

City of Cambridge

In the Year One Thousand, Nine Hundred Seventy-five

AN ORDINANCE

In amendment to an ordinance formerly entitled: "The General Ordinances of the City of Cambridge" as revised in 1972 and now designated as "The Code of the City of Cambridge".

Be it ordained by the City Council of the City of Cambridge as follows:

Chapter 2 entitled: "Administration, Division 4" entitled: "Treasury Department" is hereby amended by striking out Section 2-98 through Section 2-119 and substituting in place thereof the following: -

DIVISION 4, TREASURY DEPARTMENT

SECTION 2-98. CITY TREASURER; CUSTODY OF FUNDS; LOAN NEGOTIATIONS; OTHER DUTIES. (a) The Assistant City Manager for Fiscal Affairs shall assume the posts of Director of Finance and City Treasurer. As City Treasurer, he shall have charge of the treasury and collecting departments and the books, documents, and papers thereof.

(b) The City Treasurer shall receive, receipt for, and have the care and custody of the current funds of the City, and also of all moneys, property and securities which may be in his charge by virtue of any statute or ordinance, or by virtue of any gift, devise, bequest, or deposit.

(c) The City Treasurer shall negotiate all loans authorized by the City Council and shall countersign with the City Auditor and the City Manager all bonds, notes, and certificates of indebtedness issued for loans to the City, authorized by the City Council. When surrendered to him for cancellation he may exchange coupon or registered bonds, notes or certificates of the City for one or more registered bonds, notes, or certificates having the same maturity and rate of interest, and they may be issued to the same or new owner or owners. Such new bonds, notes, or certificates shall be signed by the Treasurer and countersigned by the City Auditor and the City Manager.

SECTION 2-99. BOND OF CITY TREASURER. The Treasurer shall give a bond in such forms as the Commissioner of Corporations and Taxation of the Commonwealth shall approve, with sufficient sureties, to be approved by the Commissioner in a sum not less than the amount fixed by the City Council. The bond shall be executed, approved and delivered before he enters upon the duties of his office or within ten (10) days after his appointment, whichever event shall first occur. Should he fail to give such bond within the time herein required, the election shall be void and a new appointment shall be had forthwith.

SECTION 2-100. DRAFTS UPON TREASURER; PAYMENTS OF SALARIES OF SCHOOL TEACHERS; EMERGENCY FUND; PAYROLLS; TIME OF PAYMENT OF BILLS. (a) The City Manager is authorized to draw orders on the Treasurer for the payment of accounts and claims approved and certified as provided in this Chapter. He may draw his order to pay any sum not exceeding three-fourths (3/4) of the amount then due, by way of advance on contracts made, or on work begun and not completed, upon being satisfied of the necessity therefor by a certificate signed by the board or head of department controlling the expenditure, within the sum especially appropriated therefor by the City Council, or draw his order for any sum upon the express order of the City Council.

(b) The City Manager shall draw his order for the weekly payment of the wages of such employees as are entitled by law to be paid weekly: the amounts of such wages to be entered upon payrolls which shall be made up to the last day of the week and certified to as correct by the heads of the respective departments, except where a department is under the charge of an executive board, in which case they shall be so certified by some officer designated by said board; all such amounts to be within the appropriations to which the same shall be chargeable.

(c) The City Manager shall draw his order for the payment of the salaries of the teachers of the public schools, and the sum due for state, military aid and soldiers' relief; the amounts of such salaries to be entered upon payrolls which shall be certified to be correct by the School Committee, and the amounts of such sum for state and military aid and soldiers' relief to be entered upon payrolls, which shall be certified correct by the committee on soldiers' relief, such amounts to be within the appropriations to which the same shall be chargeable.

(d) The City Manager may, from time to time, draw his orders upon the Treasurer for the payment of such sums as he may deem necessary to be paid out of any appropriation which may be made and set apart by the City Council as a fund to meet emergencies, but never to exceed the amount of such appropriation.

SECTION 2-101. PAYMENT OF DRAFTS, CHECKS, ORDERS AND BONDS. The Treasurer shall pay all drafts, checks, and orders directed to him from the Auditing Department as provided by law, for the payment of demands against the City; shall, on presentation, pay all executions against the City duly certified as correct by the City Solicitor; also, all bonds issued by the City, and the interest on the same as they or it becomes due; shall cancel all bonds and coupons and immediately transmit to the City Auditor the bonds, coupons and executions so paid.

