

185568

ORDINANCE No.

Clarify and update sections of City Code governing the Office for Community Technology and Revenue Bureau (Ordinance; amend Code Sections 3.114.010 and 3.15.060)

The City of Portland ordains:

Section 1: The Council finds:

1. In the budget process for fiscal year 2012-13, the Mayor and Council determined that the Office for Community Technology should be consolidated into the Revenue Bureau.
2. Effective with the adoption of the budget, the position of Director of the Office for Community Technology was eliminated as part of the City's budget-cutting efforts, generating an estimated \$233,000 in savings.
3. Other responsibilities and duties assigned to the Office for Community Technology remain unchanged.
4. City Code language relating to the Office for Community Technology and the Revenue Bureau is now out-of-date and should be corrected.

NOW, THEREFORE, the Council directs:

- a. Amend City Code Section 3.114.010 Creation as follows:

3.114.010 Creation.

There is hereby established an Office for Community Technology. The Office shall be ~~administered~~ supervised by a Director-manager who shall report to the Director of the Revenue Bureau, as provided under Subsection 3.15.060 A, or the Director's designee. As used in this Chapter and elsewhere in the City Code when referring to the Office for Community Technology, the term "Director" shall mean the Director of the Revenue Bureau or the Director's designee. ~~and~~ The Office shall have such other employees as the Council may provide.

- b. Amend City Code Section 3.15.060 Revenue Bureau as follows:

3.15.060 Revenue Bureau.

A. The Revenue Bureau shall be supervised by a Director who shall report to the CAO. The Revenue Bureau consists of the divisions of Business Solutions, License and Tax, Operations, ~~and Regulatory~~ and the Office for Community Technology. The Revenue Bureau is responsible for collecting a wide variety of City revenues and fees, and maintaining and improving the systems that collect them. The responsibilities of the Bureau shall include, but are not limited to:

1. Manage all billing and collection software used by the Revenue Bureau including, but not limited to, maintenance, defect troubleshooting, problem resolution, development,

enhancements and upgrades.

2. Support end users in diagnosing and resolving system problems.
 3. Conduct business and system process improvements.
 4. Manage, enforce and collect business license taxes.
 5. Manage, enforce and collect transient lodging taxes.
 6. Manage and enforce all regulatory programs formerly the responsibility of the Bureau of Licenses, including the authority to enact administrative rules and regulations.
 7. Manage and collect assessments and liens formerly the responsibility of the Auditor's Office.
 8. Perform business management functions including mail processing, receipting and distribution; and perform overall financial accounting of bureau revenues.
 9. Audit functions including the Portland area business license tax returns, transient lodging taxes and internal systems and processes, as well as other special audits as deemed necessary.
 10. In consultation with the requesting bureau, recommend systems for new revenue or fee collection services.
 11. Manage funds as assigned.
 12. Manage, administer and enforce such responsibilities as are assigned to the Office for Community Technology by City Code or the Council, and
 13. Perform such other duties as may be required by ordinance or by the City Council, or which are necessary to implement the purposes of this Chapter.
- B. To the extent any other provision of the Portland City Code conflicts with this Section 3.15.060, this section shall control.

Passed by the Council: **AUG 29 2012**

Commissioner: Mayor Sam Adams

Prepared by: Celia Heron

Date Prepared: July 31, 2012

LaVonne Griffin-Valade
Auditor of the City of Portland

By



Deputy

Agenda No. **185568**
ORDINANCE NO.
 Title

Clarify and update sections of Code governing the Office of Community Technology and Revenue Bureau (Ordinance; amend Code Sections 3.114.010 and 3.15.060)

<p>INTRODUCED BY Commissioner/Auditor: Mayor Adams</p>	<p>CLERK USE: DATE FILED <u>AUG 17 2012</u></p>
<p>COMMISSIONER APPROVAL</p> <p>Mayor—Finance and Administration - Adams <i>[Signature]</i></p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Leonard</p>	<p>LaVonne Griffin-Valade Auditor of the City of Portland</p> <p>By: <i>[Signature]</i> Deputy</p>
<p>BUREAU APPROVAL</p> <p>Bureau: Office of Management and Finance Bureau Head: Jack D. Graham, CAO <i>[Signature]</i></p> <p>Prepared by: Celia Heron Date Prepared: August 2, 2012</p> <p>Financial Impact & Public Involvement 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>Council Meeting Date August 22, 2012</p>	<p>ACTION TAKEN:</p> <p>AUG 22 2012 PASSED TO SECOND READING AUG 29 2012 9:30 A.M.</p>
<p>City Attorney Approval: required for contract, code, easement, franchise, comp plan, charter <i>[Signature]</i></p>	

AGENDA

TIME CERTAIN
 Start time: _____

Total amount of time needed: _____
 (for presentation, testimony and discussion)

CONSENT

REGULAR
Total amount of time needed: _____
 (for presentation, testimony and discussion)

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