

Priority: Accountability
Program Offer Type: Program Alternative /
Related Programs:

Lead Agency: Non-Departmental - All
Program Contact: Deb Bogstad

Program Characteristics:

Executive Summary

The Office of the Board accounts for all of the functions necessary for the efficient operation of the Board of County Commissioners. The Office provides Boardroom and meeting room space and equipment; the Board Clerk and record-keeping functions; Board membership in national, state, and local county associations; and lobbying and economic development services on the Board's behalf.

Program Description

This office manages all commission meetings, agendas, records, and schedules. It maintains all Board records and indices, including Board-adopted resolutions, orders, ordinances, and proclamations. The Board Clerk serves as parliamentarian at all Board meetings, takes minutes, and prepares all meeting records.

The office also provides lobbying services on behalf of the Board of County Commissioners. The lobbyist works with the Board to develop its state and federal legislative agendas, and works with County partners and other elected officials to achieve the County's priorities. Additionally, the office pays for commissioners' memberships in County advocacy organizations including the National Association of Counties and the Association of Oregon Counties.

The County's economic development coordinator supports the Board's policy discussions on urban renewal, represents the County on various business advisory boards and task forces, and supports the Board's efforts to achieve sustainable economic opportunities for County citizens. The coordinator leads the County's planning process for its economic development strategic plan, and will leverage the County's resources to achieve its economic development objectives.

Program Justification

County commissioners work on behalf of citizens both individually and as members of the Board of County Commissioners. The Office of the Board supports the Board as a body by providing those things that are needed for the group to function effectively and collectively, from meeting space and equipment to legislative support both internally and externally. The office's lobbying and economic development staff serve as the Board's voice on legislative, economic development, and other policy matters locally and at the state and national levels.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY06-07)	Current Year Purchased (FY07-08)	Current Year Estimate (FY07-08)	Next Year Offer (FY08-09)
Output	Number of Board Meetings Scheduled	160	160	160	160
Outcome	Number of Board Meetings Held	106	0	116	0
Outcome	Number of Board Meeting Documents Processed and Distributed	633	0	615	0

Performance Measure - Description

Regular board meetings are scheduled each Thursday throughout the year. The board also meets each Tuesday and other days as needed for executive sessions, briefings, work sessions, budget hearings and other hearings. Each of these meetings is individually convened and adjourned. With the exception of lack of quorum due to unavoidable absences on the day of the scheduled meeting, (such as illness) notification of a cancelled meeting is sent out no later than one week prior to the meeting. The board clerk is responsible for notifying both internal and external customers of scheduled meetings and cancellations. The board clerk processes all agenda submissions and official documents which result from board action. These documents are processed in a timely fashion and distributed to the appropriate contacts so as to not hinder county function approved or directed by those documents and to ensure ease of access for future internal and external inquiries.

Legal/Contractual Obligation

The Board adopts and publishes rules for the conduct of Board meetings. The Board is governing body for Dunthorpe-Riverdale Sanitary Service District No. 1; Mid-County Street Lighting Service District No. 14; sits as the County Budget Committee; The Hospital Facilities Authority; the Public Contract Review Board; and in other capacities. The board clerk ensures that meetings and notices thereof comply with Board Rules, Oregon Public Meetings Law, and other statutory requirements.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2008	2008	2009	2009
Personnel	\$144,441	\$0	\$367,598	\$0
Contracts	\$0	\$0	\$100,000	\$0
Materials & Supplies	\$144,200	\$0	\$149,301	\$0
Internal Services	\$350,213	\$0	\$376,323	\$0
Subtotal: Direct Exps:	\$638,854	\$0	\$993,222	\$0
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	\$0	\$0	\$0	\$0
Total GF/non-GF:	\$638,854	\$0	\$993,222	\$0
Program Total:	\$638,854		\$993,222	
Program FTE	1.80	0.00	3.80	0.00
Program Revenues				
Program Revenue for Admin	\$0	\$0	\$0	\$0
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

This program is General Fund supported.

Significant Program Changes

✔ Significantly Changed

Last year this program was:

Program # 10029 - Centralized Boardroom Expenses.

This program has expanded for FY 2009 by adding the lobbyist position from the Public Affairs Office, and by adding the economic development coordinator position from the Chair's Office. These positions were moved in order to consolidate all Board-related functions into one program. This office offers the potential for continuous support and stability of County government across changes in elected leadership.