

CITY OF RED BUD, RANDOLPH COUNTY, ILLINOIS

ORDINANCE NO. 1538

**AN ORDINANCE AMENDING
TITLE III, CHAPTER 32 OF THE CITY OF RED BUD
CODE OF ORDINANCES 2021
PERTAINING TO THE POSITION OF FINANCE OFFICER**

ADOPTED BY THE CITY COUNCIL OF THE CITY OF RED BUD, ILLINOIS,
THIS 1ST DAY OF APRIL, 2024

*Published in pamphlet form by authority of the City Council of the City of Red Bud,
Randolph County, Illinois, this 1st day of April, 2024.*

Posted: April 2, 2024
Removed:

By: KAC
By:

STATE OF ILLINOIS)
) SS.
COUNTY OF RANDOLPH)

CERTIFICATION

I, Joanne Cowell, certify that I am the duly appointed municipal clerk of the City of Red Bud, Randolph County, Illinois.

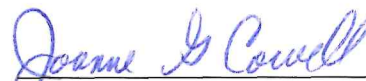
I further certify that on April 1, 2024, the Corporate Authorities of the above municipality passed and approved Ordinance No. 1538 entitled:

**AN ORDINANCE AMENDING
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Which, provided by its terms, that it should be published in pamphlet form.

The Pamphlet form of Ordinance No. 1538 including the Ordinance and a cover sheet thereof was prepared, and a copy of such Ordinance posted at the Red Bud City Hall commencing on April 1, 2024 where it will remain for at least ten (10) days thereafter. Copies of the Ordinance were also available for public inspection upon request in the office of the municipal clerk.

Dated at Red Bud, Illinois this 1st day of April, 2024.



Joanne Cowell
City Clerk

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TITLE III, CHAPTER 32 OF THE CITY OF RED BUD
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WHEREAS, the City of Red Bud is served by an office designated as the Administrative Officer;
and

WHEREAS, the duties and obligations of this office have changed to the point where a new
Office is required; and

WHEREAS, the City of Red Bud finds that there is a need, and that it is in the best interest of the
City of Red Bud to formally create a new position of Finance Officer.; and

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RED BUD,
ILLINOIS:

SECTION 1: That the above recitals are hereby made a part of this Ordinance as though written
herein verbatim.

SECTION 2: That Section 32-90 through 32-95 of Chapter 32 of the Revised Code of
Ordinances of the City of Red Bud are added as follows:

32-93: POSITION ESTABLISHED. There is hereby created the salaried position of Finance
Officer. This position shall be hired by the Mayor, with the advice and consent of the City Council.
Removal or replacement shall be handled in the same manner.

32-94: SUPERVISION. The Finance Officer shall be under the control and direction of the
Mayor.

32-95: RESIDENCY. It is preferred, but not required as a condition of employment, that the
Finance Officer reside within the City limits or within Ten (10) minutes of the City of Red Bud,
Illinois during the course of their employment.

32-96: FINANCE OFFICER. Except for the duties of the City Treasurer as required by this
Code and the Illinois State Statutes, the Finance Officer shall have the following duties:

(A) Keep accurate financial records of all accounts necessitated by his duties. Under
the direction of the Finance Committee, he shall open and keep a complete set of books in which,
among other things, shall be set forth the appropriations of the fiscal year for each distinct object
and branch of expenditure, and also the receipts from each and every source of revenue so far as
he can ascertain the same. He shall accurately prepare, retain and maintain all operating and payroll
records (including City employee time records).

(B) Prepare the City payroll for all City employees and officers. Prepare quarterly Social Security reports and quarterly withholding tax reports and at the end of the year, prepare W-2 forms for all employees and officers of the City, all as required by the Federal and/or State governments.

(C) Prepare monthly State of Illinois utility tax reports on the City gas and electric utilities.

(D) Coordinate the preparation of the annual State of Illinois report and independent City Audit with the City Treasurer and the City Auditor.

(E) Annual Appropriation and Budget. On or before the first (1st) Monday in May in each year and before the annual appropriation and budget to be made by the City Council, submit to the City Council, proposed budget and appropriation reports of his estimates as nearly as may be of monies necessary to defray the expenses of the corporation during the current fiscal year. In the proposed reports, he shall classify the different objects and branches of expenditures, giving as nearly as may be the amount required for each; and for the purpose of making such a report, he is hereby authorized to require of all officers their statement of the condition and expenses of their respective officers or departments, with any proposed improvements, and the probable expense thereof, all contracts made and unfinished, and the amount of any and all unexpected appropriations of the preceding year.

