

Priority: Accountability
Program Offer Type: Existing Operating
Related Programs:

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

Program Characteristics:

Executive Summary

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

Program Description

The Office manages all Board meetings, agendas, records, indices and schedules, Board-adopted resolutions, orders, ordinances and proclamations. The Board Clerk serves as parliamentarian at all meetings, takes minutes, prepares meeting records and notices and provides internal and external customer service, information and referral. The Office provides lobbying services on behalf of the Board. The Government Relations Manager oversees the County's legislative program, works with the Board to develop its state and federal legislative agendas and advance its priorities in the state capitol, as well as coordinating the federal agenda with the County's lobbyists in Washington, DC. The Manager works with the Board, County partners and other elected officials to achieve the County's priorities. The Office pays for the County's memberships in advocacy organizations including the National Association of Counties and Association of Oregon Counties. The Economic Development Policy advisor supports the Chair and Board's economic development strategy focused on business retention, expansion and recruitment; workforce development; shovel ready industrial land; urban renewal; and business outreach. The Policy Advisor represents the County on boards, committees and task forces that promotes the Board's efforts to achieve sustainable economic opportunities for County citizens. The Policy Advisor develops economic development strategy in conjunction with the Board and leverages County resources to increase job revenue opportunities for its citizens.

Program Justification

Commissioners work on behalf of citizens individually and as members of the Board of 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 public notice, information and referral, 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 (FY07-08)	Current Year Purchased (FY08-09)	Current Year Estimate (FY08-09)	Next Year Offer (FY09-10)
Output	Number of Board meetings scheduled	160	160	134	160
Outcome	Number of Board meetings held	116	0	128	0
Outcome	Number of Board meeting documents processed and distributed	615	0	686	0

Performance Measure - Description

Board voting meetings are scheduled on Thursdays throughout the year. The Board meets Tuesdays 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. The Board Clerk is responsible for notifying both internal and external customers of scheduled meetings and cancellations; processes, posts and distributes all agenda submissions and official documents which result from board action, so as to not hinder county function directed by those documents and ensures ease of access for future internal and external inquiries.

Legal/Contractual Obligation

Upon taking office Commissioners affirm they will support the Constitutions of the United States and the State of Oregon; the Home Rule Charter and Multnomah County laws. 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; Public Contract Review Board, the Multnomah County Board of Health and in other capacities. The board clerk insures that meetings and notices thereof comply with Board Rules, Oregon Public Meetings Law and other statutory requirements and provides agenda notices to all persons/entities who request them.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2009	2009	2010	2010
Personnel	\$367,598	\$0	\$371,586	\$0
Contracts	\$100,000	\$0	\$100,000	\$0
Materials & Supplies	\$149,301	\$0	\$61,336	\$0
Internal Services	\$376,323	\$0	\$389,920	\$0
Subtotal: Direct Exps:	\$993,222	\$0	\$922,842	\$0
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	\$0	\$0	\$0	\$0
Total GF/non-GF:	\$993,222	\$0	\$922,842	\$0
Program Total:	\$993,222		\$922,842	
Program FTE	3.80	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

Last year this program was: #10024, Office of the Board

Government Relations Manager and Economic Development Policy Advisor positions were added to the Office of the Board in FY 2009 for a total 3.80 FTE.