

Priority:	Accountability	Lead Agency:	Non-Departmental - All
Program Offer Type:	Existing Operating	Program Contact:	Deb Bogstad
Related Programs:			
Frameworks:			

Executive Summary

This program accounts for expenses necessary for the operation of the Board of County Commissioners, including internal service operations and rent for the offices of the Chair, Commissioners and Board Clerk; association dues; Board Clerk functions; Boardroom and Board conference room expenses such as rent, computers, telephones; equipment; equipment maintenance and repairs; and internal and external Board meeting expenses.

Program Description

The Chair and the Commissioners are elected to four-year terms on non-partisan ballots. The Commissioners are elected from west, north, central and east geographic districts as established by the Multnomah County Home Rule Charter. The Chair is elected from the county at large and is the chief executive officer and personnel officer and administers all county programs except those under the elected Sheriff, Auditor, District Attorney and the Commissioners. The mission of the Board is to conduct all legislative activities of the County. The Board is responsible for adopting policies that guide the direction of the County's activities. It sits as the budget committee, reviews and amends the executive budget, holds hearings, and adopts the budget; acts as liaisons to departments, advisory boards and commissions; makes changes in County administrative departments; fills vacancies in elective offices; and adopts labor agreements. The Board Clerk produces and publishes weekly Board meeting agendas and meeting tapes; attends and participates in Board meetings as Board Parliamentarian; takes minutes and prepares meeting records; prepares Board meeting information packets; processes and returns agenda documents; schedules the Board calendar; Board meeting room and sixth floor conference room calendars; maintains current and archived Board records and indexes; adopted County resolutions, orders, and ordinances; maintains and updates the Board of Commissioners and Agenda website; and provides internal and external customer service, information and referral.

Program Justification

The Board meets on the first and third Tuesday of the month and other days as noticed for executive sessions, work sessions and/or briefings. The Board meets on Thursdays to conduct regular County business and vote on consent calendar items such as citizen appointments to boards and commissions and annual renewal and/or amendments to existing government agreements, as well as regular agenda items, public hearings and other matters requiring formal Board approval or action. Except for executive sessions, all meetings are open to the public. The public is welcome to speak to any issue before the Board or on non-agenda issues at a Thursday regular meeting. The Board encourages public testimony on particular issues, including the County budget, at specially scheduled hearings throughout the year. A public testimony sign up form is available in the Boardroom or meeting room. Testimony is limited to three minutes per person.

Performance Measures

Demonstrating responsible leadership and providing clear and effective governance and policy direction is the program's highest goal. The priority result to be realized is government accountability at every level, including external accountability to the citizens and community; and internal accountability among county officials and employees. Feedback from external and internal program customers is encouraged, solicited and collected throughout the year to provide process improvements and insure customer satisfaction.

Summary of last year's program results and this year's expected results

Last year the program produced and published weekly Board meeting agenda and meeting tapes; attended and participated in all Board Meetings as Board Parliamentarian, took minutes, prepared meeting records, prepared Board meeting information packets, processed and returned agenda documents, scheduled the Board calendar, Board meeting room and sixth floor conference room calendars, maintained current Board records and indexes, including adopted County resolutions, orders, and ordinances, prepared and sent records to archives, maintained and updated the Board and Agenda website, and provided internal and external customer service, information and referral, and expects to do so again this year.

Program Mandate: 2 Mandated Program with Funding/Service Level Choice

The Board of Commissioners is the governing body for Dunthorpe-Riverdale Sanitary Service District No. 1 and the Mid-County Street Lighting Service District No. 14, and sits as the Multnomah County Budget Committee, The Hospital Facilities Authority, Public Contract Review Board and in other capacities. The Multnomah County Home Rule Charter requires the Board to adopt and publish rules for the conduct of its meetings. All Board meetings and notices thereof comply with the Oregon Public Meetings Law. Adopted Board Rules apply to all Board meetings in all capacities. Any procedure or situation not covered by law or the Board Rules is governed by the most recent edition of Robert's Rules of Order Newly Revised.

The program maintains an interested person Board meeting notice list. The list includes the names and addresses of interested persons including news media that have requested notice of Board meetings. The program gives notice stating the time and place of Board meetings and the agenda to persons on the list, and posts the notice to the Board's internet web site. Agenda packet materials are also posted to the web site. Notice is given at least 72 hours before each regular meeting; and at least 24 hours before each special meeting.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2005	2005	2006	2006
Personnel	\$114,906	\$0	\$111,923	\$0
Materials & Supplies	\$105,989	\$0	\$115,585	\$0
Internal Services	\$324,548	\$0	\$673,696	\$0
Subtotal: Direct Exps:	\$545,443	\$0	\$901,204	\$0
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	\$0	\$0	\$0	\$0
Total GF/non-GF:	\$545,443	\$0	\$901,204	\$0
Program Total:	\$545,443		\$901,204	
Program FTE	0.00	0.00	1.50	0.00
Program Revenues				
Program Revenue for Admin	\$0	\$0	\$0	\$0
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

This program is completely General Fund supported.

Significant Program Changes

Program changes include addition of expense code reflecting the internal service operations and rent costs for the offices of the Chair and Commissioners; moving costs associated with 0.50 FTE from temporary to permanent personnel expenses line item; and increase in Dues and Subscriptions line item to fund an increase of Association of Oregon Counties (AOC) and National Association of Counties (NACo) dues.