

ORDINANCE NUMBER: 2016-03

AN ORDINANCE AMENDING CHAPTER 2, "ADMINISTRATION", ARTICLE III, "OFFICERS AND EMPLOYEES", DIVISION 7, "TREASURER", SECTION 2-292, "EDUCATION; EXPERIENCE; BOND; OFFICE HOURS" AND SECTION 2-293, "DUTIES", OF THE CODE OF ORDINANCES FOR THE VILLAGE OF CHERRY VALLEY, ILLINOIS

WHEREAS, the Village Board of Trustees for the Village of Cherry Valley, Illinois has been reviewing the administrative office structure and as such has reviewed Section 2-292 and Section 2-293 regarding the Village Treasurer's qualification and duties; and

WHEREAS, the Village Board of Trustees for the Village of Cherry Valley, Illinois, has decided not to fill the position of the Village Administrator and has proposed to reassign some of those duties to the Village Treasurer; and

WHEREAS, in order to reflect the proposed changes to the qualifications and job description of the Village Treasurer, it is necessary to amend Section 2-292 and Section 2-293 of the Village Code of Ordinances.

NOW, WHEREFORE, BE IT ORDAINED BY THE VILLAGE PRESIDENT AND VILLAGE BOARD OF TRUSTEES FOR THE VILLAGE OF CHERRY VALLEY, ILLINOIS, AS FOLLOWS:

SECTION 1: Section 2-292 and Section 2-293, shall and hereby are deleted in their entirety.

SECTION 2: Section 2-292 entitled "Education; Experience; Bond; Office Hours", shall and hereby is amended to read as follows:

Sec. 2-292.- Education; Experience; Bond; Office Hours.

- (a) *Education and Experience.* The Village Treasurer's position requires the general knowledge of bookkeeping, record keeping, investment of funds and office management. The person appointed as the Village Treasurer shall have at a minimum a bachelor's degree in accounting, finance or business management; a bachelor's degree is required along with having passed the CPA (Certified Public Accountant) Exam.
- (b) *Bond.* The Village Treasurer shall give a bond before entering upon the duties of their office in the sum required by the Village Board of Trustees, such amount shall not be less than that required by state law. The bond shall be conditioned upon the faithful performance by the Village Treasurer of their duties and shall be contingent to indemnify the Village for any loss by reason of any neglect of duty or any act of the Village Treasurer.
- (c) *Office Hours.* The Village Treasurer shall keep office hours at the Village Hall, and such office hours shall be determined by the Village President and the Village Board of Trustees.

State law reference- Municipal Officers' Bonds, 65 ILCS 5/3.1-10-30.

SECTION 3: Section 2-293 entitled "Duties", shall and hereby is amended to read as follows:

Sec. 2-293.- Duties.

The Village Treasurer shall have the following duties:

- (1) Be in charge of that portion of their office which they are statutorily required to perform by the Illinois Compiled Statutes. The Village Treasurer shall be in charge of all areas of municipal government which are placed under that person's control by the Village President and the Village Board of Trustees and shall be directly responsible to ensure compliance with such duties. The Village Treasurer shall perform those statutory duties set forth and required by the Illinois Compiled Statutes. The Village Treasurer shall report directly regarding the administration of the office to the Village President and Village Board of Trustees.
- (2) Receive all money paid to the Village either directly from the person paying the money or from the hands of any other officer or employee who may receive it or a validated deposit slip or duplicate thereof from the Village Clerk, or Administrative Assistant indicating the source, date, amount of deposit, and shall pay out money only after the Village Board has approved payment of such amounts according to regular Village billing approval procedures.
- (3) Keep the records showing all money received by such person, showing the source from which it was received, and the purpose for which it was paid. The Village Treasurer shall keep records at all times showing the financial status of the Village.
- (4) Keep such books and accounts as may be required by state law, this Code of Ordinances, or other ordinances of the Village, and shall keep them in a manner as required by the Village Board of Trustees. Competency with current computer software to maintain the various accounts. Also, responsible for purchase orders and bill payment. Knowledge of various accounts and monitoring of same.
- (5) Make monthly reports to the Village Board of Trustees showing the state of the finances of the Village and the amounts received and spent during each month. The Village Treasurer shall prepare and file an annual report within six months from the end of each fiscal year with a total of all receipts and expenditures of the Village and transactions conducted by the Village Treasurer during the preceding fiscal year.
- (6) Keep a register of all warrants, bonds, or other accounts paid by the Village Treasurer and all vouchers as required by state law. Shall maintain a register of payments of all utility bills.
- (7) Keep and maintain a proper index to all documents and records maintained by the Village Treasurer so that access to such records may be readily obtained.