He shall in such report, show the aggregate income of the preceding fiscal year from all sources, the amount of liabilities outstanding upon which interest is to be paid, the bonds and debts payable during the year, when due, and when payable, and in such report, he shall give such other information to the City Council as he may deem necessary to the end that the City Council may fully understand the money exigencies and demands upon the corporation for the current year. 65 ILCS 5/8-2-1, et seq.

(F) **Tax Levy.** Submit the tax levy ordinance to the Mayor and City Council so that it may be adopted and filed with the Clerk of Randolph County, Illinois on or before the third (3rd) Tuesday in December of each year. 65 ILCS 5/8-3-1, et seq.

(G) **Financial Reports.** On or before the regular meeting in each month, make out and submit to the City Council a written report of all the monies received and warrants drawn by him during the preceding month, showing therein from what sources and on what account monies were received; and for what purpose and on what account the warrants were drawn or paid and the bills to be paid to be listed. The Finance Officer shall make out and submit to the City Council at its regular monthly meeting a statement of all unpaid bills and such statement shall be given to the City Council before its regular monthly meeting.

(H) **Audit Accounts.** Audit all accounts or claims allowed by the City Council as provided by the ordinances and when such claims are allowed as aforesaid, the City Administrative Assistant shall draw a warrant in due form upon the City Treasury therefor.

(I) Supervision of Municipal Officers. Supervise all municipal officers who are charged in any manner with the receipt, collection or disbursement of municipal revenue or with the collection and return of the municipal revenue into the Treasury.

(J) Grants. The Finance Officer shall be made aware of all applications for grants for the City. Once a grant is approved, the Finance Officer shall maintain a calendar of required financial reports and see that each is filed on a timely basis, working with the other department heads as needed or appropriate. In the event the grant is a reimbursement grant, the Finance Officer will see reports are filed to ensure prompt payment to the City.

(K) Financial Management. The Finance Officer shall suggest ways to maximize income sources as well as keep expenses at or under budget. Throughout the fiscal year, will monitor and manage various checking accounts for proper cash flow. Provides forecasts as needed to ensure the financial requirements of the City will be met. In addition, the Finance Officer will make suggestions for the maximum use of funds for investment purposes. Also tracks economic development loans and status. In addition, is involved in any loans the City seeks or bonds the City issues. Will periodically update city council, or as needed if concerning matters arise.

(L) Additional Duties. Perform all supplemental duties required by law and all other duties imposed by City codes, ordinances and amendments thereto or as directed by the Mayor and/or the City Council.

32-97: HUMAN RESOURCES MANAGEMENT. The Finance Officer as the Human Resources Manager. In this capacity, he will oversee hiring, discipline, rewards and terminations. Reviews employee compensation and benefits. Involved in employee training. Promotes positive employee relations, employee motivation and wellness. Implements ways to use and develop human capital and talent. Maintains personnel files. Serves as the Safety Officer.

32-98: SAFETY OFFICER. The Finance Officer is the designated Safety Officer for the City and shall oversee the safety activities in all City Departments and ensure that each Department is following all Federal, State, County and City safety requirements and in such capacity shall:

(A) Serve as the City-wide Safety Coordinator performing all duties and responsibilities required of the position.

(B) Chair any safety committee(s).

(C) Review and monitor the method of regular safety inspection of all City Departments.

32-99 TO 32-101 RESERVED.

SECTION 3: This Ordinance supersedes all Ordinances or parts of Ordinances adopted prior hereto that are in conflict herewith, to the extent of such conflict.

SECTION 4: This Ordinance shall be in full force and effect from and after its passage, approval, and signature by the Mayor.

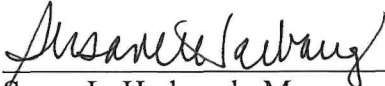
PASSED BY THE CITY COUNCIL this 1st day of April, 2024.

YEAS: J. DeMond, R. Nevois, K. Donjon, A. Piel, C. Guebert, M. Rheinecker,
B. Hanebutt

NAYS:

ABSTAINED:

ABSENT: B. Schwartzkopf



Susan L. Harbaugh, Mayor

ATTEST:



Joanne Cowell, City Clerk