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CITY OF HAVERHILL

In Municipal Council May 13 2008

~~ORDERED~~

MUNICIPAL ORDINANCE

CHAPTER 32

AN ORDINANCE RELATING TO DEPARTMENTS

BE IT ORDAINED by the City Council of the City of Haverhill that the Code of the City of Haverhill, Chapter 32, as amended, is hereby further amended by adding the following:

“ARTICLE VIV Finance and Records Department.

§32-52. Department created.

There is hereby established a Finance and Records Department. The Finance and Records Department shall consist of the following divisions and functions:

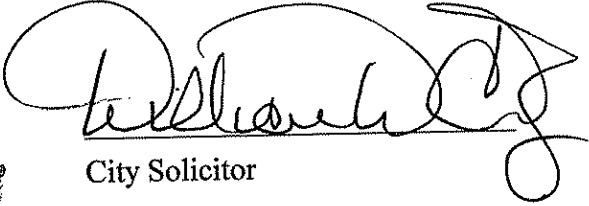
- 1. Assessors.**
- 2. Auditors.**
- 3. Procurement/City Services.**
- 4. Treasurer/Collector.**
- 5. Information Technology (MIS).**
- 6. Archives.**
- 7. City Clerk.**
- 8. License Commission.**

§32-53. Chief Financial Officer.

The Finance and Records Department shall be under the immediate supervision and direction of the Chief Financial Officer. The Mayor shall appoint a Chief Financial Officer of the Finance and Records Department, who shall hold office and serve at the pleasure of the Mayor. “

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APPROVED AS TO LEGALITY


City Solicitor

PLACED ON FILE for at least 10 days
TO COME BACK TO COUNCIL
JUNE 10, 2008
Attest:


City Clerk

IN CITY COUNCIL: June 10 2008

On motion of Councillor Daly O'Brien to amend document as indicated in
attachment from City Solicitor William Cox Jr, dated June 6 2008

MOTION PASSED and
PASSED AS AMENDED

Attest:


Asst. City Clerk

APPROVED:



Mayor

Ordinance Re: Departments - Finance & Records
Chief Financial Officer

City Clerk
Gen Code & mail
Council
Auditor
Treasurer
Assessor

Re: Doc 76

**CITY OF HAVERHILL
MASSACHUSETTS
CITY SOLICITOR'S OFFICE**

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**WILLIAM D. COX, JR.
CITY SOLICITOR**

June 6, 2008

TO: Michael J. Hart, President and Members of the Haverhill City Council
FROM: William D. Cox, Jr., Esq., City Solicitor *WDC*
RE: Amendment to the Ordinance Establishing a Department of Finance and Records/Adoption of an Order for a Consolidated Department of Municipal Finance

Amendments

After a further review of the ordinance establishing a Department of Finance and Records and MGL c. 43C, §11, it is my recommendation that the Council first consider the order to adopt the provisions of MGL c. 43C, §11, passage of which would then authorize the Council to proceed with consideration of the ordinance. A copy of MGL c. 43C, §11 is attached to the proposed order.

Also, it is my recommendation that the ordinance be amended to conform with MGL c. 43C, §11 as follows:

MOTION TO AMEND:

That §32-53 shall be amended by striking the last sentence and inserting the following in place thereof:

“The Chief Financial Officer shall be appointed by and responsible to the Mayor for a term of three (3) years, subject to removal as otherwise provided by the Charter and this Code. The Chief Financial Officer shall serve, ex-officio, as the auditor, treasurer, collector or treasurer-collector; provided, however, that the Chief Financial Officer shall not serve, ex-officio, as both auditor and treasurer, collector or treasurer-collector.

Re: Dec 26

PAGE TWO OF TWO - Amendment to the Ordinance Establishing a Department of Finance and Records/Adoption of an Order for a Consolidated Department of Municipal Finance

The Chief Financial Officer's duties shall include, but not be limited to, coordination of all financial services and activities, maintenance of all accounting records and other financial statements, payment of all obligations, receipt of all funds due, assistance to all other city or town departments and offices in any matter related to financial affairs, monitoring of the expenditure of all funds, including periodic reporting to appropriate agencies on the status of accounts, supervision of all purchases of goods, materials and supplies and maintenance of inventory controls, supervision of all data processing facilities and any other matter relating to municipal finance as may be determined necessary or desirable.

The Chief Financial Officer shall appoint all personnel under the direction and control of the Finance and Records Department subject to the approval of the Mayor, unless otherwise provided by the Charter."

Should the Council have any questions or concerns with this matter, please feel free to contact me.

cc: James J. Fiorentini, Mayor

amendments