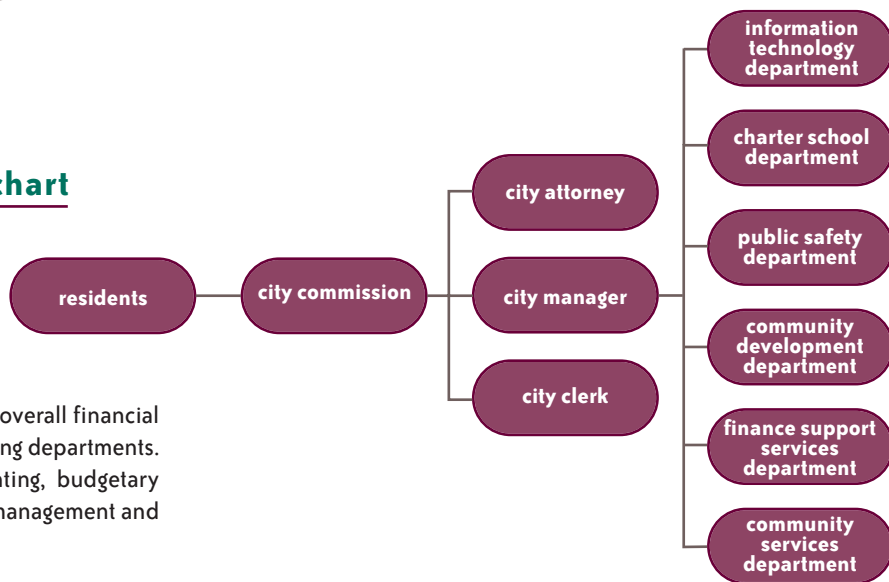


## city of aventura organization chart



## finance support services

The Finance Support Services Department provides overall financial and administrative support to the City’s other operating departments. The primary functions of Finance include accounting, budgetary control, purchasing, risk management, payroll, cash management and debt administration.

Our mission is to establish and maintain effective internal controls that safeguard the City’s assets and maintain the City’s strong financial condition by conducting the City’s business operations in a fiscally responsible manner.

In March 2007, the department issued the City’s Comprehensive Annual Financial Report (CAFR) for the fiscal year ended September 30, 2006. The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Aventura for its CAFR for the fiscal year ended September 30, 2006. This was the eleventh consecutive year that the City has achieved this prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized CAFR. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

Finance Support Services’ responsibilities include:

- Providing administrative, operational and financial assistance to the City Manager and staff
- Providing Accounting, Accounts Payable, Payroll, Budget, Grant Monitoring and Revenue Collection functions
- Monitoring/projecting the City’s fund balances
- Preparing/assisting with all financial reports - including the CAFR, the Aventura City of Excellence School Special Purpose Financial Report and the Annual Budget
- Providing cash/investment and debt management
- Monitoring/developing financial strategies that ensure fiscal solvency and financial statement integrity through the maintenance of proper internal controls
- Monitoring and implementing reporting requirements recommended by the State Auditor General, GFOA and GASB

## office of the city clerk

The City Clerk serves as the City’s corporate secretary, and is the official records keeper of the City and custodian of the City seal. The City Clerk is a constitutional officer by Charter and is appointed by and reports to the City Commission. Responsibilities of the City Clerk include:

- Recording the minutes and all official actions of the City Commission and its Advisory Boards.
- Attesting to and maintaining custody of all records of the City including ordinances, resolutions, contracts, deeds, etc.
- Publishing and distributing public notices as required by law.
- Administering the publication and supplementation of the City Code Book.
- Serving as the municipal Supervisor of Elections, conducting all City elections in accordance with city, county and state laws.
- Establishing and coordinating the City’s records management program in compliance with state law.

- Responding to public records requests and lien searches.
- Scheduling code enforcement hearings and providing clerical support to Special Master.
- Providing clerical support to Commissioners and assisting the City Manager with special projects.
- Administering oaths and providing full notary public services.

The City Clerk’s Office prepared 35 sets of minutes and 39 public notices, published 30 legal advertisements, drafted five ordinances and 17 resolutions, responded to 1,029 lien requests, and prepared 302 welcome letters during Fiscal Year 2006-2007.

Residents are encouraged to attend City Commission meetings, which are held in the Government Center Commission Chamber on the Plaza Level at 19200 West Country Club Drive. To confirm all meeting dates, times and locations, please contact the City Clerk’s Office at (305) 466-8901 or visit the City’s website at [www.cityofaventura.com](http://www.cityofaventura.com).