

CITY OF CENTRALIA, ILLINOIS
ORDINANCE NO. O20-20

**AN ORDINANCE SETTING FORTH THE FUNCTIONS AND
DUTIES OF THE CITY TREASURER**

WHEREAS, the City of Centralia (“City”), Marion, Clinton, Washington and Jefferson Counties, Illinois is a duly created, organized and validly existing municipality of the State of Illinois under the 1970 Illinois Constitution and the laws of the State of Illinois, including particularly the Illinois Municipal Code, and all laws amendatory thereof and supplementary thereto; and

WHEREAS, pursuant to 65 ILCS 5/3.1-20-5, 65 ILCS 5/3.1-30-5, and 65 ILCS 5/5-2-19, the Treasurer of the City of Centralia is designated by ordinance as an appointed officer position; and

WHEREAS, pursuant to Article 3.1, Division 35 of the Illinois Municipal Code, the Treasurer has certain statutory functions and duties; and

WHEREAS, the corporate authorities of the City of Centralia now desire to reduce the position of the Treasurer of the City to a part-time position, and to set forth the functions and duties of the Treasurer.

NOW THEREFORE BE IT ORDAINED, by the Mayor and City Council of the City of Centralia, as follows:

1. That the preceding recitations in the upper part of this Ordinance realleged, restated and adopted as paragraph one (“1”) of this Ordinance.
2. Section 2-73 of the Centralia Municipal Code shall be amended to read as follows:

“Sec. 2-73. - City Clerk.

The mayor, with the advice and consent of the city council, shall appoint the city clerk.”

3. Section 2-75 of the Centralia Municipal Code shall be amended to read as follows:

“Sec. 2-75. – City Treasurer.

- (a) TREASURER APPOINTED; VACANCY. The Treasurer shall be a part-time position, appointed by the Mayor with the advice and consent of the City Council. The term of the Treasurer shall be four

(4) years, coinciding with the term of the Mayor, and he shall serve until his successor is appointed and has qualified. If a vacancy occurs in the office, it shall be filled by the Mayor, with the advice and consent of the City Council. The person so appointed shall hold office for the unexpired term.

- (b) **MONEY; WARRANTS; ACCOUNTS; PAYMENTS.** The City Treasurer shall receive all moneys belonging to the City and shall pay all warrants signed by the Mayor and countersigned by the City Clerk and not otherwise; and shall keep a separate account of each fund or appropriation and the debits and credits belonging thereto. He shall give to every person paying money into the City Treasury a receipt therefor, specifying the date of payment, and upon what account paid, and he shall file copies of such receipts with the Clerk with his monthly reports.
- (c) **WARRANT REGISTER.** The Treasurer shall keep a register of all warrants redeemed and paid by him showing the number, date, and amount of each, the fund from which paid, and the name of the person to whom and when paid; and he shall cancel all warrants as soon as redeemed by him.
- (d) **PERSONAL USE OF FUNDS.** The Treasurer shall keep all money belonging to the City and in the Treasurer's custody separate and distinct from the Treasurer's own money and shall not use, either directly or indirectly, the City's moneys or warrants for the personal use and benefit of the Treasurer or of any other person. Any violation of this provision shall subject the Treasurer to immediate removal from office by the corporate authorities, who may declare the Treasurer's office vacant.
- (e) **BOND.** The Treasurer shall give bond conditioned upon the faithful performance of his duties and to indemnify the City for any loss due to neglect of duty or wrongful act on his part; and the amount of such bond shall not be less than three (3) times the number of residents of the City, as determined by the last Federal Census. Such bond shall be filed with the Clerk as required by statute.
- (f) **SPECIAL ASSESSMENTS.** The Treasurer shall collect all payments on special assessments and shall see to it that the same are properly recorded and credited to the particular account entitled thereto.
- (g) **BOOKKEEPING.** The Treasurer shall keep his books and accounts in such a manner as to show with accuracy, all moneys received and disbursed by him for the City, stating from whom and on what account received, and to whom and on what account paid out, and in such a

way that the books and accounts may be readily investigated and understood, and the books and accounts and all files and papers of his office shall be, at all times, open to examination by the Mayor or the City Council.

