

## ORDINANCE No. 189556

Amend City Code to reflect current structure, operations and responsibilities in the Office of Management and Finance (Ordinance; amend Code Chapter 3.15 and Code Sections 2.12.020, 3.02.060, and 3.18.010)

The City of Portland ordains:

Section 1. The Council finds:

1. Chapter 3.15 of the Portland City Code establishes the Office of Management and Finance (OMF) to provide and coordinate administrative services of the City to support the operational needs of City bureaus.
2. On November 8, 2017, City Council created a new non-represented classification of Deputy Chief Administrative Officer (Ordinance 188678), who is responsible for assisting the Chief Administrative Officer with planning, directing, and communicating the activities and operations of the OMF and all its associated bureaus.
3. On March 28, 2018, the Chief Administrative Officer identified a need to reorganize OMF to improve the quality and efficiency of service delivery to the City and enhance collaborative synergy found within the offices of OMF. The identified reorganization strategy realigns the subdivisions of the Bureau of Internal Business Services (identified within existing Section 3.15.020) into other OMF bureaus and offices.
4. The Chief Administrative Officer, the Deputy Chief Administrative Officer, the Chief Human Resources Officer, the Chief Financial Officer, and the Chief Technology Officer have undertaken collaborative and comprehensive review of City Code Chapter 3.15 to update and clarify roles, responsibilities, administrative and operational structures and reporting relationships for the offices, bureaus and divisions within OMF to carry out this reorganization strategy. Other housekeeping amendments in City Code Sections 2.12.020, 3.02.060, and 3.18.010 have been identified for consistency with the OMF Chapter changes.
5. Chapter 3.15 is reorganized to remove the Bureau of Internal Business Services.
6. An Office of Chief Administrative Officer within OMF is formally recognized under retitled City Code Section 3.15.030 with functional responsibility for the Facilities and CityFleet previously located within BIBS, as well as additional functional areas.
7. The Risk Management subdivision of BIBS is placed under the Bureau of Revenue and Financial Services (BRFS)

8. The Printing and Distribution functions of BIBS is placed under the Bureau of Technology Services (BTS). BTS is also assigned the Enterprise Business Solution Division functions that had been previously identified under City Code Section 3.15.080, and that City Code Section will be deemed repealed as part of the Code Chapter substitution.
9. The Bureau of Human Resources remains under OMF with no changes to its roles, responsibilities, or administrative functions.

NOW, THEREFORE, the Council directs:

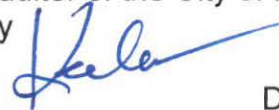
- a. City Code Section 2.12.020 is amended as set forth in the attached EXHIBIT A.
- b. City Code Section 3.02.060 is amended as set forth in the attached EXHIBIT B.
- c. City Code Section 3.15 is amended by substituting Chapter 3.15 as shown in the attached EXHIBIT C.
- d. City Code Section 3.18.010 is amended as set forth in the attached EXHIBIT D.
- e. The City Auditor may substitute any bureau and division title in lieu of the title originally appearing in the City Code or policies filed in the Portland Policy Document Repository, in accordance with this ordinance.

Passed by the Council: JUN 12 2019

Mayor Ted Wheeler  
Prepared by: Diana Shiplet/Joshua Gregor  
Date Prepared: May 2, 2019

**Mary Hull Caballero**  
Auditor of the City of Portland

By



Deputy

Title: Amend City Code to reflect current structure, operations, and responsibilities in the Office of Management and Finance (Ordinance; amend Code Chapter 3.15, and Code Sections 2.12.020, 3.02.060, and 3.18.010)

**AGENDA TYPE**

- Consent  
 **Regular**  
 Time Certain Start Time

Item 1 of 1

Total amount of time needed for presentation, testimony and discussion (Regular and Time Certain Only): 15 Minutes

**INTRODUCED BY: Mayor Wheeler**

**COMMISSIONER / AUDITOR APPROVAL**

Mayor - Finance & Admin. - Wheeler Michelle Plambeck  
Digitally signed by Michelle Plambeck Date: 2019.05.28 13:16:16 -0700  
 Position 1/ Utilities - Fritz  
 Position 2/ Works - Fish  
 Position 3/ Affairs - Hardesty  
 Position 4/ Safety - Eudaly  
 City Auditor - Hull Caballero

**BUREAU APPROVALS**

Bureau: OMF/CAO  
 OMF/CAO: Tom Rinehart Digitally signed by Tom Rinehart Date: 2019.05.23 10:58:20 -0700  
 Bureau Approval: Carmen Merlo Digitally signed by Carmen Merlo Date: 2019.05.23 09:15:36 -0700

Prepared By: Diana Shippet and Josh Gregor  
 Date Prepared: May 21, 2019

1) Is a completed Impact Statement attached?  Yes

2) Does the item amend the budget?  Yes  No  
 If yes, **Budget Office** Approval

3) Is the item a Code ordinance?  Yes  No

4) Is this item a contract (current or future), code, easement, franchise, comp plan or Charter?  Yes  No  
 If yes, **Attorney Office** Approval

If yes, **Auditor Office** Approval Toni Anderson  
Digitally signed by Toni Anderson Date: 2019.05.29 08:38:44 -0700

**Linda Law**  
Digitally signed by Linda Law Date: 2019.05.21 13:44:00 -0700

5a) Is item a Portland Policy Document or Administrative Rule?  
 Yes  No

5b) If yes, is the City Policy/Admin Rule directive in the ordinance or resolution?  
 Yes  No

**ACTION TAKEN:**

JUN 05 2019 PASSED TO SECOND READING JUN 12 2019 9:30 A.M.

CLERK USE: DATE FILED 5/28/19

Mary Hull Caballero  
 Auditor of the City of Portland

By: Karla Moore-Love Digitally signed by Karla Moore-Love Date: 2019.05.29 12:51:59 -0700  
 Deputy

FOUR-FIFTHS AGENDA

- 1. Fritz
- 2. Fish
- 3. Hardesty
- 4. Eudaly
- Wheeler

COMMISSIONERS VOTED AS FOLLOWS:

	YEAS	NAYS
1. Fritz	✓	
2. Fish	✓	
3. Hardesty	✓	
4. Eudaly	✓	
Wheeler	✓	