



CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

Sam Adams, Mayor
Kenneth L. Rust, Chief Administrative Officer
1120 SW Fifth Ave., Suite 1250
Portland, Oregon 97204-1912
(503) 823-5288
FAX (503) 823-5384
TTY (503) 823-6868

AMENDMENT

To: City Council

From: Jane Braaten, Senior Business Operations Manager

Date: April 12, 2011

Subject: Amendments to City Code and Corrected Transmittal Memos

184539

On April 6, City Council held its first reading of proposed amendments to City Code relating to the Office of Management and Finance. On April 13, City Council will hold the second reading of this ordinance and proposed amendments.

In response to questions raised by Comm. Fritz, OMF is proposing to add two words to the City Code amendments relating to the duties of the Director of the Bureau of Human Resources. The intent of this change is to clarify that the express delegation by Council occurs by ordinance.

Below is the relevant section of City Code with the words "by ordinance" inserted after the term "express delegation". The underlined text reflects the original amendments as heard by Council on April 6th and the bold, underlined text reflects the two additional words.

Chapter 3.15 Office of Management and Finance
Section 3.15.050 Bureau of Human Resources

- F. The Human Resources Director shall design, manage and administer a comprehensive and competitive Classification Plan and Compensation Plan. The Council, or the Human Resources Director by express delegation **by ordinance** from the Council, shall fix the salaries, compensation and benefits of all officers, agents and employees of the City. No other bureau director or subordinate employee has the authority to change the salaries, compensation or benefits of any City officer, agent or employee.

OMF has also revised two documents sent out previously, in order to accurately summarize the nature of the changes to Section 3.15.050. With this cover memo, I am conveying a corrected transmittal memo and a corrected "What's New and Why" memo.

Please contact me if you have any questions. Thank you.

An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.



CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE

Sam Adams, Mayor
Kenneth L. Rust, Chief Administrative Officer
1120 SW Fifth Ave., Suite 1250
Portland, Oregon 97204-1912
(503) 823-5288
FAX (503) 823-5384
TTY (503) 823-6868

TDD (503) 823-6868

FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison _____

DATE: March 23, 2011

TO: Mayor Sam Adams

FROM: Jane Braaten

184539

RE: **CORRECTED MEMO** – Amend City Code to reflect current structure, operations and new responsibilities in the Office of Management and Finance. (Ordinance; amend Code Chapter 3.15 and Chapter 3.08)

1. **INTENDED THURSDAY FILING DATE:** March 31, 2011
2. **REQUESTED COUNCIL AGENDA DATE:** April 6, 2011
3. **CONTACT NAME & NUMBER:** Jane Braaten 823-5665
4. **PLACE ON:** ___ CONSENT X REGULAR
5. **BUDGET IMPACT STATEMENT ATTACHED:** ___Y ___N X N/A
6. **(2) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY**
ATTACHED: ___ Yes ___ No X N/A

This corrects the original transmittal memo sent March 31, 2011 by revising the language to correctly explain the nature of the changes to the City Code relating to the BHR director.

7. BACKGROUND/ANALYSIS

This ordinance will amend Chapter 3.15, Office of Management and Finance, and Chapter 3.08 Treasurer. The changes are necessary to reflect the current and proposed changes in the operations and responsibilities of the Office and the Treasurer. The Code changes were first initiated to reflect the transfer of management responsibility for the City's parking garages. Subsequently, the Enterprise Business Solution Division was created, the Bureau of Internal Business Services was split off from the Business Operations Division and the Bureau of Purchases was incorporated into the Bureau of Internal Business Services and renamed Procurement Services.

The following duties and authorities have been added to the Chief Administrative Officer: the CAO determines the classifications and reporting authority for centralized administration positions; the CAO will advise and provide staffing for citywide oversight committees. In the Bureau of Technology Services, the Bureau will provide technical expertise and information to technology oversight committees; will manage the City website and all domain name registrations and renewals. Language was added to the section on the Bureau of Human Resources to further emphasize that only City Council fixes the salaries, benefits and compensation of City employees. The only exception is where Council has delegated by ordinance to the Director of Human Resources authority to adjust compensation under certain

An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.

circumstances. Currently Council has done so by adoption of certain Human Resources Administrative Rules. Language clarifies that no other Bureau Director has this delegated authority from the City Council. The most common example is the HR Director's current authority to approve appointing a new employee above the mid-point of the salary range (HRAR 8.04).

The Council will also be reviewing the Draft Administrative Rules 1.07 and 4.01, Bureau of Technology Services for Technology Oversight Committees.