- (h) **STATEMENTS.** The Treasurer shall render an account under oath to the corporate authorities at the first regular meeting of each month, a full and detailed account of all receipts and expenditures of the municipality as shown by his books up to the end of the previous month.
- (i) **YEAR-END REPORT.** Within six (6) months after the end of each fiscal year, the Treasurer shall prepare and file annually with the City Clerk an account of monies received and expenditures incurred during the preceding fiscal year as specified in this Section. The Treasurer shall show the following in such account:
 - (1) All monies received by the City, indicating the total amounts in the aggregate received in each account of the City, with a general statement concerning the source of such receipts; provided, however, for the purposes of this paragraph, the term "account" shall not be construed to mean each individual taxpayer, householder, licensee, utility user, or such other persons whose payments to the City are credited to the general account; and
 - (2) Except as provided in paragraph (3) of this Section all monies paid out by the City where the total amount paid during the fiscal year exceeds Two Thousand Five Hundred Dollars (\$2,500.00), giving the name of each person to whom paid, on what account paid, and the total amount in the aggregate paid to each person from each account; and
 - (3) All monies paid out by the City as compensation for personal services, giving the name of each person to whom paid, on what account paid, and the total amount in the aggregate paid to each person from each account; and
 - (4) A summary statement of operations for all funds and account groups of the City as excerpted from the annual financial report, as filed with the appropriate state agency of the State of Illinois. Upon receipt of such account from the Treasurer, the City Clerk shall publish the account at least once in one or more newspapers published in the City. The Treasurer shall file with the respective county collectors of taxes a copy of such annual account, together with an affidavit of the City

Clerk stating that the copy is a true and correct copy of the annual account filed with the City Clerk, that it was published as required by statute, the date of the filing and publication, and the newspaper in which it was published.

(j) DEPOSIT OF FUNDS.

- (1) Designation by Council. The Treasurer is hereby required to keep all funds and moneys in his custody belonging to the City in such places of deposit as have been designated by Sec. 2-75(j)(6). When requested by the Treasurer, the corporate authorities shall designate a bank or banks in which may be kept the funds and moneys of the City in the custody of the Treasurer. When a bank or savings and loan association has been designated as a depository, it shall continue as such depository until ten (10) days have elapsed after a new depository is designated and has qualified by furnishing the statements of resources and liabilities as required by this Section. When a new depository is designated, the corporate authorities shall notify the sureties of the Treasurer of that fact in writing at least five (5) days before the transfer of funds. The Treasurer shall be discharged from responsibility for all funds or money that the Treasurer deposits in a designated bank or savings and loan association while the funds and money are so deposited.
- (2) The Treasurer may require any bank or savings and loan association to deposit with the Treasurer securities or mortgages that have a market value at least equal to the amount of the funds or moneys of the municipality deposited with the bank or savings and loan association that exceeds the insurance limitation provided by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation.
- (3) The Treasurer may enter into agreements of any definite or indefinite term regarding the deposit, redeposit, investment, reinvestment, or withdrawal of municipal funds.
- (4) The Treasurer may:
 - i. combine moneys from more than one fund of a single municipality for the purpose of investing those funds and;

- ii. join with other municipal treasurers or municipalities for the purpose of investing the municipal funds of which the Treasurer has custody. Joint investments shall be made only in investments authorized by law for the investment of municipal funds. When moneys of more than one fund of a single municipality or moneys of more than one municipality are combined for investment purposes, the moneys combined for that purpose shall be accounted for separately in all respects and the earnings from investments shall be separately and individually computed, recorded, and credited to the fund or municipality, as the case may be, for which the investment was acquired; and
- iii. enter into agreements of any definite or indefinite term regarding the redeposit, investment, or withdrawal of municipal, risk management entity, self-insurance agency, waste management agency, or other intergovernmental entity funds.

(5) No bank or savings and loan association shall receive public funds as permitted by this Section unless it has complied with the requirements established by Section 6 of the Public Funds Investment Act.

(6) The following bank(s) are herewith designated as places of deposit where the Treasurer of the City is required to keep all funds and moneys in his custody belonging to this municipality:

- i. Peoples National Bank, Centralia, Illinois;
- ii. Midland States Bank, Centralia, Illinois;
- iii. Community Trust Bank, Centralia, Illinois; and
- iv. Illinois State Treasurer's Investment Pool.

(k) SALARY. The salary of the Treasurer shall be as set by Ordinance.”

- 4. Sections 2-76 through 2-100 of the Centralia Municipal Code shall remain RESERVED.
- 5. Section 2-191(a)(3) of the Centralia Municipal Code shall be amended to read as follows:

“(3) Department of accounts and finance, finance director;”

6. Section 2 of Ordinance No. 013-07 shall be amended to remove the position of “City Treasurer” from Ordinance No. 013-07.
7. The annual salary of the Treasurer shall be \$30,000 per year.
8. This Ordinance shall take full force effect upon passage and approval by the corporate authorities; provided, however that the salary provision contained in Section 7 of this Ordinance shall not take effect until the next appointment and approval of the Treasurer by the corporate authorities.

PASSED THIS 13th DAY OF July, 2020.

Herb Williams
Mayor

Attest:

Kim Enke
City Clerk

absent Jones
aye Smith
aye Sauer
aye Marshall
abstain Williams