

## ORDINANCE No. 91587

An Ordinance to amend the Administration Code by adding a new article thereto creating a Bureau of Property Control in the Department of Finance, prescribing the functions thereof and providing for transfer of functions and personnel from other divisions and departments thereto.

The City of Portland does ordain as follows:

Section 1. The Council finds that the various phases of custody and control of city property and the keeping of the inventory thereof can be improved by creating a Bureau of Property Control, and that such bureau will be beneficial in that it will be a centralized source of data and information with reference to property for all city departments; now, therefore, a new article is added to the Administration Code (Ordinance No. 77780, passed by the Council September 3, 1942), numbered and reading as follows:

Article 33. Bureau of Property Control.

Section 3-33C1. CREATION AND FUNCTIONS OF BUREAU OF PROPERTY CONTROL.

There hereby is created in the Department of Finance the Bureau of Property Control, which bureau shall have jurisdiction and authority over the acquisition, care, keeping, transfer and disposal of all property of the City of Portland and which shall maintain complete records with reference thereto. Such bureau shall maintain a complete inventory of all property of the City of Portland which shall contain a description and data with reference to original cost and value thereof and the location and use to which all such property is put. It shall confer with the Auditor of the City of Portland with reference to the keeping of such inventory, and furnish him with information for use in the annual report required of him by section 2-405 of the charter.

Section 3-3302. INVENTORY DIVISION TRANSFERRED.

The Inventory Division of the office of the City Auditor with its personnel and records hereby is transferred to the Bureau of Property Control in the Department of Finance, and the authority of the Property Custodian hereby is merged with the Bureau of Property Control.

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Section 3-3303. TRANSFER OF FUNCTIONS PRE-  
SCRIBED UNDER PRE-EXISTING  
ORDINANCES.

The functions prescribed for the Property Custodian and Inventory Supervisor in the ordinances of the City of Portland hereby are vested in the Bureau of Property Control, and any other functions prescribed by ordinance with reference to the control, keeping and inventory of property of the City of Portland hereby are transferred to and vested in the Bureau of Property Control.

Section 3-3304. PERSONNEL.

The Commissioner of Finance, in conformance with the city charter provisions relating to civil service, shall appoint a supervisor to be in charge of such bureau, who shall have a civil service rating of Principal Clerk. Such additional personnel as shall be necessary for the proper operation of the Bureau of Property Control shall be selected and appointed in a similar manner. Salaries of the personnel of the Bureau of Property Control shall be such as are set by the City Council in separate ordinances.

Passed by the Council, MAY 3 1950

*Leslie M. Cullough Lee*  
Mayor of the City of Portland  
*Will Gibson.*

Attest:

Auditor of the City of Portland

Calendar No. 1759  
2054

## ORDINANCE No. 91587

### Title

An Ordinance to amend the Administration Code by adding a new article thereto creating a Bureau of Property Control in the Department of Finance, prescribing the functions thereof and providing for transfer of functions and personnel from other divisions and departments thereto.

APR 19 1950  
READ 1 & 2 and up for Third Reading  
9:30 A.M. MAY 3-1950

Filed MAY 9 1950

*Will Gibson*  
Auditor of the CITY OF PORTLAND

By ROB'T L. McCOY  
Deputy

THE COMMISSIONERS VOTED AS FOLLOWS:		
	Yeas	Nays
Bean	1	
Bowes	1	
Cooper		
Peterson		
Lee		

FOUR-FIFTHS CALENDAR	
Bean	
Bowes	
Cooper	
Peterson	
Lee	

INTRODUCED BY
Commissioner Bean.

DRAWN BY
VHL:fmb VHL
Date April 10, 1950

NOTED BY THE COMMISSIONER
Affairs
Finance ORB
Safety
Utilities
Works

City Attorney AGB
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NOTED FOR CITY AUDITOR
RSI

APPROVED
Date
By <i>Chief Civil Engineer</i>
Date
By <i>City Engineer</i>