

## CHAPTER 19

FINANCIAL DIRECTOR

## 19.01 Appointment and Compensation

## 19.02 Powers and Duties

19.01 APPOINTMENT AND COMPENSATION. The Financial Director shall be appointed by a majority vote of the Council. The Financial Director shall serve for an unspecified term at the pleasure of the Council subject to removal by a majority vote of the Council at any time. The Financial Director shall be considered an employee at will and no appointment shall be deemed a contract or agreement to employ the Financial Director for a term or specified time period. The powers, duties and compensation of the Financial Director shall be defined by the Council.

19.02 POWERS AND DUTIES. The Financial Director shall have the following powers and duties.

1. Financial Records. The Financial Director shall be responsible for the maintenance of any and all financial records of the City and shall make and keep a record of all payments authorized by the Council for the debts of the City. These debts shall include payment of bills, salaries, benefits, taxes, judgments, liens or debts of any other nature.
2. Reporting Requirements. The Financial Director shall be the authorized representative of the City with regard to any inquiries on City finances received from any authorized Federal or State official. The Financial Director shall also have the responsibility of reporting to the Council on a monthly basis with regard to the status of all the accounts and a detailed comparison of amounts expended against amounts budgeted for each line item of the City budget. The Financial Director shall also report to the Council on a monthly basis with regard to each check written on a City account with information as to the date that the check was written, the payee, the purpose of the payment and the amount paid.
3. Deposit of Funds. The Financial Director shall be responsible for the deposit in the proper City account of any money received by the City from any payor. The Financial Director shall report receipt of these funds on a monthly basis to the Council with specific information as to the date the funds were received, the name of the payor, the purpose for which the funds were paid, and the amount of the payment. The Financial Director shall promptly deposit these funds in depositories authorized to receive

these funds by the Council. The Financial Director shall supply the City Treasurer with a copy of any deposit slips.

4. Annual Budget. At the end of each fiscal year, the Financial Director shall prepare a report to the Council which accurately states the amount expended by the City with regard to each line item of the City budget of the previous year. This report shall also include the amount of money originally budgeted for the line item, and shall state the amount of City expenditures on each line item which either exceeded or did not exceed the exact budgeted amount. At the request of either the Mayor or the Council, the Financial Director shall submit a proposed City Budget for a portion of the fiscal year, for an upcoming fiscal year, or for a series of upcoming fiscal years. This proposed budget shall contain specific information regarding projected City revenues, proposed line item expenditures, and information regarding any other available sources of revenue available to the City.

5. Benefit Administration. The Financial Director shall be responsible for maintaining records of and administration of any benefit plan or insurance policy offered by the City to its officers or employees. These benefit plans or insurance policies include, but are not limited to, any liability insurance, health insurance, life insurance, pension, deferred compensation, sick leave, vacation time, disability benefit or worker's compensation benefits either offered by or sought from the City. The Financial Director shall be responsible for preparing or assisting with the preparation of any form or report required of any benefit or insurance claim. The Financial Director shall report to the Council any claims made for benefits during the preceding month by the fifteenth day of the current month. With regard to sick leave or vacation benefits, the Financial Director shall report the amount of time expended during the calendar year to date of the report.

6. Warrants. The Financial Director may draw all warrants for the City upon the vote of the Council except the Council may authorize by resolution the drawing of warrants by the Financial Director prior to a vote of the Council. Each warrant shall show the fund on which it is drawn and the claim to be paid. The Financial Director shall keep a warrant book, a record of the number, date, amount, payee's name, upon what fund drawn and for what claim each warrant is issued.