Consolidation, see ORS 199.705*

*County governing bodies; home rule, see ORS, Ch. 203*

*Government standards and practices, see ORS, Ch. 244*

*Initiative and referendum, see ORS, Ch. 250*

## **GENERAL PROVISIONS**

### **§ 3.001 PROCEDURES ADOPTED BY REFERENCE.**

(A) All elected officials of the county, and employees under the supervision of elected county officials, shall comply with the Multnomah County Administrative Procedures on approval of personal service agreements, and on distinguishing between employees and independent contractors, which are hereby adopted by reference.

(B) All elected officials of the county, and employees under the supervision of elected county officials, shall comply with the Multnomah County Administrative Procedures on elected officials' automobile expense, travel expense reimbursements and miscellaneous expense reimbursement policy, which are hereby adopted by reference.

(' 90 Code, § 2.30.850, 07/01/1998; Ord. 470, passed, 06/26/1985)

### **§ 3.002 COMPENSATION.**

The auditor appointed salary commission sets the compensation of the chair and the commissioners.

#### ***Statutory reference:***

*Public officials; ethics, see ORS 244*

(Ord. 1089, Amended, 02/01/2007; ' 90 Code, § 2.30.810, 07/01/1998)

## **CONTRACT REVIEW BOARD**

### **§ 3.100- LOCAL CONTRACT REVIEW BOARD.**

The Board shall be the local contract review board for the county. It shall have all the powers

granted by state law, and may adopt rules by Board resolution.

(' 90 Code, § 2.20.250, 07/01/1998; Ord. 907, Amended, 05/07/1998; Ord. 875, passed, 02/27/1997; Ord. 861, passed, 07/11/1996; Ord. 807, passed, 12/15/1994; Ord. 518, passed, 06/19/1986; Ord. 289, passed, 11/17/1981; Ord. 268, passed, 04/02/1981; Ord. 117, passed, 12/23/1975)

### **§ 3.101 LEGISLATIVE STAFF.**

The Board may employ and fix the compensation of persons it considers necessary for the conduct of its legislative function. The persons employed shall constitute and be designated the legislative staff of the county.

(' 90 Code, § 2.20.500, 07/01/1998; Ord. 38, passed, 11/19/1970)

### **§ 3.102 ADMINISTRATIVE INFORMATION.**

In exercising its legislative function, the Board may direct administrative officers and employees of the county to furnish information about the operation of the county directly to the Board or to one of its members or legislative staff.

(' 90 Code, § 2.20.510, 07/01/1998; Ord. 38, passed, 11/19/1970)

### **§ 3.103 BOARD RULES REGARDING STAFF.**

The Board may adopt such rules as it considers necessary to govern the qualification, hiring, discharge and functions of legislative staff members.

(' 90 Code, § 2.20.520, 07/01/1998; Ord. 38, passed, 11/19/1970)

### **§ 3.104 EXPENSES OF BOARD AND LEGISLATIVE STAFF.**

The budget of the county each year may provide a sum of money allocated to the Board for the purpose of paying Board expenses, including salaries, wages and expenses of the legislative staff.

(' 90 Code, § 2.20.530, 07/01/1998; Ord. 38, passed, 11/19/1970)

**CITIZEN INVOLVEMENT COMMITTEE****§ 3.250- PURPOSE AND AUTHORITY.**

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

**CITIZEN INVOLVEMENT PROGRAM**

The office of citizen involvement is hereby established. The office of citizen involvement shall develop and maintain citizen involvement programs and procedures designed for the purpose of facilitating direct communication between the citizens and the board of county commissioners.

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

The board of county commissioners shall appropriate sufficient funds for the operation of the office and the committee.

