

VILLAGE OF VERNON HILLS

ORDINANCE NO. 2015-034

AN ORDINANCE AMENDING THE VILLAGE OF VERNON HILLS CODE OF
ORDINANCES CHAPTER 2 ADMINISTRATION, ARTICLE III OFFICERS, DIVISION 2
AND ARTICLE IV DEPARTMENTS, DIVISION 1 RELATED TO THE POSITION OF
FINANCE DIRECTOR/TREASURER

THE 3rd DAY OF NOVEMBER 2015

Published in pamphlet form by the Authority of the
President and Board of Trustees of the Village of
Vernon Hills, Lake County, Illinois, this 4th Day of
November, 2015

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VILLAGE OF VERNON HILLS CODE OF
ORDINANCES CHAPTER 2
ADMINISTRATION, ARTICLE III
OFFICERS, DIVISION 2 AND ARTICLE
IV DEPARTMENTS, DIVISION 1
RELATED TO THE POSITION OF
FINANCE DIRECTOR/TREASURER**

WHEREAS, the Village of Vernon Hills is a home-rule municipal corporation existing under the laws of the State of Illinois, and

WHEREAS, Chapter 2 of the Code of Ordinance creates the various executive staff positions and departments of the Village and defines the roles and responsibilities that each has within the organizational structure of the Village; and

WHEREAS, over the years, while several positions have been eliminated, changed or been merged and departments have been created to streamline village operations, Chapter 2 was not amended to reflect these changes; and

WHEREAS, Article III, Division 4 of this Chapter creates the Office of Village Finance Director/Treasurer, a position which was originally created by Ordinance #461 in 1984; and

WHEREAS, Article IV, Division 1 of this Chapter changes the position title to Village Finance Director/Treasurer so as to be consistent with Article III, Division 4; and

WHEREAS, job titles and responsibilities of the position have changed significantly over the years while the Code of Ordinance does not reflect these changes; and

WHEREAS, the proposed amendments to Articles III and IV as setforth in Exhibit A reflects current municipal practices and the general job description with duties and responsibilities of the Village Finance Director/Treasurer position.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF VERNON HILLS, LAKE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION I. That Chapter 2 Administration, Article III, Division 4 of the Village of Vernon Hills Code of Ordinances is hereby amended as setforth in Exhibit A.

SECTION II. That Chapter 2 Administration, Article IV, Division 1 of the Village of Vernon Hills Code of Ordinances is hereby amended as setforth in Exhibit A.

Exhibit A

Chapter 2 Administration

ARTICLE III. OFFICERS

DIVISION 4. - VILLAGE FINANCIAL FINANCE DIRECTOR/TREASURER

Sec. 2-205. - Definitions

Sec. 2-206. - Office created.

Sec. 2-207. - Appointment; term.

Sec. 2-208. - Duties generally.

Sec. 2-209. - Appointment of deputy- Assistant to the Finance Director/Treasurer.

Sec. 2-210. - Compensation.

Secs. 2-211—2-225. - Reserved.

(New) Sec. 2-205. Definitions.

The Finance Director/Treasurer shall also be known as an appointed "officer" of the Village herein.

For the purpose of Division 2, the use of the masculine pronoun "he or his" shall also reference and include "she or her" where and when appropriate.

Sec. 2-206. Office created.

There is hereby created the office of Village ~~financial~~ Finance Director/Treasurer for the Village of Vernon Hills.

Sec. 2-207. Appointment; term.

(a) The ~~financial~~ Finance Director/Treasurer shall be appointed *consistent with Section 2-267.* ~~by the president, with the advice and consent of the board of trustees, for an indefinite term.~~

The Finance Director/Treasurer shall be chosen solely on the basis of his executive and administrative qualifications with special reference to his actual experience in, or his knowledge of, accepted practices in respect to the duties hereinafter set forth.

No elected official of the Village shall receive such appointment while he is serving as an elected official.

(b) The ~~financial~~ Finance Director/Treasurer may be removed at any time by a two-thirds majority vote of the President and Board of Trustees. ~~but shall receive a minimum of two months' salary as severance pay in the event that the financial finance director/treasurer has served in that position for six months or more, or one month's~~

salary as severance pay in the event that the financial director/treasurer has served in that position for less than six months, and such amounts of severance pay may be greater upon the motion of the president, with the consent of the board of trustees.

(c) During the temporary absence or disability of the financial finance director/treasurer, the president, with the advice and consent of the board of trustees, may appoint an acting financial finance director/treasurer with all powers, duties and limitations of that office, who shall have such duties and responsibilities.

(Code 1982, § 2-112)

(c) If the Finance Director/Treasurer is otherwise unable to perform his duties as listed herein or is terminated or leaves employment voluntarily, a qualified replacement shall be recommended by the Village Manager to the President of the Village who, with the advice and consent of the Board of Trustees of the Village, shall appoint an Acting Finance Director/Treasurer who will serve for an undetermined period of time until a new Finance Director/Treasurer is appointed. The Acting Finance Director/Treasurer shall have all the powers, duties and limitation of the office.

Sec. 2-208. Duties generally.

The duties of financial finance director/treasurer shall be those prescribed by state law, including, but not limited to, the following:

The Finance Director/Treasurer shall be the chief financial officer of the Village and shall report to the Village Manager. The Finance Director/Treasurer may hold other village offices; provided, however, the Finance Director/Treasurer shall not receive compensation for any other office other than Finance Director/Treasurer.

