



Legislation Text

File #: ORD-75:2268, Version: 1

AN ORDINANCE CREATING A DEPARTMENT OF FINANCE AND ADMINISTRATION; SETTING OUT THE DUTIES; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES. **(NOTE: THIS ORDINANCE WAS AMENDED BY ORD-76:2157 ON DECEMBER 20, 1976; ORD-95:499 ON NOVEMBER 6, 1995)**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS:

SECTION ONE: There is hereby created the Department of Finance and Administration for the City of Jonesboro, Arkansas.

SECTION TWO: The administration of all duties of the department shall be under the supervision of the Committee of Finance and Administration, which shall be composed of a chairman and two members, all from the City Council, each appointed by the Mayor and approved by a majority vote of the City Council and each to serve from appointment until the end of the next biennial.

SECTION THREE: This committee shall consult with the mayor and by majority vote of the committee and with the approval of the mayor select a director of the Department of Finance and Administration and recommend him to the council for confirmation by a majority vote.

SECTION FOUR: The Director of the Department of Finance shall serve until removed by a majority vote of the council. The Director of the Department of Finance may be suspended by the mayor or a majority vote of the Finance and Administration committee until action can be taken by the City Council. The City Council shall meet within seven days from the date that the Director of the Department of Finance and Administration is suspended and shall hold a hearing to determine whether or not reasonable cause exists for his removal from office and to take appropriate action.

SECTION FIVE: The Director shall have the customary powers of a Chief Executive of a department. These powers to include the following:

- A. To hire and terminate personnel this department with the approval of the mayor or with approval of majority vote of the City Council.
- B. To arrange workloads in the department.
- C. To execute provisions of this ordinance as interpreted by the Finance and Administration Committee.
- D. Such other powers and functions as are delegated to the Department of Finance and Administration as recommended by the Finance and Administration Committee.

SECTION SIX: The Finance and Administration Committee shall serve as Executive Committee for the Department of Finance and Administration with the customary powers of an executive committee. The Mayor shall be an ex-officio member of this committee.

SECTION SEVEN: The Department of Finance and Administration shall perform the following duties:

- A. Make recommendations to the Mayor concerning preparation of budget, fiscal management of the City of Jonesboro and administer the budget of the City of Jonesboro and all of its departments.
- B. Receive and deposit all monies on behalf of the City in the City Treasury; maintain revenue and expenditure records for the City, including bookkeeping, accounting, cost analysis studies, appropriations, fund allocations, pay rolls, tax and insurance data, records required for bond issues, bank accounts, investments and any and all other functions generally assigned to a comptroller, except when required by state law that such be done by the City Clerk or the City Treasurer.
- C. The purchasing agent of the City of Jonesboro shall be a part of this department.
- D. The Department shall have responsibility for all insurance and surety bonding of the city and shall coordinate its efforts with the Insurance Committee of the City Council serving as its executive personnel except insurance and surety bonding required by law to be under the jurisdiction of the City Clerk and the Department shall review such insurance yearly.
- E. Supervise the schedules and collections of all city Revenues working with appropriate committees in the Council to provide needed revision.
- F. Shall prepare quarterly a complete statement of the conditions of all city funds to be submitted to each council member 10 days before the next regularly scheduled Council meeting.
- G. The above provisions will not relieve the Police Department nor the City Attorney's office from their respective responsibilities or duties but is designed to supplement and coordinate total city activity and effort.

SECTION EIGHT: The Finance and Administration Committee and the City Auditors will meet, no later than June 30, 1975, to formulate and develop accounting procedures to be used by the City of Jonesboro, Arkansas.

SECTION NINE: The Finance and Administration Committee and the City Auditor shall draw up a Manual of Performance for the Department of Finance and Administration, which shall govern that department's day-to-day operations.

SECTION TEN: The Manual of Performance and the accounting procedures adopted for the Department of Finance and Administration will be reviewed yearly by the Committee of Finance and Administration and the City Auditors. This group shall have the power and authority to revise any of the accounting procedures adopted for the Department of Finance and Administration and may also revise the provisions or portions of the Manual of Performance.

SECTION ELEVEN: The City of Jonesboro shall pay any reasonable fee which has been or will be incurred in the establishment or maintenance of the Department of Finance and Administration upon submission of the expense item or items to the City Council for its determination and vote.

SECTION TWELVE: The annual compensation of the Director of the Department of Finance and Administration shall not exceed \$16,000.00 a year.

SECTION THIRTEEN: All ordinances and/or parts of ordinances in conflict herewith are hereby repealed; to specifically include, Sec. 2-20, Sec. 2-21, Sections 2-22, Section 2-23 and Section 2-24, of the code of Ordinances, of the City of Jonesboro, these sections to be repealed upon approval of this ordinance and its full implementation.

SECTION FOURTEEN: WHEREAS, it is necessary that the finances of the City of Jonesboro, Arkansas, be properly administered and accounted for and whereas this ordinance is necessary for the immediate protection of the public peace, health and safety, and emergency is hereby declared to exist and this ordinance shall be in full force and effect from and after its passage and approval.

APPROVED AND ADOPTED this 5TH day of May, 1975.