

ORDINANCE No. 189086 As Amended

*Amend the Business License Law to enact a Residential Rental Registration Program; create Business Systems Analyst position to implement the program platform. (Ordinance; add Code Section 7.02.890)

The City of Portland ordains:

Section 1. The Council finds:

1. To provide essential support for existing and potential tenant protection policies of the City, it is in the City's interest to maintain an updated and reliable inventory of residential rental housing unit locations within the City.
2. A Residential Rental Registration Program is necessary to create this inventory and provide regular updates. The information needed to populate and maintain this inventory does not currently exist in a single source or location and cannot be compiled from existing available data sources.
3. Code Chapter 7.02 (Business License Law) already includes a filing requirement for owners of residential rental property within the City. The use of this existing point of contact will result in a lower burden to property owners and the City.
4. \$200,000 of one-time budget already exists in the Portland Housing Bureau's FY 2018-2019 budget for education and outreach related to this program. \$175,000 of one-time budget already exists in the Office of Management and Finance, Chief Administrative Officer's FY 2018-2019 budget for technical work related to this program. The total estimated costs of the program for FY 2018-2019 are \$648,000, leaving a balance of \$273,000 that the Council intends to fund in the FY 2018-2019 fall BuMP to hire three additional Revenue Division positions beginning in January, 2019.
5. The FY 2019-2020 and ongoing Revenue Division budget for the program is estimated at \$565,000. The Council intends to fund this program on an ongoing basis starting in the FY 2019-2020 budget.

NOW, THEREFORE, the Council directs:

- a. City Code Chapter 7.02 is amended to add the following section:

7.02.890 Residential Rental Registration Program.

- A. For tax years beginning on or after January 1, 2018, all owners of residential rental property in the City are required to register the property and annually provide a schedule that includes the address of all owned residential rental units within the City. The Director may require additional data

about the rental location by administrative rule. For purposes of this section, except where defined by administrative rule in accordance with Section 7.02.210, "residential rental unit" means any residential property rented or offered for rent for a period of more than 30 consecutive days. If a property contains more than one residential living quarter, the term residential rental unit refers to each separate living quarter.

- B. In the first tax year of the Residential Rental Registration Program, no additional fee will be imposed in connection with the registration. In subsequent years, a fee may be enacted to partially or fully recover the administration costs of the program in addition to other services as the Council may direct. Any fee schedule would be created and amended by administrative rule in accordance with Section 7.02.210. PCC 7.02.700, Penalties, shall not apply for failure to file rental registration data in the 2018 tax year. Beginning in tax year 2019 and beyond, the penalty provisions of PCC 7.02.700 shall apply.
- b. The Bureau of Revenue and Financial Services and the City Budget Office will prepare necessary adjustments to the Revenue Division's budget in the Fiscal Year 2018-2019 Fall Budget Monitoring Process in the amount of \$273,000 and adding three Revenue and Taxation Specialist positions as may be classified by the Bureau of Human Resources beginning in January, 2019.
- c. The Portland Housing Bureau and the Bureau of Revenue and Financial Services, Revenue Division will request ongoing program funding in the FY 2019-2020 budget process.
- d. The position of Business Systems Analyst is hereby created in the Revenue Division as may be classified by the Bureau of Human Resources. This position will perform technical work related to the implementation of the Residential Rental Registration program platform.

Section 2. The Council declares an emergency exists in order to implement the program as soon as possible; therefore, this ordinance shall be in full force and effect from and after its passage by the Council.

Passed by the Council: JUL 25 2018

Mayor Ted Wheeler
Prepared by: Scott Karter
Date Prepared: July 2, 2018

Mary Hull Caballero
Auditor of the City of Portland

By

Deputy

Agenda No.
ORDINANCE NO. 189086 As Amended
 Title

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<p>INTRODUCED BY Commissioner/Auditor: Mayor Wheeler</p> <p>COMMISSIONER APPROVAL</p> <p>Mayor—Finance & Administration - Wheeler <i>KC</i></p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Eudaly</p> <p>BUREAU APPROVAL</p> <p>Bureau: OMF, BRFS, Revenue CAO: Tom Rinehart <i>CR</i> Bureau Head: Jennifer Cooperman <i>JC</i> Division Head: Thomas W. Lannom <i>TL</i></p> <p>Prepared by: Tyler Wallace Date Prepared: July 16, 2018</p> <p>Impact Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p> <p>Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>City Auditor Office Approval: required for Code Ordinances <i>Toni</i></p> <p>City Attorney Approval: required for contract, code, easement, franchise, comp plan, charter <i>John</i></p> <p>Council Meeting Date July 25, 2018</p>	<p style="text-align: right;">JUL 17 2018</p> <p>CLERK USE: DATE FILED _____</p> <p style="text-align: center;">Mary Hull Caballero Auditor of the City of Portland</p> <p>By: <u><i>Mary Hull</i></u> Deputy</p> <p>ACTION TAKEN:</p>
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AGENDA
<p>TIME CERTAIN <input type="checkbox"/></p> <p>Start time: _____</p> <p>Total amount of time needed: (for presentation, testimony and discussion)</p>
<p>CONSENT <input type="checkbox"/></p>
<p>REGULAR <input checked="" type="checkbox"/></p> <p>Total amount of time needed: 20 min (for presentation, testimony and discussion)</p>

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:	
	YEAS	NAYS
1. Fritz	✓	
2. Fish	_____	
3. Saltzman	✓	
4. Eudaly	✓	
Wheeler	✓	