

# TOWN CODE CHAPTER 3

## OFFICES AND CHECK SIGNERS



January 9<sup>th</sup>, 2020

## Requested Action

---

### Requested Action

Direction for possible code amendments for consideration on January 23rd

---

### Purpose of amendment

Align Town code with recent organizational structure changes by:

- ✓ Establishing the office of Chief Information Officer and
  - ✓ Maintaining an adequate number of check signers for continuity of operations
- 

### Organization structure changes in December 2019

Changes in the Town's organization structure and code are not necessarily always synonymous; autonomous changes do occur. The two proposed changes above are being presented related to December 2019's restructure.



# Table 1: Changes in structure

## AMENDMENT #1

Function / Service	Per Budget Documents - at Selected Dates				
	30-Jun-2009	09-Jul-2009	11-Jun-2015	31-May-2018	09-Jan-2020
<b>Finance</b>	Management Services Department	Finance Department	Department of Administration and Government Affairs	Division Reporting to the Town Manager	Finance Department
<b>Information Technology</b>	Management Services Department	Finance Department	Department of Administration and Government Affairs	Division Reporting to Deputy Town Manager	<b>Information Technology Department</b>
<b>Town Clerk</b>	Management Services Department	Finance Department	Town Manager's Office	Town Manager's Office	Town Manager's Office
<b>Post Office</b>	Management Services Department	Finance Department	Community Development	Community Development	Town Manager's Office
<b>Alarm Support</b>	Management Services Department	Finance Department	Department of Administration and Government Affairs	Police Department	Police Department
<b>Engineering</b>	Engineering Department	Community Development Department	Public Works Department	Engineering Department	Community Development Department



# Proposed Code: Additional Offices      AMENDMENT #1

## Section 3-1-2      Additional Offices      446 614 623

The Council or Manager may create and remove from time to time such other offices as deemed necessary and that are not provided for in this Code or State statute. The duties of the offices of ~~Deputy Town Manager~~, Police Chief, Chief Financial Officer, Public Works Director, Community Development Director, Town Engineer, Town Clerk, Town Zoning Administrator and **Chief Information Officer** shall be performed by person(s) appointed or designated by the Town Manager.



# Table 2: Town offices

# AMENDMENT #1

Code at 30-Jun-2009	Code Changes Effective			Proposed 09-Jan-2020
	09-Jul-2009	11-Jun-2015	31-May-2018	
3-1-2: Additional Offices				
-	-	-	Deputy Town Manager	-
Police Chief	Police Chief	Police Chief	Police Chief	Police Chief
Management Services Director	Budget and Finance Director	Director of Administration and Government Affairs	Chief Financial Officer	Chief Financial Officer
Public Works Director	Public Works Director	Public Works Director	Public Works Director	Public Works Director
Planning and Building Director	Community Development Director	Community Development Director	Community Development Director	Community Development Director
Town Engineer	Town Engineer	Town Engineer	Town Engineer	Town Engineer
Town Clerk	Town Clerk	Town Clerk	Town Clerk	Town Clerk
Zoning Administrator	Zoning Administrator	Zoning Administrator	Zoning Administrator	Zoning Administrator
-	-	-	-	Chief Information Officer





## Proposed Code: Authority to Sign

## AMENDMENT #2

- N. Authority to Sign Town Checks. Town warrants, which shall be in the form of checks drawn on the Town's bank account or accounts issued by order of the Mayor and Council shall be signed as follows: 463 465 488 579 584 599 623
1. For any amount that is twenty-five thousand dollars (\$25,000) or less, any combination of the Town Manager, **Chief Financial Officer** ~~Deputy Town Manager~~, Mayor, Vice Mayor, or Town Clerk are authorized to sign and countersign.
  2. For any amount greater than twenty-five thousand dollars (\$25,000), checks shall be signed by the Mayor and Vice Mayor, or by one of them with countersignature by either the Town Manager or the ~~Deputy Town Manager~~ **Chief Financial Officer**.



## Table 3: Authority to sign checks

## AMENDMENT #2

Code at 30-Jun-2009	Code Changes Effective			Proposed 09-Jan-2020
	09-Jul-2009	11-Jun-2015	31-May-2018	
3-2-6 (N1): Powers & Duties; Authority to Sign Checks; \$25,000 or less				
Town Manager	Town Manager	Town Manager	Town Manager	Town Manager
Mayor	Mayor	Mayor	Mayor	Mayor
Vice Mayor	Vice Mayor	Vice Mayor	Vice Mayor	Vice Mayor
Management Services Director	Budget and Finance Director	Director of Administration and Government Affairs	Deputy Town Manager	Chief Financial Officer
Town Clerk	Town Clerk	Town Clerk	Town Clerk	Town Clerk
3-2-6 (N2): Powers & Duties; Authority to Sign Checks; greater than \$25,000				
Mayor	Mayor	Mayor	Mayor	Mayor
Vice Mayor	Vice Mayor	Vice Mayor	Vice Mayor	Vice Mayor
Town Manager	Town Manager	Town Manager	Town Manager	Town Manager
Management Services Director	Budget and Finance Director	Director of Administration and Government Affairs	Deputy Town Manager	Chief Financial Officer