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

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

**Cross-reference:**

*Citizen Involvement Committee, see Charter § 3.75*

('90 Code, § 2.30.640(A)(B), 07/01/1998; Ord. 886, passed, 10/09/1997; Ord. 863, passed, 07/25/1996; Ord. 835, passed, 10/12/1995; Ord. 695, passed, 09/19/1991; Ord. 664, passed, 10/22/1990; Ord. 662, passed, 10/04/1990; Ord. 571, passed, 03/24/1988; Ord. 526, passed, 09/02/1986; Ord. 491, passed, 01/02/1986; Ord. 490, passed, 01/02/1986; Ord. 449, passed, 12/24/1984)

**§ 3.251 COMMITTEE ESTABLISHED; MEMBERSHIP.**

(A) There is established a Citizen Involvement Committee.

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

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

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

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

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

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

('90 Code, § 2.30.640(C), 07/01/1998; Ord. 886, passed, 10/09/1997; Ord. 863, passed, 07/25/1996; Ord. 835, passed, 10/12/1995; Ord. 695, passed, 09/19/1991; Ord. 664, passed, 10/22/1990; Ord. 662, passed, 10/04/1990; Ord. 571, passed, 03/24/1988; Ord. 526, passed, 09/02/1986; Ord. 491, passed, 01/02/1986; Ord. 490, passed, 01/02/1986; Ord. 449, passed, 12/24/1984)

**§ 3.252 STRUCTURE OF CITIZEN INVOLVEMENT PROCESS.**

(A) The functions and responsibilities of the Citizen Involvement Committee within the county's citizen involvement process may include, but not be limited to, the following:

(1) An ongoing study and discussion of the county's priorities, programs, and procedures, including budget preparation and amendment.

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

(3) A strengthening and encouragement of department advisory boards and budget subcommittees and cooperation with existing boards, subcommittees, and commissions.

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

(5) Responsibility for the hiring, supervision, and discharge of its staff as may be necessary to execute functions and responsibilities of the Citizen Involvement Committee. The Citizen Involvement Committee shall act in accordance with county personnel ordinances and regulations.

(6) Election of a chair and adoption of rules or procedures for the operation of the committee.

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

(B) The Citizen Involvement Committee shall abide by the laws regulating open meetings and open access to all information.

(C) The activities and expenditures of the Citizen Involvement Committee shall be conducted in accordance with all applicable federal and state laws and all county ordinances and regulations.

***Cross-reference:***

*County employment, see Chapter 9*

(‘90 Code, § 2.30.640(D), 07/01/1998; Ord. 886, passed, 10/09/1997; Ord. 863, passed, 07/25/1996; Ord. 835, passed, 10/12/1995; Ord. 695, passed, 09/19/1991; Ord. 664, passed, 10/22/1990; Ord. 662, passed, 10/04/1990; Ord. 571, passed, 03/24/1988; Ord. 526, passed, 09/02/1986; Ord. 491, passed,

01/02/1986; Ord. 490, passed, 01/02/1986; Ord. 449, passed, 12/24/1984)

**§ 3.253      OFFICE OF CITIZEN INVOLVEMENT.**

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

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

(1) Establish and broaden official channels for two-way communication between the citizens and the Board, elected officials, and department directors. Such channels shall provide for both sharing of information from the county regarding the government and its services and the presentation of specific concerns and recommendations by citizens from the several districts of the county.

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

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

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

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

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

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

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

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

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

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

(Ord. 1062, Amended, 06/09/2005, eff. 7/1/2005; ' 90 Code, § 2.30.640(E), 07/01/1998; Ord. 886, passed, 10/09/1997; Ord. 863, passed, 07/25/1996; Ord. 835, passed, 10/12/1995; Ord. 695, passed, 09/19/1991; Ord. 664, passed, 10/22/1990; Ord. 662, passed, 10/04/1990; Ord. 571, passed, 03/24/1988; Ord. 526, passed, 09/02/1986; Ord. 491, passed, 01/02/1986; Ord. 490, passed, 01/02/1986; Ord. 449, passed, 12/24/1984)

### **§ 3.254 COOPERATION WITH THE OFFICE OF CITIZEN INVOLVEMENT.**

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

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

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

(' 90 Code, § 2.30.640(F), 07/01/1998; Ord. 886, passed, 10/09/1997; Ord. 863, passed, 07/25/1996; Ord. 835, passed, 10/12/1995; Ord. 695, passed, 09/19/1991; Ord. 664, passed, 10/22/1990; Ord. 662, passed, 10/04/1990; Ord. 571, passed, 03/24/1988; Ord. 526, passed, 09/02/1986; Ord. 491, passed, 01/02/1986; Ord. 490, passed, 01/02/1986; Ord. 449, passed, 12/24/1984)

**BUDGET ADVISORY COMMITTEES****§ 3.300- PURPOSE.**

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

(A) Citizen involvement in the development of the county budget;

(B) Citizen advocacy of budget proposals; and

(C) Better means of informing citizens concerning county budget problems, processes and proposals.

