

for City

CITY OF LeROY  
ILLINOIS

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ORDINANCE NO. 232

AN ORDINANCE ESTABLISHING THE OFFICE OF ASSISTANT CITY TREASURER AND AMENDING CHAPTER 3, CITY ADMINISTRATION, SECTION 3.03, MUNICIPAL CODE OF LEROY, ILLINOIS (1975).

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ADOPTED BY THE  
CITY COUNCIL  
OF THE  
CITY OF LeROY

THIS 10th DAY OF December, 1984.

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Published in pamphlet form by authority of the  
City Council of the City of LeRoy, McLean County,  
Illinois, this 10th day of December,  
1984.

AN ORDINANCE ESTABLISHING THE OFFICE OF ASSISTANT CITY TREASURER AND AMENDING CHAPTER 3, CITY ADMINISTRATION, SECTION 3.03, MUNICIPAL CODE OF LEROY, ILLINOIS (1975).

WHEREAS, the Mayor and City Council of the City of LeRoy have determined that the duties of the Treasurer of the City of LeRoy require that an assistant be made available from time to time; and

WHEREAS, the Mayor and City Council of the City of LeRoy, Illinois, an Illinois municipal corporation, have determined that it is desirable from time to time to have a subordinate officer answerable and responsible to the City Treasurer in order to provide for the uninterrupted conduct of City business from time to time,

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of LeRoy, Illinois, in lawful meeting assembled as follows:

Section 1. Chapter 3, City Administration, Section 3.03 CITY TREASURER, of the Municipal Code of LeRoy, Illinois (1975), is hereby amended in words and figures as follows:

- a. By addition of sub-section (d), at the end of the present Section 3.03, which sub-section shall read as follows:

"(d) Assistant City Treasurer

(1) Creation of Office. There is hereby created the office of Assistant City Treasurer. The Mayor is authorized to appoint an Assistant City Treasurer, which appointment shall be deemed final with the advice and consent of the City Council, said appointment to be for a one year term of office and to be made on the first Monday in May or as soon thereafter as practical annually.

(2) Powers and Duties. The Assistant City Treasurer shall have the power and duty to execute all documents required by any law or ordinance to be executed by the City Treasurer, and shall do so only under the direction of the City Treasurer, and shall further perform such duties as may be prescribed for the Treasurer by statute or ordinance. The Assistant City Treasurer, under the direction of the City Treasurer, shall receive all money paid to the City, either directly from the person paying it or from the hands of such other officer as may receive it, and the Assistant City Treasurer shall pay out, upon the direction of the City Treasurer from time to time, only on vouchers or orders properly signed by the City Clerk and the Mayor. The Assistant City Treasurer, under the direction of the City Treasurer, shall deposit the City funds in such depositories as may be selected from time to time as may be provided by statute, and shall keep the City money separate and distinct from his own, and from that of the City Treasurer, and shall not intermingle his own money with it or make private or personal use of the City funds. The Assistant City Treasurer shall keep such records, under

the direction of the City Treasurer, as shall show all money received by him, the source from which it was received, and the purpose for which it was paid out; and he shall keep a record showing at all times the financial status of the City, as well as keeping such books and accounts, under the direction of the City Treasurer, as may be required from time to time by the City Council, and all such books and records kept by the Assistant City Treasurer, or by the Treasurer with the assistance of the Assistant Treasurer, shall be kept in the manner as required by law. Under the direction of the City Treasurer the Assistant City Treasurer shall make such monthly reports or assist in the making of such monthly reports to the council as shall show the state of the finances of the City, and the amounts received and spent during the month, which reports shall be filed. The Assistant City Treasurer shall make, under the direction of the Treasurer, or shall assist the Treasurer in the making of, an annual report at the close of the fiscal year showing total amount of all receipts and expenditures of the City and the transactions of the City Treasurer during the preceding year. The Assistant City Treasurer, under the direction of the City Treasurer, shall keep a register of all warrants, bonds or orders filed with him or paid by him, and all vouchers, as is required by statute, and shall assist in the keeping of such register of all warrants, bonds, or orders filed with the Treasurer or paid by the Treasurer, and all vouchers, as required by statute.

(3) Oath and Bond; Qualifications. The Assistant City Treasurer, before entering upon the duties of his office, shall take the oath prescribed for City officers, and shall execute a bond to the City of LeRoy in the penal sum of not less than \$20,000.00, with at least two good and sufficient sureties to be approved by the City Council, conditioned for the faithful performance of the duties of the office and the payment of all monies received by him according to law and the ordinances of the City of LeRoy. No person shall be eligible to hold the office of Assistant City Treasurer unless he shall be at least 21 years of age, and shall have resided within the City one year before his appointment to office."

Section 2. This ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as required by law.

PASSED by the City Council of the City of LeRoy, Illinois, on the 10th day of December, 1984.

Aldermen elected 6

Aldermen present 6

AYES Patrick Derby, Gary Builta, Michael Hanafin, Jon Winston, Michael Hillard, David King

NAYS None

Juanita Dagley  
Juanita Dagley, City Clerk  
of the City of LeRoy, Illinois,  
By Sue Marcum Asst City Clerk

APPROVED by the Mayor of the City of LeRoy, Illinois, this 10th day  
of December, 1984.

Jack Moss  
Jack Moss, Mayor of the City  
of LeRoy, Illinois

ATTEST:

(seal)  
Juanita Dagley  
Juanita Dagley, City Clerk of  
the City of LeRoy, Illinois

By Sue Marcum  
Assistant City Clerk

CERTIFICATE

I, JUANITA DAGLEY, certify that I am the duly elected and acting municipal clerk of the City of LeRoy, McLean County, Illinois.

I further certify that on December 10th, 1984, the Corporate Authorities of such municipality passed and approved Ordinance No. 232, entitled:

AN ORDINANCE ESTABLISHING THE OFFICE OF ASSISTANT CITY TREASURER AND AMENDING CHAPTER 3, CITY ADMINISTRATION, SECTION 3.03, MUNICIPAL CODE OF LEROY, ILLINOIS (1975),.

which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 232, including the Ordinance and a cover sheet thereof was prepared, and a copy of such Ordinance was posted in the municipal building, commencing on December 10th, 1984, and continuing for at least ten days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the municipal clerk.

Dated at LeRoy, Illinois, this 10th day of December, 1984.

(seal)

Juanita Dagley  
Municipal Clerk  
By She Marcus,  
Assistant City Clerk

