

**Lead Agency:** Non-Departmental - All

**Program Contact:** Lynda Grow

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Office of the Board accounts for all functions and expenditures necessary for efficient operation of the Board of County Commissioners, who work on behalf of citizens individually and as members of the Board. The Office of the Board supports the Board as a body by providing those things necessary for the Board to function effectively and collectively; providing information on briefing and voting issues, public notice, information and referral, meeting space and equipment.

The Office's Economic Development/Strategic Policy staff provide advice and advocacy and serve as the Board's voice on economic development, project management and other strategic policy matters.

### Program Description

The Office manages all Board meetings, agendas, records, indices and schedules; adopted resolutions, orders, ordinances and proclamations. Board clerks serve as parliamentarians at all meetings, take minutes, prepare meeting records and notices and provide internal and external customer service, information and referral. The Office pays for the County's memberships in advocacy organizations including the National Association of Counties, Association of Oregon Counties and Leader's Round Table.

The Policy Advisor supports the Chair and Board's project management and policy strategies focused on business retention, expansion and recruitment, workforce development, urban renewal and capital issues. This position represents the County on associations, boards, committees and task forces including the Oregon Economic Development Association, Portland Regional Partners for Business and the East Metro Economic Alliance, and promotes the Board's efforts to achieve sustainable economic opportunities for County citizens. This position is focused on economic issues and building relationships with private industry and public organizations.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY09-10)	Current Year Purchased (FY10-11)	Current Year Estimate (FY10-11)	Next Year Offer (FY11-12)
Output	Number of Board meetings scheduled	134	160	0	0
Outcome	Number of Board meetings held	128	100	109	110
Output	Number of Board meeting documents processed and distributed	3,762	680	3,800	3,800

### 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 public hearings. Each of these meetings is individually convened and adjourned. Board clerks are responsible for notifying internal and external customers of scheduled meetings and cancellations; processing, posting and distributing all agenda submissions and official documents that result from board action and directives of those documents and ensure ease of access for future internal and external inquiries.

## Legal/Contractual Obligation

Commissioners affirm to support the Constitutions of the United States, the State of Oregon, the Multnomah County Home Rule Charter and Multnomah County laws. The Board adopts and publishes rules for the conduct of Board meetings; and is the 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. Board clerks insure that meetings and notices 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
<b>Program Expenses</b>	2011	2011	2012	2012
Personnel	\$357,200	\$0	\$176,905	\$0
Contracts	\$30,195	\$0	\$30,000	\$0
Materials & Supplies	\$172,292	\$0	\$186,729	\$0
Internal Services	\$422,216	\$0	\$353,636	\$0
Total GF/non-GF:	<b>\$981,903</b>	<b>\$0</b>	<b>\$747,270</b>	<b>\$0</b>
Program Total:	<b>\$981,903</b>		<b>\$747,270</b>	
Program FTE	3.00	0.00	2.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

This is a General Fund program.

## Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #10017, Office of the Board

For FY 2012, one position and the economic development program functions have been moved to a new program offer, #10035A, Economic Development.