SECTION 2-102. MANNER OF PAYMENT; JUDGEMENTS, BONDS, NOTES, ETC. No money shall be paid out of the City Treasury except upon the written order of the City Manager, addressed to the Treasurer, countersigned by the Auditor: provided, however, that the Treasurer may pay before such order is drawn, any sum of money due on the principal or interest of any note, bond or other security of the City, or on any judgement against the City, and also certified refunds or abatements.

SECTION 2-103. USE OF MONEY, PROPERTY AND SECURITIES; FINANCIAL YEAR. The Treasurer shall use and apply in such manner as the City Council may direct, all property, money and securities in his possession at the close of each financial year. The financial year shall be in accordance with State Law.

SECTION 2-104. MONEY FOR CARE OF CEMETERY LOTS. The Treasurer shall receive and have the care and custody of all moneys paid by persons for the perpetual care of lots in the Cambridge Cemetery, and give vouchers of the City therefor. He shall notify the Superintendent of the Cemetery of all such payments together with a description of the lots and graves on account of which such payments are made. He shall invest such moneys in some safe manner, and pay interest realized thereon into the City Treasury. The fund created by such payments shall be denominated "the cemetery fund for the perpetual care of lots". The net income realized from such fund shall be devoted to the care of the graves and lots for the perpetual care of which payments have been made as aforesaid.

SECTION 2-105. LIBRARY FUNDS. The Treasurer shall receive all sums of money paid under the provisions of 4 A.L.M., c.140, sec.172, and shall forthwith credit the amount of such money to the appropriation for the public library.

SECTION 2-106. COLLECTION OF WATER RATES, ETC. The Treasurer shall collect all rents, water rates and other sums payable to the City, not otherwise specially provided for. He shall notify all persons assessed for the use of water that bills for water rates are due and payable at his office and he shall give notice of and collect all other bills on account of the water works, which may, from time to time, be placed in his hands by the Water Works Department.

SECTION 2-107. BOOKS; CREDITING AND DEBITING ACCOUNTS; PAYMENTS; REPORT TO COUNCIL. The City Treasurer shall keep an accurate account of all his receipts and payments as City Treasurer. He shall not pay any money out of the Treasury except upon orders of the City Manager drawn in the form prescribed in Section 2-61 of this Chapter, or except for special purposes as provided in Sections 2-100 and 2-102 of this Chapter.

SECTION 2-108. REPORT TO AUDITOR. The City Treasurer shall report to the Auditor, in detail, of all his collections, receipts and disbursements; the frequency of these reports to be determined by the Auditor. It shall be sufficient, in reporting the receipts for taxes, assessments and water rates, to state the amount received, and the particular warrant, assessment or account upon which the collection was made. He shall also report a true record of all discounts, abatements and repayments allowed during the month on taxes, assessment, water rates or other accounts.

SECTION 2-109. SIDEWALK AND SEWER ASSESSMENT. Whenever any assessments for defraying the expenses of constructing or repairing common sewers, or of completing sidewalks, are delivered to the Treasurer for collection, he shall forthwith make a demand in writing for the payment of said assessments; and, if any such assessment remains unpaid for three (3) months after such demand, and no notice of apportionments, or request therefor be filed in his office, he shall collect the same according to law. Whenever the amount due and payable on any mortgage belonging to the City is paid to the Treasurer, he shall certify the same forthwith to the City Manager.

SECTION 2-110. COST OF CALLING INVALID TAX DEEDS. Whenever it appears to the City Treasurer that an invalid tax deed has been given to the City Collector for an estate sold at a tax sale, the City Treasurer shall charge the cost of calling in such invalid tax deed to the appropriation for "abatements".

SECTION 2-111. ASSISTANT CITY TREASURER AS COLLECTOR OF TAXES; APPOINTMENT. (a) The Assistant City Treasurer shall be the Collector of Taxes.

(b) The Assistant City Treasurer shall be appointed in writing by the City Treasurer, with the approval of the City Manager.

SECTION 2-112. BOND OF ASSISTANT CITY TREASURER. The Assistant City Treasurer shall give a bond in such form as the Commissioner of Corporation and Taxation of the Commonwealth shall approve, with sufficient sureties, to be approved by the Commissioner. The bond shall be executed, approved and delivered before he enters upon the duties of his office or within ten (10) days after his appointment, whichever event shall first occur. Should he fail to give bond within the time herein required, the appointment shall be void and a new appointment shall be had forthwith.