(' 90 Code, § 2.30.640(G), 07/01/1998; Ord. 863, passed, 07/25/1996; Ord. 835, passed, 10/12/1995; Ord. 695, passed, 09/19/1991; Ord. 664, passed, 10/22/1990; Ord. 662, passed, 10/04/1990; Ord. 571, passed, 03/24/1988; Ord. 526, passed, 09/02/1986; Ord. 491, passed, 01/02/1986; Ord. 490, passed, 01/02/1986; Ord. 449, passed, 12/24/1984)

**§ 3.301 COMMITTEES ESTABLISHED.**

Citizen Budget Advisory Committees are established for the Department of County Human Services, the Department of Community Services, the Department of County Management, the Department of Community Justice, the Health Department, the Library, the Sheriff, the District Attorney, the county non-departmental programs. The Library Board functions as the Library Citizen Budget Advisory Committee. The Community Health Council functions as the Health Department Citizen Budget Advisory Committee. The County Human Services Citizen Budget Advisory Committee will have representatives of the Disability Services Advisory Council, the Elders in Action Commission Leadership Team, the Adult Mental Health Services Advisory Committee, the Children Mental Health Services Advisory Committee, and the Developmental Disability Advisory Council. The Citizen Budget Advisory Committees advise the Board and all county directors, elected officials, and non-departmental programs. Citizen Budget Advisory Committees will actively participate in county budget development and review, give advice on policy considerations, and participate in operational and strategic planning.

(Ord. 1087, Amended, 01/04/2007; Ord. 1061, Amended, 05/26/2005, eff. 7/1/2005; Ord. 987, Amended, 08/01/2002;

Ord. 978, Amended, 03/07/2002; Ord. 974, Amended, 01/31/2002; Ord. 971, Amended, 12/20/2001; Ord. 961, Amended, 05/10/2001; Ord. 956, Amended, 01/18/2001; ' 90 Code, § 2.30.640(G), 07/01/1998; Ord. 863, passed, 07/25/1996; Ord. 835, passed, 10/12/1995; Ord. 695, passed, 09/19/1991; Ord. 664, passed, 10/22/1990; Ord. 662, passed, 10/04/1990; Ord. 571, passed, 03/24/1988; Ord. 526, passed, 09/02/1986; Ord. 491, passed, 01/02/1986; Ord. 490, passed, 01/02/1986; Ord. 449, passed, 12/24/1984)

**§ 3.302 MEMBERSHIP.**

(A) *Generally.* Each Citizen Budget Advisory Committee shall be composed of seven members appointed by the Chair upon the approval of the Board.

(B) *Membership composition.* The membership of each Citizen Budget Advisory Committee, excepting as provided under division (C) of this section, shall be as follows:

(1) *Position 1.* One citizen nominated by the Citizen Involvement Committee.

(2) *Position 2.* One citizen nominated by the Citizen Involvement Committee.

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

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

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

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

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

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

(1) *Position 1.* One citizen nominated by the Chair.

(2) *Position 2.* One citizen nominated by the Board.

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

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

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

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

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

(D) *Residency required.* No person shall be considered for nomination to a Citizen Budget Advisory Committee who does not live in the county, except members of the Community Health Council representing professional, civic or community organizations.

(E) *Term.*

(1) Except as provided in division (F)(2) of this section, each member shall be appointed to the position for a term of three years. No person may serve more than two consecutive terms on any Citizen Budget Advisory Committee.

