

ORDINANCE NO. 135179

An Ordinance amending Title 3, Administration, of the Code of the City of Portland, Oregon, by adding a new Chapter 3.90 creating an Office of Management Services to supervise the Bureau of Management and Budget, and the Bureau of Financial Affairs, designating functions and providing for a Director; repealing Chapters 3.32 (Bureau of Licenses), 3.34 (Bureau of Purchases and Stores), 3.52 (Bureau of Property Control) included in the new chapter; and amending Section 5.32.020 of Title 5, Revenue and Finance, of the Code to conform to changes in Title 3, and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds that the City of Portland is moving rapidly in the development of a computerized financial management system and that it is necessary that the City have a financial and budgeting structure compatible with anticipated reorganization of said affairs within said City; that the Bureau of Management Services and the Bureau of Revenue and Treasury as established in Budget Ordinance No. 132962 for the fiscal year of 1971-72 are insufficient for anticipated needs; that a joint recommendation from the office of the City Auditor and the Management Services Director suggest creating an Office of Management Services supervised by a Management Services Director within the Code; said Office of Management Services should contain a Bureau of Management and Budget and a Bureau of Financial Affairs; that said Bureau of Management and Budget should assume all responsibilities of the Budget Office plus any amplification of endeavors associated therewith; that said Bureau of Financial Affairs should contain the following divisions: Division of Finance Officer, Business Licenses Division, Treasury Division, Purchases and Stores Division, Administrative Accounting Division, and Property Control Division; that the implementation of said Bureau of Financial Affairs with its various divisions necessitates repeal of Chapter 3.32 (Bureau of Licenses), Chapter 3.34 (Bureau of Purchases and Stores), and Chapter 3.52 (Property Control) of Title 3, Administration, of the Code of the City of Portland, Oregon; further, that Title 5 Revenue and Finance, Chapter 5.32 (Purchasing Agent and Procedures), Section 5.32.020, should be amended to reflect that the authority and duties of the City Purchasing Agent are subject to approval of the Director of Management Services; now, therefore, Title 3, Administration, and Title 5, Revenue and Finance, of the Code of the City of Portland, Oregon, are hereby amended by adding a new Chapter 3.90 which shall be numbered, entitled and shall read as follows:

CHAPTER 3.90

Office of Management Services

Sections

- 3.90.010 Creation and functions
 3.90.020 Transfer of functions, personnel
 and records

3.90.010 Creation and functions. There is hereby established an Office of Management Services with a Director of Management Services in charge, and such subordinate employees as the Council may provide. The Director of Management Services shall be appointed by the Mayor subject to Council confirmation. Termination of said Directorship shall be by majority vote of the Council. The Office of Management Services shall contain a Bureau of Management and Budget and a Bureau of Financial Affairs. The Office of Management Services shall have jurisdiction over and provide centralized management services for assisting in the areas of management-oriented budgetary processes and controls, administrative and financial systems analysis, procedures, developments, financial planning, data processing coordination, and cost-to-benefit evaluation. The Bureau of Management and Budget shall establish standard procedures for presentation, administration and appraisal of the budget; shall outline fiscal programs, estimate revenues, control expenditures and compute tax levies; and shall keep the public officials apprised of the fiscal condition of the City.

The Bureau of Financial Affairs shall coordinate control and operation of financial activities of City government. It shall contain the following divisions:

(a) Division of Finance Officer. The Division of Finance Officer shall consist of the Finance Officer who shall be under the direct supervision of the Management Services Director, and such other employees as the Council may provide. The Finance Officer shall be appointed in the manner set forth in the Charter of the City of Portland, Oregon for appointment of the City Treasurer. The Finance Officer shall perform the functions required to be performed by the City Treasurer under the Charter or general law and shall have the general supervision of the Business Licenses Division, the Treasury Division, the Purchases and Stores Division, the Property Control Division, and the Administrative Accounting Division.

(b) Business Licenses Division. The Business Licenses Division shall consist of the Business Licenses

Director and such other subordinate employees as may be provided by the Council. Subject to the ordinances of the City and review by the Council, the Business Licenses Director shall have power to grant and refuse licenses and, unless otherwise provided by ordinance, shall collect and enforce all license fees. The Business Licenses Division shall keep a comprehensive file or index of all licenses granted and of all revocations, and may make reasonable rules and regulations not in conflict with the ordinances of the City governing the form and sufficiency of application for licenses. The Business Licenses Director and all of his deputies and assistants shall by virtue of their positions have full police authority.

(c) **Treasury Division.** The Treasury Division is hereby made the custodian of all bonds, warrants, or other securities now held or hereafter obtained by the City. In cooperation with the Auditor, the Treasury Division shall make a semiannual statement to the Council showing the receipts and disbursements and the state of each particular fund at the close of business on the 31st day of December of each year. It shall be under the direct supervision of a Chief Deputy Treasurer and general supervision of the Finance Officer and shall consist of such other employees as the Council may provide. Within the office of the Chief Deputy Treasurer there shall be an Assessment Collection Section under the direction of a competent person assigned thereto by the Chief Deputy Treasurer. The Chief Deputy Treasurer is receiver of taxes, and shall receive and keep all moneys that shall come to the City by taxation or otherwise, and pay out the same as now or as may hereafter be provided by ordinance. He shall also prepare and transmit to the Finance Officer for presentation to the Council on or before the 31st day of July of each year a report of the receipts and disbursements of the City for the fiscal year ending on the 20th day of June next preceding, and the state of each fund at the close of business on the 30th day of June. Such reports shall be published by the Auditor in such manner as may be prescribed by ordinance.

