

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Office of the Chief Financial Officer

AGENDA DATE: Introduction August 13, 2013
Public Hearing August 20, 2013

CONTACT PERSON NAME AND PHONE NUMBER: Carmen Arrieta-Candelaria, 541-4239

DISTRICT(S) AFFECTED: All

SUBJECT:

An ordinance amending Title 2 (Administration and Personnel), to amend Chapter 2.110 (City Organizational Structure) of the El Paso City Code, to create and establish the duties of the Chief Financial Officer; Create and establish the duties of the Purchasing and Strategic Sourcing Department and the Office of the Comptroller.

BACKGROUND / DISCUSSION:

The ordinance creates the Chief Financial Officer (CFO) position and establishes the duties and responsibilities the CFO. Also, since the Financial Services Department will be abolished the ordinance will create two departments, the Purchasing and Strategic Sourcing Department and the Office of the Comptroller. The two departments will report to the CFO.

PRIOR COUNCIL ACTION:

Chapter 2.110 of the Code was created by Ordinance 16128 on August 30, 2005 and most recently amended by Ordinance 17383 on August 24, 2010.

AMOUNT AND SOURCE OF FUNDING:

This organizational change was contemplated and addressed in the FY 2014 City Budget.

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

ORDINANCE NO. _____

AN ORDINANCE TO AMENDING TITLE 2 (ADMINISTRATION AND PERSONNEL), TO AMEND CHAPTER 2.110 (CITY ORGANIZATIONAL STRUCTURE) OF THE CITY CODE TO CREATE AND ESTABLISH THE DUTIES OF THE CHIEF FINANCIAL OFFICER; TO CREATE AND ESTABLISH THE DUTIES OF THE PURCHASING AND STRATEGIC SOURCING DEPARTMENT AND THE OFFICE OF THE COMPTROLLER.

WHEREAS, under the Budget Resolution for Fiscal Year 2013/2014 it will be required to establish the duties of the Chief Financial Officer; and

WHEREAS, the Chief Financial Officer will oversee and coordinate functions affecting the financial affairs of the City and oversee the operations of other departments, as assigned; and

WHEREAS, it will be necessary to create the Purchasing and Strategic Sourcing Department and the Office of the Comptroller, two of the departments that will report to the Chief Financial Officer.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

Section 1. That Section 2.110.060 (Chief Financial Officer) be created as follows:

The Chief Financial Officer position is hereby established. The City Manager designates the Chief Financial Officer to oversee the financial and purchasing related services and responsibilities within the City as designated by the City Budget Resolution adopted for Fiscal Year 2014 and thereafter as assigned by the City Manager and as set forth in the El Paso City Charter and City Code to include those functions, powers and duties designated within state law, the City Charter and any existing ordinance belonging to the Comptroller. The Office of Management and Budget, Consolidated Tax Office, Department of Information Technology Services, Office of the Comptroller, and the Purchasing Strategic Sourcing Department shall report to the Chief Financial Officer. The heads of all departments which are placed under the authority of the Chief Financial Officer shall retain the title of department heads, and shall continue to have the authority placed in department heads as provided for in the Civil Service Charter. The City Manager may reassign departments, duties, and staff as he deems appropriate.

Section 2. That Section 2.110.070 (Purchasing and Strategic Sourcing Department) be created as follows:

- A. The Purchasing and Strategic Sourcing Department is hereby established and shall provide procurement services as needed by the City and its various departments, as determined by the City Manager.
- B. The department is responsible for the procurement and sourcing of goods and services for the City and such duties as assigned by the City Manager and his designee, the Chief Financial Officer.
- C. The department shall be staffed by a department head known as the “Purchasing Director” and such other appropriate positions as are authorized by the City Council.
- D. The Purchasing Director shall report directly to the Chief Financial Officer.
- E. The Purchasing Director shall be responsible for the performance of duties as determined and directed by the City Manager and the Chief Financial Officer, provided however, the City Manager may reassign duties to other departments and staff, and designees, as he deems appropriate.

Section 3. That Section 2.110.080 (Office of the Comptroller) be created as follows:

- A. The Office of the Comptroller is hereby established as a department and function of the City Manager’s Office.
- B. The department is responsible for the management, monitoring, and disbursement of the City’s cash resources and such duties as assigned by the City Manager and his designee, the Chief Financial Officer.
- C. The department shall be staffed by the department head known as the “City Comptroller” and such other appropriate positions as are authorized by the City Council.
- D. The City Comptroller shall report directly to the Chief Financial Officer.
- E. The City Comptroller shall be responsible for the performance of duties as determined and directed by the City Manager and his designee the Chief Financial Officer, provided however, the City Manager may reassign duties to other departments and staff, and designees as he deems appropriate.

Section 4. This ordinance shall take effect on September 1, 2013.

Section 5. Except as herein amended, Titles 2 of the El Paso City Code shall remain in full force and effect.

ADOPTED THIS 20th day of August 2013.

CITY OF EL PASO

ATTEST:

Oscar Leeser, Mayor

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Sol M. Cortez
Assistant City Attorney

Carmen Arrieta- Candelaria
Chief Financial Officer