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

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

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

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

(F) *Vacancies.*

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

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

('90 Code, § 2.30.640(G), 07/01/1998; Ord. 863, passed, 07/25/1996; Ord. 835, passed, 10/12/1995; Ord. 695, passed, 09/19/1991; Ord. 664, passed, 10/22/1990; Ord. 662, passed, 10/04/1990; Ord. 571, passed, 03/24/1988; Ord. 526, passed, 09/02/1986; Ord. 491, passed, 01/02/1986; Ord. 490, passed, 01/02/1986; Ord. 449, passed, 12/24/1984)

### § 3.303 CONFLICT OF INTEREST.

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

('90 Code, § 2.30.640(G), 07/01/1998; Ord. 863, passed, 07/25/1996; Ord. 835, passed, 10/12/1995; Ord. 695, passed, 09/19/1991; Ord. 664, passed, 10/22/1990; Ord. 662, passed, 10/04/1990; Ord. 571, passed, 03/24/1988; Ord. 526, passed, 09/02/1986; Ord. 491, passed, 01/02/1986; Ord. 490, passed, 01/02/1986; Ord. 449, passed, 12/24/1984)

### § 3.304 COMPENSATION.

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

('90 Code, § 2.30.640(G), 07/01/1998; Ord. 863, passed, 07/25/1996; Ord. 835, passed, 10/12/1995; Ord. 695, passed, 09/19/1991; Ord. 664, passed, 10/22/1990; Ord. 662, passed, 10/04/1990; Ord. 571, passed, 03/24/1988; Ord. 526, passed, 09/02/1986; Ord. 491, passed, 01/02/1986; Ord. 490, passed, 01/02/1986; Ord. 449, passed, 12/24/1984)

**§ 3.305 DUTIES.**

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

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

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

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

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

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

(‘ 90 Code, § 2.30.640(G), 07/01/1998; Ord. 863, passed, 07/25/1996; Ord. 835, passed, 10/12/1995; Ord. 695, passed, 09/19/1991; Ord. 664, passed, 10/22/1990; Ord. 662, passed, 10/04/1990; Ord. 571, passed, 03/24/1988; Ord. 526, passed, 09/02/1986; Ord. 491, passed, 01/02/1986; Ord. 490, passed, 01/02/1986; Ord. 449, passed, 12/24/1984)

**§ 3.306 CENTRAL CITIZEN BUDGET ADVISORY COMMITTEE.**

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

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

(C) The Citizen Involvement Committee appoints a member at large who is designated Chair of the Central Citizen Budget Advisory Committee.

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

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

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

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

(Ord. 974, Amended, 01/31/2002; Ord. 961, Amended, 05/10/2001; ‘ 90 Code, § 2.30.640(G), 07/01/1998; Ord. 863, passed, 07/25/1996; Ord. 835, passed, 10/12/1995; Ord. 695, passed, 09/19/1991; Ord. 664, passed, 10/22/1990; Ord. 662, passed, 10/04/1990; Ord. 571, passed, 03/24/1988; Ord. 526, passed, 09/02/1986; Ord. 491, passed, 01/02/1986; Ord. 490, passed, 01/02/1986; Ord. 449, passed, 12/24/1984)



***PUBLIC SAFETY COORDINATING COUNCIL*****§ 3.350- MEMBERSHIP.**

The council membership shall include, but need not be limited to the following:

(A) A police chief selected by the police chiefs in the county;

(B) The Sheriff;

(C) The District Attorney;

(D) A state court judge, and a public defender or defense attorney, both appointed by the presiding judge in the county;

(E) A Director of Juvenile and Adult Community Justice, a Board member, a health or mental health director and at least one lay citizen, all appointed by the Board;

(F) A city councilor or mayor, and a city manager or other city representative, both selected by the cities in the county; and

(G) A representative of the Oregon State Police, who is a nonvoting member of the council, selected by the superintendent of state police.

