

CHAPTER 3.15 - OFFICE OF MANAGEMENT AND FINANCE

1. Amend Code Section 3.15.070 Bureau of Revenue and Financial Services as follows:

A. – B. unchanged.

C. The CFO shall be responsible for the overall financial planning, coordination, management and fiscal sustainability of the City. The CFO, or designee, shall have the authority to:

1. Formulate, approve and issue financial policies, rules and procedures.
2. Oversee revenue development and collection activities, ~~including but not limited to:~~
 - a. ~~Managing all billing and collection software used by the BRFS and other enterprise-wide revenue collection software systems as applicable.~~
 - b. ~~Managing, enforcing, collecting and auditing business taxes, transient lodging taxes, Arts Education and Access Income Tax and other taxes as assigned.~~
 - c. ~~Managing, enforcing and auditing regulatory programs assigned by the Council, including the authority to enact administrative rules and regulations.~~
 - d. ~~Managing lien assessments, collections and foreclosure.~~
 - e. ~~Managing funds as assigned.~~
3. Manage cash flow planning and liquidity.
4. Manage the City's debt program and provide expert advice to City bureaus and officers regarding capital financing and the issuance of debt.
5. Establish internal control systems to preserve City assets and report accurate financial results.
6. Enter into nondisclosure agreements between the City and third parties to review confidential information, including trade secrets or other information designated as proprietary or privileged, related to banking and financial systems, applications, software or hardware, that may be under consideration for use by the City.
7. ~~Manage, administer, and enforce such responsibilities as are assigned to the Office for Community Technology by City Code or the Council.~~

- 87.** Perform such other duties as may be required by ordinance or by the Council, or which are necessary to implement the purposes of this Section.

D. – G. unchanged.

H. A Revenue Division Director, who reports to the CFO, shall have the responsibility to:

1. Manage all billing and collection software used by the Revenue Division.
2. Manage, enforce, collect and audit business taxes, transient lodging taxes, Arts Education and Access Income Tax and other revenue programs administered by the Revenue Division.
3. Manage, enforce and audit regulatory programs assigned by the Council, including the enactment of administrative rules and regulations.
4. Manage lien assessments, collections and foreclosure.
5. Manage funds as assigned.
6. Enter into nondisclosure agreements between the City and third parties to review confidential information, including trade secrets or other information designated as proprietary or privileged, related to programs administered by the Revenue Division.
7. In conjunction with the City Attorney's office, authority to authorize legal action including litigation to recover debts owed the City of Portland or other revenue programs assigned to the Division.