

Chapter 3-06

DEPARTMENT OF FINANCE AND ADMINISTRATION

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Section 3-06-01 DEPARTMENT CREATED

There is hereby created an administrative department of the City to be known as the Department of Finance and Administration.

(6388, Repealed & Replaced, 03/15/2005; 5851, Added, 06/23/1998)

Section 3-06-02 DIRECTOR OF DEPARTMENT

There is hereby created the Office of Director of Finance and Administration who shall superintend, direct and manage the Department and all officers, assistants and employees assigned to and employed for the Department and its various divisions. The Director shall be appointed by the Mayor by and with the advice and consent of the Council. The Director shall serve as City Clerk ex officio.

(6657, Amended, 04/15/2008, 6388, Repealed & Replaced, 03/15/2005; 5851, Added, 06/23/1998)

Section 3-06-03 POWERS AND DUTIES

The Director of Finance and Administration, in addition to those necessarily or fairly implied in or incidental to or those essential to the powers, duties and functions hereinafter expressly delegated and specified shall supervise, and be in charge of various Department divisions handling financial and administrative matters of the City.

(6388, Repealed & Replaced, 03/15/2005; 5851, Added, 06/23/1998)

Section 3-06-04 DIVISIONS

The Department of Finance and Administration will be divided into the following divisions in order to carry out the duties and responsibilities of the department:

A. Division of Administrative Services

The Division of Administrative Services will be headed by the Administrative Services Manager. Administrative Services exists to provide leadership for certain general governmental support activities of the City and to ensure that these activities are appropriately implemented and performed. These include the Offices of the City Clerk, of Parking Services and of Central Services. The Division of Administrative Services' mission is to ensure appropriate systems; procedures and trained staffing are provided to meet the daily demands of the programs and

activities therein. The Division of Administrative Services shall have the following duties, powers and functions, in addition to those necessarily or fairly implied in or which are incidental to or essential to such duties, powers and functions expressly delegated and specified.

1. Office of Central Services

The Office of Central Services shall have the following duties, powers and functions in addition to those necessarily or fairly implied in or incidental to or essential to such duties, powers and functions expressly delegated and specified:

Direct, superintend, and manage the printing and mail services of the City; furnish upon request to any City department such service, labor, and materials as may be requested and as facilities permit; provide contractual printing and mail services to outside governmental agencies.

a. Printing Services

1. Provide consultation and assistance to City departments and outside agencies to plan cost-effective printing and duplication projects.
2. Provide graphic design, layout and composition, offset and electronic printing, and bindery services for printed material.
3. Determine production, personnel, and inventory costs and establish pricing structures to maintain a self-supporting printing services operation.
4. Maintain and report records of printing expenditures by City accounts for charge back accounting; assist departments in projecting printing expenses for budget purposes.

b. Mail Services

1. Process, sort, and distribute all incoming and outgoing U.S. Mail daily, ensuring conformance with U.S. Postal Service regulations and requirements as contained in the Domestic Mail Manual and the International Mail Manual, and ensuring timely delivery to a U.S. Postal Facility.
2. Process, sort, and distribute all interoffice mail daily; determine routes and schedules, and provide daily mail delivery services to City departments and associated agencies.
3. Advise and assist departments in planning cost-effective mailings in conformance with postal regulations and requirements; provide mailing consultation and education to departments as requested.
4. Maintain and report records of postage expenditures by City department accounts for charge back accounting; assist departments in projecting postage expense for budget purposes.

2. Office of the City Clerk

The Office of the City Clerk shall be managed by the Director of Finance and Administration who shall serve ex officio as City Clerk. The Director of Finance and Administration as ex officio City Clerk shall have the following duties, powers and functions, in addition to those necessarily or fairly implied in or which are incidental to or essential to the such duties, powers and functions expressly delegated and specified:

