



VILLAGE OF PINGREE GROVE

ORDINANCE NO. 2010-10

**AN ORDINANCE AMENDING ARTICLE III, CHAPTER 5 OF THE VILLAGE CODE OF ORDINANCES
IN THE VILLAGE OF PINGREE GROVE,
KANE COUNTY, ILLINOIS
(FINANCE DIRECTOR)**

PASSED BY THE PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF PINGREE GROVE, KANE COUNTY, ILLINOIS
THIS 17 DAY OF May, 2010.

PUBLISHED IN PAMPHLET FORM BY AUTHORITY
OF THE PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF PINGREE GROVE, KANE COUNTY, ILLINOIS
ILLINOIS, THIS 18 DAY OF May, 2010.

ORDINANCE NO. 2010-10

AN ORDINANCE AMENDING ARTICLE III, CHAPTER 5 OF THE VILLAGE CODE OF ORDINANCES
IN THE VILLAGE OF PINGREE GROVE,
KANE COUNTY, ILLINOIS
(FINANCE DIRECTOR)

BE IT ORDAINED by the President and Board of Trustees of the Village of Pingree Grove, Kane County, Illinois, as follows;

WHEREAS, the Village of Pingree Grove is not a home rule municipality within Article VII, Section 6A of the Illinois Constitution and, pursuant to the powers granted to it under 65 ILCS 5/1-1 *et seq.*; and,

WHEREAS, the Village has heretofore created the position of Finance Director, has designated that the Finance Director serve as the Budget Officer of the Village for purposes of the Illinois Municipal Code, and has otherwise delegated certain, limited authority to the Finance Director; and,

WHEREAS, the Village Board of Trustees has determined that it is necessary and advantageous to give the Finance Director limited spending authority that can be exercised without the need for pre-approval by the Village Board;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Pingree Grove, Kane County, Illinois, as follows:

SECTION ONE: Ordinance Amended

Article III, Chapter 5, Section 3.506 of the Village Code of Ordinances is hereby amended as follows:

§3.506 (G): Powers and Duties: The Village Finance Director shall be responsible to the President and Board of Trustees for the proper administration of all financial affairs of the Village. In discharging this responsibility, the Village Finance Director shall:

- A. Administration and Coordination: Supervise, and coordinate the finances of all departments, offices, and agencies of the Village, except as otherwise provided by law.
- B. Board Meetings: Attend all Village Board meetings at which his or her attendance is requested.
- C. Operations Of Departments: Make such other reports as the Village Board may require concerning the operations of Village departments, offices, and agencies.

D. Budget Officer: Serve as Village Budget Officer and prepare and submit to the Village Board, by the date set by the Board, a recommended annual budget for Village operations and a recommended capital program. When the annual budget or capital program have been approved by the Village Board, the Village Finance Director shall be responsible for the administration of the budget and capital program.

E. Finances And Administrative Activities: Submit to the Village Board and make available to the public a complete report on the finances and administrative activities of the Village as of the end of each fiscal year.

F. Financial Condition And Future Needs: Keep the Village Board fully advised as to the present financial condition and future needs of the Village.

G. Receipt of Funds: Perform such duties as may be prescribed for the Finance Director by statute or ordinance. The Finance Director shall keep records as to all monies paid into the Village either directly from the person paying it or from the hands of such other officers as may receive it, and the Finance Director shall supervise all pay out vouchers or orders properly signed by the Village Clerk. The Finance Director shall supervise the deposit of Village funds in such depositories as may be selected from time to time as provided by law, and the Finance Director shall keep the Village money separate and distinct from his/her own and shall not intermingle his/her own money or make private or personal use of Village funds. The Finance Director shall keep such records showing all money received by the Village and the source from which it was received and the purpose for which it was paid out, and the Finance Director shall keep a record showing at all times the financial status of the village.

H. Reports: The Finance Director shall make monthly reports to the Village Board showing the state of the finances of the Village and the amount received and being spent during the month, which report shall be filed, and the Finance Director shall make an annual report at the close of the fiscal year with the total amount of all receipts and expenditures of the Village and the Village's transactions during the preceding year. Each such annual report shall be verified under oath.

I. Service as Village Treasurer or Collector: The Finance Director shall be utilized as the Village Treasurer and Village Collector.

