



Legislation Text

File #: 18-238, **Version:** 1

TO: Mayor Collins and Town Council Members

FROM: Kevin Burke, Town Manager
Andrew M. Miller, Town Attorney

DATE: May 31, 2018

DEPARTMENT: Town Attorney

AGENDA TITLE:

Approval of Ordinance Number 2018-12 amending the Town Code to change references to the "Director of Administration and Government Affairs" to "Chief Financial Officer" and Adding the Office of Deputy Town Manager

Town Value(s):

- ☐ Primarily one-acre, residential community
- ☒ Limited government
- ☐ Creating a sense of community
- ☐ Partnerships with existing schools and resorts to enhance recreational opportunities
- ☐ Improving aesthetics/creating a brand
- ☐ Preserving natural open space

The Town of Paradise Valley makes every effort to enhance the community's unique character for its residents and people from around the world.

Council Goals or Statutory Requirements:

RECOMMENDATION:

Adopt Ordinance Number 2018-12.

SUMMARY STATEMENT:

Currently, several subsections of the Town Code in Chapters 3 and 12 refer to the title of "Director of Administration and Government Affairs." However, this position was eliminated during a reorganization of the Town staff and no longer exists. The references in the Town Code should now be changed to "Chief Financial Officer," which is the appropriate title for the particular functions that were previously administered through the Director of Administration and Government Affairs. These functions include:

- "Additional Offices" designated by the Council - §3-1-2
- Authority to Sign Town Checks - §3-2-6(N)
- Treasurer functions - §3-3-1(E)

- Tax Collector functions - §3-3-2
- Investing the Court Enhancement Funds - §12-4-3(C)

In addition to clarifying these sections of the Town Code, staff would note that ARS §41-1279(E) requires the Council to designate a Chief Financial Officer with authority to submit the annual expenditure limitation report. The Town is required to notify the auditor general by July 31 of each year of the name of the Chief Financial Officer. It would be helpful for audit and other purposes to make the changes noted above in order to provide the auditor general with the name of the current Chief Financial Officer, which will be clarified upon the adoption of Ordinance No. 2018-12.

Chapter 3 is further amended to add Deputy Town Manager to Section 3-1-2 Additional Offices. The Town Council previously authorized this position on September 14, 2017. The purpose of defining the office in Code is so that the authority to sign checks provided in Section 3-2-6(N) can be assigned to the Deputy Town Manager. This substitution will strengthen financial audit controls.

It is respectfully recommended that the Town Council adopt Ordinance No. 2018-12.

BUDGETARY IMPACT:

None.

ATTACHMENT(S):

A - Ordinance No. 2018-12