- a. Prepare, in coordination with all departments including the Mayor, the agenda of the Council as prescribed by Section 1-02-05 of the City Code and serve as Clerk of the Council and perform such other duties of a like nature as shall be required by that body.
- b. Keep a correct journal of the proceedings of the Council and as such be responsible for the recording, filing, indexing and safekeeping of all proceedings of the Council.
- c. Record in full, uniformly and permanently, all ordinances, resolutions, agreements, contracts, deeds, cemetery records, and all other documents as may be deemed of permanent nature by the council. Every ordinance and resolution, after the same is passed or adopted shall receive a number from the Clerk, and be numbered in numerical sequence.
- d. Publish all ordinances passed by the Council and all legal notices, reports, financial statements and other matters required by law or ordinance.
- e. Upon confirmation of the assessment roll for any local improvement district or pressurized irrigation district, certify and file said assessment roll with the City Treasurer, and upon notification by the City Treasurer, if said assessments are not paid at the time and in the manner as required by Statute and ordinance, certify to the Tax Collector of Ada County all assessments declared delinquent in the manner required by Statute and ordinance.
- f. Upon allowance of claims by the Council, notify the Risk Manager and inform the Council.
- g. Be the custodian of the official seal of the City.
- h. Shall be, and hereby is, appointed the City License Officer and as such officer shall collect all license fees and issue all licenses in the name of the City to all persons qualified pursuant to the provisions of Title V of the Boise City Code and shall:

1. Promulgate and enforce all reasonable rules and regulations necessary to the operation and enforcement of Title 5 and Title 6, Chapter 7, Sections 17 and 21 and Title 7, Chapter 5.
 2. Keep all information furnished or secured under the authority of this Ordinance in strict confidence. Such information is exempt from disclosure pursuant to Idaho Code 74-106 and may not be subject to public inspection and will be kept so that the contents thereof may not become known except to the persons charged with the administration of this Ordinance.
 3. Keep account of all monies received and turn over all monies so received to the City Treasurer daily, giving a statement as to the source thereof.
 4. Contract with companies to sell animal license tags.
- i. Shall be, and hereby is, appointed the City's Chief Election Officer and as such shall perform all duties in accordance with the provisions of Idaho State Code, Title 50.
 - j. Shall be, and hereby is, appointed the City's Records Officer responsible for directing the Office of the City Clerk and the coordinating records management operations between the City departments and to perform all duties in accordance with the provisions of Boise City Code, Title 1, Chapter 23.

3. Office of Parking Services

The Office of Parking Services shall have the following duties, powers and functions, in addition to those necessarily or fairly implied in or which are incidental to or essential to such duties, powers and functions expressly delegated and specified:

- a) Plans, manages and oversees the administration of a City-wide parking program.
- b) Directs the enforcement of City parking ordinances for on-street parking.
- c) Administers a parking program for City owned garages and the Grove Street Public Parking Facility.

B. Division of Financial Services

The Division of Financial Services is headed by the Financial Services Manager. Financial Services provides leadership for City financial management, to assure that appropriate systems, procedures and skilled staffing are provided to assure that necessary actions are taken to plan for and to protect the City's financial position, to plan City financial activities, to administer all City financial transactions, including record keeping and reporting, consistent with Federal, State and Local laws, rules and regulations and with other accepted standards, and to safeguard City assets and resources. The Division of Financial Services shall have the following duties,

powers and functions, in addition to those necessarily or fairly implied in or which are incidental to or essential to such duties, powers and functions expressly delegated and specified:

1. Financial Planning

- a. Strategic financial planning to facilitate development, adoption and implementation of long-term financial plans, policies, and systems
- b. Financial policy development
- c. Financial analysis
- d. Financial projections
- e. Environmental scanning
- f. Multi-year facilities and services planning

2. Budgeting:

Completion of all activities required by State Code to administer the City budget for facilities and services, using appropriate technology and process to maximize the use of City resources to meet community needs and expectations.

- a. Budget Development
- b. Program and services planning and budgeting
- c. Capital facilities planning and budgeting
- d. Interim budget management

3. Cash management:

In compliance with Titles 50 and 57 of the Idaho Code, collect, deposit and safe keep all monies belonging to the City; design and maintain cash management systems; maintain relationships with financial institutions to meet the City's credit and operating needs; within the confines of the City's budget, maintain adequate liquidity to pay the City's bills in a timely manner; provide forecasts, projections and analysis of cash flow needs as necessary.

4. Investments:

Manage the City's investments in a manner consistent with the City's adopted investment policy and State Code.

