

## Chapter 2.10

### FINANCE DEPARTMENT

#### Sections:

- 2.10.010 Director; Appointment; Duties Generally.**
- 2.10.020 Office; Custody of Documents.**
- 2.10.030 Reports to Council.**
- 2.10.040 Pershing Manager; Authority.**

#### **2.10.010 Director; Appointment; Duties Generally.**

The Mayor shall appoint, with approval of the City Council, a Finance Director, who shall be a member of the unclassified service of the city. The Finance Director shall be responsible for administrative supervision of all divisions of the executive branch assigned or attached to the Finance Department and shall manage the city garage and car pool. (Ord. 15380 §1; January 8, 1990).

#### **2.10.020 Office; Custody of Documents.**

The Finance Director shall keep an office in the rooms provided by the City Council which shall be kept open to the public during usual business hours. The Finance Director shall have charge and control of all the necessary public maps, charts, graphs, plans, books, documents, and other records pertaining to the office which shall be carefully preserved in the director's office as the property of the city. (Ord. 15380 §2; January 8, 1990).

#### **2.10.030 Reports to Council.**

The Finance Director shall furnish the City Council with such reports as it may from time to time request. (Ord. 15380 §3; January 8, 1990).

#### **2.10.040 Pershing Manager; Authority.**

The manager of Pershing Municipal Auditorium, with the approval of the Finance Director, shall have authority to enter into agreements on behalf of the city for bookings and events which are used in the operation of said auditorium. (Ord. 15380 §4; January 8, 1990).