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REFER TO:  
MINUTES 6-6-77  
PAGE 7-5-77

ORDINANCE NO. 1977-M- 24

ORDINANCE AMENDING CHAPTER 6 OF THE MUNICIPAL CODE OF ST. CHARLES, ILLINOIS, 1965, ENTITLED "APPOINTIVE OFFICERS"

WHEREAS, the Illinois Revised Statutes provide that the City Council may, by Ordinance, provide for the appointment of certain officers which appointment shall be made by the Mayor with the approval of the City Council, and

WHEREAS, the City Council deems it necessary and expedient to amend Chapter 6 of the Municipal Code of the City of St. Charles, Illinois;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF ST. CHARLES, ILLINOIS:

1. Chapter 6 of the Municipal Code of St. Charles, Illinois, 1965, entitled "Appointive Officers" shall hereafter read as follows:

Chapter 6: Appointive Officers

- Article I. City Attorney
- Article II. Staff Officers
- Article III. Staff Duties and Responsibilities
- Article IV. General Provisions

ARTICLE I. CITY ATTORNEY

6.101 Appointment.) The City Attorney shall be appointed annually by the Mayor with the advice and consent of the City Council.

6.102 Compensation.) The City Attorney shall be paid a retainer, as prescribed from time to time by the Mayor and City Council for routine services and legal advice to the City and shall be paid a reasonable fee for all other legal services performed by him for the City at the request of the Mayor and Council.

6.103 Additional Counsel.) The Mayor and the City Council with the advice of the City Attorney may for specific legal actions appoint additional legal counsel with the duties and compensation specified in the appointment.

6.104 Legal Proceedings.) The City Attorney shall prosecute, enforce and defend all legal proceedings to which the City or any of its officials or employees may be a party in their official or employment capacity.

6.105 Legal Documents.) The City Attorney shall draft or supervise the drafting of any legal document to which the City is a signatory.

6.106 Scope of Service.) Within two weeks after appointment, the City Attorney shall file in the Office of the Mayor a statement outlining the scope of service for which he is paid a retainer; and a general schedule of charges for services outside that scope.

Article II. Staff Officers

6.201 Positions.) The Staff of the City of St. Charles may comprise:

- A. Director of Public Works
  - 1. Superintendent of Electricity
  - 2. Superintendent of Streets and Sewers
  - 3. Superintendent of Wastewater Facilities
  - 4. Superintendent of Water
  - 5. City Engineer
  - 6. City Planner
  - 7. Building Commissioner
- B. Director of Administrative Services/Comptroller/  
Budget Officer
  - 1. City Collector
- C. Emergency Services Chief
- D. City Health Officer

6.202 Appointment.) The Staff Officers shall be appointed annually by the Mayor with the advice and consent of the Aldermen.

Article III. Staff Duties and Responsibilities

The duties and responsibilities of the Staff Officers are as set forth below herein and as from time to time established by the Mayor and Council.

There shall be maintained in the Office of the Mayor a statement setting forth rules and regulations for performance of the Staff duties and any special qualifications required for appointment to Staff Officers or proposed by the Mayor and approved by the City Council.

6.301 Director of Public Works.) The Director of Public Works has the responsibility for the planning, management and operation of all City public works facilities and related facilities including the electrical, water, wastewater treatment, sewers, streets, buildings and grounds, trees and vehicles (except fire department vehicles). The Director of Public Works is also responsible for all City engineering, planning, and building and zoning inspection and enforcement in the City.

6.301-1 Superintendent of Electricity.) Responsible for the construction, operation and maintenance of the facilities of the City electric utility and the lighting of public streets and grounds.

6.301-2 Superintendent of Streets and Sewers.) Responsible for the construction, operation, repair and maintenance of:

- A. Public works facilities other than public water supply and electrical facilities in or on public rights-of-way, including, but not necessarily limited to public streets, alleys, walkways, driveways, storm sewers and sanitary sewers; and for all City vehicles and equipment (except fire vehicles and equipment);
- B. Public buildings and grounds.

6.301.3 Superintendent of Wastewater Facilities.) Responsible for the construction, operation, repair and maintenance of the sewage treatment plant and the sewage pumping facilities.

6.301.4 Superintendent of Water.) Responsible for the construction, operation, repair and maintenance of the City water supply, storage and distribution facilities and appurtenances.

6.301-5 City Engineer.) Directly responsible to the Director of Public Works; prepares studies and design standards related to public utility and street improvements; reviews all development plans to insure the design and installation of public improvements in accordance with sound engineering principles and practice; measures the impact of current developments and future growth on the City's public works facilities and projects necessary improvements or additions to said facilities.

6.301-6 City Planner.) Directly responsible to the Director of Public Works; conducts research relative to the growth and development of the City and prepares reports on particular planning and zoning matters; administers land use controls and reviews all development plans and zoning petitions to assure that growth and development occur in accordance with City policies and long range plans and sound planning principles; measures the financial and environmental impact of current developments and future growth on City services and assists the Park and School Districts in this regard.

6.301-7 Building Commissioner.) Directly responsible to the Director of Public Works; enforces all laws relating to zoning, building and plumbing and prepares and maintains all records related thereto.

