

**2000.1 SUBJECT: ORGANIZATION AND POLICY – CHIEF
FINANCIAL OFFICER**

:1 OBJECTIVE:

To detail the role of the Chief Financial Officer in administering the business and financial affairs of the City.

:2 AUTHORITY:

This procedure amended by City Council, November 1, 2010, Item A-2.

:3 DIRECTION:

Chief Financial Officer, as an appointed official, serves at the pleasure of and receives direction from the Mayor.

:4 FUNCTIONS:

A. Introduction

City government, as an institution, has multiple partners including citizens, taxpayers, businesses, visitors, employees, and other governments. As a major institutional, economic, and service force in the region, it is important that the City strengthen relationships with its partners by adopting a clear and comprehensive set of policies and procedures.

Furthermore the financial integrity of the City of Orlando is of utmost importance, and adopting a set of policies is a key element to maintain this integrity. The purpose of this policy is to describe the roles and responsibilities of the Chief Financial Officer in administering the business and financial affairs of the City.

B. The Chief Financial Officer provides operational guidance and direction to the Office of Business and Financial Services functional activities:

1. Management and Budget;
2. Facilities Management;
3. Financial Management;
4. Fleet Management;
5. Purchasing and Materials Management;
6. Real Estate Management;

7. Safety and Risk Management;
 8. Technology Management; and
 9. Treasury Management.
- C. The Chief Financial Officer advises the Mayor and City Council on all fiscal matters.
- D. The Chief Financial Officer shall select, train, assign and evaluate employees assigned to the Office of Business and Financial Services in accordance with applicable bargaining agreements and City policy and procedures.
- E. The Chief Financial Officer shall delegate and affix responsibility for the performance of functions assigned to the Office of Business and Financial Services.
- F. The Chief Financial Officer performs other duties and responsibilities as may be directed by the Mayor and City Council.
- :4 FORMS:
- None.
- :5 COMMITTEE RESPONSIBILITIES:
- The Chief Financial Officer shall have committee responsibilities prescribed by City Code, through appointment by City Council, and through those contained in policy and procedure.
- :6 REFERENCE:
- City Code, Article VI, Section 2.36 to 2.47 and 2.99. Procedure adopted by City Council August 11, 1969, Item 37; amended January 29, 1973, Item 25; amended March 12, 1973, Item 61; amended November 3, 1975, Item 21; amended January 9, 1978, Item 22; amended May 17, 2004, New Business #1; amended October 15, 2007, Item A11; amended November 1, 2010, Item A-2.
- :7 EFFECTIVE DATE:
- This procedure effective 11/1/2010.