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***Cross-reference:***

*Board of Commissioners, see Charter §§ 3.10 through 3.75*

*Citizen Involvement Committee, see Charter § 3.75*

*General grant of powers; powers vested in Board, see Charter §§ 2.10 and 2.20*

*Ordinances, see Charter §§ 5.10 through 5.50*

***Statutory reference:***

*Ch. 192.610*

*Ch. 192.690*

*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*

*Purpose, see ORS Ch. 458*

*Ch. 410.210*

**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)

**COMMUNITY INVOLVEMENT****§ 3.250- COMMITTEE ESTABLISHED.**

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

**Cross-reference:**

*Citizen Involvement Committee, see Charter § 3.75*

(Ord. 1267, Amended, 01/13/2019; ‘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 DUTIES.**

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

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

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

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

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

(Ord. 1267, Amended, 01/13/2019; ‘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)

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**§ 3.252 MEMBERSHIP.**

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

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

(C) The term of appointment for CIC members is three years and commences upon appointment. A member’s appointment may be rescinded before the end of the three year term by: Board vote, or by the OCI Director with review and approval of the Chief Diversity & Equity Officer or designee, or by vote of the CIC with the ratification of that vote by the OCI Director. No member can serve more than two consecutive three year terms within any seven year period.

**Cross-reference:**

*County employment, see Chapter 9*

(Ord. 1267, Amended, 01/13/2019; ‘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 STAFF.**

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

(Ord. 1267, Amended, 01/13/2019; 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**

(Ord. 1267, Amended, 01/13/2019; '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) Community involvement in the development of the county budget;

(B) Community advocacy of budget proposals; and

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

(Ord. 1267, 01/13/2019; '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.**

Community Budget Advisory Committees are established for the Department of County Human Services, the Department of Community Services, the Department of County Management, the Department of County Assets, the Department of Community Justice, the Health Department, the Library, the Sheriff, the District Attorney, and the county non-departmental programs. The Library Board functions as the Library Community Budget Advisory Committee. The Community Budget Advisory Committees advise the Board and county officials. Community Budget Advisory Committees will actively participate in county budget development and review, give advice on policy considerations, and participate in operational and strategic planning.

(Ord. 1267, Amended, 01/13/2019; Ord. 1221, Amended, 06/16/2015; Ord. 1178, Amended, 04/14/2011; 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)

(S-1 2019)

**§ 3.302 MEMBERSHIP.**

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

(B) Preference will be provided to individuals who live or work in the county or have a demonstrated connection to Multnomah County.

(C) *Term.* The term of appointment for CBAC members is three years and commences upon appointment. A member's appointment may be rescinded before the end of the three year term by: Board vote, or by the OCI Director with review and approval of the Chief Diversity & Equity Officer or designee, or by vote of their CBAC with the ratification of that vote by the OCI Director. No member can serve more than two consecutive three year terms within any seven year period.

(Ord. 1267, Amended, 01/13/2019; '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 Community Budget Advisory Committee who has monetary or investment interest in any matter before their Community Budget Advisory Committee will so inform the membership of the Committee. County employees will not be eligible for membership on a Community Budget Advisory Committee.

(Ord. 1267, Amended, 01/13/2019; '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 will receive no compensation for serving on a Community Budget Advisory Committee. (Ord. 1267, Amended, 01/13/2019; '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 Community Budget Advisory Committee will elect its own chair by the second meeting in each fiscal year.

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

(C) Each Community Budget Advisory Committee will take minutes of its meetings. Each Community Budget Advisory Committee will meet the requirements of the Oregon Public Records Law.

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

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

(Ord. 1267, Amended, 01/13/2019; '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 COMMUNITY BUDGET ADVISORY COMMITTEE.**

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

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

(C) The Central Community Budget Advisory Committee will elect a chair from its membership.

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

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

(Ord. 1267, Amended, 01/13/2019; 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 a minimum of 7 members and maximum of 15 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. 1189, Amended, 03/29/2012; 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.

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(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**

(Ord.1247, Deleted, 06/22/17; Ord. 921, passed, 11/24/1998)

**AGING SERVICES ADVISORY COUNCIL  
("ASAC")**

**§ 3.380- COUNCIL ESTABLISHED.**

There is established a Multnomah County Aging Services Advisory Council ("ASAC") to advise the Aging, Disability, and Veterans Services Division, a division of Multnomah County Department of County Human Services in its function as the area agency on aging as required by the Older Americans Act and implementing federal and state laws and regulations. The ASAC shall be directly responsible to Aging, Disability, and Veterans Services Division, a division of Department of County Human Services.