6.302 Director of Administrative Services/Comptroller/Budget Officer.)

- A. The Director of Administrative Services has the duty and responsibility to plan, organize, direct, and control the purchasing, inventory, property disposal, personnel and insurance functions of the City. He will also develop, recommend and institute administrative policies and procedures with the concurrence of the City Council.
- B. As the Comptroller, he or she shall perform the duties of the office as prescribed by State Statutes and by ordinances of the City of St. Charles. The duties and responsibilities of the Comptroller include:
  1. Preparation and maintenance of the following records:
    - a. Accounts Payable Records of all invoices and charges to the City after proper review as to price, quantity, extension and authorization;
    - b. Disbursement Records of all City funds disbursed;
    - c. Cash Received by the City from all sources;
    - d. Current Financial Condition of the City by funds showing current and anticipated revenues and expenditures;
    - e. Billings for Utilities and Services as prescribed by State Statutes and by City Ordinances;
    - f. Financial Planning for all revenue and expenditures;
    - g. Tax Reports for all taxes paid by the City;
    - h. Special Assessment Rolls and billing and collection records for such assessments;

- i. Real Estate Transactions of the City and the documents related thereto;
  - j. Accounting Records as prescribed by State Statute, City ordinances, approved recommendations of the City Auditor and directives of the Finance Committee of the City Council;
  - k. Internal Audit Reports in accordance with established accounting practices and in accordance with requirements of the City Auditor in preparation for the Annual Audit;
  - l. Long Term Obligations of the City, such obligations being defined as debt of the City incurred in one fiscal year and payable in two or more fiscal years;
  - m. Investments of funds of the City:
    - n. Bonds of the City in a book expressly kept for that purpose, a correct list of all outstanding bonds of the City showing the number and the amount of each, the purpose for which the bond was issued and to whom issued. When any City bonds are purchased, paid or cancelled, such books shall show the fact, and in an annual report the Comptroller shall describe, particularly, the bonds sold during the year, and the terms of the sales, with each and every item of expense thereof; the Comptroller shall keep a record of all bonds issued by the City including the registration thereof when requested and is the person designated to attest to all bonds of the City;
    - o. Ordinance Book containing all ordinances of the City of St. Charles and an index thereto, and shall schedule hearings for the presentation of ordinances and supervise all advertising related thereto;
    - p. Custody of Book and Papers; He shall have custody and control of all books and disbursements not specifically given to any other Officer.
  2. Supervision over the receipt and collection and disbursement of money on behalf of the City and the transfer of money collected to the appropriate funds and depositories; however, all officers and employees shall be individually responsible for the audit and approval of their transactions on behalf of the City.
- C. As the Budget Officer, he or she shall:
1. Permit and encourage and establish the use of efficient planning, budgeting, auditing, reporting, accounting, and other fiscal management procedures in all municipal departments, commissions and boards;
  2. Compile an annual budget in accordance with law;
  3. Examine all books and records of all municipal departments, commissions and boards which relate to monies received by the municipality, municipal departments, commissions and boards, and paid out by the municipality, municipal departments, commissions and boards, debts and accounts receivable, amounts owed by or to the municipality, municipal departments, commissions and boards;

4. Obtain such additional information from the municipality, municipal departments, commissions, and boards as may be useful to the budget officer for purposes of compiling a municipal budget, such information furnished by the municipality, municipal departments, commissions and boards in the form required by the budget officer. Any departments, commission or board which refuses to make such information as is requested of it available to the budget officer shall not be permitted to make expenditures under any subsequent budget for the municipality until such municipal department, commission or board shall comply in full with the request of the budget officer;
5. Establish and maintain such procedures as shall insure that no expenditures are made by the municipality, municipal departments, commissions or boards except as authorized by the budget.

6.302-1 City Collector (of Special Assessments).

- A. Preparation and maintenance of proper records of all special assessments levied or imposed upon property in the City; and
- B. Billing and collection of all monies due on special assessments.

6.303 Emergency Services Chief.) Responsible for the administration, training and operation of the Civil Defense organization and other Emergency Services.

6.304 City Health Officer.) The City Health Officer shall:

- A. Enforce all ordinances containing provisions for the protection of the public health;
- B. Make such inspection of food-stuffs and of the premises used for storing or selling of provisions as may be provided by ordinance.
- C. Make such reports as the City Council or the Board of Health require.
- D. Make recommendations for rulings, orders or ordinances respecting the public health whenever it is necessary, or whenever requested to do so or when the City Health Officer deems it advisable;
- E. Make or cause to be made such tests and analyses and inspections as may be necessary for this purpose, and such other health inspections as may be required by the City Council;
- F. Perform such other duties and functions as may be required by statute, ordinance or the Board of Health.

Article IV. General Provisions

6.401 Ex-Officio Duties.) In the absence of a staff member due to illness, vacation, death, emergency, or otherwise, the Mayor may appoint a temporary staff member during the absence.

6.402 Bonds.) Staff members shall be bonded from time to time as prescribed by the City Council.

6.403 Reassignment of Duties.) Wherever state or federal statute, rule or regulation, ordinance of the City of St. Charles, agreement of the City of St. Charles or recorded or unrecorded document of any sort prescribes duties or action to be taken by a specific titled officer which title does not appear in this ordinance, the duties or action so described shall devolve upon the officer whose duties shall most nearly be commensurate therewith. In case of disagreement, the Mayor shall decide and make an assignment accordingly.

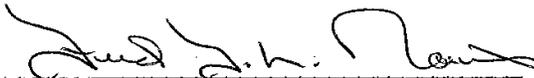
6.404 That all other appointive offices heretofore existing under Chapter 6 of the Municipal Code of the City of St. Charles, Illinois are continued for the balance of the current fiscal year of the City of St. Charles, at which time they shall be discontinued and expire without further action by the City Council.

6.405 This ordinance shall be in effect after presentation, passage and approval pursuant to law.

PRESENTED to the City Council of the City of St. Charles,  
Illinois, on the 5th day of July, 1977.

PASSED by the City Council of the City of St. Charles, Illinois,  
on the 5th day of July, 1977.

APPROVED by the Mayor of the City of St. Charles, Illinois,  
on the 5th day of July, 1977.

  
MAYOR

ATTEST:

  
CITY CLERK

Council Vote: unanimous