

ORDINANCE NO. 2115

AN ORDINANCE AMENDING CPMC CHAPTER 2.12 - REPEALING PROVISIONS FOR CITY TREASURER AND EXPANDING FINANCE DIRECTOR DUTIES

FINDINGS:

- A. Pursuant to CPMC, Chapter 1.01.040, the City Council, may from time to time make revisions to its municipal code which shall become part of the overall document and citation.
- B. CPMC Chapter 2.12 separately states the duties of a City Treasurer and a Finance Director. However, the City only utilizes a Finance Director, who also performs some of the duties of a Treasurer.
- C. The proposed amendment would clarify and expand the role of the Finance Director, and remove provisions for the Treasurer, which no longer exists.
- D. Words ~~lined through~~ are to be deleted and words **in bold** are added.

THE PEOPLE OF THE CITY OF CENTRAL POINT DO ORDAIN AS FOLLOWS:

SECTION 1. Central Point Municipal Code 2.12.030 – Treasurer’s duties with respect to city’s finances is repealed in its entirety.

SECTION 2. Central Point Municipal Code 2.12.040 – Finance Director is amended to read:

2.12.040 Finance director.

There is established the position of finance director, who shall be hired as department head for the administration department and who shall serve under the guidelines of the city’s personnel policies and procedures. The finance director shall be directly responsible to the city manager, and shall have the following responsibilities:

- A. Payroll accounting and time records;
- B. Utility billing;
- C. Cash receiving;
- D. Bank deposit preparation and bank deposits;
- E. Cash disbursing;
- F. Code invoices with proper accounts to be charged when posting to accounting records;

G. Prepare checks for properly approved and coded invoices for council review and approval;

H. Sign checks on order of the mayor and the council;

I. Maintain general accounting records in accordance with a comprehensive basis of accounting for municipal corporations:

1. General ledger, with budget appropriations,

2. Cash receipt journal,

3. Cash disbursements journal;

J. Prepare financial statements as required by the council;

K. Prepare accounting reconciliations as required by the council;

L. Maintain all accounting records in accordance with council policy and available for inspection; the books and records maintained by the city's finance director shall be the official books and records of the city for audit purposes;

M. Invest the city's excess funds in interest yielding deposits as outlined in the Oregon Revised Statutes, and within the policy guidelines of the council and to act as custodial officer and local government official, as those terms are defined by state statute, for the purpose of such investments;

N. Coordinate budgetary and fiscal policies and procedures with other department heads;

O. Supervise ~~administration~~ **finance** department employees;

P. Such other duties as are assigned to him by the city manager.

Q. Ascertain timely bank deposits have been made;

R. Ascertain that the city's financial statements fairly represent the city's transactions of cash receipts and disbursements. This would be done by procedures such as:

1. Review bank reconciliation to be sure they are done and current,

2. Review reconciliation of payroll records to budgetary accounting records,

3. Review cash receipts on a test basis to verify they are properly posted,

4. Review cash disbursements on a test basis to verify they are properly posted;

(Ord. 1969 §1(part), 2013; Ord. 1369 §1(part), 1980).

SECTION 3. Central Point Municipal Code 2.12.050 – Compensation is amended to read:


2.12.050 Compensation.

The compensation of the recorder, ~~treasurer~~ and finance director shall from time to time be established by ordinance by the city council in accordance with the council's authority by charter to determine such compensation. (Ord. 1369 §1(part), 1980).

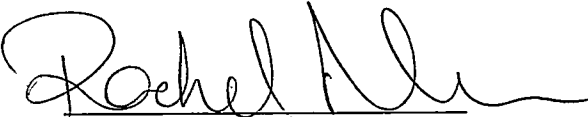
SECTION 4. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", "chapter" or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Recitals A-C) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

SECTION 5. Effective Date. The Central Point City Charter states that an ordinance enacted by the Council shall take effect on the thirtieth day after its enactment. The effective date of this ordinance will be the thirtieth day after the second reading.

PASSED by the Council and signed by me in authentication of its passage this 09 day of May 2024.


Mayor Hank Williams

ATTEST:


City Recorder