( ' 90 Code, § 2.30.875, 07/01/1998; Ord. 839, passed, 11/09/1995)

**§ 3.351 DUTIES.**

The council shall perform the following functions:

(A) Develop and recommend to the Board a plan for the use of the following:

(1) State resources to serve the local adult and youth offender populations;

(2) State and local resources to serve the needs of that part of the local offender population who are at least 15 years of age and less than 18 years of age, which plan must provide for coordination of community-wide services involving prevention, treatment, education, employment resources and intervention strategies; and

(3) Coordinate local criminal justice policy among affected criminal justice entities.

(B) In consultation with the County Commission on Children and Families, develop and recommend to the Board a plan designed to prevent criminal involvement by youth. The plan must provide for coordination of community-wide services involving treatment, education, employment resources and intervention strategies aimed at crime prevention.

(C) Coordinate local juvenile justice policy among affected juvenile justice entities.

(' 90 Code, § 2.30.870, 07/01/1998; Ord. 839, passed, 11/09/1995)

**VECTOR CONTROL AND ENFORCEMENT  
ADVISORY COMMITTEE**

(Ord. 1052, Add, 11/18/2004)

**§ 3.360- DUTIES.**

(A) The Vector Control and Enforcement Advisory Committee (the Committee) advises the Board and the Environmental Health Section or Director of Health on matters involving the county vector control program. The Committee assists in evaluating current and future plans and practices of vector control services, including strategic direction related to public health prevention, surveillance, intervention, education and enforcement.

(B) The Committee provides information regarding the environmental health needs and wants of the community.

(C) The Committee adopts bylaws consistent with this code and all state and federal laws for its operation.

(Ord. 1052, Add, 11/18/2004)

**§ 3.361 MEMBERSHIP.**

(A) The Committee is composed of nine members appointed by the Chair upon the approval of the Board.

(B) The Committee represents citizens of Multnomah County interested in vector control issues from diverse geographical and occupational interests.

(C) Each member is appointed for a term of two years, except the Chair retains discretion to stagger terms of appointment as necessary to ensure rotating terms.

(D) Members receive no compensation.

(Ord. 1052, Add, 11/18/2004)

**§ 3.362 CONFLICT OF INTEREST.**

Any member of the Committee who has a monetary or investment interest in any matter before

the Committee must inform the membership of the Committee.

(Ord. 1052, Add, 11/18/2004)

**§ 3.363 STAFF.**

The Environmental Health Section provides clerical support for the Committee.

(Ord. 1052, Add, 11/18/2004)

***BICYCLE AND PEDESTRIAN CITIZEN  
ADVISORY COMMITTEE***

**§ 3.375- DUTIES.**

(A) The Bicycle and Pedestrian Citizen Advisory Committee (the Committee) advises the Board and the Transportation Division (Division) on matters involving bicycle and pedestrian transportation. The Committee identifies specific bicycle and pedestrian issues, problems, and opportunities, and assists in evaluating projects for the Bicycle Capital Improvement Plan and the Pedestrian Capital Improvement Plan.

(B) The Committee serves as a source of volunteers for assisting the Division at public events supporting bicycle and pedestrian issues.

(C) The Committee adopts rules consistent with this code and all state and federal laws for its operation.  
(Ord. 979, Added, 03/21/2002)

**§ 3.376 MEMBERSHIP.**

(A) The Committee is composed of a minimum of 7 and a maximum of 14 members and up to five alternates appointed by the Chair upon the approval of the Board.

(B) The Committee represents citizens of Multnomah County interested in bicycle and pedestrian issues from diverse geographical and occupational interests, including but not limited to the City of Gresham; City of Troutdale; City of Wood Village; City of Fairview; Northeast Multnomah County Community Association; Sauvie Island Conservancy; Sauvie Island Grange; unincorporated area of Multnomah County, west of the Willamette River; Citizens for the Preservation of Skyline Ridge; unincorporated area of Multnomah County, west of the Sandy River; Portland Bicycle Advisory Committee; Bicycle Transportation Alliance; Willamette Pedestrian Coalition and Portland Pedestrian Advisory Committee.

(C) Each member is appointed for a term of two years, except the Chair shall retain discretion to stagger terms of appointment as necessary to ensure rotating terms.