5. Debt management:

Coordinate the structuring, issuance, reporting and payment of debt in compliance with applicable laws, rules and regulations and consistent with adopted policies of the City.

6. Investor and financial institution relations:

Coordinate and maintain the City's relationship with financial institutions, including, but not limited to banks; investment advisors, managers, traders, dealers and brokers; trust companies; insurance agents and underwriters; debt underwriters and financial advisors; credit rating agencies. Coordinate the City's investor relations programs to foster and maintain positive relations with current and potential investors in connection with the City's financial needs.

7. Financial transactions:

Oversight and review of all transactions entered into the City's financial system including:

- a. General Ledger
- b. Accounts Payable
- c. Accounts Payable
- d. Accounts Receivable
- e. Budget revisions
- f. Cash receipting
- g. Financial information systems: Provide oversight and management for information systems and technology that support the City's financial objectives.
- h. Franchise fee revenue, financial planning, administration and reporting.
- i. Impact fee administration, financial planning and reporting.

8. Asset Management:

- a. Fixed asset tracking with inventory records of real and personal property
- b. Maintain insurance on fixed assets of the City

9. Financial reporting:

Development and analysis of data bases, software, and processes that provide timely, accurate and complete information about all aspects of City financial positions, transactions and results in a format easily accessible to all customers both internal and in the community, including those with special interest in the City's finances.

- a. Financial software
- b. Report administration
- c. Periodic financial and service reports: Facilitate development of periodic reports of financial and operational activity, including analysis and recommendations related to significant issues, achievements and activity.
- d. Comprehensive annual financial report: Prepare, and facilitate review by external auditors, a CAFR that meets GASB and GAAP standards and that fully and accurately reports the City's financial position.

10. External financial review:

Facilitate and assist in external financial reviews by regulatory agencies and the City's external audit firm.

11. Trustee responsibilities, including representation on any trustee board.

Perform such duties and responsibilities as required by the Boise City Employees Non-qualified Deferred Compensation Plan.

12. Purchasing

Purchasing shall be headed by the Purchasing Agent. Purchasing shall have the following duties, powers and functions, in addition to those necessarily or fairly implied in or which are incidental to or essential to such duties, powers and functions expressly delegated and specified:

- a. Perform all purchasing functions for the City of Boise, delegating those functions as necessary.
- b. Prepare, review and recommend for City Council approval, all Boise City Code that relates to Purchasing.
- c. Prepare and maintain a Business Operations Manual, detailing the operation and processes utilized by Boise City Purchasing.
- d. Review and approve, and/or recommend for City Council approval, all expenditures as defined by Idaho Code and Boise City Code.

- e. Initiate all Formal Bids, review and approve specifications to conform to Boise City and Idaho Code, prepare all Formal Bid awards and contracts for Mayor and Council approval.
- f. Administer the Purchasing Card program for Boise City pursuant to policy and administrative regulation.
- g. Perform all duties as described in Boise City Code 1-11, and the Boise City Business Operations Manual.
- h. Manage and direct the City Surplus Property function, as described in the Business Operations Manual.
- i. Perform such other functions and duties as required by the Chief Financial Officer.

(Ord-31-15, Amended 7/28/2015; 6846, Amended, 05/15/2012)

C. Division of Safety and Risk Services

(6846, Repealed 05/15/2012; 6657, Amended, 4/15/2008, 6388, Repealed & Replaced, 03/15/2005; 5851, Added, 06/23/1998)

D. Division of Fleet Services

The Division of Fleet Services shall be headed by the Fleet Services Manager. Fleet Services shall have the following duties, powers and functions, in addition to those necessarily or fairly implied in or which are incidental to or essential to such duties, powers and functions expressly delegated and specified:

- 1. Direct, manage and superintend the operation of the City's automotive and equipment fleet including maintenance and repairs.
- 2. Implement changes in operating procedures, staffing physical layout and materials to improve program productivity.
- 3. Develop and promulgate policy and administrative regulations concerning all aspects of the Division of Fleet Services operations including vehicle rental and depreciation rates, and vehicle, equipment and replacement schedules.
- 4. In conjunction with user departments, develop specifications and cost estimates for all replacement vehicles and equipment.

(6657, Added, 4/15/2008)