- (8) Assist the auditors with the annual Village audits.
- (9) Be responsible for all duties associated with water utility bills in operation of its related computer software, and work cooperatively with the Public Works Department in matters related to the administration of tasks within the Water Department, including, but not limited to, final readings, appointment scheduling, billing disputes, etc.
- (10) Attend all regular and special meetings of the Village Board of Trustees and those committee meetings deemed necessary by the Village President and the Village Board of Trustees, unless excused therefrom.
- (11) Various duties related to the administration of downstate police pension, including maintaining checkbook, issuing checks for retired officers and paying bills as submitted by the committee, submitting taxes and various year-end reports and forms, depositing monthly tax liabilities.
- (12) Assist Budget Director and department heads in creation of annual budget.
- (13) Responsible for all tasks related to employee payroll including payroll deductions, IMRF, wage garnishments, etc.
- (14) Responsible for all aspects related to the Village's investments, insure availability of funds for payment of monthly bills, payroll, and daily expenses. Pay monthly bond transfers, contact banks and secure bids for the investments, manage CD's, money market accounts and the Illinois Fund.
- (15) The Village Treasurer may attend seminars authorized by the Village's Finance Committee which are subsequently approved by the Village Board of Trustees and which are consistent with the seminar policy set forth in the employee's handbook for the Village.
- (16) (a) The Village Treasurer's job description will also include the responsibilities of managing the day to day operations of the Village's Administration Office.

(b) These duties shall include, but not be limited to, the following:
 - (1) Attend all regular and special meetings of the Village Board of Trustees and all committee meetings deemed to be appropriate unless excused therefrom.
 - (2) Investigate complaints directed to the Village and make recommendations to the Village Board of Trustees.
 - (3) Assist the finance committee and the budget director in the preparation of the annual budget.
 - (4) Propose ordinances or amendments to the appropriate committee as deemed necessary.

- (5) With the assistance of department heads, conduct and maintain an inventory of all Village real and personal property.
- (6) Investigate areas of concern and provide written and/or oral reports as requested by the Village Board of Trustees.
- (7) To assist the department heads to ensure the upkeep of all Village real and personal property, including leased properties.
- (8) Assist the appropriate committee chairperson in the development of a short term and long term capital improvements program.
- (9) Act as liaison for the Village with outside individuals and organizations.
- (10) Be responsible for contact between the Village and all other local, county, state and federal governments.
- (11) Be responsible for the execution of work related to the federal census.
- (12) Shall dictate office policy and administer the office to the best of their ability. Nothing in this section shall be construed as changing the duties or responsibilities as set forth statutorily for the Village Clerk and the Village Treasurer.
- (13) Shall act in the supervisory capacity with respect to all administrative staff for the Village. This supervisory capacity includes the supervision of the Village Clerk, Deputy Clerk, if any, Administrative Assistant, Secretarial Staff, Clerical Staff, and any other employee of the Village employed to work in the administrative offices of the Village. This supervision includes, but is not necessarily limited to, the following:
 - a. Direct responsibility for the day-to-day operations of the Village administrative offices, excluding the Public Works Department and the Police Department.
 - b. Supervision of all functions and activities performed by the Village Clerk, Deputy Clerk, Administrative Assistant, as well as all other Administrative Staff. The supervision of the Village Clerk, Deputy Clerk and Administrative Assistant is not meant to remove the statutory duties prescribed by the Illinois Compiled Statutes for the various offices. The supervisory capacity with respect to these offices and positions is limited to the monitoring of the performance of the completion of these statutory duties.
 - c. Establish a monitoring mechanism to ensure compliance with directives from the Village President and Village Board of Trustees.

- d. Preparation and submittal of annual performance appraisals of the staff to the Village Board of Trustees.
- e. Staff assignments and dedication of tasks.
- f. Establish and implement policy and practice for the administrative offices of the Village.
- g. Supervision of all personnel-related matters and issues in the administrative offices of the Village, including the monitoring of vacation time, personal time, sick time and job performance.

In addition to the statutory duties and responsibilities prescribed by the Illinois Compiled Statutes, the Village Treasurer shall perform such other duties as prescribed by the Village President and the Village Board of Trustees.

State law reference- Duties of Treasurer, 65 ILCS 5/3.1-35-40.

SECTION 4: This Ordinance shall become in full force and effect from and after its approval, passage and publication in pamphlet form.

PASSED UPON MOTION BY: NANCY BELT

SECONDED BY: SALLY HOLLEMBEAK

BY ROLL CALL VOTE THIS 5th DAY OF JANUARY, 2016

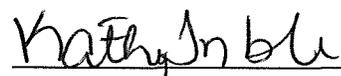
AS FOLLOWS:

VOTING "AYE": NANCY BELT, JEFF FUSTIN, SALLY HOLLEMBEAK,
GARY MAITLAND, DAVID SCHROEDER

VOTING "NAY": NONE

ABSENT, ABSTAIN, OTHER: STEPHEN APPELL

ATTEST: APPROVED JANUARY 5, 2016


DEPUTY
VILLAGE CLERK,
KATHLEEN TRIMBLE


VILLAGE PRESIDENT, JIM E. CLAEYSSEN