SECTION 2-113. DUTY OF ASSISTANT CITY TREASURER AS COLLECTOR OF TAXES. The Assistant City Treasurer shall have the power and be charged with the duty of collecting all taxes due the City and shall demand in writing payment of same. As Collector of Taxes, he shall have all special powers conferred by statute or ordinance on a treasurer appointed collector. The Assistant City Treasurer shall use every means available to collect the same and after he has exhausted all such means and failed he shall refer the same to the Law Department. All departments shall commit to him on forms supplied by the City Auditor, all accounts due for collection.

SECTION 2-114. BOOKS; PAYMENTS. The Assistant City Treasurer shall keep an accurate account of all his receipts as Collector of Taxes, depositing the same as directed by the Treasurer.

SECTION 2-115. OTHER DUTIES. Other powers and duties of the Assistant City Treasurer shall be such as are assigned and delegated from time to time to him by the City Treasurer.

Passed to a second reading at a meeting of the
City Council held on _____ and on or after
_____ the question may be on passing to be
ordained.

ATTEST:- Paul E. Healy, City Clerk.

City of Cambridge

HEARING SCHEDULE

The Ordinance Committee, comprised of the entire membership of the City Council, will conduct a hearing on Monday, December 29, 1975 at 6:30 P. M. in the City Council Chambers at City Hall. The purpose of the hearing is to discuss the proposed amendment to the General Ordinances relative to the Treasury Department. All interested persons are invited to attend.

For the Committee,

Councillor David A. Wylie
Chairman



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 876-6800

September 15, 1975

EXECUTIVE DEPARTMENT
JAMES L. SULLIVAN
City Manager

To the Honorable, the City Council:

Attached is a proposed amendment to the general ordinances to assign the duties of Tax Collector to the Assistant Treasurer, and the duties of the Treasurer to the Finance Director.

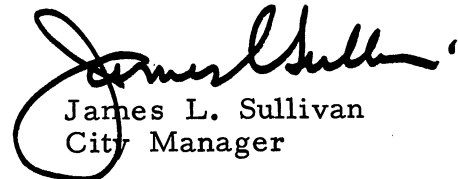
Currently the duties of Tax Collector and the duties of Treasurer are combined in a single position. You will recall that during our Treasury budget workshop, we discussed the desirability of assigning the duties of Tax Collector to the Assistant Treasurer and the assignment of Treasury responsibilities to the City's Finance Director.

As was pointed out, this move results in an annual savings of approximately \$24,000 in direct salary costs, plus several thousand in associated indirect costs, annually. Council approved the budgetary implications of this change in its adoption of the 1975-76 Budget, which reflects this cost saving. The attached ordinance amendment will thus complete this significant change in the structure of our finance organization.

The amendment is endorsed by Edward A. Lehan, who is currently serving as Treasurer and Tax Collector, on a temporary basis.

Passage of the proposed amendment is strongly recommended.

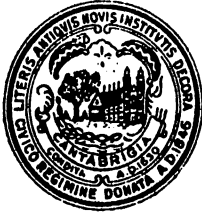
Very truly yours,


James L. Sullivan
City Manager

JLS/b

Proposed amendment to the ordinance
relative to the Treasury department

No Action
Taken



City of Cambridge

In the Year One Thousand, Nine Hundred Seventy-five

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(c) The City Treasurer shall negotiate all loans authorized by the City Council and shall countersign with the City Auditor and the City Manager all bonds, notes, and certificates of indebtedness issued for loans to the City, authorized by the City Council. When surrendered to him for cancellation he may exchange coupon or registered bonds, notes or certificates of the City for one or more registered bonds, notes, or certificates having the same maturity and rate of interest, and they may be issued to the same or new owner or owners. Such new bonds, notes, or certificates shall be signed by the Treasurer and countersigned by the City Auditor and the City Manager.

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(c) The City Manager shall draw his order for the payment of the salaries of the teachers of the public schools, and the sum due for state, military aid and soldiers' relief; the amounts of such salaries to be entered upon payrolls which shall be certified to be correct by the School Committee, and the amounts of such sum for state and military aid and soldiers' relief to be entered upon payrolls, which shall be certified correct by the committee on soldiers' relief, such amounts to be within the appropriations to which the same shall be chargeable.

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Agenda #6

23

Proposed ordinance pertainign to the
Treasury Department.

In City Council,
September 15, 1975

Referred to Ordinance Committee

*Copies sent
9-15-75
CS*