

ORDINANCE No. 189452

Transfer payroll and non-payroll payment processing functions from the Auditor's Office to the Bureau of Human Resources and the Bureau of Revenue and Financial Services, respectively (Ordinance; amend various Code Sections)

The City of Portland ordains:

Section 1. The Council finds:

1. The Bureau of Human Resources coordinates and controls administrative and technical activities related to the City's human resources system, including payroll functions.
2. The Bureau of Revenue and Financial Services operates the City's central accounting, treasury, debt management, grants management and assigned grants funds, procurement, risk management, revenue and tax collection, and pension oversight programs.
3. The Accounting Division, within the Bureau of Revenue and Financial Services, oversees the City's financial systems, issues financial reports, and manages the City's accounts payable. The City Charter requires the City Officer responsible for accounting to, among other duties, maintain a register of checks issued by the City.
4. The Auditor's Office seeks to ensure open and accountable government, including by conducting audits, overseeing elections and lobbying registration, serving as Council Clerk, managing the City's records and archives, operating the City's Hearings Office, and investigating complaints to safeguard the rights of community members and promote a fair and just government.
5. Under the City Code and Charter, the Auditor performs certain payment processing duties, such as reviewing claims for payment, drawing and delivering payroll and non-payroll checks, and cancelling checks and issuing reimbursements.
6. The Auditor's Council Clerk / Contracts Division, which functions as Council Clerk, serves as a central repository for City contracts, and maintains the City Charter and Code, performs the Auditor's payment processing duties, in coordination with the Bureau of Human Resources and the Accounting Division.
7. The Bureau of Human Resources and the Bureau of Revenue and Financial Services - Accounting Division possess the staff, expertise, and internal controls needed to effectively process payroll and non-payroll payments. Coordinating these routine financial functions with the Council Clerk / Contracts Division is

inefficient and requires the Council Clerk / Contracts Division to duplicate steps performed by these other offices.

8. Auditor involvement in the routine processing of payments is not needed to promote accountability. The Auditor appoints an independent accounting firm to conduct an annual audit of the City's financial statements and retains authority to investigate any payment processing concerns that arise, review any demand for payment before it can be paid, and conduct performance audits.
9. The Auditor, Chief Administrative Officer, Chief Human Resources Officer, and Chief Financial Officer agree that transferring the Auditor's payment processing duties to the Bureau of Human Resources and the Bureau of Revenue and Financial Services will streamline the City's operations and promote efficiency.
10. Where the City Code requires the Auditor to perform payroll and non-payroll payment processing duties, such duties should be transferred to the Bureau of Human Resources and the Bureau of Revenue and Financial Services, respectively, and the City Code should be amended to reflect the transfer.
11. The Auditor has delegated Charter duties related to processing non-payroll payments to the Accounting Division and will delegate Charter duties related to processing payroll payments to the Bureau of Human Resources, in accordance with Charter Section 2-507(b).

NOW, THEREFORE, the Council directs:

- a. The Auditor's payroll payment processing duties are transferred to the Bureau of Human Resources, and the Auditor's non-payroll payment processing duties are transferred to the Bureau of Revenue and Financial Services.
- b. The City Code is amended as shown in Exhibit A to reflect the transfer, as well as to eliminate gender-specific and outdated terms.

Passed by the Council: APR 10 2019

City Auditor Mary Hull Caballero
Prepared by: Jennifer Amcott
Date Prepared: March 21, 2019

Mary Hull Caballero
Auditor of the City of Portland

By 

Deputy

Agenda No.
ORDINANCE NO. 189452
Title

Transfer payroll and non-payroll payment processing functions from the Auditor's Office to the Bureau of Human Resources and the Bureau of Revenue and Financial Services, respectively (Ordinance; amend various Code sections)

<p>INTRODUCED BY Commissioner/Auditor: Mary Hull Caballero</p> <p><i>Mary Hull Caballero</i></p> <p>COMMISSIONER APPROVAL</p> <p>Mayor—Finance & Administration - Wheeler</p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Hardesty</p> <p>Position 4/Safety - Eudaly</p> <p>BUREAU APPROVAL</p> <p>City Auditor's Office Approval: Mary Hull Caballero</p> <p>Prepared by: Jennifer Amriott Date Prepared: March 21, 2019</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</p> <p>City Attorney Approval: required for contract, code, easement, franchise, comp plan, charter <i>Yes 2/22/19</i></p> <p>Council Meeting Date April 3, 2019</p>	<p>CLERK USE: DATE FILED <u>MAR 26 2019</u></p> <p>Mary Hull Caballero Auditor of the City of Portland</p> <p>By: <i>Kala</i> Deputy</p> <p>ACTION TAKEN:</p> <p>APR 03 2019 PASSED TO SECOND READING APR 10 2019 9:30 A.M.</p>
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AGENDA
<p>TIME CERTAIN <input checked="" type="checkbox"/></p> <p>Start time: 10:55</p> <p>Total amount of time needed: 5 minutes (for presentation, testimony and discussion)</p> <p>CONSENT <input type="checkbox"/></p> <p>REGULAR <input type="checkbox"/></p> <p>Total amount of time needed: (for presentation, testimony and discussion)</p>

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:	
	YEAS	NAYS
1. Fritz	<i>J. Fritz</i> ✓	
2. Fish	✓	
3. Hardesty	✓	
4. Eudaly	_____	
Wheeler	✓	