

Bureau of Buildings Petty Cash Checking Account Procedure for
Towing Refunds.

1. The refund checks will have printed on the face "NOT GOOD FOR
OVER TWO HUNDRED DOLLARS."

2. The checks will require a double signature to be valid.

Valid counter signatures will be two of the following:

(a) Nuisance Operations Supervisor

(b) Towing Regulations Coordinator

(c) Neighborhood Division Manager

(d) Neighborhood Division Office Supervisor

3. Upon presentation of a hearing determination form and accompanying
towing company receipt, a Secretarial Clerk I will prepare the
refund check for signatures and record the check number and amount
in the register.

4. The monthly bank statement for the Petty Cash account will be
reconciled by the Bureau's Accounting Assistant who will also
prepare reimbursement requests for the account.

ORDINANCE NO. **150850**

An Ordinance amending Section 5.52.010 of the Code of the City of Portland to establish a Petty Cash Account in the Bureau of Buildings, Nuisance Section, authorizing the drawing and delivery of a warrant in the amount of \$5,000.00, and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds:

1. Ordinance 150672 passed by Council on October 29, 1980, amended Title 16, Vehicles and Traffic, of the Code of the City of Portland, Oregon, Chapter 16.04 to provide for a hearing to contest the validity of vehicle tows.
2. Ordinance 150672 also established City responsibility to pay towing and storage charges if, after a hearing, the towing is found to be invalid or for any other reason not justified. The charges would be paid to the towing company or refunded to the person who had paid towing charges.
3. Citizens who, after the hearing, are determined to have had their vehicle improperly towed will expect their out of pocket monies reimbursed and their vehicle released immediately after the hearing's determination.
4. Ordinance 150612, Passed October 23, 1980, established special appropriation for towing refunds (AU449) in the amount of \$20,000.00.
5. Section 5.52.010, subsection e, of the City Code allows a bureau to maintain a petty cash checking account exceeding \$1,000.00, providing certain controls are in place. The Bureau of Buildings checking account controls are indicated in Exhibit A and do provide proper security.
6. It is in the best interests of citizens and the City that prompt refunds be made when the hearings procedure determines that a vehicle has been improperly towed.
7. The account should be established retroactive to December 1, 1980, in order to coincide with the start of hearings procedures for towed vehicles.

ORDINANCE No.

DATE	12/11/80	BY	CLERK
FILE NO.	150850	BY	CLERK
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NOW, THEREFORE, the Council directs:

- a. That Section 5.52.010 of the City Code be amended to read as follows: 5.52.010 Petty Cash Accounts.
 (a) Various offices of the City government shall have petty cash accounts as listed below and in the amounts shown. The petty cash accounts shall be for incidental expenditures unless otherwise stated below or limited in the later subsections of this section:

* * * * *

Bureau of Buildings (Nuisance Section)
 Towing Refunds Appropriation Checking Account
 Towing Refunds \$5,000.00

- b. That in order to provide funds as authorized in subsection a above, the Mayor and the Auditor are hereby authorized and directed to draw a warrant for \$5,000.00 in favor of the Bureau of Buildings, Nuisance Section, Object Code 460, BUC No. 44900106, Police Bureau Tows, \$1,800.00; 44900203, Building Bureau Tows, \$1,600.00; and 44900301, Traffic Engineering Tows, \$1,600.00.

- c. In order to coincide with the start of hearings procedures, the designated petty cash checking account should be established retroactive to December 1, 1980.

Section 2. The Council declares that an emergency exists in order that the enactment of this Ordinance and Code change may be made without unnecessary delay; therefore, this Ordinance shall be in force and effect from and after its passage by the Council.

Council No. 15112

ORDINANCE NO. 150850

Title

Passed by the Council, DEC 11 1980

Commissioner Schwab
 Sharon Barker:k
 December 4, 1980

Attest:

Serge F. [Signature]
 Auditor of the City of Portland

Calendar No. 4345

ORDINANCE No. 150850

Title

An Ordinance amending Section 5.52.010 of the Code of the City of Portland to establish a Petty Cash Account in the Bureau of Buildings, Nuisance Section, authorizing the drawing and delivery of a warrant in the amount of \$5,000.00, and declaring an emergency.

THURSDAY

Filed DEC 4 1980

GEORGE YERKOVICH
Auditor of the CITY OF PORTLAND

Gordon Crull
Deputy

THE COMMISSIONERS VOTED AS FOLLOWS:		
	Yeas	Nays
Jordan		
Lindberg	1	
Schwab	1	
Ivancie	1	

FOUR-FIFTHS CALENDAR	
Ivancie	
Jordan	
Lindberg	
Schwab	
McCready	

INTRODUCED BY
Commissioner Mildred Schwab

NOTED BY THE COMMISSIONER

Affairs *[Signature]*

Finance and Administration

Safety

Utilities

Works

BUREAU APPROVAL

Bureau: Bureau of Buildings

Prepared By: Sharon Barker:k Date: 12-4-80

Budget Impact Review:
 Completed Not required

Bureau Head: *James E. Griffith*
James E. Griffith

NOTED BY

City Attorney

City Auditor

City Engineer