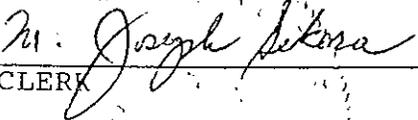


ORDINANCE NO. 1983-M-7

AN ORDINANCE AMENDING TITLE 2, "ADMINISTRATION
AND PERSONNEL", CHAPTER 2.10, "APPOINTIVE
OFFICERS", AND CHAPTER 2.12, "OFFICERS AND
EMPLOYEES", OF THE ST. CHARLES MUNICIPAL CODE

PASSED AND APPROVED BY THE
MAYOR AND CITY COUNCIL OF
THE CITY OF ST. CHARLES,
KANE AND DU PAGE COUNTIES,
ILLINOIS, THIS 7th DAY OF
MARCH, 1983

PUBLISHED IN PAMPHLET FORM BY
THE AUTHORITY OF THE MAYOR AND
THE CITY COUNCIL OF THE CITY OF
ST. CHARLES, KANE AND DU PAGE
COUNTIES, ILLINOIS, THIS 7th
DAY OF MARCH, 1983.


CITY CLERK

ORDINANCE NO. 1983-M- 7

AN ORDINANCE AMENDING TITLE 2, "ADMINISTRATION AND PERSONNEL", CHAPTER 2.10, "APPOINTIVE OFFICERS", AND CHAPTER 2.12, "OFFICERS AND EMPLOYEES", OF THE ST. CHARLES MUNICIPAL CODE

REFER TO:
MINUTES <u>9-7-83</u>
PAGE _____

DATE OF PUBLICATION IN
NEWSPAPER PHLET Feet

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES, KANE AND DU PAGE COUNTIES, ILLINOIS, AS FOLLOWS:

1. That Title 2, "Administration and Personnel", Chapter 2.10, "Appointive Officers", of the St. Charles Municipal Code, be and is hereby amended by deleting Sections 2.10.070, 2.10.130, 2.10.160, 2.10.170, 2.10.180, 2.10.190, 2.10.200, 2.10.210, and 2.10.220, and substituting the following therefor:

- "2.10.070 Staff officers - Positions designated.
The staff of the city may comprise:
- A. Director of Public Works
 - 1. Superintendent of Streets and Sewers
 - B. Director of Electricity
 - C. Director of Finance (Insurance Services/Comptroller/Budget Officer)
 - 1. City Collector
 - D. Director of Emergency Services
 - E. City Health Officer
 - F. Administrative Services Director
 - G. Director of City Planning

2.10.130 Director of Public Works - Responsibilities.

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 water, wastewater treatment, sewers, streets, buildings and grounds, trees and vehicles, except fire department vehicles. The Director of Public Works is also responsible for providing management direction to all City Engineering projects.

2.10.160 Director of Electricity - Responsibilities.

The Director of Electricity shall be responsible for the construction, operation and maintenance of the facilities of the City Electric Utility and the lighting of public streets and grounds.

2.10.170 Director of Finance - Responsibilities.

- A. The Director of Liability Insurance Services has the duty and responsibility to plan, organize, direct, and control the insurance, except life and health insurance functions of the City.
- B. As the Comptroller and budget officer shall perform the duties of the officer as prescribed by state statutes and by ordinances of the City, or any other duties and responsibilities, which shall be assigned by the Mayor.

Such duties include: All pertinent financial records and data pertaining to accounting, billing, collection, taxes, special assessments, investments, and other records; Ordinance book and index, and all books and papers not specifically given to any other officer.

2.10.180 City Collector - Responsibilities.

The City Collector of special assessments shall be responsible for the following:

- 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 moneys due on special assessments.

2.10.190 Director of Emergency Services - Responsibilities.

The Director of Emergency Services shall be responsible for the administration, training and operation of the civil defense organization and other emergency services.

2.10.200 City Health Officer - Responsibilities.

The City Health Officer shall:

- A. Enforce all ordinances containing provisions for the protection of the public health;
- B. Make such inspection of foodstuff 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.

2.10.210 Administrative Services Director - Responsibilities.

The Administrative Services Director shall:

- A. Coordinate interdepartmental actions as assigned by the Mayor or City Council Committee;
- B. Plan, organize, direct and control the purchasing, inventory, property disposal, personnel, and health and life insurance functions of the City. Will also develop, recommend, and institute administrative policies and procedures with the concurrence of the City Council;
- C. Coordinate and monitor the City Para-Transit operations, City informational activities and similar projects as directed by the Mayor or City Council Committee.

2.10.220 Director of City Planning - Responsibilities

The Director of City Planning shall conduct research relative to the growth and development of the city, prepare reports on particular planning, building, and zoning matters; administer land use controls and review 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, measure the financial and environmental impact of current developments and future growth on city services and assist the park and school districts in this regard. The Director of City Planning is also responsible for building and zoning inspection, and the issuance of building permits."

2. That Title 2, "Administration and Personnel", Chapter 2.10, "Appointive Officers", of the St. Charles Municipal Code be and is hereby amended by deleting Sections 2.10.230, 2.10.240 and 2.10.250.

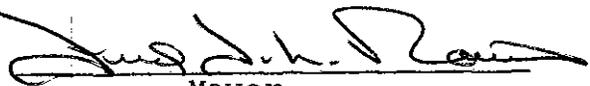
3. That Title 2, "Administration and Personnel", Chapter 2.12, "Officers and Employees", Section 2.12.120, "Retirement age limit of employees", be and is hereby deleted.

4. That after the adoption and approval hereof the Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

PRESENTED to the City Council of the City of St. Charles, Illinois, this 7th day of March, 1983.

PASSED by the City Council of the City of St. Charles, Illinois, this 7th day of March, 1983.

APPROVED by the Mayor of the City of St. Charles, Illinois, this 7th day of March, 1983.


Mayor

ATTEST:


City Clerk

COUNCIL VOTE:

Ayes: 10

Nays: 0

Absent: 0

STATE OF ILLINOIS)
) SS.
COUNTY OF KANE)

C E R T I F I C A T E

I, M. Joseph Sekera, certify that I am the duly elected and acting municipal clerk of the City of St. Charles, Kane and DuPage Counties, Illinois.

I further certify that on March 7, 1983 the Corporate Authorities of such municipality passed and approved Ordinance No. 1983-M-7, entitled AN ORDINANCE AMENDING TITLE 2, "ADMINISTRATION AND PERSONNEL", CHAPTER 2.10, "APPOINTIVE OFFICERS", & CHAPTER 2.12, "OFFICERS & EMPLOYEES", OF THE ST. CHARLES MUNICIPAL CODE which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 1983-M-7, including the Ordinance and a cover sheet thereof was prepared, and a copy of such Ordinance was posted in the municipal building, commencing on March 9th, 1983, 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 St. Charles, Illinois, this 9th day of March 1983.

(SEAL)

M. Joseph Sekera
Municipal Clerk