The duties of the Finance Director/Treasurer shall be those prescribed by State Law and as the head of the department of finance, shall include:

- *The direction and supervision of all employees of the department, including the organizing and training of personnel; and*
- *Financial reporting, accounting and financial transaction and internal controls; and*
- *Financial planning and monitoring including preparation and deployment of the annual operating and capital budgets and long-term financial planning; and*

- Billing, purchasing, disbursement, budgeting, accounting, custodian for all municipal funds and retirement systems including Police pension, treasury and debt administration; and
- Maintenance of current records of insurance policies, real and personal property, structural facilities, equipment; and
- Banking and investment transactions, and other documents and records pertaining to the fiscal responsibilities of the village; and
- Human resources functions of the Village including but not limited to maintenance of the personnel rules, health insurance, payroll and employee benefits, and related activities.

The Director shall perform such other duties as may from time to time be assigned by the Village Manager.

- (1) — To receive all moneys, and keep the books and accounts of the village.
- (2) — To receive all funds from special assessments and taxes and keep them in separate account.
- (3) — To deposit funds in banks.
- (4) — To invest surplus village funds at prevailing rates or better.
- (5) — To make monthly treasurer's statements; to prepare and maintain vouchers.
- (6) — To complete the annual report and account of all village receipts and expenditures.
- (7) — To serve as custodian of police pension fund of the village.
- (8) — Such duties shall include all others necessary and contingent to those prescribed by state law, and shall include such other duties as from time to time may be given the office by the president and board of trustees.

Sec. 2-209. - Appointment of ~~deputy~~ Assistant to the Finance Director/Treasurer.

The Village ~~financial~~ Finance Director/Treasurer may appoint an ~~deputy financial director/treasurer~~ Assistant to the Finance Director/Treasurer, with concurrence of the Village Manager, who shall be empowered to perform any of the duties of the Village ~~financial~~ Finance Director/Treasurer under the direction of the board of trustees.

Sec. 2-210. - Compensation.

The Village ~~financial~~ Finance Director/Treasurer shall receive such compensation as the Board of Trustees shall fix from time to time by ordinance or resolution.

Chapter 2 Administration

ARTICLE IV. DEPARTMENTS

DIVISION 1 GENERALLY

Sec. 2-266 Department Heads – Positions Created; titles.

- (4) The department head of the Finance Department shall be the ~~financial~~ *Finance* Director/Treasurer

SECTION III. SEVERABILITY. In the event that any section, clause, provision, or part of this ordinance shall be found and determined to be invalid by a court of competent jurisdiction, all valid parts that are severable from the invalid parts shall remain in full force and effect. If any part of this ordinance is found to be invalid in any one or more of its several applications that are severable, the valid applications shall remain in effect.

SECTION IV. REPEAL AND SAVINGS CLAUSE. All ordinances or parts of ordinances in conflict herewith are hereby repealed; provided, however, that nothing herein contained shall affect any rights, actions or causes of action which shall have accrued to the Village of Vernon Hills prior to the effective date of this ordinance.

SECTION V. EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

SECTION VI. PUBLICATION. This ordinance shall be published in pamphlet for in the manner provided by law.

SECTION VII. ORDINANCE NUMBER. This ordinance shall be known as Ordinance Number 2015-034.

Adopted by roll call vote as follows:

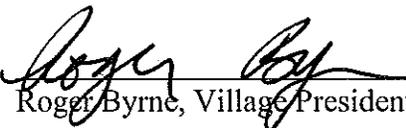
Dated the 3rd day of November 2015

Adopted by roll call vote as follows:

AYES: 5 – Hebda, Koch, Marquardt, Williams, Grieb

NAYS: 0 - None

ABSENT AND NOT VOTING: 1 - Schultz

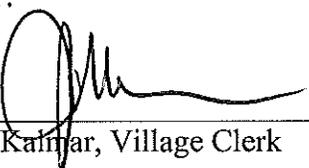

Roger Byrne, Village President

PASSED: 11/3/2015

APPROVED: 11/3/2015

PUBLISHED IN PAMPHLET FORM: 11/4/2015

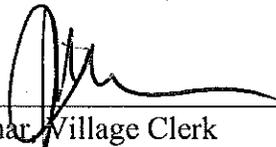
ATTEST:


John M. Kalmar, Village Clerk

AFFIDAVIT OF SERVICE

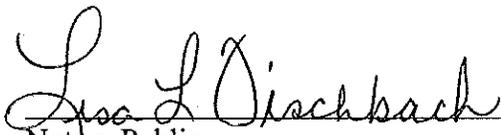
STATE OF ILLINOIS)
)
COUNTY OF LAKE)

I, JOHN M. KALMAR, BEING FIRST DULY APPOINTED, DEPOSES AND SAYS ON OATH THAT AS VILLAGE CLERK OF THE VILLAGE OF VERNON HILLS, HE DID CAUSE THE FOREGOING CERTIFICATE FOR ORDINANCE NO. 2015-034 AN ORDINANCE AMENDING THE VILLAGE OF VERNON HILLS CODE OF ORDINANCES CHAPTER 2 ADMINISTRATION, ARTICLE III OFFICERS, DIVISION 2 AND ARTICLE IV DEPARTMENTS, DIVISION 1 RELATED TO THE POSITION OF FINANCE DIRECTOR/NOVEMBER 4, 2015 TO NOVEMBER 14, 2015



John M. Kalmar, Village Clerk

SUBSCRIBED AND SWORN TO BEFORE
THIS 4th DAY OF NOVEMBER, 2015



Notary Public

