



## AGENDA MEMORANDUM

First Reading at the City Council Meeting of January 14, 2014  
Second Reading at the City Council Meeting of January 28, 2014

**DATE:** January 14, 2014

**TO:** Ronald L. Olson, City Manager

**FROM:** Constance P. Sanchez, Director of Financial Services  
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Housekeeping Revision to the Code of Ordinances

### **CAPTION:**

Ordinance amending the Code of Ordinances by revising Section 17, Finance and Taxation; revising Section 17-4, Release of Liens-Execution; and revising Section 17-5, Same-Certificates; providing for effective date and providing for severance.

### **PURPOSE:**

The purpose of this item is to revise the Code of Ordinances as it relates to the administration of liens to accurately reflect the current practice. The last revisions were made in 1968 and 1972.

### **BACKGROUND AND FINDINGS:**

In reviewing our processes and procedures as it relates to the release of liens by the Accounts Receivable division in Financial Services, it was noted that the Code of Ordinance stipulate that only the city manager or the director of finance could release liens. Since the original implementation of this section in the Code of Ordinances in 1968, processes have changed and additional staffing has been hired to administer the lien program. Therefore, we are recommending that the assistant director of finance, the chief accountant, and the supervising accountant be added to Section 17-4 of the Code of Ordinances since those individuals are the ones who actually are currently involved in the process. Additionally, we recommend that the supervising accountant be added to Section 17-5 since this position is the manager over the Accounts Receivable division.

Additionally, the second paragraph of Section 17-4 describes a form of certificate that is supposed to “recite pertinent facts pertaining to the indebtedness.” City staff has found no evidence that this practice has ever been performed, and so we are recommending that it be eliminated from the Code of Ordinances. The release of lien contains all of the necessary information.

**ALTERNATIVES:**

n/a

**OTHER CONSIDERATIONS:**

n/a

**CONFORMITY TO CITY POLICY:**

This item conforms to City policy.

**EMERGENCY / NON-EMERGENCY:**

n/a

**DEPARTMENTAL CLEARANCES:**

- Legal Department

**FINANCIAL IMPACT:**

X Not Applicable     Operating Expense     Revenue     CIP

<b>FISCAL YEAR:</b>	<b>Project to Date Exp. (CIP Only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Budget	-	\$ -	\$ -	\$ -
Encumbered/Expended amount of (date)	-	-	-	-
This item	-	\$ -	\$ -	\$ -
BALANCE	-	\$ -	\$ -	\$ -
FUND(S):				

**COMMENTS:**

n/a

**RECOMMENDATION:**

Staff recommends approval of the ordinance as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Ordinance