

**CITY OF COATESVILLE
CHESTER COUNTY, PENNSYLVANIA**

ORDINANCE NO. 1352- 2011

AN ORDINANCE OF THE CITY OF COATESVILLE, CHESTER COUNTY, PENNSYLVANIA, AMENDING CHAPTER 5 OF THE ADMINISTRATIVE CODE, ENTITLED "ADMINISTRATION OF GOVERNMENT," TO ADD A PROVISION ESTABLISHING THE DUTIES OF THE DIRECTOR OF FINANCE; AND REPLACING ALL OTHER ORDINANCES, OR PARTS OF ORDINANCES, INCONSISTENT THEREWITH.

PURSUANT TO THE AUTHORITY CONTAINED IN THE PENNSYLVANIA THIRD CLASS CITY CODE, AS AMENDED, 53 P.S. §35101, *ET SEQ.*, AND THE CHARTER OF THE CITY OF COATESVILLE, AND IN ACCORDANCE WITH SECTION 2-510 OF THE CHARTER, THE COATESVILLE CITY COUNCIL DOES HEREBY ENACT AND ORDAIN AS FOLLOWS:

SECTION 1. Section 5-6 of the Administrative Code of the City of Coatesville, entitled "**Department of Finance**" is amended to add the following Paragraphs:

C. Director of Finance.

The Director of Finance shall have those powers and duties prescribed by law, the Charter and ordinance, including the power and duty to:

- (1.) Receive, deposit and record all moneys due the City or collectible by the City.
- (2.) Administer uniform purchasing procedures.
- (3.) Supervise the encumbrance and expenditure of City funds.
- (4.) Authorize the disbursement of City moneys in accordance with Section 2-608 of the Charter and ordinance.
- (5.) Supervise the billing and collection of all garbage and tax statements, and oversee the collection of delinquent tax collection as well as current earned income tax collections.
- (6.) Certify that all taxes, fees, and other revenues as well as collection, have been properly collected, accounted for, and deposited into the proper municipal accounts.
- (7.) Prescribe such administrative rules, practices and procedures as shall be deemed necessary or expedient for the conduct and operation of the Department of Finance not inconsistent with the administrative rules, practices and procedures enacted by the City Manager and/or City Council.

- (8.) Appoint, discipline, suspend and remove subordinates serving in the Department of Finance, with the approval of the City Manager.
- (9.) Develop and maintain employment records reflecting all aspects of the service of City employees assigned to work in the Department of Finance.
- (10.) Supervise and, if necessary, investigate or inquire into the operations of the Department of Finance and its employees. The result of any investigation or inquiry shall be immediately provided to the City Manager and City Council.
- (11.) Conduct annual performance evaluations of all Department of Finance employees. The City Manager and Human Resources department shall be provided copies of all performance evaluations.
- (12.) Maintain a uniform accounting system in accordance with generally accepted principles of accounting and in accordance with the requirements of law, the Charter and ordinance.
- (13.) Invest and manage City funds.
- (14.) Conduct internal reviews, in accordance with generally accepted principles of auditing, of the fiscal transactions of City departments.
- (15.) Prepare and submit to the City Manager and City Council periodic financial reports, at least monthly, and at such other times as the City Manager may direct, and at the end of each fiscal year prepare an annual financial report, as required by the Charter and by ordinance, and as otherwise requested. The monthly reports to the City Manager shall be submitted to the Council at its regular meetings and made available to the public.
- (16.) Prepare and maintain an inventory of capital assets of the City.
- (17.) Assist the City Manager and Department Heads in the preparation of the proposed City budget and in the presentation of the proposed budget to the City Council.
- (18.) Upon the City Council's adoption of a general operating budget and capital budget, cause the appropriations voted by the Council to be entered in the accounting records of the City in accordance with the Charter and ordinance. The Director of Finance shall approve no contract or expenditure which would exceed the unencumbered balance of appropriations in any account.
- (19.) Supervise the City payroll and the maintenance of City payroll records.
- (20.) Maintain records of City bonded indebtedness.
- (21.) Provide for the preservation of official financial records, which shall be kept at City Hall and shall be available for public inspection during regular office hours in accordance with Section 2-609 of the Charter and state law.
- (22.) Provide for the recording of all financial transactions and related activities of the city in terms of dollars and other appropriate units of measurement, in accordance with the form and procedures prescribed by Council in the Administrative Code and as shall be directed by the Manager, in order that the required reports and analysis may be produced for the proper

- management and control of such activities in accordance with Section 2-609 of the Charter.
- (23.) Perform grantsmanship services and expedite funding applications where appropriate and needed.
 - (24.) Oversee the implementation and operation of a data management system and LAN utilizing certified outside contractors, including of providing long-term growth plans for the City's technology needs.

All other Paragraphs contained in Section 5-6 of the Administrative Code shall remain in full force and effect.

SECTION 2. Severability. If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts hereof. It is hereby declared as the intent of the Coatesville City Council that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

SECTION 3. Repealer. All Ordinances or parts of Ordinances conflicting with any provision of this Ordinance are hereby repealed insofar as the same affects this Ordinance.

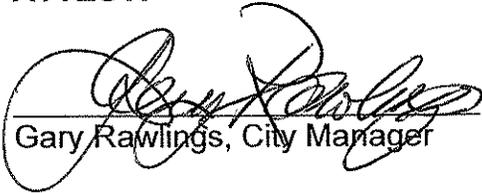
SECTION 4. Renumbering. The location and numerical designation of these revised Sections shall be delegated to the discretion of the General Code Publishers which may renumber or reorder these revised Sections as is necessary.

SECTION 5. Effective Date. This Ordinance shall become effective thirty (30) days after adoption, as provided by law.

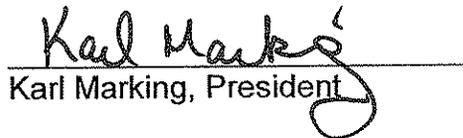
ENACTED AND ORDAINED this 9th day of May, 2011.

ATTEST:

COATESVILLE CITY COUNCIL



Gary Rawlings, City Manager



Karl Marking, President