

11-0-18

AN ORDINANCE

Amending City Code Title 1, Chapter 11 to Update the Chapter to Current the City Organization and Operational Functions with the Finance Division

NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS, THAT:

SECTION 1: Title 1, Chapter 11 of the City Code of 2012 is hereby amended to read as follows:

CHAPTER 11 – FINANCE DIVISION

1-11-1. - CREATION AND COMPOSITION.

There is hereby created a division of the City Manager's Office devoted to finance and budgeting referred to as the Finance Division. The Finance Division must be administered by the Chief Financial Officer who also is the City Treasurer for purposes of statutory duties provided in the Illinois Municipal Code, 65 ILCS 5/1 *et seq.* Other members of the Finance Division must be the duly appointed deputies and employees assigned thereto.

1-11-2. – CHIEF FINANCIAL OFFICER.

The Chief Financial Officer is charged with the responsibility of causing all financial records and accounts of the City to be duly kept. The accounts must show at all times the financial condition of the City, including the estimated revenues, actual revenues, appropriations and expenditures of all municipal funds. He/she is responsible for filing, each year, in the manner required by law, a certified copy of the tax levy ordinance with the County Clerk of Cook County, and take such actions to publish or file any related ordinances or resolutions as is required by law.

1-11-3. - DUTIES OF CHIEF FINANCIAL OFFICER.

(A) The Chief Financial Officer/City Treasurer must responsibly safeguard, conserve and protect the financial assets of the City.

(B) *Custody of Books and Papers.* The Chief Financial Officer/City Treasurer must take custody and control of all deeds, leases, warrants, vouchers, books and papers, the custody and control of which is not given to any other officer.

(C) *Special Assessments.* The Chief Financial Officer/City Comptroller must assume the accounting responsibilities associated with special assessments as determined by the Board of Local Improvements set forth in Title 7, Chapter 15 of this Code.

(D) *Additional Duties.* The Chief Financial Officer/City Treasurer must perform such other duties and be subject to such other rules and regulations as the City Council or the City Manager may, from time to time, provide and establish.

1-11-4. - ANNUAL AUDIT.

As soon as practicable at the close of the year, and no later than six (6) months thereafter, there must be an audit of all accounts of the City made by a competent person authorized to act as an auditor under the laws of the State, to be designated by the City Council. Copies of such audit report must be filed with the City Clerk and with the State Comptroller and in such other places as may be required by law.

1-11-5. - BUDGET POLICY.

(A) *Fiscal Year.* The fiscal year of the City commences on January 1 of each year and closes on December 31 of each year.

(B) *Passage of Annual Budget.* The annual budget must be adopted by the City Council before the beginning of the fiscal year to which it applies. Passage of the annual budget must be completed in lieu of passage of the appropriation ordinance heretofore annually enacted. The annual budget must be published in the manner provided in Subsection (G) below.

(C) *Budget Manager.* The Budget Manager is appointed by the City Manager and must perform such duties as assigned by the City Manager and as set forth in Section 1-8-3 (D) of this Code and required by the Illinois Municipal Code.

(D) *Compilation and Contents of Budget.* On or before October 31 of each year, the City Manager must submit to the City Council an annual Municipal budget. This budget must contain estimates of revenues available to the City for the fiscal year for which the budget is drafted, together with recommended expenditures for the City and all of the City's departments, commissions and boards. Revenue estimates and expenditure recommendations must be presented in a manner which is in conformity with standard fiscal management practices. Each fiscal year budget must show the specific fund source(s) for all anticipated expenditures.

(E) *Funds for Contingency Purpose.* The annual budget may contain money set aside for contingency purposes not to exceed ten (10) percent of the total budget.

(F) *Revision of Annual Budget.* The Budget Manager, subject to approval by the City Manager, is granted the authority to revise the budget within any separate fund as may be required. The corporate authorities, by a vote of two-thirds (2/3) of the members then holding office, may revise the budget by transferring monies from one

fund to another or adding to any fund. Revisions to the annual budget may be presented if monies are available to do so.

(G) *Public Hearing, Notice and Inspection of Budget.* At least one public hearing must be held by the City Council on the tentative annual budget prior to final action by the City Council. Notice of this hearing must be given by publication in a newspaper having a general circulation in the City at least ten (10) days prior to the time of the public hearing. Copies of the tentative annual budget must be made available for public inspection in printed or typewritten form in the office of the City Clerk for at least ten (10) days prior to the hearing. After said hearing, the tentative budget may be further revised and passed without further notice, inspection or hearing.

(H) *Abandonment.* This Section may be abandoned only by a vote of two-thirds (2/3) of the corporate authorities then holding office.

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: If any provision of this Ordinance 11-O-18 or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity must not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid application of this Ordinance is severable.

SECTION 4: The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and must be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

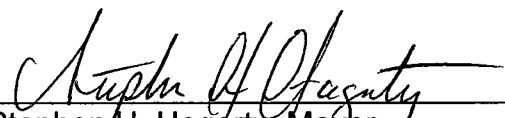
SECTION 5: Ordinance 11-O-18 is in full force and effect after its passage, approval, and publication in the manner provided by law.

Introduced: February 26, 2018

Approved:

Adopted: March 12, 2018

March 31, 2018


Stephen H. Hagerty, Mayor

Attest:



Devon Reid, City Clerk

Approved as to form:



W. Grant Farrar, Corporation Counsel