

1 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
2 ORLANDO, FLORIDA, RELATING TO ARTICLE VI, CHAPTER  
3 2 OF THE CODE OF THE CITY OF ORLANDO, FLORIDA,  
4 ENTITLED "CHIEF FINANCIAL OFFICER," BY AMENDING  
5 SECTIONS 2.29, 2.30, 2.31, 2.32, 2.33, 2.34, TO PROVIDE  
6 CLARIFICATION OF CODE LANGUAGE AND TO UPDATE  
7 QUARTERLY REPORTING REQUIREMENTS TO BE  
8 CONSISTENT WITH EXISTING PRACTICES; PROVIDING  
9 FOR CODIFICATION, CORRECTION OF SCRIVENER'S  
10 ERRORS, SEVERABILITY AND AN EFFECTIVE DATE.

11  
12 NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE  
13 CITY OF ORLANDO, FLORIDA, AS FOLLOWS:

14  
15 SECTION ONE. Article VI, Chapter 2, Code of the City of Orlando, Florida, is  
16 hereby amended as follows:

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18 **Sec. 2.29. - Appointment and Responsibilities.**

19 The Chief Financial Officer shall be appointed by the Mayor and confirmed by  
20 the City Council. The Chief Financial Officer shall attend to the financial affairs of the  
21 City and give financial advice in all matters referred to him or her by the Mayor and/or  
22 City Council, or by other officers of the City related to their duties. The Chief Financial  
23 Officer shall serve as a member of the Orlando Police and Orlando Firefighter Pension  
24 Boards, to the extent he or she is otherwise legally qualified to serve.

25 (Code 1948, § 68.06; Ord. of 10-16-1957, § 1; Ord. of 2-7-1983, Doc. #17524; Ord. of  
26 10-25-1999, § 4, Doc. #32410; Ord. of 5-7-2001, § 1, Doc. #33780; Ord. of 11-4-2002, §  
27 1, Doc. #021104704)

28 **Sec. 2.30. - General Duties.**

29 The Chief Financial Officer, or his or her designee, shall:

- 30 1. collect all funds due the City ~~and each office, department and bureau thereof;~~  
31 2. maintain the general accounting system of the City in conformance with  
32 generally accepted accounting principles ~~as applied to government;~~  
33 3. supervise the preparation of bond ordinances and/or resolutions;  
34 4. conduct the sale and delivery of all bonds and enforce the covenants thereto;  
35 5. examine all contracts, purchase orders and other documents which create  
36 financial obligations against the City and approve the same only upon  
37 ascertaining the availability of budgeted funds;  
38 6. manage and maintain custody over all investments of the City;  
39 7. establish and manage trust and reserve accounts as required by bond ordinance  
40 and/or resolution;

8. establish and manage trusts and trust assets for the benefit of the City or other public purposes;
9. manage and maintain the books and records of 501-C3 or other non-profit corporations established for the benefit of the City or other public purposes;
10. adopt operational procedures governing the duties of the Chief Financial Officer, and/or his or her designee, as outlined herein;
11. manage the Office of Business and Financial Services and perform the duties delegated in this Code to ~~either~~ the Chief Financial Officer ~~or the Director of Finance.~~

(Code 1948, § 63.07; Ord. of 2-7-1983, Doc. #17524; Ord. of 10-25-1999, § 4, Doc. #32410; Ord. of 5-7-2001, § 2, Doc. #33780; Ord. of 11-17-2008, § 1, Doc. #0811171303)

### **Sec. 2.31. - Payment of Lawful Debts.**

The Chief Financial Officer, or his or her designee, shall audit for propriety all accounts, claims, and demands against the City. The Chief Financial Officer, or his or her designee, will draw checks only on the basis of duly approved invoices, claims or payrolls which checks will be valid only when signed by the Mayor or Mayor Pro-tem and the Chief Financial Officer ~~-or his or her designee or Comptroller.~~ As provided by applicable law, these signatures may be in facsimile mechanically affixed.

(Ord. of 2-7-1983, Doc. #17524; Ord. of 10-25-1999, § 4, Doc. #32410)

### **Sec. 2.32. - ~~Quarterly Statements on~~ Periodic Reporting of Financial Condition.**

~~At the end of the first quarter of the fiscal year and at the end of each quarter thereafter, Not less than quarterly~~ the Chief Financial Officer or his or her designee shall ~~provide make a quarterly report to~~ the City Council ~~with a at the first regularly scheduled meeting of the following month, or as soon thereafter as practicable. This report of the financial condition of the City that~~ shall include at a minimum actual revenue and expenditure performance compared to budget. Other financial management information shall be included as determined to be appropriate.

(Ord. of 2-7-1983, Doc. #17524; Ord. of 10-25-1999, § 4, Doc. #32410)

### **Sec. 2.33. - Annual External Audit.**

The Chief Financial Officer or his or her designee shall prepare a comprehensive annual financial report in conformance with generally accepted accounting principles ~~for the City.~~ The report shall be audited and an opinion rendered upon by an external independent Certified Public Accountant ~~firm, employed by the City Council.;~~ Such audit shall be conducted in conformance with generally accepted auditing standards.

(Ord. of 2-7-1983, Doc. #17524; Ord. of 10-25-1999, § 4, Doc. #32410)

**Sec. 2.34. - Bond Ordinance and Sinking Fund Accounting.**

The Chief Financial Officer or his or her designee will ensure that all money is collected, disbursed and invested in accordance with bond ordinance covenants and that such transactions are recorded in the proper accounts of the City~~or sub-accounts~~.

(Code 1948, § 63.06; Ord. of 2-7-1983, Doc. #17524; Ord. of 10-25-1999, § 4, Doc. #32410)

**SECTION TWO. CODIFICATION.** The City Clerk and the City Attorney shall cause the Code of the City of Orlando, Florida, to be amended as provided by this ordinance and may renumber, re-letter, and rearrange the codified parts of this ordinance if necessary to facilitate the finding of the law.

**SECTION THREE. SCRIVENER'S ERROR.** The City Attorney may correct scrivener's errors found in this ordinance by filing a corrected copy of this ordinance with the City Clerk.

**SECTION FOUR. SEVERABILITY.** If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

**SECTION FIVE. EFFECTIVE DATE.** This ordinance takes effect upon adoption.

**DONE, THE FIRST READING,** by the City Council of the City of Orlando, Florida, at a regular meeting, this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**DONE, THE PUBLIC NOTICE,** in a newspaper of general circulation in the City of Orlando, Florida, by the City Clerk of the City of Orlando, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**DONE, THE SECOND READING, THE PUBLIC HEARING, AND ENACTED ON FINAL PASSAGE,** by an affirmative vote of a majority of a quorum present of the City Council of the City of Orlando, Florida, at a regular meeting, this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

BY THE MAYOR/MAYOR PRO TEMPORE  
OF THE CITY OF ORLANDO, FLORIDA:

\_\_\_\_\_  
Mayor / Mayor Pro Tempore

ORDINANCE NO. 2015-61

ATTEST, BY THE CLERK OF THE  
CITY COUNCIL OF THE CITY OF  
ORLANDO, FLORIDA:

\_\_\_\_\_  
Celeste T. Brown, City Clerk

APPROVED AS TO FORM AND LEGALITY  
FOR THE USE AND RELIANCE OF THE  
CITY OF ORLANDO, FLORIDA:

\_\_\_\_\_  
Assistant City Attorney

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