

Exhibit A

NOTE: Effective July 1, 2024 through December 31, 2024.

Chapter 3.06 Office of the City Administrator

3.06.010 Organization.

The Office of the City Administrator consists of the City Administrator and subordinate employees as authorized by budget. The City Administrator may delegate responsibilities to subordinate offices and employments. The City Administrator is appointed by the Mayor.

3.06.020 Responsibilities.

The City Administrator has those responsibilities identified in the Code, which are to be broadly construed, and may:

- A. Perform responsibilities identified in Code, Policy, and other documents that were previously assigned to the Chief Administrative Officer or the Office of Management and Finance except where they may be delegated, assigned, or transferred to another bureau or office in the Code.
- B. Carry out all quasi-judicial functions delegated by the Council.
- C. Oversee the City's administrative services, including but not limited to: formulating, approving, and issuing administrative rules, procedures, and systems for providing City administrative services; implementing and monitoring administrative rules and systems for providing administrative services; analyzing efficacy and recommending alternatives for providing administrative services; determining if any service should be provided by the City or outside vendors; and determining the duties and reporting relationships for positions responsible for centralized administrative services.
- D. Provide planning, policy development, project management and implementation, fund management, and communications for City or intergovernmental programs or initiatives.

E. Provide financial planning, coordination, management, and fiscal sustainability of the City, which includes but is not limited to: formulating, approving, and issuing financial policies, rules, and procedures; overseeing revenue development and collection activities; managing cash flow planning and liquidity; managing the City's debt program and providing expert advice to the City regarding capital financing and the issuance of debt; establishing internal control systems to preserve City assets and report accurate financial results; and providing analysis and recommendations related to City budget proposals to the City Budget Director, the Mayor, and the Council.

F. Provide asset management, policy development, communications, specific project management, budget, financial, and other services as may be assigned by the Council or the Mayor, including managing any City assets and property interests not otherwise assigned to another bureau.

G. Manage intellectual properties, including but not limited to the Portland Oregon™ sign; develop, adopt and maintain an Acceptable Use Policy for licensing of intellectual properties; establish an appropriate fee schedule for the use of intellectual property; execute intellectual property license agreements with the approval of the City Attorney; and protect the City's intellectual property rights through enforcement in consultation with the City Attorney.

H. Authorize, negotiate, and execute contracts, legally binding agreements, and intergovernmental agreements, including but not limited to nondisclosure agreements between the City and any third party to review proprietary, confidential, or privileged information held by the City or the third party.

I. Oversee and manage security program and operations, including carrying out Resolution No. 37660, and enforce Rules of Conduct and City Property Exclusions in accordance with Chapter 3.18.

J. Oversee and manage the City's response to the crisis of houselessness, including but not limited to: managing and operating alternative temporary sheltering; coordinating with regional governments in houselessness response efforts and funding; streamlining City houselessness supportive programs and services; addressing and reducing negative livability impacts in public spaces; enhancing and activating public spaces in collaboration with property-managing bureaus; and managing programs for personal property storage.

K. Prioritize and undertake cleanups of unauthorized camping at City-owned or -managed properties and at other governmental properties as allowed by intergovernmental agreement. The City Administrator may consult with impacted public and private property owners. This grant of authority is in addition to the property-managing bureau's authority to undertake property management for its assigned property but the bureau will coordinate with the City Administrator before removing personal belongings.

L. Appear in small claims court on behalf of the City in any action for recovery of money, damages, or personal property in collaboration and consultation with the City Attorney, including asserting counterclaims, cross-claims, and third-party claims to undertake action as allowed under ORS Chapter 46, and issue writs to execute small claims court judgments.

M. Dispose of useable surplus personal property through donations to charitable organizations certified under Internal Revenue Code Section 501(c)(3) and execute donation agreements with recipient charitable organizations upon approval by the City Attorney.

N. Dispose of surplus property deemed unusable, inoperable, or not reasonably repairable, hazardous, or of insufficient value to warrant transfer, sale, or donation.

O. Oversee the City's 311 Program for simplifying community members' access to information and services available from the City and other regional agencies; partner with Multnomah County and its 211info program; provide public report intake and referral services in support of City bureaus; coordinate with public safety and non-public safety bureaus to manage non-emergency call burdens and dispatch; and provide other general customer services.

P. Oversee the management of public information, including internal and external communications and media requests.

Q. Carry out and perform other responsibilities as assigned by the Council and the Mayor.

3.06.030 Procurement Services.

The City Administrator oversees the Procurement Services division, which is supervised by the Chief Procurement Officer. The Procurement Services division will have all those authorities and responsibilities described in Chapters 5.33, 5.34, and 5.68 and elsewhere in Code and Policy. The Procurement Services division will manage and oversee all procurement, contractor services, procurement authority, and policies and rules for procurements, including verification of vendor compliance with City insurance requirements.