(D) Members receive no compensation.  
(Ord. 979, Added, 03/21/2002)

**§ 3.377 CONFLICT OF INTEREST.**

Any member of the Committee who has a monetary or investment interest in any matter before the Committee must inform the membership of the Committee.  
(Ord. 979, Added, 03/21/2002)

**§ 3.378 STAFF.**

The Division provides technical and clerical support for the Committee.  
(Ord. 979, Added, 03/21/2002)

***COMMISSION ON CHILDREN, FAMILIES  
AND COMMUNITY***

**§ 3.400- COMMISSION ESTABLISHED.**

There is established a Commission on Children, Families and Community (CCFC). The CCFC shall promote wellness for children and families in the County and serve as the County community action agency for federal antipoverty programs.

(Ord. 921, passed, 11/24/1998)

**§ 3.410 DUTIES.**

(A) The CCFC shall develop and prepare in accordance with state law a comprehensive plan for the delivery of services to be provided for children and families in the County.

(B) The CCFC shall oversee the implementation of the plan and monitor the outcomes, including state and County benchmarks.

(C) The CCFC shall receive and distribute federal and state community services funds for the County in accordance with federal and state law.

(D) The CCFC shall ensure the effectiveness of community involvement in the poverty program planning process, review and approve local poverty program policy, and monitor and evaluate poverty program effectiveness.

(E) The CCFC shall adopt bylaws for its efficient and effective operation. The bylaws shall be consistent with this code and all state and federal law.

(Ord. 921, passed, 11/24/1998)

**§ 3.420 CCFC BOARD.**

(A) The CCFC shall have a board of at least nine but no more than 33 members. The County Chair will select CCFC board members that reflect the diverse county population with the approval of the County Board. One-third of the CCFC board members will be elected public officials or their designees. At least one-third of the CCFC board members will be chosen through a democratic process that assures that they represent the poor in the

County. The reminder of the CCFC board members will have child development expertise, including persons with knowledge of issues relating to children and families, education and the court system.

(B) The CCFC board chair and vice-chair will be selected by the County Chair with the approval of the County Board. The CCFC board may elect other board officers. CCFC board members will be appointed for four-year terms. Members may be re-appointed but may serve no more than two consecutive terms.

(Ord. 921, passed, 11/24/1998)

**§ 3.430 CCFC STAFF.**

(A) The County Chair shall appoint a staff director for the CCFC. The CCFC board will be consulted on the hiring and firing of the staff director. The staff director is responsible for the management functions of the CCFC.

(B) The staff director will hire and supervise other staff necessary for the operation of the CCFC. All CCFC staff is subject to county personnel policies and rules, and other administrative policies and rules.

(Ord. 921, passed, 11/24/1998)

**AUDIT COMMITTEE****§ 3.501 DEFINITIONS.**

For the purpose of MCC §§ 3.500 to 3.504, the following definitions apply unless the context requires a different meaning:

**AGENCY.** The entity being audited. This can be the County overall, or a department, office, division, program or fund. In certain cases, it can also include reporting entities operated solely outside of a county organization.

**EXTERNAL AUDITOR.** The Certified Public Accountant (CPA) or accounting firm in charge of conducting the audit.

**AUDIT.** The examination and evaluation of an agency's activities by the external auditor to determine that financial operations are properly conducted, that financial reports are presented in accordance with generally accepted accounting principles, and that the agency is in compliance with applicable laws and regulations. Additionally, audits may include the examination and evaluation of the overall adequacy of internal financial controls.

**EXCEPTION.** Any audit finding requiring corrective action received as part of a final audit report, as well as any written recommendations and suggestions received from an auditor as the result of an audit.

**MANAGEMENT.** Department or Division Manager.  
(Ord. 1101, Add, 10/18/2007)

**§ 3.502 COMMITTEE ESTABLISHED.**

There is established an Audit Committee to serve as a liaison between the Board, the independent external auditor and management, as their duties relate to financial accounting, reporting, and internal controls and compliance.  
(Ord. 1101, Add, 10/18/2007)

**§ 3.503 DUTIES.**

(A) The Committee assists the Board in reviewing county accounting policies and reporting practices as they relate to the county's Comprehensive Annual Financial Report. The Committee is the county's agent in assuring the independence of the county's external auditors, the integrity of management, and the adequacy of disclosures to the public.

