

CHAPTER 8A

FINANCE DEPARTMENT

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1-8A-1: CREATION OF DEPARTMENT, DEPARTMENT OF FINANCE: There is hereby established and created a Department of Finance. Such department is to be under the direct supervision and control of the City Manager. The Department of Finance shall consist of the Director of Finance and such other positions as may be approved from time to time by the City Council.

1-8A-2: CREATION OF OFFICE, DIRECTOR OF FINANCE: There is hereby established and created the position of Director of Finance. The Director of Finance shall be the supervisor of the Department of Finance.

1-8A-3: APPOINTMENT; BOND; OATH:

A. Appointment: The Director of Finance shall be appointed by the City Manager and shall be under the supervision of the Manager.

B. Bond: Before entering upon the duties of his office, the Director of Finance shall execute a bond in such amount and with such sureties as may be required by the City Council, conditioned upon the faithful performance of his duties.

1-8A-4: SUBDIVISION OF DEPARTMENT OF FINANCE: Within the Department of Finance, and under the direct supervision of the Director of Finance shall be the following divisions:

Accounting Division
Wastewater Collection Division

1-8A-5: DIRECTOR OF FINANCE DUTIES: The Director of Finance shall:

A. Be charged with supervision of all financial functions and financial records of the City.

B. Cause to be kept accounting systems to present the fiscal condition of the City, including the current and anticipated revenues and expenditures of all municipal funds and accounts.

C. Maintain accounting records for each fund showing the amount appropriated each year and the sums spent out of each appropriation showing the unexpended balance for each item.

D. Monetary Reports Required of:

1. On or before May 15 of each year and before the annual appropriations ordinance is prepared by the Council, he shall submit to the Council a report of his estimate, as nearly as may be, of the money necessary to defray the expenses of the City during the current fiscal year.

2. For the purpose of making this report, he is hereby authorized to require all officers to submit statements of the condition and expenses of their respective offices or departments; such statements may be required to include discussion of any proposed City improvements and the probable expense thereof, all unperformed contracts and the amount of all unexpended appropriations of the preceding year.

3. In this report, he shall classify the different objects and purposes of expenditures, indicating to the Council the amount required for each, the aggregate income from all sources, the amount of liabilities upon which interest is to be paid, the bonds and debts payable during the year, when due and payable and such other information necessary for the Council to fully understand the demands upon the City for the current fiscal year.

E. Assist the City Manager in preparing each year the annual appropriation ordinance operating budget, capital budget and tax levy ordinance in time for their enactment and filing as prescribed by law.

F. Warrants: (See also Section 1-6A-4(B)(6) of this Title.) All warrants drawn upon the City Treasury, payable to the order of the claimant, when signed by the Mayor and countersigned by the Clerk, shall be paid by the Director of Finance. He shall keep in a suitable book an accurate list of all warrants drawn on the Treasury, stating the date, number and amount thereof and name of the person in whose favor drawn.

G. The Director of Finance may be appointed by the City Council to serve as Treasurer without additional pay.

H. Accounts and Records of: The Director of Finance shall cause proper accounts and records to be kept and proper reports to be made by the officers or departments of the City, insofar as the accounts and finances of the City are concerned.

I. Report on Failure to Pay: The Director of Finance shall report to the City Manager any failure to make a report or to pay monies due the City with such recommendations in relation thereto as he may deem proper.

J. Auditing: At frequent intervals, the Director of Finance shall audit, or cause to be audited, the accounts and records of officers or employees of the City who may receive or disburse money.

K. Inspection of Accounts: The Director of Finance shall inspect, or cause to be inspected, all records or accounts required to be kept in any of the offices or departments of the City, insofar as the accounts and finances of the City are concerned, and shall, at least once in every month, report the result of such inspection to the Council with such recommendations as he shall see fit to make.

L. Authority to Collect: The Director of Finance shall collect, or cause to be collected, all claims, demands, license fees, inspection fees, franchise taxes, fines, penalties, forfeitures, rentals or monies which may be due or become due to the City.

M. All other duties prescribed by ordinance or that may from time to time be assigned to the Director of Finance by the City Manager.

1-8A-6: ACCOUNTING DEPARTMENT: There shall be an Accounting Department, a subdivision of the Finance Department. The Accounting Department shall consist of an Assistant Finance Director and other personnel as may be approved from time to time by the City Council and the City Manager. The Assistant Finance Director shall be appointed by the Director of Finance with the approval of the City Manager.

1-8A-7: ASSISTANT FINANCE DIRECTOR'S DUTIES: The Assistant Finance Director shall:

A. Record all income and expenses of the City.

B. Prepare all warrants to be drawn on the City.

1-8A-8: WASTEWATER COLLECTION DIVISION: There shall be a Wastewater Collection Division, a subdivision of the Finance Department. The Wastewater Collection Division shall consist of the Wastewater Collection Supervisor and such other administrative and other personnel as may be approved from time to time by the City Council. The Wastewater Collection Supervisor shall be appointed by the Director of Finance with the approval of the City Manager or the Director of Finance may be appointed as the Wastewater Collection Supervisor at no additional pay.

1-8A-9: WASTEWATER COLLECTION SUPERVISOR DUTIES: The Wastewater Collection Supervisor shall:

- A. Be charged with supervision of all wastewater fee collections of the City.
- B. Report and turn over all collections to the Director of Finance.
(ORD. NO. 2393 10/25/04)