

Chapter 2.16

CITY TREASURER

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2.16.010 Office Created.

The office of the City Treasurer is hereby created. The City Treasurer shall be an employee of the city in the classified service.

The office of the City Treasurer shall be a part of the Finance Department and shall be under the charge and supervision of the Finance Director. (Ord. 15383 §1; January 8, 1990).

2.16.020 Accounts.

It shall be the duty of the City Treasurer, in addition to the duties imposed by the Charter of the City of Lincoln and the general laws of the State of Nebraska, to keep books of account to show with entire accuracy all monies received, and from whom, and on what account they have been received; and to keep books of account of all monies paid out, and on what account they shall have been paid; and to keep and maintain all such books, accounts, and papers according to acceptable methods of accounting and in such manner that they may be readily understood and investigated. All books, accounts, papers, and files of the treasurer's office, shall be at all times open to the examination of the Auditor, the Mayor, or any member of the council. (Ord. 15383 §2; January 8, 1990; P.C. §2.38.010; Ord. 3489 §27-1501; July 6, 1936).

2.16.030 Separate Account of Each Fund.

The City Treasurer shall open and keep a separate account for each fund which the City Council shall designate and for which it shall levy taxes or assessments, and the debits and credits belonging thereto. (Ord. 15383 §3; January 8, 1990; P.C. §2.38.020; Ord. 3489 §27-1502; July 6, 1936).

2.16.040 Cancel Warrants, Checks and Other Debts.

The City Treasurer shall cancel warrants, checks, and other evidences of debt against the city, whenever paid, by writing or stamping across the face thereof, "Paid by the City Treasurer," with the date of payment written or stamped thereon. (Ord. 19815 §11; December 17, 2012; prior Ord. 15383 §4; January 8, 1990; P.C. §2.38.030; Ord. 3489 §27-1503; July 6, 1936).

2.16.050 Receipts; Reports to Council.

The City Treasurer shall make available evidence of all monies paid for taxes, special assessments, licenses, and all other money required to be paid to the city or requested to be paid by other city officers or employees. The treasurer shall promptly report to the council any officer authorized to receive money who fails to deliver such monies at the time required by law or by the ordinances of the city. (Ord. 19815 §12; December 17, 2012: prior Ord. 15383 §5; January 8, 1990: P.C. §2.38.040: Ord. 3489 §27-1504; July 6, 1936).

2.16.060 Monthly Reports to Council.

The City Treasurer shall make a report to the City Council of the business of the treasurer's office during the preceding month, showing the balance on hand to the credit of the different funds at the time of the last report, the amounts received during the month, the amounts disbursed during the month, with the balance on hand to the credit of the different funds, together with balances of bank and investments accounts held by the City Treasurer. (Ord. 19815 §13; December 17, 2012: prior Ord. 15383 §6; January 8, 1990: P.C. §2.38.050: Ord. 3489 §27-1505; July 6, 1936).

2.16.080 Deputy and Assistants; Appointment.

The City Treasurer may appoint, subject to the approval of the Finance Director, a Deputy City Treasurer and an assistant or assistants who shall be employees of the City in the classified service. The Deputy City Treasurer shall be competent to perform the duties of the office of City Treasurer in case of sickness or absence of the Treasurer. The Treasurer shall be liable upon his or her official bond for the acts of such appointees. (Ord. 17266 § 1; November 3, 1997: prior Ord. 15383 §7; January 8, 1990: P.C. §2.38.070: Ord. 3489 §27-1507; July 6, 1936).

2.16.090 Real Estate Tax Ledger and Distribution.

The City Treasurer shall maintain tax ledgers of all real estate taxes distributions and distribute the real estate taxes according to the tax levy approved by City Council. (Ord. 19816 §1; December 17, 2012: prior Ord. 15383 §8; January 8, 1990: P.C. §2.38.080: Ord. 3906 §1; October 5, 1942).

2.16.100 Reconciliation of Special Assessments.

The City Treasurer shall perform monthly reconciliation of special assessments, showing previous months' ending balances, collections received, new assessments, and ending balances. Such reconciliation shall identify all delinquent amounts. Special assessment payments shall be deposited into all designated accounts according to collections report. (Ord. 19816 §2; December 17, 2012: prior Ord. 15383 §9; January 8, 1990: P.C. §2.38.090: Ord. 3906 §2; October 5, 1942).