(d) **Purchases and Stores Division.** The Purchases and Stores Division shall be supervised by the Purchasing Agent and shall be made up of the following sections:

- (1) Purchasing Section, supervised by the Purchasing Agent;
- (2) Stores Section, supervised by the Storekeeper.

In the absence of the Purchasing Agent, the Management Services Director shall act as Purchasing Agent in all matters requiring action or signature of the Purchasing Agent.

(e) Administrative Accounting Division. The Division of Administrative Accounting shall keep a running account of finances of City government; shall prepare for Data Processing the material appropriate for such input and retrieval and shall provide analysis and interpretation from Data Processing for use by various departments and bureaus in the City; and shall periodically transmit records of all accounts, books, documents and papers relating to the accounts and contracts of the City, its debts, revenues and other financial affairs to the City Auditor.

(f) Property Control Division. The Property Control Division shall have jurisdiction and authority over the care and keeping of all property records of the City and shall provide for disposal of surplus City property through the City Purchasing Agent. It shall maintain a complete inventory containing a description and data with reference to original costs and value of all City property together with the location and use of all such property. It shall keep in like manner a supplemental inventory which shall include all properties in possession of the City for which title does not rest in the City and the inventory shall include properties in the possession of the City as a result of "match-fund" acquisition or in the possession of the City on a loan basis. In addition, the Property Control Division shall keep records relating to insurance and losses by the City or claims filed against the City and shall execute any claim or proof of loss for damage to City property. Any City employee charged with the care of or having custody of any City property which is lost or stolen shall, immediately upon discovery that such property has been lost or stolen, report such loss or theft in writing to his bureau or division head. The bureau or division head shall, upon receipt of such report, immediately notify the Property Control Division in writing of such loss or theft. The Property Control Division shall make such investigation and report and recommendation as may be deemed appropriate.

3.90.020 Transfer of functions, personnel and records. The Bureau of Management Services and the Bureau of Revenue and Treasury provided in Budget Ordinance No. 132962 for the 1971-72 fiscal year together with their respective functions, personnel and

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records are hereby transferred to the Office of Management Services and the Bureau of Financial Affairs.

Section 2. The Council finds that implementation of the Bureau of Financial Affairs with its various divisions established in Section 1 above, necessitates repeal of Chapter 3.32 (Bureau of Licenses), 3.34 (Bureau of Purchases and Stores), and Chapter 3.52 (Property Control) of Title 3, Administration, of the Code of the City of Portland, Oregon; now, therefore, Title 3, Administration, of the Code of the City of Portland, Oregon, is hereby amended by repeal of Chapters 3.32, 3.34, and 3.52 therein.

Section 3. The initial portion of Section 5.32.020 of Title 5, Revenue and Finance, of the Code of the City of Portland, Oregon, appearing prior to the numbered paragraphs enumerating authority and duties of the City Purchasing Agent is hereby amended to read as follows:

5.32.020 Authority and duties of Purchasing Agent. The authority and duties of the City Purchasing Agent shall include but are not limited to the following, subject to the approval of the Management Services Director:


* * *


Section 4. Inasmuch as this ordinance is necessary for the immediate preservation of the public health, peace and safety of the City of Portland in this: In order that the Code of the City of Portland, Oregon, may be amended to incorporate the changes as described in the foregoing sections of this ordinance without undue delay; therefore, an emergency hereby is declared to exist, and this ordinance shall be in force and effect from and after its passage by the Council.

Passed by the Council, AUG 31 1972

Acting Mayor Ivancie
August 24, 1972
EEG:at

Attest:


Mayor of the City of Portland


Auditor of the City of Portland

Calendar No. 2692

ORDINANCE No. 135179

Title

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Filed AUG 25 1972

GEORGE YERKOVICH Auditor of the CITY OF PORTLAND

By Emilee Pissnette Deputy

SUB


THE COMMISSIONERS VOTED AS FOLLOWS:		
	Yeas	Nays
Anderson	1	
Goldschmidt	1	
Ivancie	1	
McCready	1	
Schrunk	—	

FOUR-FIFTHS CALENDAR	
Anderson	
Goldschmidt	
Ivancie	
McCready	
Schrunk	

INTRODUCED BY
ACTING MAYOR IVANCIE

DRAWN BY
EEG:at /at
Date August 24, 1972/8/29/72

NOTED BY THE COMMISSIONER

Affairs 


Finance and Administration

Safety

Utilities

Works

City Attorney 

NOTED BY THE CITY AUDITOR


APPROVED

Date

By
City Engineer

Date

By