



STATE OF MICHIGAN  
COUNTY OF WASHTENAW  
CITY OF YPSILANTI

NOTICE OF ADOPTED  
ORDINANCE  
ORDINANCE NO. 1328

**AN ORDINANCE TO ADD A NEW ARTICLE VII TO CHAPTER 2 - ADMINISTRATION OF THE CITY OF YPSILANTI CODE OF ORDINANCES TO BE TITLED “DEPARTMENTS OF THE CITY” AND TO ADD NEW DIVISIONS THERETO; AND TO CREATE THE DEPARTMENT OF FINANCE AND TREASURY, CREATE THE POSITION OF FINANCE DIRECTOR, ESTABLISH THE FUNCTIONS OF THE DEPARTMENT, PROVIDE FOR THE PRESCRIPTION OF DEPARTMENTAL RULES AND REGULATIONS, AND PERMIT THE APPOINTMENT OF A DEPUTY AND DESIGNATION OF AN ACTING DIRECTOR.**

THE CITY OF YPSILANTI ORDAINS:

**SECTION 1. AMENDMENT TO CITY CODE OF ORDINANCES.**

The City of Ypsilanti Code of Ordinances is hereby amended to add a new Article VII to Chapter 2 of the code titled “Departments of the City” and to add the following divisions to Chapter 2: Division 1 – City Manager; Division 2 – City Clerk; Division 3 – City Attorney; Division 4 – Finance and Treasury Department; Division 5 - Police Department; Division 6 – Fire Department; Division 7 – Department of Public Services; Division 8 – Human Resources Department; Division 9 – Community Services Department; and Division 10 – Parks and Recreation Department.

**SECTION 2. CREATION OF DEPARTMENT OF FINANCE AND TREASURY.**

City of Ypsilanti Code of Ordinances is hereby amended as follows:

CHAPTER 2 – ADMINISTRATION

ARTICLE VII – DEPARTMENTS OF THE CITY

DIVISION 1 – CITY MANAGER

**§ 2-400 – 2-424 Reserved**

DIVISION 2 – CITY CLERK

**§ 2-425 – 2-449 Reserved**

DIVISION 3 – CITY ATTORNEY

**§ 2-450 – 2-474 Reserved**

DIVISION 4 – FINANCE AND TREASURY DEPARTMENT

**§ 2-475 CREATION OF FINANCE AND TREASURY DEPARTMENT.**

There is hereby created the administrative department of Finance and Treasury of the City of Ypsilanti.

**§ 2-476 HEAD OF FINANCE AND TREASURY DEPARTMENT.**

The Finance and Treasury Department shall be headed by the Finance Director, who shall be the administrative officer of the department. The Finance Director shall direct the work of the department and be responsible for the efficient and effective operations of the department. The director shall be appointed by the City Manager and shall serve at the pleasure of the City Manager subject to Section 4.04 of the city charter regarding employment termination. The salary of the director shall be set by the City Manager in accordance with budget appropriations. In addition to the responsibilities outlined in this Chapter for the Finance and Treasury Department, the director shall perform such duties as are provided for municipal finance directors or treasurers by state law, charter, city ordinances, and the administrative directives of the City Manager. The director shall have the authority to hire, promote, demote, discipline, or discharge employees of the department with the approval of the City Manager and in accordance with budgetary appropriations and any applicable collective bargaining agreements which may be in effect from time to time. The director shall prepare the department's annual budget proposals for submission to, and consideration by, the City Manager and City Council in accordance with the requirements specified by the City Manager, charter, ordinance, or law, and shall administer the department's budget after adoption.

**§ 2-477 FUNCTIONS OF FINANCE AND TREASURY DEPARTMENT.**

The functions of the Finance and Treasury Department shall consist of the following:

- (A) **Finance.**
  - a. The director shall be the general accountant of the city, shall keep the books of account of the assets, receipts, and expenditures, and shall keep the city council and City Manager informed as to the financial affairs of the city. The system of accounts of the city shall conform to such uniform system as may be required by law.
  - b. The director shall examine and audit all accounts and claims against the city. He or she shall not allow withdrawals from any city fund or account which, after deduction of withdrawals therefrom, does not have a sufficient amount therein to pay such proposed withdrawal.
  - c. The director shall balance all the books of account of the city at least quarterly in each fiscal year and shall make a report thereon to the City Manager.
  - d. The director shall, at any time, upon direction of the city council or City Manager, examine and audit all books of account kept by any official or department of the city.
- (B) **Treasury.**
  - a. Unless the City Manager appoints another person to perform the duties of City Treasurer, the Finance Director shall serve as City Treasurer. Otherwise, the director shall be responsible for the proper supervision and management of the City Treasurer and treasury functions. The Treasurer shall be the tax collector and shall perform all of the duties as prescribed by the city charter, the general laws of the

state, together with such other duties as may be required or assigned by the City Manager.