(B) The Committee meets at least annually and as many times as it deems necessary to:

(1) Review, prior to the annual audit, the scope and general extent of the external auditor's planned examination, including their engagement letter.

(2) Review with management and the external auditor, upon completion of their audit, financial results for the year prior to the presentation to the Board. This review should encompass:

(a) The county's Comprehensive Annual Financial Report and Supplemental Disclosures required by General Accepted Accounting Principles (GAAP).

(b) Significant transactions not a normal part of the county's operations.

(c) Selection of and changes, if any during the year, in the county's accounting principles or their application.

(d) Significant adjustment proposed by the external auditor.

(e) Any disagreements between the external auditor and management about matters that could be significant to the county's financial statement or the auditor's report.

(f) Difficulties encountered in performance of the audit.

(g) Violation of federal and state law, County ordinance, and contractual agreements reported by the external auditor.

(3) Request comments from management regarding the responsiveness of the external auditor to the county's needs. Inquire of the auditor whether there have been any disagreements with management that, if not satisfactorily resolved, would have caused them to issue a nonstandard report on the county's financial statements.

(4) Review with the external auditor the performance of the county's financial and accounting personnel and any recommendations that the external auditor may have. Topics to be considered during this discussion include improving internal financial controls, controls over compliance, the selection of accounting principles, and financial reporting systems.

(5) Review written responses of management to "letter of comments and commendations" from the external auditor and discuss with management the status of implementation of prior period recommendations and corrective action plans.

(6) Ensure the final report is presented to the Board within 90 days of completion of the audit. Upon presentation to the Board, the audit will be considered complete.

(7) Recommend to the Board revisions that should be made to the county's financial policies or internal controls.

(8) Recommend to the Board appropriate extensions or changes in the duties of the Committee.

(9) Assist with external auditor selection:

(a) The selection of the external auditor shall be made according to Oregon Revised Statutes (ORS) and Multnomah County purchasing procedures, rules and regulations concerning proper selection procedures.

(b) The Committee will procure a request for proposals for the external auditor at least every five years for the county's Comprehensive Annual Financial Report.

(c) The Committee will review the responses to the RFP and make a recommendation to the Board on the selection of the external auditor.

(10) Adopt rules or bylaws consistent with this code and all state and federal laws for its operation.

(Ord. 1101, Add, 10/18/2007)

### **§ 3.504 MEMBERSHIP.**

(A) The Committee is composed of:

(1) County Chair or designee.

(2) One County Commissioner appointed by the Chair.

(3) County Auditor (Non-Voting Capacity).

(4) One independent citizen appointed by the Chair.

(5) Four independent citizens recommended by the Citizen Involvement Committee.

(6) County Chief Financial Officer (Non-Voting Capacity).

(B) Each citizen member will serve a three year term. Terms commence upon appointment and run concurrently with the county fiscal year. Appointments will be staggered. No citizen member may serve more than two consecutive terms.

(C) Selection of the Audit Committee will be designed to ensure the maximum degree of independence for the audit management process. At least one of the five independent citizen members should have financial expertise. Voting members must reside in Multnomah County.

(D) Members of the Committee must have no monetary or investment interest in any matters concerning the selection of the external auditor.

(E) Multnomah County employees and employees of any organization providing or bidding upon audit contract services to Multnomah County are not eligible for membership on the Committee.

(F) The Committee elects or appoints a chairperson to preside at all meetings. The chairperson's duties rotate annually, with no chairperson presiding for more than one year in any term. The Committee designates a person as chair-elect to preside as vice-chair.

(Ord. 1101, Add, 10/18/2007)

**§ 3.505      STAFF.**

The County Auditor's Office provides technical and clerical support to the Committee.

