

ORDINANCE NO. 1975-M- 35

REFER TO:	
MINUTES	10-6-75
PAGE	-----

ORDINANCE REPEALING CHAPTER 6 OF THE MUNICIPAL CODE OF SAINT CHARLES, ILLINOIS, 1965, ENTITLED "APPOINTIVE OFFICERS" AND SUBSTITUTING A NEW CHAPTER 6 ENTITLED "APPOINTIVE POSITIONS"

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES:

1. Chapter 6 of the Municipal Code of St. Charles, Illinois, 1965, is hereby repealed.

2. Chapter 6 of the Municipal Code of St. Charles shall hereafter read as follows:

Chapter 6: Appointive Positions

- Article I. City Attorney
- Article II. Staff Positions
- 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 Positions

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

- A. Comptroller
  - 1. City Collector
- B. Budget Officer
- C. Director of Administrative Services.
  - 1. Purchasing Coordinator
  - 2. City Sanitarian
- D. Director of Physical Plant
  - 1. Superintendent of Public Works
  - 2. Superintendent of Electricity
  - 3. Superintendent of Water
  - 4. Superintendent of Environmental Control
- E. Director of Planning and Development
  - 1. Assistant Director of Planning and Development
  - 2. Building Commissioner
  - 3. Building Inspector
- F. Director of Civil Defense

6.202 Appointment.) The Staff Positions shall be filled annually by the appointment of the Mayor with the advice and consent of the Aldermen.

## Article III. Staff Duties and Responsibilities

The duties and responsibilities of the Staff Positions 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 position or proposed by the Mayor and approved by the City Council.

6.301 Comptroller.) The Comptroller 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:

A. Preparation and maintenance of the following records:

1. Accounts Payable Records of all invoices and charges to the City after proper review as to price, quantity, extension and authorization;
2. Disbursement Records of all City funds disbursed;
3. Cash Received by the City from all sources;
4. Current Financial Condition of the City by funds showing current and anticipated revenues and expenditures;
5. Billings for Utilities and Services as prescribed by State Statutes and by City Ordinances;
6. Financial Planning for all revenue and expenditures;
7. Tax Reports for all taxes paid by the City;
8. Special Assessment Rolls and billing and collection records for such assessments;
9. Real Estate Transactions of the City and the documents related thereto;
10. 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;
11. Internal Audit Reports in accordance with established accounting practices and in accordance with requirements of the City Auditor in preparation for the Annual Audit;
12. 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;
13. Investments of funds of the City:

14. 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;

15. Ordinance Book containing all ordinances of the City of Saint Charles and an index thereto, and shall schedule hearings for the presentation of ordinances and supervise all advertising related thereto;

16. Custody of Book and Papers: He shall have custody and control of all books and disbursements not specifically given to any other Officer.

B. 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.

6.301-1 City Collector.)

A. Preparation and maintenance of proper records of all special assessments levied or imposed upon property in the City; and

B. Collection of all monies due on special assessments.

6.302 Budget Officer.) The Budget Officer shall:

A. 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;

B. Compile an annual budget in accordance with law;

C. 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.

- C. (cont.)...departments, commissions and boards, debts and accounts receivable, amounts owed by or to the municipality, municipal departments, commissions and boards;
- D. 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 department, 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;
- E. 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.

6.303 Director of Administrative Services.) The Director of Administrative Services is the purchasing agent of the City, has responsibility for health and welfare services of the City, and has responsibility for promulgation, maintenance and administration of a personnel policy as approved by the City Council.

6.303-1 Purchasing Coordinator.)

- A. Preparation and maintenance of all records relative to purchases and inventory;
- B. Supervision of stockroom;

6.303-2 City Sanitarian.) The City Sanitarian 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 Sanitarian 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.

6.304 Director of Physical Plant.) The Director of Physical Plant is responsible for the planning and operation of the Public Works, Electrical, Water and Environmental Control Departments.

6.304-1 Superintendent of Public Works.) Responsible for the construction, repair and maintenance of:

- A. Public facilities other than water and electrical facilities in or on public rights-of-way. Such facilities include but are not necessarily limited to public streets, alleys, walkways, driveways, storm sewers and sanitary sewers;
- B. Public buildings and grounds;
- C. All City vehicles and equipment other than fire vehicles and equipment.

6.304-2 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.

6.304-3 Superintendent of Water.) Responsible for the construction, operation and maintenance of the facilities of the City water utility.

6.304-4 Superintendent of Environmental Control.) Responsible for the construction, operation and maintenance of the sewage treatment plant and the supervision and enforcement of all noise, air and water pollution control.

6.305 Director of Planning & Development.) Responsible for planning for community development and for supervision of enforcement of all laws relating to zoning, building and plumbing.

6.305-1 Assistant Director of Planning & Development.) Directly responsible to the Director of Planning & Development and is in charge of the Department in the absence of the Director; responsible for general research projects related to planning and development and also research relative to particular planning and zoning matters; coordinates the activities of the Plan Commission; processes all submittals for development plans and rezoning petitions; maintains and updates departmental forms and records.

6.305-2 Building Commissioner.) Directly responsible to the Director of Planning & Development; enforces all laws relating to zoning,

6.305-2 (cont.)...building and plumbing and prepares and maintains all records related thereto.

6.305-3 Building Inspector.) Shall perform field inspections and assistance to the Building Commissioner.

6.307 Director of Civil Defense.) Responsible for the administration, training and operation of the Civil Defense organization.

Article IV. General Provisions

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

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

PRESENTED to the City Council of the City of St. Charles, Illinois, on the 6th day of October, 1975.

PASSED by the City Council of the City of St. Charles, Illinois, on the 6th day of October, 1975.

APPROVED by the Mayor of the City of St. Charles, Illinois, on the 6th day of October, 1975.

Edward A. Sprick  
MAYOR

ATTEST:

Rope Lottens  
CITY CLERK

Council Vote:  
Unanimous

