



## Request for City Council Committee Action from the Department of Finance

Date: April 18, 2008  
To: Ways and Means/Budget Committee  
Referral to: NA

**Subject: Designation of Assistant Finance Officer**

**Recommendation: Approve the designation of the Director, Management and Budget and the Controller as Assistant Finance Officer to act in the absence of the Finance Officer as directed by the Finance Officer.**

**Previous Directives: Not applicable**

Prepared by: Patrick Born, Chief Financial Officer

Approved by:

Patrick Born, Chief Financial Officer \_\_\_\_\_

Steven Bosacker, City Coordinator \_\_\_\_\_

Presenters in Committee: Patrick Born

### Reviews

- Permanent Review Committee (PRC): Approval \_\_\_ Date \_\_\_\_\_
- Civil Rights Approval Approval \_\_\_ Date \_\_\_\_\_
- Policy Review Group (PRG): Approval \_\_\_ Date \_\_\_\_\_

### Financial Impact

- No financial impact
- Action requires an appropriation increase to the \_\_\_ Capital Budget or \_\_\_ Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Action is within the Business Plan
- Action requires a change to the Business Plan
- Other financial impact
- Request provided to the Finance Department when provided to the Committee Coordinator

**Community Impact**

- Neighborhood Notification
- City Goals
- Comprehensive Plan
- Zoning Code
- Other

**Supporting Information**

The Charter allows the Finance Officer (Chief Financial Officer) to delegate his/her authority to sign routine contracts to two other City employees. But there is no express authority for the Finance Officer to delegate signature authority for real estate and bond documents to other City employees. The Charter does, however, authorize the Finance Officer, with City Council consent, to appoint an Assistant Finance Officer to act as the Finance Officer in the absence of the Finance Officer. It also allows the City Council to prescribe additional duties or positions. The proposed action authorizes the Finance Officer to designate the Director, Management and Budget and the Controller as Assistant Finance Officer. As Assistant Finance Officer each of these City employees would be authorized to sign real estate and bond documents in the absence of the Finance Officer.

The City Attorney's Office has advised that the proposed action is appropriate under the Charter and state law as a means of delegating the Finance Officer's authority to sign real estate and bond documents if the Finance Officer is absent.