(Ord. 1101, Add, 10/18/2007)

**OREGON BUSINESS DEVELOPMENT FUND  
PROJECTS**

**§ 3.600- APPLICATION.**

(A) Any request for county approval of an Oregon Business Development Land Fund (OBDF) application, pursuant to ORS 285.413, shall be filed with the director on a project summary form provided by the director and accompanied by a completed state application.

(B) Processing of an application shall not commence until all information required by this subchapter is provided.

(C) The director shall prepare a written recommendation with findings on the application, and approval criteria as set forth in § 3.603, within 20 working days of the receipt of the completed application.

(D) The staff shall review the application for conformance with all applicable criteria. The staff shall consult with all appropriate county departments, other governmental units, and the Economic Development Advisory Commission OBDF subcommittee in determining such conformance, and shall prepare a staff report and recommendation concerning the application.

(E) Prior to completion of a staff report, one or more application conferences, as determined by the director, may be held with the applicant. The director may request attendance at such conferences by representatives of government agencies having an interest in the project and the Economic Development Advisory Commission OBDF subcommittee.

(F) The staff report shall identify the applicable approval criteria, state the findings relied on in reaching a recommendation, and explain the justification for the recommendation, based on the facts and approval criteria.

(G) The staff shall submit the staff report and recommendation to the director.

(H) The director shall file the application, staff recommendation and findings report with the Clerk of the Board within 20 working days of receipt of the completed application.

(I) A copy of the staff report shall be available at the division of planning and development, and mailed to the applicant no less than seven days prior to the date of the hearing before the Board.

(J) The clerk of the Board shall place the staff recommendation on the agenda for the next Board meeting for which notice may be given as required by law.

(‘ 90 Code, § 11.08.520, 07/01/1998)

**§ 3.601 NOTICE OF HEARING.**

(A) Notice of a public hearing before the Board concerning an Oregon Business Development Fund application shall be mailed at least seven days prior to the hearing, to the applicant and other persons having an interest in the application, as determined by the director.

(B) In addition to the mailed notice, there shall also be published a notice of hearing on the application at least once in a daily newspaper having general circulation in excess of 50,000 in the county, not less than ten days before the hearing.

(‘ 90 Code, § 11.08.530, 07/01/1998)

**§ 3.602 HEARING BY BOARD.**

(A) The Board shall conduct a hearing on a recommendation by the director.

(B) Notice of hearing shall be provided as required in § 3.601.

(C) At the hearing, the Board shall first receive a staff report, which shall include a summary of the staff recommendation and findings report. The Board shall next receive testimony from the applicant, the Economic Development Advisory Commission OBDF subcommittee, and by other persons having a substantial interest in the application.



(D) The Board shall announce its decision to approve or deny the application at the conclusion of the hearing or at the hearing to which the matter is continued.

(E) The Board shall express its decision in a written order, which shall be filed with the Clerk of the Board.

(F) Rehearing by the Board shall be allowed, if at all, within ten business days after the decision has been filed with the clerk of the Board. Rehearing shall be allowed only on motion of a Board member who voted with the majority in the initial decision, and shall not be available on motion of an applicant.

an area, other than office buildings, corporate headquarters, retail businesses, shopping centers, and food service facilities.

(B) An application shall also comply with the Comprehensive Land Use Plan, the Overall Economic Development Plan and applicable plan implementation sections of this code.

('90 Code, § 11.08.550, 07/01/1998)

***Cross-reference:***

*Notice of Board meetings, see Charter § 3.50*

('90 Code, § 11.08.540, 07/01/1998)

**§ 3.603 CRITERIA FOR APPROVAL.**

(A) The project must be on the Oregon Economic Development Department's eligible activity list. Eligible projects are to result in the development, promotion, or facilitation of one or more of the following activities:

(1) Manufacturing or other industrial production;

(2) Agricultural development or food processing;

(3) Aquacultural development or seafood processing;

(4) Development or improved utilization of natural resources;

(5) Convention facilities and trade centers;

(6) Tourist facilities other than retail or food service businesses;

(7) Transportation or freight facilities; and

(8) Other activities representing a new technology or type of economic enterprise that the Oregon Economic Development Commission determines is needed to diversify the economic base of