(Ord. 1250, Added, 09/07/2017)

**§3.381 MEMBERSHIP.**

(A) The ASAC shall include representatives of community organizations and individuals who will help to enhance the leadership role of the area agency on aging in developing community-based systems of services. As required by law, the ASAC shall be made up of:

- (1) More than 50 percent older adults;
- (2) Representatives of health care provider organizations, including providers of veterans' health care;
- (3) Representatives of supportive services providers organizations; and
- (4) Consumers of services provided primarily to older adults, including low income and minority persons.

(Ord. 1250, Added, 09/07/2017)

**§ 3.382 ORGANIZATION.**

The ASAC shall adopt bylaws to address terms of appointment, vacancies, officers, conduct of business, committees, responsibilities of membership, and other organizational issues.

(Ord. 1250, Added, 09/07/2017)

**§ 3.383 PURPOSE.**

(A) The purpose of the ASAC is to advise Multnomah County Aging, Disability, and Veterans Services Division on all matters related to the development of an area plan, the administration of the area plan and operations conducted under the plan which further the County's mission of developing and coordinating community-based systems for all older persons in Multnomah County as required by state and federal law.

(B) The ASAC shall also provide policy recommendations to ADVSD on the activities of County serving as the area agency on aging on behalf of older adults, and shall meet at least quarterly.

(Ord. 1250, Added, 09/07/2017)

***DISABILITY SERVICES ADVISORY COUNCIL***  
***("DSAC")***

**§ 3.400- COUNCIL ESTABLISHED.**

There is established a Multnomah County Disability Services Advisory Council ("DSAC") by the Multnomah County Department of County Human Services' Aging, Disability, & Veterans Services Division, in its function as the type B area agency on aging as required by ORS 410.210 and the Older Americans Act and implementing federal and state laws and regulations. The DSAC shall report directly to the Aging, Disability, & Veterans Services Division director.

(Ord. 1265, Added, 10/25/2018)

**§ 3.405 MEMBERSHIP.**

(A) The DSAC shall include consumers of services and other interested persons who will advise the director of the Area Agency on Aging in the provision of quality services for people with disabilities. As required by law, the DSAC shall be made up of:

- (1) A majority of members who are disabled and shall include consumers of services and other interested persons.

(Ord. 1265, Added, 10/25/2018)

**§ 3.410 ORGANIZATION.**

The DSAC shall adopt bylaws to address terms of appointment, vacancies, officers, conduct of business, committees, responsibilities of membership, and other organizational issues.

(Ord. 1265, Added, 10/25/2018)

**§ 3.415 PURPOSE.**

(A) The purpose of the DSAC is to advise the Multnomah County Department of County Human Services Aging, Disability, & Veterans Services Division director on basic policy guidelines for those clients receiving disability services, on reviewing and evaluating the effectiveness of the services, and other related topics.

(B) The DSAC shall meet at least quarterly and be subject to the provision of ORS 192.610 and 192.690.

(Ord. 1265, Added, 10/25/2018)

**ADVISORY COMMITTEE ON SUSTAINABILITY AND INNOVATION**

**§ 3.470 STAFF.**

**§ 3.455 ADVISORY COMMITTEE ESTABLISHED.**

The County Office of Sustainability provides technical and clerical support to the Advisory Committee.

(Ord. 1171, Added, 10/14/2010)

The Advisory Committee on Sustainability and Innovation is established to advise the Board and Office of Sustainability on issues regarding sustainability and innovation.

(Ord. 1171, Added, 10/14/2010)

**§ 3.460 DUTIES.**

(A) Evaluate and analyze current and future plans and practices related to sustainability, and offer strategic direction related to energy efficiency, carbon emissions, pollution, transportation, and public outreach and education.

(B) Evaluate and recommend innovative technology and practices.

(C) Review progress and recommend updates on sustainability plans and practices to the Board.

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

(Ord. 1171, Added, 10/14/2010)

**§ 3.465 MEMBERSHIP.**

(A) The Advisory Committee is composed of a minimum of 7 and a maximum of 13 members appointed by the Chair upon the approval of the Board.

(B) The Advisory Committee represents citizens of Multnomah County interested in sustainability issues from diverse geographical and occupational interests. County employees and employees of any organization contracting with the county or bidding on county contracts are not eligible for membership.

(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. No member may serve more than three consecutive terms.

(Ord. 1227, Amended, 12/17/2015; Ord. 1171, Added, 10/14/2010)

**AUDIT COMMITTEE**

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

**§ 3.501 DEFINITIONS.**

For the purpose of MCC §§ 3.500 to 3.505, 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 twice 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 County Auditor shall, after consultation with the Committee, 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. 1269, Amended, 3/7/2019; 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 community member appointed by the Chair.

(5) Four independent community members recommended by the County Auditor to the County Chair for appointment.

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

(B) Appointments of voting members shall be made by the County Chair with the approval of the Board of County Commissioners.

(C) Each community member will serve a three year term. Terms commence upon appointment and run concurrently with the county annual audit process. Appointments will be staggered. No community member may serve more than two consecutive terms.

