

City of St. Charles, Illinois

Ordinance No. 2008-M-5

**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**

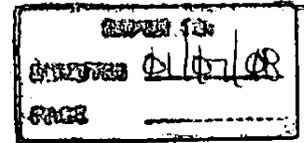
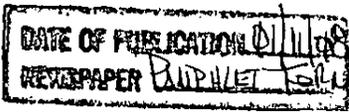
**Adopted by the
City Council
of the
City of St. Charles
January 7, 2008**

**Published in pamphlet form by
authority of the City Council
of the City of St. Charles,
Kane and Du Page Counties,
Illinois, January 11, 2008**

Nancy Garrison

City Clerk





ORDINANCE NO. 2008-M-5

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

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, is hereby amended by deleting Sections 2.10.080 through Sections 2.10.120 and in lieu thereof the following language shall be substituted:

2.10.080 Staff officers - Appointment.

The staff officers shall be recommended for appointment by the City Administrator and appointed annually by the Mayor with the advice and consent of the City Council. (Ord. 1979-M-32 § 1 (part); Ord. 1977-M-24 § 1 (part): prior code 6.202.)

2.10.090 Staff officers - Ex officio duties.

In the absence of a staff member due to illness, vacation, death, emergency, or otherwise, the City Administrator may appoint a temporary staff member during such absence for a period not to exceed 12 months. (Ord. 1977-M-24 § 1 (part): prior code 6.401.)

2.10.110 Staff officers - Reassignment of duties.

Wherever state or federal statute, rule or regulation, ordinance of the city, agreement of the city, 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 chapter, the duties or action so described shall devolve upon the officer whose duties shall most nearly be commensurate therewith. In case of disagreement, the City Administrator shall decide and make an assignment accordingly. (Ord. 1977-M-24 § 1 (part): prior code § 6.403.)

2.10.120 Staff officers - Duties and responsibilities generally.

A. The duties and responsibilities of the staff officers are as set forth in this chapter and as from time to time established by the City Administrator.

B. There shall be maintained in the Human Resources Department a job description generally setting forth job responsibilities and qualifications required for appointment to staff officers . (Ord. 1977-M-24 § 1 (part): prior code Ch. 6 Art.III (part).)

2. That Title 2, "Administration and Personnel," Chapter 2.10, "Appointive Officers" of the St. Charles Municipal Code, is hereby amended by deleting Section 2.10.125, paragraph L in lieu thereof the following language shall be substituted:

2.10.125 City Administrator - Responsibilities

L. Hire, suspend, or remove all employees of the city, except those appointed by the Mayor with the advice and consent of the City Council and except those positions covered by state law, or by agreement such as collective bargaining agreements. His/her authority to hire, suspend, or remove all city employees shall take precedence over any conflicting ordinances; provided, however, the procedural steps specified in the conflicting ordinance for suspension or removal shall be followed. The City Administrator may authorize the head of a department or office to hire, suspend or remove an employee or employees in such department or office, in accordance with city personnel policies and procedures.

3. That Title 2, "Administration and Personnel," Chapter 2.10, "Appointive Officers" of the St. Charles Municipal Code, is hereby amended by deleting Section 2.10.130, in lieu thereof the following language shall be substituted:

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, laboratory, sewers, electrical transmission and distribution, streets, facilities, trees and vehicles, . The director of public works is also responsible for providing management direction to all city-engineering projects.

(Ord. 1997-M-88 § 1; Ord. 1986-M-63 §2; Ord. 1983-M-7 §1 (part); Ord. 1979-M-32 § 1 (part); Ord. 1977-M-24 § 1 (part); Ord. 1985-M-59 § 1 (part): prior code §6.301).

4. That Title 2, “Administration and Personnel,” Chapter 2.10, “Appointive Officers” of the St. Charles Municipal Code, is hereby amended by deleting Section 2.10.225, in lieu thereof the following language shall be substituted:

2.10.225 Director of Economic Development - Responsibilities.

Removed in its entirety. (Ord. 2007-M-31 § 3; Ord. 1997-M-88 § 12; Ord. 1997-M-67 §2.)

5. That Title 2, “Administration and Personnel,” Chapter 2.12, “Officers and Employees” of the St. Charles Municipal Code, is hereby amended by deleting Section 2.12.020 and Section 2.12.030, in lieu thereof the following language shall be substituted:

2.12.020 Appointment of Officers.

All officers other than elective officers shall be recommended for appointment by the City Administrator and appointed annually by the Mayor with the advice and consent of the City Council . (Prior code § 10.102.)

2.12.030 Terms of office.

Every appointive officer of the city shall hold office from the date of appointment until the first day of May following appointment unless removed as provided by ordinance. (Prior code § 10.103.)

6. That Title 2, “Administration and Personnel,” Chapter 2.12, “Officers and Employees” of the St. Charles Municipal Code, is hereby amended by deleting Section 2.12.035 and Section 2.12.040, in lieu thereof the following language shall be substituted:

2.12.035 Removal from Office.

If the City Administrator determines that the appointive officer is not satisfactorily fulfilling the duties of the position, the City Administrator, with approval of the Mayor and City Council, may terminate the appointive officer at any time.

2.12.040 Filling Vacancy.

If an appointive officer is terminated prior to the end of his or her term, the Mayor, upon the receipt of a recommendation from the City Administrator, and advice and consent of the City Council, may appoint a new officer prior to May 1st. The position shall be filled in the same manner in which appointments or selections are made, in the absence of provision to the contrary.

7. That Title 2, "Administration and Personnel," Chapter 2.12, "Officers and Employees" of the St. Charles Municipal Code, is hereby amended by adding Section 2.12.045 as follows:

2.12.45 Appointment of Employees.

All employees other than appointed officers shall be appointed by the City Administrator.

8. That Title 2, "Administration and Personnel," Chapter 2.12, "Officers and Employees" of the St. Charles Municipal Code, is hereby amended by deleting Section 2.12.060, in lieu thereof the following language shall be substituted:

2.12.060 Salary.

All officers and employees of the city shall receive such salary as may from time to time be provided by ordinance, resolution, policy and/or collective bargaining agreement. (Prior code § 10.106.)

9. That, after the adoption and approval hereof, this 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.

10. This Ordinance shall be in full force and effect ten (10) days from and after its passage by a vote of the majority of the corporate authorities now holding office, approval and publication in the manner provided by law.

PRESENTED to the City Council of the City of St. Charles, Illinois, this 7th day of January, 2008.

PASSED by the City Council of the City of St. Charles, Illinois, this 7th day of January, 2008.



APPROVED by the Mayor of the City of St. Charles, Illinois, this 7th day of January, 2008.



Donald P. DeWitte, Mayor

Attest:



Nancy Garrison
City Clerk

Council Vote:

Ayes: 10

Nays: 0

Absent: 0

Abstain: 0

State of Illinois)
)
) ss.
Counties of Kane and DuPage)

Certificate

I, NANCY GARRISON, certify that I am the duly elected and acting Municipal City Clerk of the City of St. Charles, Kane and DuPage Counties, Illinois.

I further certify that on January 7, 2008, the Corporate Authorities of such municipality passed and approved Ordinance No. 2008-M-5, entitled

"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,"

which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 2008-M-5, including the Ordinance and a cover sheet thereof was prepared, and a copy of such Ordinance was posted in the municipal building, commencing on January 11, 2008, 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 7th day of January 2008.



Nancy Garrison
Municipal Clerk