



Legislation Details (With Text)

File #: 21392 **Version:** 1 **Name:** Finance Director
Type: Ordinance **Status:** Passed
File created: 2/11/2011 **In control:** COMMON COUNCIL
On agenda: 3/1/2011 **Final action:** 3/1/2011
Enactment date: 3/8/2011 **Enactment #:** ORD-11-00037
Title: Amending Section 4.01 of the Madison General Ordinances to revise the titles of City Comptroller to Finance Director and office of City Comptroller to the Finance Department and authorizing comparable amendments elsewhere in the MGO's.
Sponsors: Mark Clear, Lauren Chare, David J. Cieslewicz
Indexes:

Code sections:**Attachments:** 1. Human Resources Director Memo, 2. Finance Director Position Description

Date	Ver.	Action By	Action	Result
3/1/2011	1	COMMON COUNCIL	Adopt	Pass
2/22/2011	1	COMMON COUNCIL	Referred	
2/11/2011	1	Attorney's Office/Approval Group	Referred for Introduction	

Fiscal Note

The title changes set forth in this ordinance amendment will result in only nominal costs associated with the conversion of related forms and documents. No budgetary impact.

Title

Amending Section 4.01 of the Madison General Ordinances to revise the titles of City Comptroller to Finance Director and office of City Comptroller to the Finance Department and authorizing comparable amendments elsewhere in the MGO's.

Body

DRAFTER'S ANALYSIS: This amendment re-titles the City Comptroller classification to Finance Director and renames the Comptroller's Office to the Finance Department. These titles more accurately reflect the role of the position and the department within the City's overall structure. The title change to Finance Director does not affect the compensation group or range of the position; it remains in CG 21, Range 23. The title changes also do not affect the statutory office of "Comptroller" as outlined in Wis. Stat. § 62.09(10) since the duties and responsibilities performed by the Finance Director are consistent with the duties and responsibilities of "Comptroller" found in Wis. Stat. § 62.09(10) and the proposed changes to Chapter 4 and the Ordinance language provide that the Finance Director also serves as the City Comptroller pursuant to Wis. Stat. § 62.09 (10). The ordinances are being revised to reflect the new classification and department name.

The Common Council of the City of Madison do hereby ordain as follows:

1. Section 4.01 entitled "City Comptroller" of the Madison General Ordinances is amended to read as follows:

"4.01 CITY COMPTROLLERFINANCE DIRECTOR.

- (1) Position Established. The office of City ComptrollerFinance Department is hereby established as a department of the City's structure.
- (2) City ComptrollerFinance Director. The office shall be managed and directed by the City ComptrollerFinance Director who shall perform the duties of Comptroller as provided in Wis. Stat. § 62.09(10) and other duties as provided in these ordinances. Effective March 1, 1989, tT

he position of City ComptrollerFinance Director as it becomes vacant shall be filled according to Sec. 3.54(6)(f) of these ordinances. ~~The incumbent of the position as of the above date may enter into an employment contract as described in such section at his or her option.~~ The City ComptrollerFinance Director shall, upon being appointed, take an oath of office to perform faithfully and impartially the duties of his/her office and shall execute a fidelity bond to the City of twenty thousand dollars (\$20,000), to be approved by the Mayor, conditioned upon the faithful performance of the duties of his/her office.