- b. He or she shall file a bond in such amount and with such sureties as shall be satisfactory to the city council or as may be required by law.
- c. He or she shall have custody of all monies of the city, the clerk's bond, and all evidences of value belonging to the city or held in trust by the city.
- d. The Treasurer shall receive all monies belonging to and receivable by the city that may be collected by any official or employee of the city including license fees, taxes, assessments, utility charges, and all other charges belonging to and payable to the city and shall, in all cases, give a receipt therefor.
- e. He or she shall keep and deposit all monies or funds in such manner and in such places as the council may determine from time to time and shall report the same in detail to the City Clerk.
- f. The Treasurer shall have such powers, duties, and prerogatives in regard to the collection and custody of state, county, township, and school district and city taxes and monies as are conferred by law to enforce the collection of state, county, township, and school district taxes upon real and personal property.
- g. He or she shall pay no money out of the treasury except in pursuance of and by the authority of the law and upon warrants issued in the manner as required by the city charter or code of ordinances, which warrants shall specify the purpose for which the amounts thereof are to be paid.
- h. He or she shall collect and keep an account of and be charged with all taxes and monies appropriated, raised, or received for each fund of the city and shall keep a separate account of such funds and shall credit thereto all monies raised, paid in, or appropriated therefor and shall pay every warrant out of the particular fund raised for the purpose for which the warrant was issued.
- i. The Treasurer shall keep all monies in his or her hands belonging to the city separate and distinct from his or her own monies and is hereby prohibited from using, either directly or indirectly, the city's money, warrants, or evidences of debt which are in his or her custody or keeping for his or her own use and benefit or that of any other person.

## **§ 2-488 DEPARTMENT RULES AND REGULATIONS.**

The Finance Director may prescribe administrative rules, policies, and procedures for the operation of the department, subject to approval by the City Manager, and which may be amended or repealed by the director upon written notice to, and approval by, the City Manager. It shall be the duty of all employees of the department to comply with such rules and orders while effective.

## **§ 2-489 DEPUTY DIRECTOR; ACTING DIRECTOR.**

Subject to budgetary appropriation and approval by the City Manager, the Finance Director may appoint a Deputy Finance Director who shall be qualified to perform all of the duties of the director. In case of the absence from the city of the Finance Director, or his or her disability or inability from any cause to act as director, the Deputy Finance Director shall perform such duties. If no person services as deputy director, of in the absence of the director and deputy director, the City Manager shall designate and appoint another competent person to act as director during such absence or disability.

**§ 2-490 – 2-499 Reserved**

DIVISION 5 – POLICE DEPARTMENT

**§ 2-500 – 2-524 Reserved**

DIVISION 6 – FIRE DEPARTMENT

**§ 2-525 – 2-549 Reserved**

DIVISION 7 – DEPARTMENT OF PUBLIC SERVICES

**§ 2-550 – 2-574 Reserved**

DIVISION 8 – HUMAN RESOURCES DEPARTMENT

**§ 2-575 – 2-599 Reserved**

DIVISION 9 – COMMUNITY SERVICES DEPARTMENT

**§ 2-600 – 2-624 Reserved**

DIVISION 10 – PARKS AND RECREATION DEPARTMENT

**§ 2-625 – 2-649 Reserved**

**SECTION 2. FULL FORCE AND EFFECT OF CITY CODE.**

Except as specifically amended by this ordinance, the Code of the City of Ypsilanti shall remain in full force and effect.

**SECTION 3. SEVERABILITY.**

If any provision of this ordinance is held to be invalid, the invalidity shall not affect other provisions of this ordinance that can be given effect without the invalid provision.

**SECTION 4. EFFECTIVE DATE.**

A synopsis of this ordinance shall be published in accordance with the Charter of the City of Ypsilanti, and this ordinance shall become effective after publication at the expiration of 30 days after adoption.

CITY OF YPSILANTI, WASHTENAW COUNTY, MICHIGAN

By: \_\_\_\_\_  
Beth Bashert, Mayor

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Frances McMullan, City Clerk

**CERTIFICATION**

I, Frances McMullan, Clerk of the City of Ypsilanti, Michigan, do hereby certify that the foregoing Ordinance was adopted at a Regular Meeting of the City Council of the City of Ypsilanti held on November 13, 2018, and that the ordinance or a brief summary thereof was published in accordance with Section 2.10 of the city charter on October 4, 2018.

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Frances McMullan, City Clerk