(D) 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 community members should have financial expertise. Voting members must reside in Multnomah County.

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

(F) 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.

(G) The Committee elects or appoints a chairperson to preside at all meetings. The Committee designates a person as chair-elect to preside as vice-chair.

(Ord. 1269, Amended, 3/07/2019; 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.

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

**COMMISSION FOR ECONOMIC DIGNITY**

**§ 3.700 - COMMISSION ESTABLISHED.**

There is established a Multnomah County Commission for Economic Dignity (“MCCED”) to serve as the community action board for federal anti-poverty programs. The MCCED shall be directly responsible to the County Board of Commissioners.

(Ord. 1247, Added, 06/22/2017)

**§ 3.710 COMPOSITION OF THE MCCED.**

(A) The MCCED shall consist of a minimum of nine members and a maximum of 33 members. Members shall serve without compensation, except that members may be reimbursed for reasonable expenses incurred in the performance of their duties. Representation shall be as follows:

(1) One-third of the members shall be elected public officials currently serving or their designees;

(2) At least one-third of the membership shall be low-income residents of Multnomah County, chosen through democratic selection procedures; and

(3) The balance of members shall be officials or members of business, industry, labor, religious groups, education, neighborhood associations or other major stakeholders in the community.

(B) The composition of the MCCED should reflect community diversity in so much as is possible, including age, disability, economic status, ethnic backgrounds, geographic distribution, racial minorities, gender, etc..

(C) Elected officials and private sector members described in (A)(1) & (3) above shall be appointed in accordance with Section 3.70 of the Multnomah County Home Rule Charter.

(D) Low-income members described in (A)(2) above shall be selected by the sitting members of the commission through democratic selection procedures adequate to ensure that they are representa-

tive of the low-income community of Multnomah County.

(Ord. 1247, Added, 06/22/2017)

**§ 3.720 ORGANIZATION.**

The MCCED shall adopt bylaws to address terms of appointment, vacancies, officers, conduct of business, committees, responsibilities of membership, and other organizational issues as the commission may deem appropriate.

(Ord. 1247, Added, 06/22/2017)

**§3.730 PURPOSE.**

(A) The MCCED shall serve as the federally mandated community action board for Multnomah County, and administer and provide for the operation of the agency as required by federal statutes and ORS 458.505. The MCCED:

(1) Is directly responsible to the Board of County Commissioners for the operation of the community action program;

(2) Shall provide advice on the hiring, evaluation, and dismissal of the agency director;

(3) Provide input on program reports to assess effectiveness;

(4) Ensuring the effectiveness of community involvement in the planning process; and

(5) Assuming all duties delegated to it by the Board of County Commissioners.

(B) The MCCED shall work to counteract the causes and consequences of poverty in Multnomah County, including actions to:

(1) Promote a more equitable distribution of resources and access to opportunities within the community; and

(2) Coordinate efforts to eradicate poverty, hunger and homelessness.

(C) The MCCED shall serve as the focal point for community involvement working to counteract the causes and consequences of poverty in Multnomah County, and shall advocate for the needs of people experiencing poverty in Multnomah County through:

(1) Providing community leadership for furthering policies, planning, and programs which empower low-income individuals and families and improve their quality of life.

(2) Representing the views and voicing the needs of low-income individuals and families to policy makers, funders, program staff, providers, and the general community, and providing review and comment regarding public issues and proposals which impact low-income community members.

(3) Educating the general community regarding the extent and impact of poverty, hunger, homelessness and other issues affecting low-income residents, and the quality of life in our community.

(4) Collecting, maintaining, and providing information on low-income issues, or dissemination through public forums, conferences, and social media.

(5) Mobilizing public support for the MCCED's advocacy efforts, and coordinating its advocacy activities with other community groups in alignment with the governing board.

(6) Conducting studies and hearings to identify, assess, and prioritize the needs of low-income residents of Multnomah County; evaluate the service system's capacity to meet those needs; and disseminate the Commission's findings to policy makers, funders, providers, and other interested persons and entities in the community.

(7) Participating in the formulation of existing policies for meeting the basic needs of low-income residents and promoting self-sufficiency and service delivery to low-income populations.

(8) Reviewing, monitoring, and evaluating systems and program effectiveness in accomplishing goals, objectives, and priorities for service delivery to low-income residents.

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(9) Providing ongoing advice, guidance, and recommendations to the BCC on policy decisions.

(D) The MCCED shall serve as the advisory board to the network of social service agencies in Multnomah County that deliver contracted services funded through the Community Action Program, including but not limited to energy assistance programs and antipoverty services.

(Ord. 1247, Added, 06/22/2017)

### **§ 3.740 STAFFING.**

The MCCED shall be provided an appropriate level of support, communication, and technical assistance by the Department of Human Services to carry out its designated functions.

(Ord. 1247, Added, 06/22/2017)