# Table 4: Survey respondents

## AMENDMENT #2

Municipality	Authorized Check Signers									Threshold Method
	#1		#2		#3		#4		#5	
Phoenix	City Manager	and	City Clerk	-	-	-	-	-	-	All Checks Electronic
Scottsdale	Mayor	or	Treasurer / Chief Financial Officer	-	-	-	-	-	-	All Checks Electronic
Tempe	Deputy City Manager	and	Chief Financial Officer	-	-	-	-	-	-	All Checks Electronic
Buckeye	Mayor	and	City Manager	or	Chief Financial Officer	-	-	-	-	All Checks Electronic
Yuma (County)	Board Chair	and	Clerk of the Board	or	Chief Financial Officer	-	-	-	-	All Checks Electronic
Paradise Valley	Town Manager	or	Mayor	or	Vice Mayor	or	Deputy Town Manager	or	Town Clerk	\$25,000 Requires two Electronic
Paradise Valley	Mayor	and / or	Vice Mayor	if "or" then one of	Town Manager	or	Deputy Town Manager	-	-	Greater than \$25,000 Manual Signature

Most municipalities emphasis their strong internal controls





1. For any amount that is twenty-five thousand dollars (\$25,000) or less, any combination of the Town Manager, **Deputy Town Manager**, Mayor, Vice Mayor, or Town Clerk ~~Director of Administration and Governmental Affairs~~ are authorized to sign and countersign. ~~During any period of absence of the Town Manager or the Budget and Finance Director the Town Clerk shall have the same authority to sign and countersign checks as the Town Manager and the Budget and Finance respectively.~~
  2. For any amount greater than twenty-five thousand dollars (\$25,000), checks shall be signed by either the Mayor and Vice Mayor, or by one of them with countersignature by either the Town Manager or the ~~Director of Administration and Government Affairs~~ **Deputy Town Manager**.
- E. ~~Treasurer.~~ The Clerk shall delegate the duties of treasurer of the Town to the ~~Director of Administration and Government Affairs,~~ **Chief Financial Officer**, who shall have the care, control and custody of the money of the Town. **The Chief Financial Officer shall also be designated, pursuant to A.R.S. § 41-1279.07(E), to submit the Expenditure Limitation Report to the Office of the Auditor General.**



# Table 5: Other sections

# RETAIN FROM MAY 2018

Code at 30-Jun-2009	Code Changes Effective			Proposed 09-Jan-2020
	09-Jul-2009	11-Jun-2015	31-May-2018	
3-3-1E: Clerk delegation of Treasurer duties				
Town Clerk  Management Services Director	Town Clerk  Budget and Finance Director	Town Clerk  Director of Administration and Government Affairs	Town Clerk  Chief Financial Officer	Town Clerk  Chief Financial Officer
3-3-1E: Delegation of to submit the Expenditure Limitation Report				
-	-	-	Chief Financial Officer	Chief Financial Officer
3-3-2: Police Chief (Town Marshal); assigning tax collection duties				
Town Marshal  Management Services Director	Town Marshal  Budget and Finance Director	Town Marshal  Director of Administration and Government Affairs	Town Marshal  Chief Financial Officer	Town Marshal  Chief Financial Officer
8-8-7B: Additional provisions; Approval of Permits				
Management Services Director	Town Clerk	Town Clerk	Town Clerk	Town Clerk
12-3-5C: Court Enhancement Fund				
Management Services Director	Budget and Finance Director	Director of Administration and Government Affairs	Chief Financial Officer	Chief Financial Officer



## Prepare possible code changes

## Requested Direction

Section 3-1-2      Additional Offices      446 614 623

The Council or Manager may create and remove from time to time such other offices as deemed necessary and that are not provided for in this Code or State statute. The duties of the offices of **Deputy Town Manager**, Police Chief, Chief Financial Officer, Public Works Director, Community Development Director, Town Engineer, Town Clerk, Town Zoning Administrator and **Chief Information Officer** shall be performed by person(s) appointed or designated by the Town Manager.

# #1

# #2

N.      Authority to Sign Town Checks. Town warrants, which shall be in the form of checks drawn on the Town's bank account or accounts issued by order of the Mayor and Council shall be signed as follows: 463 465 488 579 584 599 623

1. For any amount that is twenty-five thousand dollars (\$25,000) or less, any combination of the Town Manager, **Chief Financial Officer** ~~Deputy Town Manager~~, Mayor, Vice Mayor, or Town Clerk are authorized to sign and countersign.
2. For any amount greater than twenty-five thousand dollars (\$25,000), checks shall be signed by the Mayor and Vice Mayor, or by one of them with countersignature by either the Town Manager or the ~~Deputy Town Manager~~ **Chief Financial Officer**.



# TOWN CODE CHAPTER 3

## OFFICES AND CHECK SIGNERS



January 9<sup>th</sup>, 2020