J. Contracts and Expenditures: The Finance Director shall have the power to enter into agreements with contractors on any contract, agreement or change order, unless otherwise prohibited by law. The Finance Director shall only have such authority for the following enumerated types of contracts and related expenditures:

1. Regular disbursements of staff payroll in accordance with Board approved compensation policies and salary/compensation/benefit rates.

2. Purchase orders and expenditures not to exceed \$5,000, where the expenditure is consistent with and is funded by the most current Village Board approved budget.

3. Transfer of funds between different checking/savings/investment/banking accounts of the Village, where necessary to provide adequate account balances and continue operation of Village.

4. Emergency purchase orders/disbursements for wastewater treatment plant, water treatment plant(s) and well(s), and related infrastructure, to provide for continuing function of such plants and to the extent necessary to protect the public health, welfare and safety, provided that such expenditures shall only be made if: 1) a true emergency exists, as determined by agreement of any two of the Village Finance Director, Public Works Director and Wastewater Treatment Plant Operator; and, 2) it is impossible or impractical to convene an emergency Board meeting to address the situation requiring the expenditure in a timely enough fashion to protect the public and the integrity of the Village's infrastructure.

The Finance Director shall report to the board any such contract, agreement or change order entered into, within 30 days of execution of such contract, agreement or change orders. The Finance Director shall have full authority to bind the Village up to said amounts, unless otherwise prohibited by law or unless the Finance Director is directed, by the Village Board or Village President, to refrain from entering into any Agreement.

In addition, as a subset of the Finance Director's authority, each department head (e.g. Police Chief, Public Works Director) or his or her designee shall have the authority to make expenditures not exceeding \$1,000, where the expenditure is consistent with and is funded by the most current Village Board approved budget.

K. Additional Duties: Perform such other duties as may be specified by law or Village ordinance or as may from time to time be requested by the Village Board

SECTION TWO: GENERAL PROVISIONS

REPEALER: All ordinances or portions thereof in conflict with this ordinance are hereby repealed.

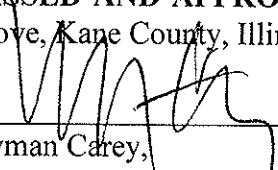
SEVERABILITY: Should any provision of this Ordinance be declared invalid by a court of competent jurisdiction, the remaining provisions will remain in full force and effect the same as if the invalid provision had not been a part of this Ordinance.

EFFECTIVE DATE: This Ordinance shall be in full force and effect on and after its approval, passage and publication in pamphlet form as provided by law.

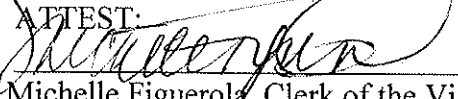
CODIFICATION: The Village of Pingree Grove is presently undergoing codification of its ordinances into a unified Code Book. To that end, the chapter numbers identified above have been selected based upon the Village's estimation of what the actual chapter number shall be. That said, the Village Clerk shall be expressly authorized to change or amend the identifying chapter numbers as shall be necessary to conform such numbering to the codification of the Village's Ordinances,

provided that the text of the ordinances (other than the numbering) shall not be changed. This ordinance shall remain in full force and effect without regard to the renumbering or relabeling of the paragraphs.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Pingree Grove, Kane County, Illinois this 17 day of May, 2010.



Wyman Carey,
President of the Board of Trustees of the Village of Pingree Grove

ATTEST:


Michelle Figuerola, Clerk of the Village of Pingree Grove

| | Aye | Nay | Absent | Abstain |
|-------------------------------|----------|-----|----------|---------|
| Trustee Steve Wiedmeyer | <u>X</u> | ___ | ___ | ___ |
| Trustee Stephanie Mette | <u>X</u> | ___ | ___ | ___ |
| Trustee Greg Marston | <u>X</u> | ___ | ___ | ___ |
| Trustee Joshua Cossiboon | ___ | ___ | <u>X</u> | ___ |
| Trustee Larry Gillie | <u>X</u> | ___ | ___ | ___ |
| Trustee <u>Cathie Vavra</u> | <u>X</u> | ___ | ___ | ___ |
| Village President Wyman Carey | ___ | ___ | ___ | ___ |