3.06.040 Revenue and Financial Services.

The City Administrator oversees the Revenue and Financial Services division, which provides centralized financial services, revenue and tax collection, business regulation, treasury, financial reporting and compliance, pension oversight, municipal financing and debt management, and other financial or revenue services or responsibilities as may be

assigned. The Revenue and Financial Services division will designate a City Controller, a City Treasurer, a Revenue Director, debt manager, and other key personnel to undertake the work of the division. The responsibilities of the Revenue and Financial Services division generally include but are not limited to: formulating, approving, and issuing financial and accounting policies, rules, and procedures; overseeing revenue development and collection activities; managing cash flow planning and liquidity; managing the City's debt program; and providing expert advice to City bureaus and officers regarding capital financing and the issuance of debt.

A. The City Controller may:

1. Establish, maintain, and enforce financial and accounting, policies, rules, and procedures.
2. Authorize reports that disclose the fiscal condition of the City to external users, including the Comprehensive Annual Financial Report (CAFR), the Popular Annual Financial Report (PAFR), the Single Audit Report, and other reports required by federal, state, and local regulations.
3. Interpret accounting and financial reporting policies and practices, including pronouncements of the Governmental Accounting Standards Board (GASB).
4. Conduct financial and compliance audits and other tests to determine compliance with City accounting and financial reporting policies and current professional standards and adequacy of internal controls over accounting transactions, the cost of which shall be paid by the bureau being audited.
5. Manage and oversee all incoming federal, state, and private grants and outgoing special appropriation grants and contracts.

B. The Revenue Director may:

1. Manage all billing and collection software used by the Revenue division.
2. Manages, enforces, collects, and audits business taxes, transient lodging taxes, the 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 foreclosures.
5. Manage funds as assigned.
6. In conjunction with the City Attorney's office, authorize legal action, including litigation, to recover debts owed to the City.

C. The City Treasurer may:

1. Carry out the responsibilities of the Treasurer as described in Charter, Code, and Policy and manages the City Treasury.
2. Provide centralized banking, merchant, and investment services to all bureaus.
3. Ensure compliance with Code and Policy, industry best practices, and federal and state laws and regulations, including Payment Card Industry Data Security Standards.
4. Open, maintain, and close bank accounts in the name of the City, including but not limited to: taking custody of all moneys paid to the City for deposit and withdrawal; entering into deposit agreements with financial institutions; providing banks with written statements of persons authorized to withdraw funds from City accounts and certifying signatures of authorized City officials; and verifying City funds are deposited, ascertaining the exact balance, and making rectification due to outstanding checks. The City Treasurer will not be liable for bank failure or bankruptcy, or loss of deposits in these situations, when deposits have been made in accordance with Charter, Code, Policy.
5. Determine the adequacy of securities pledged by financial institutions where City funds are held and, if needed, requires additional security.
6. Require any officer or agent who receives or has possession of any money belonging to the City to pay or tender the money to the City Treasury and determines whether there may be good reason for any officer's or agent's failure to pay or tender the money within the 24 hours after receipt as required under the Charter.
7. Manage and invest City funds in accordance with investment regulations and policies.
8. Through a debt manager, administer the City's debt management program, including but not limited to: providing technical assistance on financing programs, coordinating bond disclosure filings, overseeing municipal debt issuance and refinancing existing debt, and overseeing an arbitrage compliance program.

3.06.050 Risk Management.

The City Administrator oversees the City's Risk Management division, which is supervised by a Risk Manager. The Risk Management division will have the authorities and responsibilities described in Charter, Code and Policy. The Risk Manager may:

- A. Administer, coordinate, and control all activities related to commercial and self-insurance including, but not limited to, property and casualty insurance, workers' compensation insurance, liability insurance, and the City's right to subrogation, and:

1. Obtain a public liability insurance policy or provide the necessary funding through a self-insurance program protecting the City and its officers, agents, and employees with limits of not less than the maximum statutory limits of liability imposed on municipalities of the State of Oregon;
2. Administer workers' compensation insurance in accordance with state law and on a self-insurance basis; and
3. Maintain records relating to commercial and self-insurance losses or claims filed against the City and executing any claim or proof of loss for damage to City property.

B. Monitor and coordinate the City's loss prevention and control program to minimize potential property, liability, fidelity, and personnel losses.

C. Evaluate and approve applications for self-insurance programs in lieu of commercial insurance requirements in any City agreement, including but not limited to contracts and permits.

D. Act on behalf of the City on all matters related to workers' compensation, including but not limited to the authority to:

1. accept, deny, or defer claims;
2. authorize payments of benefits in the amounts required by law relating to claims filed with the City; and
3. enter into settlements of claims, subject to the provisions of the Charter governing settlements.

E. Act on behalf of the City in the investigation, evaluation, and settlement of property damage, general liability, bodily injury, personal injury, employment practices, and other claims brought against the City under the Oregon Tort Claims Act or under state or federal civil rights laws, including complaints of discrimination filed with the Civil Rights Division of the Oregon Bureau of Labor and Industries or the Equal Employment Opportunity Commission, subject to the provisions of the Charter governing settlements. In doing this work, the City Administrator, Risk Manager, and designees will be agents of the City Attorney acting on behalf of the City. Settlements of claims and court actions alleging employment discrimination or violations of employees' civil rights will be subject to the concurrence of the City Administrator and the Bureau of Human Resources Director.

F. Settle claims and legal disputes in amounts not exceeding \$5,000, subject to the provisions of the Charter governing settlements.

G. Investigate and enter into settlements on fair and moral claims governed by Section 1-107 of the Charter.