

ORDINANCE NO. **151849**

An Ordinance amending Title 3 Administration by amending Chapter 3.34 Purchases and Stores Division, and Chapter 3.15, Accounting Division, and amending Title 5, Revenue and Finance by adding a new section 5.36.035 of the Code of the City of Portland which clarifies the responsibilities of the two divisions and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds:

1. Chapter 3.34 (b) of the Code of the City of Portland defines authorities of the Property Control Division.
2. Various activities performed in the Property Control Division of the Purchases and Stores Division, Office of General Services are better performed in the Accounting Division of the Office of Fiscal Administration.
3. That the Commissioner in charge of the Purchases and Stores Division, Office of General Services, and the Mayor as Commissioner in charge of the Office of Fiscal Administration, Accounting Division agree that the best interests of the City will be served by performing certain Property Control activities in the Accounting Division, Office of Fiscal Administration.
4. That Purchases and Stores being an Appropriation Unit is better titled Bureau of Purchases and Stores.
5. That the title Property Control Division is no longer appropriate to identify the responsibilities and authorities now within the Bureau of Purchases and Stores and is better titled Property Warehouse.

NOW, THEREFORE, the Council directs:

(a) Chapter 3.34 of the City Code is amended to read as follows:

Chapter 3.34

Bureau of Purchases and Stores

3.34.010 Organization. The Bureau of Purchases and Stores shall consist of the Purchasing Manager who shall be in charge, and other such employees as the Council may provide. The Bureau of Purchases and Stores shall be made up of a Purchasing section, a Stores section, and a Property Warehouse.

- 3.34.020 The Purchasing Manager shall be responsible for the functions of the Purchasing Agent under the charter or general law and shall act as Purchasing Agent in all matters requiring action or signature of the Purchasing Agent.
- 3.34.030 Property Warehouse: The property warehouse shall be responsible through the City's Purchasing Agent, for the receipt and disposal of all City surplus equipment, both capital and non-capital, personal and real property, unclaimed properties, seized drugs and weapons.

The Purchasing Agent is the property control director and property control officer as used in other chapters of the Code of the City of Portland.

- (b) Chapter 3.15 of the City Code is amended to read as follows:

- (a) Accounting Division

(No change in current wording but add the following)

Shall have jurisdiction and authority over the care and keeping of all property records of the City. 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 all 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.

- (c) That a new section, 5.36.035, Lost or Stolen City Property is hereby enacted as follows:

Section 5.36.035, Lost or Stolen City Property.

(a) Any City employee charged with the care 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 Accounting Division in writing of such loss or theft. The Accounting Division shall make such investigation and report and recommendation as may be deemed appropriate.

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Section 2. The Council declares that in order to immediately improve the carrying out of the City's duties and responsibilities, an emergency exists, and this ordinance will be in force from and after its passage by the Council.

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3101

Handwritten signature
GEORGE J. BERGQUIST

Passed by the Council, **JUN 25 1981**

Commissioner Margaret Strachan
Harold F. Vaughan/lq
May 1, 1981

Attest:

Signature of George J. Bergquist
Auditor of the City of Portland

2104
Calendar No. ~~1955~~

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Title

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THURSDAY

JUN 18 1981

CONTINUED TO JUN 25 1981

JUN 10 1981

Filed _____

GEORGE YERKOVICH
Auditor of the CITY OF PORTLAND

By _____

Deputy

THE COMMISSIONERS VOTED AS FOLLOWS:		
	Yeas	Nays
JORDAN	/	
LINDBERG		—
SCHWAB	/	
STRACHAN	/	
IVANCIE	/	

FOUR-FIFTHS CALENDAR	
JORDAN	
LINDBERG	
SCHWAB	
STRACHAN	
IVANCIE	

INTRODUCED BY
Commissioner Margaret Strachan

NOTED BY THE COMMISSIONER
Affairs
Finance and Administration
Safety
Utilities <i>Margaret Strachan MF</i>
Works

BUREAU APPROVAL
Bureau: Purchases and Stores
Prepared By: Harold F. Vaughan Date: May 1, 1981
Budget Impact Review: <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Not required
Bureau Head: Harold F. Vaughan

CALENDAR
Consent <input checked="" type="checkbox"/> Regular

NOTED BY
City Attorney
City Auditor
City Engineer