The City Attorney has reviewed and approved the Code changes proposed. The City Auditor's Office has reviewed and approved the Code changes proposed.

8. FINANCIAL IMPACT

Code change; no financial impact

9. RECOMMENDATION/ACTION REQUESTED

Pass Ordinance to amend Chapter 3.15, Office of Management and Finance, and Chapter 3.08 Treasurer.

This corrects the original What's New and Why memo sent March 31, 2011 by revising the language to correctly explain the nature of the changes to the City Code relating to the BHR director.

City Code 3.15 Office of Management and Finance

The purpose of Portland City Code Title 3 Administration is to define the organizational structure, responsibilities and authorities of bureaus, divisions and certain positions.

Major updates were designed to reflect:

- The Business Operations was split into two functional areas: the Bureau of Internal Services and the Business Operations division.
- The Bureau of Purchases was renamed and placed within the Bureau of Internal Business Services.
- The Debt Management Office was moved into Public Finance and Treasury.
- Enterprise Business Solution Division was added to the Office of Management and Finance.
- Creation and staffing of technology oversight committees was added as a responsibility for the CAO.

What's New and Why

This table identifies the section number in the proposed code, describes the proposed change and describes the reason for the proposed change.

Section	What's New	Why
.010 Organization		
A.	Adds procurement services; deletes purchasing	Reflects current organizational structure.
B.	Defines the bureaus and divisions that compose OMF. Adds Business Operations division, Bureau of Internal Business Services, Procurement Services and Enterprise Business Solution Division; deletes Financial and Management Services and Purchases.	Reflects current organizational structure.
C.4.	Adds authority of CAO to determine classifications and reporting authority for centralized administration position.	Reflects current operational standards.
D.4.	Adds authority of CAO to advise Council and provide staff support to citywide projects and oversight committees, including technology committees	Reflects City Council direction
.020 Bureau of Business Internal Business Services	Changes title	Reflects current organizational structure.
A.	Describes services provided by Bureau of Internal Business Services that were split off from the Business Operations Division. Adds Procurement	Reflects current organizational responsibilities.

	Services to the Bureau. Adds Director; deletes Manager.	
B.1.	Adds consultation with Debt Manager for all equipment purchase or lease.	Reflects current organizational authorities.
B.4.	Deletes City Parking Garages from building exclusion language.	Reflects current property management practices.
C.6.	Inserts language concerning purchasing or leasing vehicles.	Reflects current operational policy.
G.	Adds Procurement Services to the Bureau of Internal Services. Defines responsibilities. Deletes Bureau of Purchases	Reflects current organizational structure.
.030 Business Operations	Continues title after splitting the Division into two separate operational entities	Reflects current organizational structure.
	Business Operations continues as a division of the Office of Management and Finance. Adds a Manager of the division. Defines responsibilities of the division	Reflects current organizational responsibilities.
.040 Bureau of Financial Services	Changes title numbering	
A.	Adds deferred compensation to list of bureau services.	Reflects current organizational responsibilities.
C.	Adds responsibility for review of performance management systems to Financial Planning.	Reflects current organizational responsibilities.
D.	Renames Treasury. Adds Public Finance to Treasury title. Adds direct report of Debt Manager to City Treasurer. Adds review of leasing and purchase agreements for tax-exempt financing.	Reflects current organizational responsibilities.
.050 Bureau of Purchases	Deletes Bureau of Purchases	Reflects name change and integration into Bureau of Internal Business Services
.050 Bureau of Human Resources	Changes title numbering	Reflects change in organizational structure.
F.	Emphasizes that City Council fixes salary and compensation for employees and that by express delegation by ordinance, Council may authorize the Director of Human Resources to adjust employee salary and compensation. Clarifies no other bureau director has this authority.	Reflects City Council direction
.060 Revenue Bureau	Deletes language	
	Adds Regulatory division to bureau list of divisions	Reflects current organizational structure
.070 Bureau of Technology Services	Deletes language	

B. 2	Adds providing technical advise to technology oversight committees as a bureau responsibility	Reflects City Council direction
B. 9	Adds consultation with Debt Manager for purchase and lease financings	Reflects current operational policy
B.12	Adds city website management to responsibilities	Reflects current organizational responsibilities
B.13	Adds management and authorization of all City domain name registrations and renewals	Reflects current organizational responsibilities
.080 Enterprise Business Solution Division	Adds Enterprise Business Solution Division to the Office of Management and Finance.	
	Defines responsibilities of the Enterprise Business Solution Division. Adds Manager and reporting relationships.	Reflects current organizational responsibilities.