- (3) Functions. The City ComptrollerFinance Director shall see to the proper operation of the Accounting Division, the Purchasing Division, the Clerical Pool, the Risk Management Division, the Budget System, the ~~Word Processing Center~~ and Document Services ~~Madison City Channel~~.
- (4) Accountability. The City ComptrollerFinance Director shall report to the Board of Estimates and the Common Council on the financial status and policies of the City and to the Mayor on day-to-day operations and administrative matters.
- (5) Duties of the ~~Comptroller~~Finance Director.
 - (a) The City ComptrollerFinance Director shall have custody and control of all financial books and records of the City except as otherwise expressly provided, and shall keep suitable books of accounts and records in which shall be entered all financial transactions of the City.
 - (b) All accounts, demands, or claims presented to the City for payment shall be upon forms prescribed by the City ComptrollerFinance Director and furnished by the City, and no account, demand or claim shall be received by the City or any of its officers unless the same shall be made out upon such form.
 - (c) It shall be the duty of each head of departments, divisions, offices, boards, or commissions to file with the City ComptrollerFinance Director a notice of any contract or agreement entered into on behalf of the City, of the sale of any supplies, articles, or materials, for any service performed or the levy of any special assessment. They shall file with the City ComptrollerFinance Director a notice giving the date of commencement and completion of any work or improvement whether done under contract or otherwise. It shall be the duty of the City ComptrollerFinance Director to cause the same to be entered and made a matter of record.
 - (d) All resolutions, agreements, and contracts requiring the expenditure of money, before being presented to the Mayor for his approval, shall be submitted to the City Comptroller Finance Director who shall endorse thereon a statement showing the availability of funds or otherwise, as the case may be.
 - (e) The City ComptrollerFinance Director shall direct all accounting, statistical, auditing, and other activities relating to the management of the City's fiscal affairs; shall contribute to City of Madison fiscal planning and control goals by providing financial statements, analytical reports, cost studies, performance standards, budgetary controls, and related management information to ascertain, help maintain, and continually improve the City's financial position; and shall meet monthly with the Board of Estimates to report on and discuss the financial affairs of the City.
 - (f) The City ComptrollerFinance Director shall develop and recommend a budget program that includes both long-range capital budgeting and the annual operating of capital budgets under the direction of the Mayor, Board of Estimates, and Common Council.
 - (g) The City ComptrollerFinance Director shall plan, develop and recommend procedures and practices to be observed in the issuance of bonds and promissory notes. He/she shall see to the preparation of required borrowing documents and shall decide the timing of the borrowing. He/she shall review borrowing priorities with the Mayor.
 - (h) The City ComptrollerFinance Director shall perform such other duties as may be required by the Mayor or Common Council.
- (6) Responsibilities of the ~~City Comptroller~~Finance Director.
 - (a) The City ComptrollerFinance Director shall keep abreast of current economic, financial,

- and municipal finance trends and interpret such information and developments as a guide to current and long-range planning with respect to his activities.
- (b) The ~~City Comptroller~~Finance Director shall review and analyze the operations of other municipalities, as pertains to his/her objectives, and make appropriate applications or recommendations resulting therefrom.
 - (c) The ~~City Comptroller~~Finance Director shall review and analyze the operations of local, special district, county, state, and federal taxing agencies and aid programs as they may pertain to the financial affairs of the City and shall submit recommendations relating thereto.
 - (d) The ~~City Comptroller~~Finance Director shall prepare or review all program applications for participation in county, state, and federal programs and necessary subsequent reports relating thereto.
 - (e) The ~~City Comptroller~~Finance Director shall plan, develop, and recommend insurance programs for the adequate protection of the City's properties and funds and with reference to exposure to liabilities on the part of the City as they may arise in the light of all foreseeable contingencies.
 - (f) The ~~City Comptroller~~Finance Director shall see to it that all employees under his supervision are thoroughly trained in the responsibilities of their respective positions.
 - (g) The ~~City Comptroller~~Finance Director shall coordinate with the Planning and Community and Economic Development and Public Works Directors in the analysis of the physical development effects of all capital budget requests or projections. He/she shall receive recommendations and reports from the City Plan Commission and the Board of Public Works relating to this responsibility.
 - (h) The ~~City Comptroller~~Finance Director shall maintain frequent contacts with the heads of other departments, divisions, offices, and semi-autonomous City agencies on mutual problems, interchanges of information, interdepartmental matters, accounting services, procedures, and budget problems.

2. All other necessary sections throughout the ordinances including, but not limited to Secs. 3.53 and 3.54 and Chapter 4, MGO, are amended to ~~update references to~~ reflect the changes in the department name and position title, and the City Attorney is directed to make such changes.