

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TITLE 2 (ADMINISTRATION AND PERSONNEL),
CHAPTER 26 (FINANCE DIRECTOR) OF THE CREST HILL CITY CODE**

WHEREAS, the City Council of the City of Crest Hill has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens; and

WHEREAS, pursuant to Section 3.1-30-5(a) of the Illinois Municipal Code (65 ILCS 5/3.1-30-5(a)), the Mayor is authorized to appoint, subject to the advice and consent of the City Council, any and all officers necessary to carry into effect the powers conferred upon the City by the constitution and laws of the State of Illinois; and

WHEREAS, the Mayor and City Council previously exercised this grant of authority to create the office of Finance Director for the City of Crest Hill, as set forth in Title 2 (Administration and Personnel), Chapter 26 (Finance Director); and

WHEREAS, the Corporate Authorities of the City are empowered to amend its Code of Ordinances from time to time, as necessary to further the best interests of the City of Crest Hill and its residents; and

WHEREAS, the Corporate Authorities of the City have determined that it is in the best interests of the City and its citizens to amend the Ordinance relating to the position of City Finance Director in Title 2, Chapter 26 of the City Code as set forth herein.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:

SECTION 1: The City Council hereby finds that all of the recitals contained in the preamble to this Ordinance are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

SECTION 2: Title 2 (Administration and Personnel), Chapter 26 (Finance Director) of the Crest Hill City Code is hereby repealed and replaced, in its entirety, with the following:

CHAPTER 26: FINANCE DIRECTOR

Section

2.26.010 Creation of office; appointment

2.26.020 Salary

2.26.030 Duties and responsibilities

§ 2.26.010 CREATION OF OFFICE; APPOINTMENT.

The office of Finance Director is created. The Finance Director shall serve as head of the

Treasurer's Office and shall be appointed by the Mayor with the advice and consent of the City Council. The Finance Director shall be supervised by the City Administrator but shall also be responsible to provide reports and information directly to the City Treasurer, as requested by the City Treasurer.

§ 2.26.020 SALARY.

The annual salary of the Finance Director shall be in an amount as fixed by the City Council.

§ 2.26.030 DUTIES AND RESPONSIBILITIES.

The Finance Director shall have the following duties:

- (A) Effectuates city financial policies and practices and represents the city's interests by taking or recommending discretionary actions that effectively control or implement city financial policy.
- (B) Supervises and directs the employees of the Treasurer's Office and Utility Billing by consistently using independent judgment for the scheduling of employees, evaluating employee performance, correcting employee deficiencies, and effectively recommending the hiring, suspension, promotion, discharge and discipline of Treasurer's Office and Utility Billing employees.
- (C) Management and supervision of month-end processing including but not limited to: journal entries, posting revenue and manual items, reviewing accounts payable and clearing accounts, posting payroll and benefits, reconciling all cash and investment accounts, posting all interest earned, reviewing and producing all monthly financial material listed on Council agendas, accounts payable and payroll posting to general ledger.
- (D) Budget preparation through EXCEL, including revenue estimates, salary and benefit calculations for all employee groups, all year end estimates, posting final numbers to general ledger, City Council presentations at budget sessions, department submittal reviews and meetings, final document, all lines of insurance calculations, debt service reserve calculations.
- (E) Audit work-paper preparation including accounting system year end close, year-end accrual calculations and posting, confirmation letters, capital construction contracts, utility billing calculations.
- (F) Payroll quarterly reporting: 941's, IMRF, police pension, unemployment, state and federal, and annual W2's.
- (G) Banking duties: daily deposit review, bank reconciliations, all city banking communications, investment monitoring, wire transfers, manual checks.

- (H) Attend City Council meetings and work sessions as required. Prepares reports for the Mayor, City Council and City Administrator as required including the following monthly reports to be submitted by the 15th of the month for the previous month:
 - (1) Statement of receipts and source thereof.
 - (2) Statement of actual expenditures by general ledger account only; that is. not to include departmental expenditures.
 - (3) Statement of cash transactions and balances in bank by fund, which statement shall include the following:
 - (a) Beginning cash balances on first of month, receipts, disbursements and end of month cash balances; and
 - (b) The end of month balances should be reflected by fund and by bank account, showing the name of the bank, the account name and balance.
 - (4) A complete list of obligations or accounts payable, including unpaid tax warrants, notes payable, bonds payable or any other balances or obligations payable, including due dates of each obligation.
- (I) Bring to the attention of the City Council, at the time a purchase is proposed, the fact that such purchase might result in over-expended appropriation. Transfers between appropriations must be approved by the City Council before such transfer is made.
- (J) Supervise verification and payment of invoices, preparation of vouchers, and preparation of accounts payable ledger by vendor and by fund.
- (K) Oversight and management of the Property Tax Rebate Check Program.
- (L) Oversight, management and compliance with GFOA criteria and requirements.
- (M) Preparation and submission of the Annual Tax Levy.
- (N) Create a separate account for any project for which public funds in excess of Five Hundred Thousand Dollars (\$500,000.00) are to be expended, regularly monitor said account and expenditures, and report monthly to the City Council regarding the status of said project and account.
- (O) With respect the account(s) and projects as designated in Paragraph (N), the Finance Director shall immediately, or as soon as practicable, inform the City Council, City Treasurer, City Administrator and Mayor of any expenses which exceed the budgeted amounts for said project.
- (P) Perform other duties as assigned by the City Administrator and/or the City Treasurer.

SECTION 3: In the event that any provision or provisions, portion or portions, or clause or clauses of this Ordinance shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Ordinance that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

SECTION 4: That all ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Ordinance, are hereby repealed to the extent of the conflict.

SECTION 5: That the City Clerk is hereby directed to publish this Ordinance in pamphlet form.

SECTION 6: That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

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PASSED THIS ____TH DAY OF ____, 2022.

	Aye	Nay	Absent	Abstain
Alderman John Vershay	_____	_____	_____	_____
Alderman Scott Dyke	_____	_____	_____	_____
Alderwoman Claudia Gazal	_____	_____	_____	_____
Alderwoman Darrell Jefferson	_____	_____	_____	_____
Alderwoman Tina Oberlin	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Raymond R. Soliman	_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS ____ DAY OF ____, 2022.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk